

## **2017 Election Rules Policy**

### **Introduction**

This document constitutes the Election Rules, Regulations and Procedures. The purpose of the Election Rules Policy is to ensure that the elections for ISLA are conducted in a democratic and unbiased manner in accordance with these Election rules and the Rules of the Association.

### **Definitions:**

Election Period: The period of time between the first call for nominations until the declaration of the results.

### **Abbreviations:**

- o ERP Election Rules Policy
- o ESG Election Sub Group
- o FMFR Full Member Firm Representatives

Elections will be held for 11 Board Directors as the outgoing chairman remains on the Board as Ex-Officio.

### **Officer Positions:**

For the avoidance of doubt, candidates can only be considered for the positions of Chairman, Deputy Chairman and Treasurer once they have been duly elected as a Board Director. In other words, a candidate cannot become an officer without first being elected by the FMFRs.

As part of the nomination process, a candidate will be required to indicate on the nomination form their wish to hold the position of Chairman and Treasurer. Once the directors are known, the ESG will look at which of these directors have nominated themselves for the officer positions.

### **Chairman and Deputy Chairman:**

If more than one elected director has nominated themselves as Chairman, then the director that received the largest number of votes from the FMFRs on election to the Board will be duly elected Chairman and the person with the second most votes will become Deputy Chairman.

### **Treasurer:**

If more than one elected director nominates themselves as Treasurer, then the director that received the largest number of votes from the FMFRs on election to the Board will become Treasurer.

In the event that none of the elected directors have nominated themselves for any one of the officer positions, it will be down to the elected board to agree who should fill the specific open officer position(s).

### **Election Control**

1. During the election period the ESG will ensure that the Election is run in accordance with the Election Rules Policy on behalf of the Board and ISLA members.
2. The ESG will consist of the following ISLA staff:  
Andrew Dyson (Chief Executive Officer)  
Mark Hutchings (Chief Operating Officer)  
Yvette Hall
  - a. It will report to the Board
  - b. No new members can join the ESG during the election period.
3. Candidates will not be:
  - a. Involved in the collation and publication of candidate manifestos
  - b. Eligible to vote on or actively influence matters pertaining to candidate disqualification
  - c. Eligible to vote on or actively influence any other matter which may influence the outcome of the Election.

The ESG will deal with this work.

4. Polling for the election is to be run by the ESG.
  - a. A poll of FMFRs will be conducted in the event that more nominations for Board Director positions are received than are open.
  - b. Eligible voters may cast votes for up to 11 candidates for Board Directors
5. Board Director positions
  - a. The poll will be conducted using a simple majority voting system.
  - b. All votes will be counted and candidates listed in order of votes received.
    - i. The 11 persons receiving the most votes will be elected as Board Directors and with the Ex-Officio, will bring the number of Board Directors to twelve.
    - ii. In the event of more than one candidate having the same number of votes and that being fundamental to determining the result, the result of the election will be decided by the toss of a coin (2 tied) or the drawing of lots (more than two tied).
    - iii. The results as determined by the ESG are final.
6. Election details will be posted on the ISLA website and sent out by e-mail addressed to FMFRs.
7. Voting will take place by e-mail only to [admin@isla.co.uk](mailto:admin@isla.co.uk). Once submitted, votes are irrevocable and cannot be changed.

#### **Eligibility & Nomination**

8. Candidates must:
  - a. be a Full Member Firm Representative (FMFR)
  - b. in the case of candidates for the position of Chairman:
    - i. have served on the current Board
    - ii. not currently have held the position for more than two years to date
  - c. in the case of the Deputy Chairman & Treasurer
    - i. have served on the current Board
  - d. No more than three FMFRs from member firms within the same group may stand for election. The fourth and any subsequent nominations received by the ESG will be rejected.
9. Nomination forms will be sent by e-mail to all FMFRs
  - a. FMFRs may only nominate themselves
  - b. Nomination papers must be forwarded by e-mail to [admin@isla.co.uk](mailto:admin@isla.co.uk) The nominee should provide a brief manifesto (maximum 150 words)
  - c. Nomination forms should be returned within the prescribed time limit.
  - d. No other form of nomination is acceptable.
  - e. A copy of the manifesto should be e-mailed to [admin@isla.co.uk](mailto:admin@isla.co.uk)
  - f. Receipt of nomination forms will be acknowledged by e-mail. It is the responsibility of the nominee to ensure that their nomination has been received.
10. The ESG will verify that nominations are from FMFRs and that they meet the criteria. Candidates will be advised of any discrepancies and be given an opportunity to resubmit their nomination, provided always that it is within the timetable. Once all nominations have been checked, a list of all candidates standing in the election, together with their manifestos, will be published on the members section of the website. Written details, together with voting forms, will be e-mailed to all FMFRs.
11. It is the candidate's responsibility to ensure their nominations are valid and submitted in accordance with the timetable. In the event of uncertainty, the decision of the ESG will be final.
12. In submitting the form(s), candidates are bound by the terms and conditions of these election rules and those on the nomination publication.
13. During the election period candidates with complaints have the right of appeal to the ESG. Thereafter, if not resolved, the complaints procedure detailed in the ISLA Rules should be followed.
14. Complaints after voting has closed shall be made in writing to the ESG not later than three working days after the close (of voting).

15. All communication regarding Election Rules Policy should be addressed to the ESG.
16. Appeals to the decisions of the ESG may be made to the Secretary as representative of the Board, who will make the final decision.
17. Should any candidate contravene the election rules the ESG shall judge whether a disqualification shall apply.
18. The elected Board will decide what action, if appropriate, may be taken should disqualification or an unwillingness to finally stand occur.
19. All the candidates' manifestos are to be received by e-mail and typed up using Microsoft Word, or compatible software and proof read before issue. The number of words counted shall be decided using this piece of software.
20. If a candidate's manifesto has more than the permitted 150 words, it will be truncated at 150 words and text will be inserted below stating: "The candidate's manifesto has exceeded the permitted 150 words and has therefore been truncated."
21. In their manifestos and campaign material, candidates must not make threats or insults, make derogatory, abusive, racist, sexist, or homophobic statements or references towards other candidates/generally.

### **Timings**

Mon 4<sup>th</sup> September

- Start of the Election Period. ISLA to email out nomination forms to all FMFRs.

Fri 15<sup>th</sup> September

- Nominations close – Nomination forms (including brief manifesto (maximum 150 words) to be emailed to [admin@isla.co.uk](mailto:admin@isla.co.uk) no later than 6pm London time.

Monday 18<sup>th</sup> September

- The full list of all candidates standing in the election, together with their manifestos, will be published on the ISLA members section of the website.
- Written details, together with voting forms, will be e-mailed to all FMFRs Voting.
- Voting is now open.
- Voting forms are to be returned to [admin@isla.co.uk](mailto:admin@isla.co.uk)

Friday 6<sup>th</sup> October

- Voting closes – Voting forms to be emailed to [admin@isla.co.uk](mailto:admin@isla.co.uk) no later than 6pm London time

Friday 13<sup>th</sup> October

- All successful candidates to have been advised of their election by this date

Wednesday 18<sup>th</sup> October

- AGM - Declaration of Results