

The Scout Association

Trustee Elections – Guidelines

1. General Principles

1.1 The election and appointment of an effective board of trustees, who collectively possess a range of attributes, behaviours, skills, and experiences of relevance to the Association's activities and operations, is essential to the success of the Scout Association (the "**Association**"). The Association will strive to ensure that:

1.1.1 the process is impartial, and procedures are applied objectively and consistently;

1.1.2 voting systems are secure and accurate, and votes are cast anonymously;

1.1.3 all members of Council are encouraged to participate in elections and elections shall be well publicised and accessible to all Council members; and

1.1.4 the administration of elections is transparent.

1.2 The Election will be held in accordance with the relevant provisions of the Bye-Laws as set out in **Appendix 1**.

2. Scope of Guidelines

2.1 These Guidelines apply to the elections of Elected Members and Elected Youth Members of the board of trustees (elected in accordance with Bye-Law 22(a) and Bye-Law 22(b) of the Association's Bye-Laws).

2.2 They are relevant to members of Council (as voters) and prospective candidates. Current trustees and members of the Election Panel must also comply with these guidelines when fulfilling their own responsibilities within the election process (as summarised in paragraph 8).

3. Equal Opportunities

3.1 The Association is committed to ensuring that all members of Council (as voters), and all prospective candidates are able to participate equitably in elections. To help ensure this:

3.1.1 The Association will use its reasonable endeavours to make election materials available in formats that are accessible for all Council members on request (for example, where a modified format is required because of a Council member's specific need);

3.1.2 alternative methods of voting may be made available, where practical, to members of Council who may not be able to vote using the current/primary method because of a disability; and

3.1.3 the Association's EDI leads will be involved throughout the process to ensure that the elections process is as accessible and inclusive as possible.

4. Elected Trustees

4.1 The Association has the following elected trustees:

4.1.1 nine Elected Members (one each from Northern Ireland, Scotland, and Wales, three from northern England and three from southern England); and

4.1.2 three Elected Youth Members.

4.1.3 It also has up to five Appointed Members (including the Chair and the Treasurer) and the Ex-Officio Members who are not elected by Council and therefore are not covered by these Guidelines.

5. Terms of Office

5.1 The Elected Members of the Board elected in accordance with Bye Law 22[a] shall retire at the Annual General Meeting of the Council held in the third year after the year in which they were elected. They shall be eligible for re-election by the Council for a further and final period of up to three years after which they shall be required to take a two year break as set out in Bye Law 41[b].

5.2 The Elected Youth Members of the Board elected in accordance with Bye Law 22[b] shall retire at the Annual General Meeting of the Council held in the third year after the year in which they were elected. They shall be eligible for re-election by the Council for a further and final period of up to three years or until such time as they reach their 26th birthday, whichever is first, after which they shall be required to take a two year break as set out in Bye Law 41[b].

6. Eligibility to stand for election

6.1 No persons shall be eligible for election as:

6.1.1 Elected Members of the Board unless they have passed their 18th birthday before the date of the Annual General Meeting and are proposed by a member of the Association, who is over 18 and holds an adult membership role and seconded by a member of the Council in accordance with arrangements which the Board have agreed from time to time for the election of Elected Members to the Board; or

6.1.2 Elected Youth Members of the Board unless they have passed their 18th birthday before the date of the Annual General Meeting but not reached their 24th birthday at the date of the Annual Census [immediately prior to such election] and are proposed by a member of the Association, who is over 18 and holds an adult membership role and seconded by a member of the Council in accordance with arrangements which the Board have agreed from time to time for the election of Elected Youth Members to the Board.

6.2 Prospective candidates must not be disqualified from acting as a charity trustee by any law or regulation.

7. Eligibility to vote

7.1 To be eligible to vote a person must, at the time of the dispatch of voting instructions, be a member of Council in accordance with Bye-Law 3, and registered as such with the Secretary to the Board.

