

Council meeting 14 & 15 February 2006

**PUBLIC BUSINESS**

## **Election of Officers**

### **Purpose**

To consider a recommendation from the Governance Committee on the election procedure for Officers

### **Strategic objective domain**

An organisation that consistently performs as a regulator, professional representative leader and publisher

### **Recommendation**

Council is asked to consider and agree the proposed revised procedures for election of the Officers of the Society.

#### **1. Background**

The first meeting of the new Council was in June 2005. As set out in the Council Governance Handbook, the election of the Society's Officers – the President, the Vice-President and the Treasurer – took place as the first business of Council on the Wednesday of the Council meeting.

At that time concerns were raised as to the procedure. The Council duly referred the election process to the Governance Committee to review the current procedures in the light of those concerns and to make recommendations for a revised procedure to be agreed by the Council in time for the election of Officers in June 2006.

It is proposed that any amendments to the procedures agreed by the Council at this time should stay in force until the new Regulations regarding the Officers are in force.

#### **2. Concerns**

##### **2.1 Lay/pharmacy technician members**

Under the present byelaws only pharmacist members of the Council are eligible to stand for election as Officers. The lay members and pharmacy technician members do not have the option to nominate themselves (or to be nominated) as candidates for any of the three elected Officer roles. It is not possible to address this aspect at present as the composition of the Officers is set out in the byelaws.

##### **2.2 Affirmation of election**

The current procedures provide that in the event of only one candidate standing for any of the three Officer roles, the Council will be asked to affirm that that person is duly elected to the office for which s/he was nominated. No vote is taken. In effect this means that Council members are not given an opportunity to register their approval or otherwise of the nominee. The revised procedures provide for a secret ballot when there is only one candidate.

##### **2.3 Nomination**

The current procedures are not clear on whether nomination for the Presidency is by self nomination only or by written nomination by one or more other members of the Council. The procedures do state that nominations for Vice-President and Treasurer are by self-nomination only. It is also unclear whether the names of nominators, as

well as candidates, should be circulated to Council members. The revised procedures clarify that nominations to all the Officer roles can be either by self nomination or on the nomination of another member of Council. The name of the nominator will be included with the Presidential addresses; in the case of multiple nominations, only the name of the nominator on the first received nomination will be circulated.

#### **2.4 Timetable for election of Officers**

There is a lack of clarity regarding the deadline for submission of statements from candidates for the Presidency. The revised procedures rectify this.

#### **2.5 Newly elected Council members**

There is also concern that as new Council members take up office only a short time before the June Council meeting, there is little time for them to see Council in action and therefore take an informed view on those members standing for office. In 2005, with the new Council, this was of particular concern and opportunity was made during the induction programme for Council members to meet and get to know each other. Going forward, the same concern will apply, but as only a small number of Council members will change each year the problem will be somewhat ameliorated. This will continue to be addressed through the induction programme.

The Committee considered that in order to make it easier for newly elected Council members to stand for election as an Officer or to nominate, future election timetables should incorporate a delay of 14 days between the announcement of the Council election results and the deadline for submission of nominations for the Presidency.

A proposed procedure is set out at Appendix A.

### **3. Risk implications**

It is important that the Society's procedures follow best practice in good governance. Bearing in mind the status that being an Officer confers on an individual and the regard given to the statements and actions of the Officers, it is particularly important that the procedures for their election be fair, clear and robust.

### **4. Resource implications**

There are no resource implications relating to the proposed amendments to the procedures.

Averil Ridgway  
Secretary to Governance Committee

## Appendix A

### Procedure for the election of President, Vice President and Treasurer

1. The election of Officers will be held entirely in public business, with the voting recorded, at the start of business on the Wednesday of the June Council meeting.
2. Each candidate standing for election as an Officer of the Society shall make a declaration of interests at the time of her/his nomination.
3. The nomination and election procedures are set out below.
4. In the event that there is only one candidate nominated for any post, the Council will be asked to affirm that the person is duly elected by secret ballot.
5. The voting shall be reported to the Council and recorded in the minutes.
6. Once the elections have been completed, the names of the candidates and the address submitted by the successful presidential candidate will be published.

