

Election procedures 2019

Scope

RPS elections take place every two years. This document supplements the Charter, By-Laws and Rules in order to define the practicalities for the RPS Council elections in 2019. It covers the methods for seeking and administering nominations, preparing candidates, and for receiving, counting and verifying votes cast for each candidate. Should there be any conflict in meaning or instruction The Charter, By-Laws and Rules are the ruling documents.

The Appendix to this document contains excerpts of paragraphs from the By-Laws and Rules that relate specifically to the elections.

Introduction

Elective posts

There are six elective posts: President Elect; Honorary Treasurer; and four Ordinary Members of Council.

In 2019, all of these posts will be selected by a ballot of RPS Members.

Two of the Ordinary Member posts will be for four years and two will be for two years. After 2019, all Ordinary Members of council will hold their posts for four years, with two elected in each election year. Provisions for selection of Ordinary Member posts are detailed under the heading, *Provisions for four and two-year Ordinary Member posts* toward the end of this document.

The post of Honorary Treasurer is held for four years and elected every other election year. Thus, after 2019, this will be selected by ballot again in 2023.

In 2019 the post of President will be adopted by the current Vice President. The person elected as President Elect in 2019 will become President in 2021.

Online voting

In order to facilitate a more efficient and secure process and to increase Member engagement, the principal medium for communication and participation in the elections process will be via the internet on a website; the *elections platform*. The RPS has engaged an established and reputable online elections provider as their agent, Mi-Voice (www.mi-voice.com) who will operate the elections platform. Access to the voting platform will be verified using member details. All verification assistance will be handled by the Mi-Voice support team (See 'Questions and support' below), who will work closely with the RPS Membership team. All processing will be carried out in a manner consistent with data protection regulations.

The process will be supported by regular communication and reminders shared with RPS Members via The Journal, eRPS, and by direct email. In addition to specific directions and information given at any appropriate time, all information will be available by first visiting www.rps.org/agm and following directions from there.

Members who wish to be communicated with or take part in the process by post may register for this by following directions given regularly in the Journal, eRPS, by direct email, and by visiting www.rps.org/agm. For simplicity the guidance below refers mainly to the online process, but it may be assumed that those engaged by post will be served in accordance with the Rules and to the same standard.

Questions and support

Regular updates and further guidance can be accessed by first visiting www.rps.org/agm.

Frequently asked questions (FAQs) will be published online and updated throughout the process.

Direct one-to-one support may be accessed by contacting Mi-Voice on 02380 763987, or by emailing support@mi-voice.com.

An overview of the elections process

Council Members for elective posts are elected by a ballot of RPS Members prior to the 2019 AGM. The ballot closes at noon, five days before the AGM and the results are announced at the AGM.

Voting takes place online and by post. During this *voting period*, Members will be able to vote for candidates of their choice. Candidates are Members who have received the support of 10 other Members for their candidacy.

Timeline

29/04/2019	Nominations open	Members register their nomination of proposed candidates.
30/06/2019	Nominations close	
29/07/2019	Voting opens	Candidate information published. Members vote upon the candidates available.
23/09/2019	Voting closes at noon	
28/09/2019	Annual general meeting	Results announced. Council Members take up their posts.

Notice of election and the nominations period

The formal notice of the election will be published in the May Journal, by direct email to Members where possible, and by post for any Members who have registered for postal communication.

From 29 April until 30 June Members can nominate other current RPS Members for any of the elective posts. Those persons submitting nominations must be Members of the RPS on the date that nominations close. Candidates must be RPS Members on both the date that nominations close and the date that voting closes.

When a nomination is received for a proposed candidate, the proposed candidate will be notified and asked to confirm in writing that they are willing to stand for the nominated post.

There are some specific restrictions defined in The Rules which prevent previous incumbents standing for certain offices. Verification of candidates will be undertaken as soon as nominations are received.

Upon agreement to stand as a candidate, the following will be compiled and kept on record:

- Written confirmation of willingness to stand.
- Full details including name, address, telephone and email address.
- Name with any titles or honours as it should appear in election documents.
- A current photograph.
- A record of supporting nominators.
- A manifesto of up to 250 words (links to websites will not be included).
- A signed trustee disclaimer.
- Members who have obtained a minimum of 10 nominations will be progressed to the next stage.