8. Elections process and timetable

8.1 The timetable for the elections process will be set by the Association's Secretary to the Board in January each year. It is expected that the process and timeframes will be broadly as follows:

Action	Approximate Date
Secretary to the Board sets the election process timetable	Early January
Trustees approve board skills audit framework	January Board
Nominations and Governance Committee appoints appropriate members of the Elections Panel	February
Secretary to the Board carries out board skills audit and presents conclusions to trustees	March Board
Trustees approve the desired attributes, behaviours, skills and experience (Desirable Attributes) which should be prioritised during trustee recruitment based on the outcome of the skills audit	March Board
Secretary to the Board advertises elected trustee vacancies (including explanation of Desirable Attributes)	Early May
Nominations of candidates	June
Shortlisting Panel assesses candidates, (which may include an interview and other assessment activities) and shortlist candidates who exhibit the Desirable Attributes	End June
Candidates notified in writing of outcome of shortlisting process	Early July
Appeal Panel considers any appeals to the shortlist	Early July-Mid July
Circulation of manifestos of shortlisted candidates and canvassing period	Mid July
Online voting	Mid July – Late August before the Annual General Meeting of the Council
Announcement of results	At the Annual General Meeting of the Council in September

9. Elections Panel

9.1 When appropriate the Board, via its Nominations and Governance Committee, shall run a selection process, to fill any vacancies on the Elections Panel which shall consist of members of Council in accordance with the Terms of Reference for the Elections Panel set out at **Appendix 2**.

9.2 Each year, the members of the Elections Panel shall be divided into a Shortlisting Panel and an Appeals Panel in accordance with the Terms of Reference.

9.3 The role of the Elections Panel is to shortlist candidates in accordance with paragraph 13 and hear any appeals in accordance with paragraph 14

10. Skills Audit

10.1 The Association needs to ensure that its board of trustees includes trustees with a diverse range of attributes, behaviours, skills and experiences of relevance to the Association's activities and operations. It therefore carries out an annual skills audit of the board to identify any skills/experience gaps, and this informs the recruitment of new trustees.

10.2 In January each year, the trustees work with the Secretary to the Board to review and, if necessary, update the annual audit of trustee skills to ensure that it reflects the full range of skills and experience which would ideally be reflected across the board of trustees (considering attributes required in the coming year whilst also looking ahead to the future). This skills audit is updated each year to ensure that it reflects developments in the Association's activities and operations and in the sectors within which the Association operates. The revised skills audit is subject to formal approval by the trustees in January.

10.3 The Secretary to the Board will then carry out a skills audit of the board in February each year and will decide on which areas of skills and experience the Association should focus its trustee recruitment for the following year. The Secretary to the Board will report the conclusions of the skills audit to the trustees in March for the trustees to approve the decisions about which skills/experience should be prioritised in the trustee recruitment process (the "**Desirable Attributes**").

11. Advertisement of vacancies

11.1 In May, the Secretary to the Board shall give notice of the election which shall include:

11.1.1 the number of vacancies to be filled by the election and from which geographic locations;

11.1.2 the Desirable Attributes which will be prioritised through the shortlisting process and, if appropriate, evidence of qualifications and/or experience of the Desirable Attributes may be sought (noting this is not a prescriptive list and other comparable experience may also be relevant);

11.1.3 who is eligible to be a candidate;

11.1.4 the process for nomination of candidates; and

11.1.5 the closing date for nominations and the timetable for the elections (including the shortlisting process).

11.2 Notice of the vacancies shall be given by publication of the Association's website and in such other manner as the Secretary to the Board considers appropriate.

12. Nominations

12.1 To stand as a candidate, an individual must be nominated by two supporters (a “proposer” and a “seconder”). The proposer must be a member of the Association who is over 18 and holds an adult membership role and the seconder must be a member of Council.

12.1.1 Nominations will be made via an online application form. Alternative methods of applying may be made available, where practical, to members of Council who may not be able to apply using the current/primary method because of a disability.

12.1.2 The proposer and seconder each need to submit online written statements indicating why they believe that the candidate would make a good trustee. Alternative methods of submitting this information may be made available, where practical, to members of Council who may not be able to use the current/primary method because of a disability.

12.2 These statements should demonstrate that the proposer and seconder have given serious consideration to their suitability for the role in the light of the Desirable Attributes. The supporters’ names will not be published during the election process.

