

Trustee Election Rules 2024

1. Overview

These rules govern the election of Trustees for UKCISA. As outlined in the Articles of Association, UKCISA's Trustee Board has 15 members, of which 9 members are directly elected by UKCISA's membership institutions. The election process outlined below seeks to ensure transparency, fairness, and that all candidates are suitably qualified and vetted prior to standing for election.

Prior to the election voting process, the Nominations Committee is responsible for advertising vacancies on UKCISA's Trustee Board and shortlisting, interviewing and vetting suitable candidates before holding an election.

2. Trustee Vacancy Application

- **Notification of Vacancy:** UKCISA will announce publicly any Trustee vacancies and invite interested candidates to submit their applications.
- **Application Submission:** Candidates must complete the formal application process as determined by UKCISA. Applications must be received by the specified deadline to be considered. The specific arrangements for the application process are to be determined by the Nominations Committee.
- **Eligibility:** Candidates must meet the eligibility criteria set out in the Trustee role description and be committed to supporting UKCISA's mission. There is no requirement for candidates for a Trustee role to be a representative of one of UKCISA's member institutions, as per the Articles of Association.

3. Nominations Committee Review

- **Interviews and Vetting:** Following the application deadline, candidates will usually be shortlisted, interviewed, and vetted by UKCISA's Nominations Committee. This process is to assess candidates' suitability and alignment with the requirements of the role. The specific arrangements for the shortlisting process, and the timeline for recruitment are to be determined by the Nominations Committee.
- **Committee Recommendation:** Only candidates approved by the Nominations Committee (usually following interviews) will proceed to the election stage.

4. Election Process

4.1 Candidate Statements

- **Returning Officer:** The Election process will be managed and overseen by a Returning Officer, appointed by the Chief Executive. The Returning Officer will usually be a member of UKCISA's staff team.
- **Submission:** Approved candidates will be invited to submit a statement of up to 500 words to support their candidacy. This statement should outline their qualifications, experience, and vision for their role as a Trustee.
- **Deadline:** Following the initiation of the elections process, candidate statements must be submitted by a designated deadline set by the returning officer. Late submissions will not be considered.
- **Distribution:** UKCISA will circulate the candidate statements to all primary contacts at member institutions by email and by other means, along with clear instructions on how to participate in the voting process.

4.2 Voting

- **Online Voting:** Voting will usually be conducted Online.
- **Quorum:** There will be no minimum quorum or turnout of member institutions for the outcome of an election to be considered valid.
- **Votes:** All member institutions will have one vote to cast in the election, and voting will take place on a 'first past the post' or simple plurality method. Where there is more than one vacancy being filled during one election, the two (or more) candidates with the highest number of votes will be determined to be elected.
- **Eligibility:** Only UKCISA member institutions' primary contacts are eligible to vote.
- **Re-Open Nominations (RON) Option:** If the number of candidates in the election equals the number of vacant Trustee positions, the ballot will include a 'Re-Open Nominations' (RON) option. If RON is selected by the majority of voters, the election will be nullified, and the recruitment process will be restarted.

5. Election Results

- **Notification:** Once voting closes, the results will be collated and successful candidates will be informed in writing by UKCISA. The results will not be valid until approved by the Returning Officer. Public announcements will follow, notifying all members of the newly elected Trustees.
- **Appointment:** Newly elected Trustees will officially assume their roles on the Board following a formal appointment and onboarding process at the next Trustee meeting.

6. Expenses

- **No Expenses Payable:** No expenses will be reimbursed to candidates for any costs incurred during the application or election process. Candidates will be strongly advised not to expend personal funds in pursuit of their election.

7. Disputes

- **Disputes Process:** Any disputes or complaints from candidates or member institutions regarding the election process should be submitted in writing to the Returning Officer within 5 working days of the close of voting. The Nominations Committee will review and make a final decision on any disputes.