

## Trustee Elections – Guidance for Candidates

### 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;
- the elections process runs every two years (in even numbered years);
- On or before 30 June<sup>1</sup> 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.

#### Candidate Statements

Nominated candidates should provide the Executive with a candidate statement of no more than 750 words. The candidate statement must not contain misleading or defamatory statements or express views as to the ability or integrity of other candidates.

#### General Principles for Canvassing

##### Canvassing Material

- Canvassing material (if any) 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.

## Timing of Canvassing

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

## Personal Capacity

- 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.
- 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.

## Canvassing Expenditure

- Candidates should aim to spend a modest sum only on canvassing (as a guide, no more than GBP100). This must be at their personal, not Branch, expense.



### Improper Inducements

- There should be no improper inducement for support, such as directly or indirectly providing any food, drink or entertainment with the intention of influencing any voter to vote or refrain from voting.

### Results

Candidates will be notified of the results by email as soon as they are available and have been ratified. The results will then be published on the Ciarb website, together with the Independent Scrutineer's report setting out the breakdown of the vote.

END.