12.3 The Association encourages nominations for candidates from underrepresented groups. The Association’s Equity Diversity and Inclusion leads shall be involved in the process in order to help identify ways in which the Association can increase the nomination of candidates from underrepresented groups.

13. Shortlisting process

13.1 All nominations will first be considered by the Shortlisting Panel. The Shortlisting Panel will consider the prospective candidate’s online application form and will usually, at the Shortlisting Panel’s discretion, invite prospective candidates for interview.

13.2 The Shortlisting Panel will prepare a shortlist of candidates who will go forward for election by the vote of all Council members.

13.3 In determining the shortlist, the Shortlisting Panel will have regard to the need to ensure a range of candidates who between them demonstrate the full spectrum of Desirable Attributes across the different geographic regions.

13.4 The Association’s EDI leads will work with the Shortlisting Panel to ensure that the shortlist is as inclusive and representative as possible.

13.5 All candidates will be informed of the outcome of the shortlisting process in writing before the shortlist is made public. Candidates will be provided with a written explanation if they are not included in the shortlist.

14. Appeals to shortlisting process

14.1 There will be a period of three weeks between candidates being notified of the outcome of the shortlisting process and the shortlist being made public to allow for candidates who are not shortlisted to make an appeal.

14.1.1 Appeal requests must be submitted by email to the Secretary to the Board. Alternative methods of submitting an appeal may be made available, where practical, to members of Council who may not be able to use the current/primary method because of a disability.

14.2 The candidate must provide a short explanation as to why they are appealing the shortlisting decision. Appeals can only be considered on the basis that the candidate considers that:

14.2.1 the Shortlisting Panel failed to take proper account of a candidate's qualifications or experience which demonstrates that they exhibit the Desirable Attributes;

14.2.2 the Candidate believes that they were not shortlisted because of bias or partiality by the Shortlisting Panel; or

14.2.3 the Candidate considers that the Shortlisting Panel made an administrative error in the shortlisting process which resulted in them being accidentally omitted from the shortlist.

14.3 Appeals will be considered by the Appeals Panel. Members of the Appeals Panel will have had no role in the initial shortlisting decision.

14.4 Appeals will usually be considered on the basis of the written submissions, unless the Appeals Panel considers that it is necessary to allow for verbal (or other) submissions to ensure that the prospective candidate is able to fully participate in the process, having regard to any additional needs to the prospective candidate. If the candidate wishes to make verbal (or other) submissions, they must indicate this in their Appeal Request along with their reasons for such request.

14.5 Candidates will be informed of the outcome of their appeal in writing unless the Appeals Panel is made aware of the need for verbal or other method of communication. The decision of the Appeals Panel is final.

14.6 If the Appeals Panel decides that a candidate should have been shortlisted, they will be added to the shortlist before it is circulated to Council members. Council members will not be informed that a candidate was added to the shortlist following an appeal.

15. Publication of the Shortlist

15.1 At the end of the appeals period, the Secretary to the Board shall publicise:

15.1.1 the shortlist of candidates;

15.1.2 the candidates' manifestos and proposer and seconder statements (without disclosure of their names); and

15.1.3 instructions on how to vote,

to members of Council by email.

16. Canvassing Period

16.1 The period between the publication of the shortlist and the closure of online voting is the Canvassing Period.

16.2 Candidates may canvass for support (including on social media) in accordance with the Code of Conduct below.

17. Canvassing Code of Conduct

17.1 Canvassing activities must only start once the Canvassing Period has begun.

17.2 Candidates and their supporters must comply with data protection legislation when using personal data for canvassing, ensuring that they:

17.2.1 are not using data which has been obtained for a different purpose;

17.2.2 use only publicly available contact details;

17.2.3 do not use personal data obtained through any membership database or any other source available to them through their Scouting role;

17.2.4 do not use personal contact details in a way which could be considered a nuisance (having regard to the nature, frequency, and tone of communications);

17.2.5 do not continue to contact someone who has asked them to stop.

17.3 No canvassing or statements of support for candidates should be made on the website, or via email or social media accounts of the Association (including group messaging, such as Whatsapp) or of any Region, County, Area, District or Group within Scouting. Any such communication must be from a personal account.