Where possible all the above information will be processed on the elections platform.

The names of candidate will only carry their RPS distinction, any prefix and in the case of the Treasurer, any professional qualification. The ten nominees against each candidate will be recorded as names only. No Member of staff can nominate candidates.

An election document will be prepared, to be published at the start of the voting period, containing full details of all the candidates for the vacant posts.

The voting period

From 29th July (the opening of the voting period), Members will be able to access information about candidates on the voting platform and cast votes upon their choice of candidates. Notification will be provided in the August Journal, eRPS, direct email where possible, and by post where requested.

Votes submitted using the online platform will remain secure and encrypted. Where postal voting is used, envelopes will be pre-printed on the front cover with a space for the Member's name, signature and Membership number. This will be the only identification for the voting paper to ensure that all votes cast are from current Members of the RPS and no Member can return more than one ballot, while the voting papers will carry no means of identifying the voter. Postal votes will be returned to Mi-Voice and not to the RPS.

Voting closes and all votes, whether online or by post, must be received by noon on 23rd September 2019.

The votes of individual Members will not be made available to any RPS Member of staff or RPS Member.

Counting of votes

The counting of votes will be undertaken by the RPS's agent, Mi-Voice. For votes to be valid, the voter must be a Member of the RPS on the date voting closes. This will be verified against the RPS Membership database.

Mi-Voice will prepare a statement of the total votes to determine the results of the election and pass this to the Chief Operating Officer of the RPS.

In the unlikely event of a tie that makes determination of the successful candidate problematic, a random draw will be undertaken by the RPS's agent, Mi-Voice.

All candidates will be advised in confidence of the results of the elections as soon as possible. The results will be made public by announcement at the Annual General Meeting on 28th September 2019.

Provisions for four and two-year Ordinary Member posts

In 2019, of the four Ordinary Member elective posts, there are two 4-year posts and two 2-year posts.

In order to minimise any confusion, the posts will be allocated to the candidates with the most votes after voting closes in the following manner:

- The two candidates who receive the most votes for an Ordinary Member post, will be allocated a 4-year post.
- The two 2-year posts will be allocated to the remaining candidates with the next highest number of votes.

At all stages of the process, candidates will be reminded of this to ensure the avoidance of doubt and a commitment to abide by this provision.

Appendix: By-Laws and Rules relating to Council elections

The following paragraphs have been selected for ease of reference. Full copies of the By-Laws and Rules are available at www.mi-nomination.com/rps and on the RPS website.

By-Laws relating to Council elections

6. Suspension and Termination of Membership

- 6.1. Any class or category of Member whose subscription is eight weeks in arrears, shall not be entitled to receive notice of, attend, or take part in General Meetings or functions of The Society, or to receive The Society's printed papers, or to vote, and shall be deemed to have forfeited Membership, and the name shall be removed from the Register.

9. Elective Posts

9.1. Ordinary Members of The Council

- (i) At the Annual General Meeting in the 2019 Election Year there shall be announced the appointment of four Ordinary Members of The Council, who shall have been elected by ballot of the Members of The Society in compliance with the procedure set out in The Rules, two for a term of two years and two for a term of four years. They shall each assume office at the close of the Annual General Meeting. And (subject as otherwise provided in The ByLaws) they shall remain in office until the close of the Annual General Meeting respectively two or four years later.
- (ii) In the Election Years following the 2019 Election Year two Ordinary Members of The Council shall be elected by ballot of the Members of The Society in compliance with the procedure set out in The Rules for a term of office of four years each. They shall each assume office at the close of the Annual General Meeting of The Society at which their appointment by ballot is announced and (subject as otherwise provided in The By-Laws) shall remain in office until the close of the Annual General Meeting four years later.

9.2. Treasurer

- (i) Every four years, starting in the 2019 Election Year, the Treasurer shall be elected by ballot of the Members of The Society in compliance with the procedure set out in The Rules for a term of four years. The Treasurer shall assume office at the close of the Annual General Meeting of The Society at which his or her appointment by ballot is announced and (subject as otherwise provided in The By-Laws), shall remain in office until the close of the Annual General Meeting four years later.

