

Ciarb Trustee Elections – Guidance for Branches

Protocol for the Election of Elected Trustees

Introduction

This Protocol sets out the arrangements and requirements applying to the election of Elected Trustees of Ciarb.

It should be read alongside **Regulation 12 of Ciarb's Regulations**, which governs the election of Elected Trustees.

In accordance with Regulation 12:

- Elected Trustees are Voting Members of Ciarb from within the relevant geographic region electing a Trustee.
- The elections process runs every two years (in even numbered years);
- On or before 30 June¹ in an election year, nominations are invited from eligible Voting Members within the relevant geographic region.
- A Voting Member wishing to nominate an individual for election must submit a signed **Nomination for Election to Board of Trustees Form**.
- Each nominated candidate must complete the relevant sections of the Nomination for Election to Board of Trustees Form, including the required declarations confirming their willingness and eligibility to act as a Trustee.
- Where the number of validly nominated candidates exceeds the number of vacancies within a geographic region, an election by ballot will be conducted.
- Where an election by ballot is required, Ciarb will appoint an independent electoral scrutineer (the **Independent Scrutineer**) to oversee the election process.

Purpose and Scope

The purpose of this Guidance (which is published on the Ciarb website and circulated to all Branch committee members) is to ensure Branch committee members are aware of the process, and in particular the rules that apply should a Branch committee member wish to nominate a candidate in their personal capacity.

General Principles for Canvassing

¹ The 2026 Trustee Election Process will commence with the distribution of nomination invitations to members on 1 September 2026, following a one-off dispensation granted by the Ciarb Board of Trustees.

Personal Capacity

- Canvassing material circulated may only be done in a member's personal capacity and not in a member's capacity as a member of a Branch committee.

Content of Canvassing Material

- Canvassing material must not contain misleading or defamatory statements or express views as to the ability or integrity of other candidates.

Circulation of Canvassing Material

- Canvassing material must not be circulated directly by the candidate or by any third party and must be submitted to the Executive for circulation.
- Canvassing may only be conducted in the member's personal capacity. It is not permitted to circulate or canvass other members in the member's capacity as an Officer of Ciarb.

Timing of Canvassing

- There should be no canvassing until the ballot material has been circulated.

Branch, Board or Committee Members

- Canvassing on behalf of a candidate should only be done in the member's personal capacity and may not be conducted in the member's capacity as a member of a Branch, Board or Committee.

Conduct of Canvassing

- Canvassing should not cause nuisance to voters by being persistent or intrusive.

Independent Scrutiny

- Where there is to be an election by vote, the Executive will forward all canvassing material to the Independent Scrutineer for confirmation as to whether the material complies with the requirements set out in this Guidance.
- The Independent Scrutineer will make a final determination on this and there is no right of appeal against their decision.

Publication of Approved Canvassing Material

- The Executive will place approved canvassing material on the Ciarb website and will email members eligible to vote with a hyperlink so that the material can be accessed and read by them.



Costs

- Branch funds must not be spent on canvassing material (any material relating to the election of the candidate).
- Any expenditure in relation to the elections is a personal cost to the candidate.

Election Results

Following completion of the ballot and the Independent Scrutineer's verification of the result, candidates will be notified of the outcome by email as soon as reasonably practicable.

Once the result has been confirmed and, where required, ratified in accordance with Ciarb's governing documents, the result will be published on the Ciarb website.

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