17.4 Candidates and their supporters must act at all times in line with Scouting values and policies.

17.5 Candidates and their supporters must remain positive and respectful in their dealings with other candidates and must not denigrate other candidates or make any false statement about the personal character of another candidate.

17.6 Supporters may make statements of support about why they consider a particular candidate will make a good trustee but they must not do anything that could be construed as telling other Council Members how to exercise their vote.

17.7 Subject to 17.8, if a supporter or other member has a senior UK position of responsibility within Scouting, they must consider whether it is appropriate for them to express public support for a candidate, having regard to the need to treat all candidates equally and fairly and the need to avoid any perception of conflicts of interest. The supporter should consider discussing whether it is appropriate to make a public statement of support with their volunteer line manager before making such a statement.

17.8 No employee of the Association, nor the UK Chief Commissioner and their direct reportees, may make a public statement of support for a particular candidate but may be a proposer or seconder.

17.9 Any action which could be construed as buying, procuring, advertising, or offering incentives to encourage voting or voting in any particular way is not permitted. Candidates and their supporters must not spend any more than a nominal sum on canvassing activities.

17.10 All members of Council should encourage other members of Council to exercise their vote.

18. Breaches of Code of Conduct

18.1 Breaches of this code of conduct will be dealt with in line with policies and rules of the Association.

18.2 In the event of a material or persistent breach of the Code of Conduct by a candidate, which in the reasonable opinion of the Elections Panel could inappropriately affect the outcome of the election in a way which goes against the General Principles set out at paragraph 1 and/or the Scouts values, the Elections Panel may decide that the candidate is disqualified from running in the election and all votes cast to date in their favour should be disregarded. In the event of a particularly egregious or repeated breach, the candidate may be disqualified from standing for election for as many years as the Elections Panel (acting reasonably) consider appropriate. Such a decision is at the Elections Panel discretion and their decision is final.

18.3 Any complaints about a breach of the Code of Conduct should be made by email to Secretary to the Board at least two days before the end of the Canvassing Period.

19. Voting

19.1 The Association uses an electronic voting process for trustee elections. Details of how to vote will be sent to each Council Member every July. If a member of Council is unable to vote electronically, they should contact the Association's Secretary to the Board (governance@scouts.org.uk) who will make alternative arrangements to allow the Council member to vote.

19.2 Each Council member can vote for one candidate in each Electoral College and for one youth member candidate.

20. Uncontested elections

20.1 If an election is uncontested (i.e., the number of candidates from a geographic location is equal to or less than the number of vacancies for that area), the prospective candidate will still be subject to the Shortlisting Process described at paragraphs 13 to 15 above and it will remain at the Shortlisting Panel's discretion whether the candidate satisfies the Desirable Criteria:

20.1.1 if the Shortlisting Panel is satisfied that the candidate demonstrates the Desirable Criteria, the candidate shall be declared elected unopposed at the Annual General Meeting of the Council;

20.1.2 if the Shortlisting Panel is not satisfied that the candidate demonstrates the Desirable Criteria, (subject to any contrary decision by the Appeals Panel), or no candidates stand, no candidates will go forward for election and the Board will determine the appropriate course of action, either being carrying a vacancy or using a co-option in accordance with Bye Law 23.

21. Tied votes

21.1 If there is a tie between any two or more relevant candidates, the election will be re-run electronically between the tied candidates.

22. Announcement of results

22.1 All candidates will be notified of the results as soon as possible after the count has concluded. Members of Council will be notified of the results at the Annual General Meeting of the Council. In

addition, the results of the election shall be posted on the Association's website on or around the date of the Annual General Meeting of the Council.

