

GUIDANCE NOTES

ARRANGEMENTS FOR OFFICER ELECTIONS

These notes are issued as guidance on transitional arrangements for the election of Guild and Branch officers.

It was agreed at the 2014 AGM to change the procedure for election of officers and have fixed terms of office. The introduction of these changes may need some transitional arrangements before the full agreed procedures can be adopted.

Guild and Branch Committees are requested to determine the most suitable arrangement for their own areas.

Nomination Forms are available to help record and communicate details prior to the election meeting. This prior communication is important in making all members aware of the election and of the candidates and also to give a greater opportunity for nominations to be made.

Guide Lines

1. Guild and Branch Committees should agree on a plan of transition in readiness for the next round of election due in early 2015.
2. Members should be reminded of the new procedures and the opportunity to nominate officers and obtain notifications of all future elections and the candidates.
3. The introduction of fixed terms of office will require an agreed plan to be publicised showing the how the change will be introduced. To help with continuity it is not desirable to have all the officers changing in the same year and therefore at the first elections in 2015 some 'one off' fixed periods may be considered.

Example:

President:	Initial period 1 year then 3 year (plus 3 year subject to a vote)
Master:	Initial period 2 year then 3 year (plus 3 year subject to a vote)
Secretary:	Start new system 3 year (plus 3 year subject to a vote)
Treasurer:	Initial period 1 year then 3 year (plus 3 year subject to a vote)
Other:	Initial period 2 year then 3 year (plus 3 year subject to a vote)
Etc.	

Each committee should determine the officer / time period combinations to meet their Branch / Guild requirements.

4. The Committee will have the overall responsibility for succession planning including potential candidate training and to ensure that positions are filled with good rotating leadership. In the event that no candidate is nominated at the end of a fixed period a temporary appointment may be made by the Committee to ensure continuity.

5. The Nomination Form includes a field for a supporting statement to be added by the nominee, proposer and / or seconder. This is noted as *optional* but its use should be encouraged to help members learn about the merits of the candidate. In the absence of such a statement candidates may be completely unknown to some members prior to an election.
6. This form and guide line procedures should also be used for those officers nominated by the Committee and presented for ratification.

20 June 2014