#### 1. President

- 1.1 Nominations may be by self-nomination (letter or email), or made in writing (letter or email) by a Council member. All nominations must be received in writing by the Secretary & Registrar at least 11 days before the Tuesday of the June Council meeting, with a Friday 12 noon deadline. The specific closing date for nominations in a given year will be communicated to Council members by the Secretary & Registrar three weeks in advance of the close of nominations.
- 1.2 Candidates for the Presidency are required to produce an address of up to 1,000 words to demonstrate how they measure up to the job specification and to set out their policies. This must be received by the time and date specified as the deadline for nominations.
- 1.3 The names of those nominated and, where these are not self-nominations, the names of the nominators, will be circulated with the text of addresses to reach Council members by the following Tuesday, one week before the Council meeting.
- 1.4 Voting will follow the procedure set out below.
- 1.5 The newly elected President may make a short statement following election.
- 1.6 The identity of candidates and the content of the presidential addresses will be confidential to the Council until after the election has taken place.
- 1.7 The address of the successful Presidential candidate and the names of all the nominees will be sent to the editors of pharmacy publications

#### 2. Vice-President and Treasurer

- 2.1 Following the election of the President there will be a break before nominations for the offices of Vice-President and Treasurer are taken.
- 2.2 Nominations for the offices of Vice-President and Treasurer are by self-nomination or by nomination by a Council member.
- 2.3 After the break, nominations, either by self-nomination or nomination by a member of Council, will be invited for the post of Vice-President, followed by a

vote as set out below. When the Vice-President has been elected, nominations, either by self-nomination or nomination by a member of Council, will be invited for the post of Treasurer, followed by a vote as set out below. There will be no supporting speeches for either office.

- 2.4 Successful candidates will be invited to make a short statement following their election.

### **3. Voting procedure**

- 3.1 Nominations will close before the first vote is taken. In the case of the office of President this will have happened before the meeting on the date and at the time specified

#### *One candidate only*

- 3.2 For all offices, if there is only one candidate a secret ballot will be held.
- 3.3 A blank ballot paper will be distributed to each member of Council.
- 3.4 Council members will be asked to write on the blank ballot: "Affirmed", "Not affirmed", or "Abstain".
- 3.5 A single candidate will be deemed to have been affirmed if s/he receives a majority of the votes of those present and voting.
- 3.6 In the event that a single candidate does not achieve a majority of all votes cast, there will be a 15 minute recess, following which there will be a call for self-nominations to the office and the voting procedure will follow from 3.2 above or from 3.7 below, as applicable.

#### *More than one candidate*

- 3.7 The Secretary & Registrar will read the names of the candidates and each member of the Council will write the name of the candidate for whom s/he wishes to vote on the ballot paper. The papers will then be collected.
- 3.8 If one candidate has received more votes than the total of votes awarded to all other candidates, that person will be deemed to have been elected to the office concerned.
- 3.9 In the event that no candidate receives a majority of all votes cast in the first ballot, the candidate given the least number of votes in that ballot will be eliminated and the procedure as set out in 3.7 and 3.8 above will be repeated. This procedure will be repeated until one candidate receives the majority of votes cast.
- 3.10 If, in any ballot, in which one candidate does not receive a majority of all votes cast, two or more candidates tie with the lowest number of votes, a separate ballot involving only those candidates will be held under the procedure as set out in 3.7, 3.8 and 3.9 above to decide which of these candidates is to be eliminated from the next ballot.
- 3.11 If, when there are only two candidates for a post, there is a tie in the ballot, a further ballot will be held under the procedure set out in 3.7, 3.8 and 3.9 above. If there is still a tie after this second ballot, the Council meeting will be adjourned for five minutes and on its resumption nominations for the post concerned will again be called for. The procedure set out in paragraphs 2.2 and 2.3 above, as appropriate, will then be followed.