Appendix a – Extracts from the Bye-Laws relating to trustee elections

20. Without prejudice to the general powers conferred by the last preceding clause or to any other powers conferred by these Bye Laws it is hereby expressly declared that the Board shall have the power:
- (a) To purchase or otherwise acquire for the Association any property, rights or privileges which the Association is authorised to acquire at such price and generally on such terms and conditions as they think fit.
 - (b) To appoint and at their discretion remove or suspend such staff, agents and servants for permanent, temporary or special services as may from time to time be thought fit and to determine their powers and duties and fix their salaries or emoluments and to require security in such instances and to such amounts as may be thought fit.
 - (c) To appoint and establish such local or district bodies or committees for the management of the Association's affairs in any part of the United Kingdom or outside the United Kingdom as may be thought fit and to delegate to any such body or committee all or any of the Powers of the Board with or without the power to sub-delegate.
 - (d) To make, vary and repeal orders and rules for the regulation of the affairs of the Association or of the bodies for the time being controlled by the Association or any of them **including rules relating to the election processes required by these Bye Laws.**
 - (e) To designate annually those bodies and individuals to be considered as national boards and national Commissioners respectively for the purposes of these Bye Laws.
21. It shall be the duty of the Board to lay before the Council at its Annual General Meeting each year an account and balance sheet in accordance with Bye Law 46 and a report on the state and condition of the Association and the progress of its work.
22. The members of the Board shall be as follows:
- (a) **Elected Members of the Board**

Nine Members or Associate Members of the Association (one each from Northern Ireland, Scotland, Wales and three from northern England and three from southern England) elected by the Council at an Annual General Meeting of the Council **in accordance with such election procedures as the Board may from time to time determine, save that candidates must first be shortlisted by an elections panel which has been appointed in accordance with rules made by the Board.**

Counties deemed to be in northern and southern England will be determined from time to time by the Board.
 - (b) **Elected Youth Members of the Board**

Three youth Members or Associate Members of the Association elected by the Council at an Annual General Meeting of the Council **in accordance with such election procedures as the Board may from time to time determine, save that candidates must first be shortlisted by an elections panel which has been appointed in accordance with rules made by the Board.**
 - (c) **Appointed Members of the board**

The Chair of the Board, the Treasurer and up to three other persons who need not be, at the time of their nomination, Members or Associate Members of the Association,

provided always that those so nominated accept to become at least Associate Members on their appointment by the Council at an Annual General Meeting.

(d) Ex-Officio Members **of the Board**

The Chief Scout or the UK Chief Commissioner, but not both, the UK Youth Commissioner and the Chief Executive.

(e) Attending Members **of the Board**

The Secretary who shall not have a vote.

23. No person shall be or become or be elected as an Elected Member or an Elected Youth Member of the Board who is not at the time of their election a Member or Associate Member of the Association.

Provided nevertheless that the Board shall have the power at any time and from time to time to appoint any person [whether a Member or Associate Member of the Association or not] to be a member of the Board to fill a casual vacancy or as an addition but so that:

- i. the number of Elected Members of the Board shall not at any time exceed nine and
- ii. the number of Elected Youth Members **of the Board** shall not at any time exceed three and
- iii. any person so appointed shall hold office only until the next Annual General Meeting of the Council and shall then be eligible for re-election.

24. No persons shall be eligible for election as:

- i. Elected Members of the Board unless they have passed their **18th birthday before the Annual General Meeting of the Council at which they may be elected under Byelaw 22(a)** and are proposed by **a Member of the Association who is over 18 and holds an adult membership role** and seconded by a member of the Council in accordance with arrangements which the Council have agreed from time to time for the election of Elected Members to the Board.
- ii. Elected Youth Members of the Board unless they have passed their **18th birthday before the Annual General Meeting of the Council at which they may be elected under Byelaw 22(b) but not reached their 24th birthday at the date of the Annual Census [immediately prior to such election]** and are **proposed by a Member of the Association who is over 18 and holds an adult membership role** and seconded by a member of the Council in accordance with arrangements which the Council have agreed from time to time for the election of Elected Youth Members to the Board.

Retirement of Members of the Board

38. The Elected Members of the Board elected in accordance with Bye Law 22[a] shall retire at the Annual General Meeting of the Council held in the third year after the year in which they were elected. They shall be eligible for re-election by the Council for a further and final period of up to three years **following which they shall be required to take a break from office in accordance with Byelaw 41(b).**
39. The Elected Youth Members of the Board elected in accordance with Bye Law 22[b] shall retire at the Annual General Meeting of the Council held in the third year after the year in which they were elected. They shall be eligible for re-election by the Council for a further and final period of up to three years or until such time as they reach their 26th birthday whichever is first **following which they shall be required to take a break from office in accordance with Byelaw 41(b).**