9.3. **President Elect**

- (i) Every two years, starting in the 2019 Election Year, the President Elect shall be elected by ballot of the Members of The Society in compliance with the procedure set out in The Rules for a term of two years. The President Elect shall assume office at the close of the Annual General Meeting of The Society at which his or her appointment by ballot is announced. They shall (subject as otherwise provided in The By-Laws) remain in office until the close of the Annual General Meeting four years later, as President Elect for the first two years and as President for the subsequent two years.

10. **Appointment of the President**

- 10.1. At the Annual General Meeting in 2019 the person holding the role of Vice-President up until that Annual General Meeting shall automatically become the President for a term of two years at the close of that Annual General Meeting.
- 10.2. In future the President Elect shall automatically become the President at the close of the Annual General Meeting at which he or she ends his or her full term of two years as President Elect.

11. **Duties of the President and President Elect**

- 11.1. It shall be the duty of the President to preside at all meetings of The Council and at General Meetings, and to regulate proceedings. The President shall deliver an address to The Society during the term of office. In the event of the death or resignation of the President, The Council shall appoint the President Elect to act as President. In the event of the death or resignation of the President Elect, The Council shall appoint one of its number to act as President.
- 11.2. It shall be the duty of the President Elect to preside at meetings of The Council and General Meetings and other functions of The Society from which the President is absent. If the President Elect is unable to preside, The Council shall appoint one of its number to act.

12. **The Treasurer**

- 12.1. The Treasurer shall be responsible for all monies received by The Society, and the payment of such sums as may be ordered by The Council. The Treasurer shall cause to be kept proper accounts of all such receipts and payments and render such statements to The Council and the Auditors as they may require.

13. **The Council of Management**

- 13.1. The Council shall consist of:

- (i) the Honorary Officers: and
 - (ii) the Ordinary Members of The Council; and
 - (iii) such Members as may be co-opted on to The Council in accordance with the provisions hereinafter contained.
- 13.2. Members of The Council shall be the charity trustees for the purposes of the Charities Acts.
- 13.3. Only Members of The Society shall, in any circumstances, be eligible to hold office as a Member of The Council.
- 13.6 The provisions for election of Members of The Council by ballot, and lengths of terms of office, shall be made in The Rules.

Rules relating to Council elections

5. Elections to The Council

- 5.1. Elections shall be held in an Election Year.

Nominations

- 5.2. Every Member of The Society entitled to vote at General Meetings may nominate one candidate for each of The Society's Elective Posts:
- (i) President Elect;
 - (ii) Treasurer; and
 - (iii) Four Ordinary Members of The Council.
- 5.3. Nominations shall be made in writing (authorized by the Member in line with the management procedures laid out by The Council) and delivered to The Society's Office (or to The Society's authorised agent) by a date specified by The Council in an Election Year. The Society shall verify that each nomination is received from a Member of The Society and shall confirm in writing to each nominee notice of their nomination. A nominee's name will not be included on the ballot form unless:
- (i) the nominee has been validly nominated by at least ten Members entitled to vote at General Meetings; and

(ii) signed notice of acceptance of nomination by the nominee has been delivered to The Society's Office within seven days after service of such notice of nomination (or within such longer period as The Council may specify from time to time).

5.4. A person nominated for or elected to any Elective Post in The Society, at the time of such nomination or election;

(i) must be a Subscribing Member, Honorary Member or Honorary Fellow of The Society;

(ii) must not be in arrears with their subscriptions;

(iii) if they have served as a Member of The Council since the last election must not have vacated office during that period; and

(iv) if they have been elected or co-opted as a current Member of The Council must have attended at least half of its meetings unless otherwise permitted by The Council.

5.5. A person nominated for election as President Elect, at the time of such nomination;

(i) must be a current Member of The Council;

(ii) must not be the immediate past President;

(iii) must not be the current President.

5.6. A person nominated for election as one of the four Ordinary Members of The Council, at the time of such nomination;

(i) must not be the current President or immediate past President and

(ii) must not have been serving on The Council as an elected Member of The Society for a continuous period of more than seven years.

The Council terms of office

5.7. All Members of The Council shall be elected by ballot of the Members for terms of four years to run from the date of the Annual General Meeting at which their appointment is announced, until the Annual General Meeting four years later. The exception is two Ordinary Members of The Council elected in 2019, who shall only serve for two years from 2019, in line with the terms of The By-Laws.