40. The Chair, the Treasurer and the other Appointed Members appointed by the Council in accordance with Bye Law 22[c] shall retire at the Annual General Meeting held in the third year after the year in which they were so appointed. They shall be eligible for re-appointment by the Council for a further and final period of up to three years.
41. (a) Any person whose membership of the Board is determined by effluxion of time shall thereupon if qualified again become eligible for membership of the Board irrespective of the capacity in which the person was previously a member of the Board.
- (b) Provided, nevertheless, subject to the following sub-clause (c), that no member of the Board not being an Ex-Officio Member shall serve for more than a period of six consecutive years. Such members of the Board shall not be eligible to serve as a member of the board save an Ex-Officio Member until the Annual General Meeting of the Council held in the second year following that in which the Annual General Meeting was held at which the six year period of service of the member of the Board was completed.
- (c) Notwithstanding sub-clause (b) above, any present or former Elected, Appointed or Elected Youth Member of the Board who is appointed as Chair in accordance with Bye Law 22[c] may serve for up to two consecutive terms of office as Chair in accordance with Bye Law 40 in addition to any previous term of office (whether consecutive or otherwise) served as an Elected, Appointed or Elected Youth Member of the Board (other than as Chair).
- (d) For the purposes of this Bye Law a year of membership of the Board shall mean a period of service as a member from the end of one Annual General Meeting of the Council until the end of the next following Annual General Meeting of the Council, but shall not include any year during which a member of the Board was filling a casual vacancy as provided by Bye Law 23.

Appendix b– Terms of Reference for the Elections Panel

1. Purpose

1.1 The Panel's role is to carry out shortlisting of candidates standing for election as trustees of the Association in accordance with paragraph 13 of the Association's Elections Guidelines. The Panel shall also be responsible for considering any appeals to the shortlisting process in accordance with paragraph 14 of the Elections Guidelines.

1.2 The Panel shall be administered and managed in accordance with the Elections Guidelines, these Terms of Reference and any instructions or guidelines issued from time to time by the board of trustees.

2. Membership

2.1 The Panel shall consist of 6 members of Council ("Panel Members") appointed in accordance with paragraph 9 below.

2.2 Panel Members must be aged 18 years or over. There should be 2 members who are aged under 25 at the time of appointment.

2.3 Panel Members shall serve for a term of office of four years, terminating at the next Annual General Meeting of the Councils following the third anniversary of the commencement of their term.

2.4 The terms of office of the original Panel Members shall be staggered as determined by the Association's Secretary to the Board so that the original Panel Members shall not all retire in the same year.

2.5 The Association's Secretary to the Board shall give notice of the vacancies arising on the Elections Panel and shall notify Council members of the process by which they can notify the Secretary to the Board that they wish to join the Election Panel.

2.6 If there are more members of Council who express an interest in joining the Elections Panel in any given year than there are vacancies, the process outlined in paragraph 9 below will be followed. The Panel Members for the following year will be announced at the Annual General Meeting of the Council.

2.7 A member of the Panel shall cease to hold office if they:

2.7.1 become incapable by reason of illness, either mental or physical, of managing their own affairs;

2.7.2 are absent from two consecutive meetings of the panel and the other Panel Members resolve that their office be vacated; or

2.7.3 resign in writing.

2.7.4 have their membership of The Association revoked.

2.8 If a casual vacancy arises after an Annual General Meeting of the Council and before the Shortlisting Process and/or Appeals Process (as relevant) for that year has taken place, the

Association's Secretary to the Board may arrange for the vacancy to be filled by an alternative Council member following such process as the Secretary to the Board determines.

3. Shortlisting Panel and Elections Panel

3.1 Each year, the Panel Members shall be divided into 3 members of the Shortlisting Panel and 3 members of the Appeals Panel.

3.2 It is intended that each Panel Member shall spend two years on the Shortlisting Panel and two years on the Appeals Panel during their four-year term of office.

3.3 The members of the Appeals Panel will not be involved in the initial shortlisting process and no discussions will be held between members of the Shortlisting Panel or the Appeals Panel about the shortlisting or the appeals processes.