5.8. No Member of The Council may serve more than eight consecutive years on The Council, except for:

- (i) a Member of The Council who becomes President Elect immediately after eight years' consecutive service on The Council may then serve up to twelve consecutive years in total including a two-year term as President Elect and a two-year term as President); or
- (ii) Members of The Council in office in 2019, whose terms of service pre-date the adoption of this set of The Rules will not be counted when calculating their period of service above; or
- (iii) the two Ordinary Members of The Council elected in 2019 for an initial term of two years, who may serve up to ten years in total.

Ballots

- 5.9. Ballot forms containing the names of all Members validly nominated for an Elective Post in The Society, together with any information about each nominee as decided by The Council, (or details of where to find them published on a website if agreed to by the Member in line with By-Law 19), shall be distributed (in accordance with By-Law 19) to all The Society Members in an Election Year at an appropriate time. For example, but without limitation, with the notices given by The Society of its Annual General Meeting. For any Member entitled to vote at such Annual General Meeting with a registered Address outside the United Kingdom, a ballot form, together with any information about each nominee as decided by The Council (or details of where to find it published on a website if agreed to by the Member in line with By-Law 19) shall, so far as is reasonably practicable, be sent to such Address (or an alternative Address within the United Kingdom which may have been given to The Society by that Member) in time to enable the Member to complete and return such ballot form to The Society or its authorized agent not later than the fifth day before the Annual General Meeting. Ballot forms shall be sent by ordinary post unless The Council directs otherwise, and the Members have consented where necessary under By-Law 20.
- 5.10. Every Member of The Society entitled to vote at the Annual General Meeting, shall be entitled to one vote in the election for each of the offices of President Elect and Treasurer, and up to four votes for the Ordinary Members of The Council. No ballot form shall be allowed to count as recording more than one vote for any candidate in the same capacity.
- 5.11. Ballot forms sent and returned by electronic means, without limitation by email or website, to be treated as valid, must:
- (i) be received at The Society's agent not later than noon on the fifth day preceding the relevant Annual General Meeting,
 - (ii) comply with the terms for return laid out in the instructions sent with the ballot forms;

(iii) cast no more than the number of votes permitted under Rule 5.10.

5.12. Ballot forms sent and returned by post, to be treated as valid, must:

- (i) be received at The Society's Office not later than noon on the fifth day preceding the relevant Annual General Meeting,
- (ii) be in a sealed envelope bearing the voter's signature, printed name and Membership number,
- (iii) contain no indication of the voter's identity on the ballot form itself and
- (iv) cast no more than the number of votes permitted under Rule 5.10.

5.13. The counting of the votes cast shall be conducted under the supervision of scrutineers appointed by The Council and, if The Council thinks fit, additional supervision by the Auditors. No candidate for an Elective Post in The Society shall be appointed a scrutineer.

5.14. The results of the elections shall be announced at the Annual General Meeting in the Election Year and such elections shall be deemed to have taken place on the date of that Annual General Meeting.

5.15. The Council shall have powers:

- (i) to publish or exhibit to Members a list showing the number of attendances by the persons holding Elective Posts in The Society at the meetings of The Council, or its committees (containing such explanatory matter as The Council may think fit);
- (ii) to nominate additional candidates to make up the number in the event of fewer than five Members being nominated for election to The Council (any nominations made by The Council under this Rule shall be distinctly indicated on the ballot form);
- (iii) to attach with each ballot form a statement showing the eligibility and suitability of candidates for any Elective Post in The Society (to be compiled from answers returned by the candidates to specified questions); and
- (iv) to recommend candidates for any of the elective Honorary Officers of The Society as being persons who appear to The Council to be especially qualified to serve in the office for which they are so recommended.

In making such recommendations, The Council shall have regard to the desirability of giving each area of The Society's activities some measure of representation on The Council.

5.16. Those Members who are described in the Register by an Address within the United Kingdom shall be entitled to receive notices from The Society. Notices shall be sent to

Members having registered Addresses outside the United Kingdom, so far as postal facilities permit, without conferring any right on such Members to receive notices, in accordance with and subject to such regulations as The Council shall from time to time prescribe. Overseas Members may, if they so wish, provide The Society with an Address within the United Kingdom for receipt of notices. Communications with Members shall be served as laid out in By-Law 19.