3.4 The Shortlisting Panel will be supported (on a non-voting basis) by a current serving trustee, representative from a Country and/or any technical expert as deemed required by the Shortlisting Panel.

4. Responsibilities of the Shortlisting Panel

4.1 The Shortlisting Panel is responsible for considering the applications of all members who have been nominated for election as a trustee and preparing a shortlist of candidates who will go forward for election by the Council members vote.

4.2 In preparing the shortlist, the Shortlisting Panel's objective is to evaluate the nominations against the Desired Attributes identified by the Board's skills audit for that year, in order to ensure as best as possible that the candidates standing for election possess between them the Desired Attributes.

4.3 In determining the shortlist, the Shortlisting Panel will have regard to the need to ensure a range of candidates who between them demonstrate the full spectrum of Desirable Attributes across the different geographic regions

5. Responsibilities of the Appeals Panel

5.1 The Appeals Panel will be responsible for considering appeals from any candidates who were not shortlisted by the Shortlisting Panel.

5.2 Appeals should typically only be allowed if the Appeals Panel considers that:

5.2.1 the Shortlisting Panel failed to take proper account of a candidate's qualifications or experience which demonstrates that they exhibit the Desirable Attributes;

5.2.2 the Candidate believes that they were not shortlisted because of bias or partiality by the Shortlisting Panel; or

5.2.3 the Candidate considers that the Shortlisting Panel made an administrative error in the shortlisting process which resulted in them being accidentally omitted from the shortlist.

6. Meetings of the Panel

6.1 The Shortlisting Panel shall meet at least once a year to interview candidates and prepare the shortlist.

6.2 The Appeals Panel shall meet at least once a year (if needed) to consider any appeals to the shortlist.

6.3 Each Panel can hold any additional meetings which its members consider necessary for them to discharge their responsibilities appropriately.

24.1 The quorum necessary for meetings of the Shortlisting Panel or the Elections Panel shall be 3, therefore all members must be present. If it is not possible to meet the quorum requirements for two consecutive meetings, the Elections Panel can make its own arrangements to appoint additional Council members as members of the Elections Panel to ensure the quorum requirement can be met.

24.2 At the start of the meeting, the members present shall elect a meeting chair from amongst their number.

24.3 The meeting chair shall be responsible for:

24.3.1 guiding meetings of the Panel through agenda items in the order they appear (unless modified with the agreement of the meeting), ascertaining the “sense of the meeting” and summing up the general agreement on a particular conclusion; and

24.3.2 being satisfied that the minutes of Panel meetings are approved by the Panel as an accurate and complete record. Once approved, the Chair must sign the minutes for the Panel’s records.

24.4 The meetings and proceedings of the Panel shall otherwise be governed by the Bye-Laws of the Association regulating the meetings and proceedings of the trustees of the Association.

7. Obligations

7.1 In exercising their responsibilities, the Panel Members must comply with the Scouting values and policies and with the General Principles set out at paragraph 1 of the Association’s Elections Guidelines.

8. Minutes

8.1 The Panel shall ensure that minutes are made of all proceedings at meetings of the Panel, including the names of the persons present at each such meeting, and any such minute, if purported to be signed by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Trustee of the Association, be sufficient evidence of the proceedings.

9. Appointment of the Elections Panel

- The Nominations and Governance Committee or its successor as authorised by the Board, shall oversee the process of appointing the Elections Panel
- The Nominations and Governance Committee shall invite on Council members on an open call basis to nominate themselves for appointment to the Elections Panel. Attributes required to cover one or more of:
 - Experience of interviewing & selections

- Experience of hearing appeals / grievances
 - Inclusivity / equality
 - Trusteeship in a charity
- For the initial recruitment of Panel Members 3 appointments will be 2 years and 3 will be 4 years
- Two members of the Elections Panel must be under 25 years upon appointment. One will serve initially on the Shortlisting Panel and one on the Appeals Panel
- The Nominations and Governance Committee may appoint additional (non-voting) adviser(s) to work with the panel to ensure Country / technical skill support
- The Nominations and Governance Committee shall promptly inform the Board & Council of all appointments of Panel Members
- Ultimately Panel Members will serve for 4 years to allow 2 years on each panel (Shortlisting / Appeals)