

Board of Trustees Election Procedures

1. Introduction

- 1.1 These procedures apply to membership elections to the CIEH Board.
- 1.2 Participation in Board elections is vital for the success of CIEH. To ensure this, the election systems used need to be accessible to, and trusted by, members.
- 1.3 The core principles to be followed are:
 - 1.3.1 That all systems for voting should be secure and accurate. Only people entitled to vote should vote and votes must be recorded and counted accurately.
 - 1.3.2 That the election process is objective. Procedures should be applied impartially and consistently.
 - 1.3.3 That all members should be encouraged to participate in elections (both as candidates and voters).
 - 1.3.4 That elections are well publicised; and that it is easy to vote.
 - 1.3.5 That the administration of the election is transparent. Procedures and criteria will be written in clear English and available to all. The results of the election will be announced promptly.

These principles are listed in order of priority and where there is any conflict between them they will be applied in that order.

2. Responsibilities

- 2.1 The Board has directed that the Chief Executive is responsible for the conduct of the elections. The Chief Executive shall either act as Returning Officer, or appoint a Deputy Returning Officer to act on his or her behalf. In this procedure, the term Returning Officer includes the Deputy Returning Officer, unless specified otherwise.
- 2.2 The Returning Officer is responsible for the conduct of a particular election. It is the job of the Returning Officer to apply and interpret these procedures, to ensure the veracity of vote counting and to announce the results. In the event of any dispute concerning these procedures, the ballot or the validity of votes, the decision of the Returning Officer shall be final.
- 2.3 The Returning Officer may also appoint agents for the purposes of assisting with an election.
- 2.4 The Returning Officer and his/her agents must not be CIEH members. If the Chief Executive is a CIEH member, an alternative Returning Officer shall be appointed by the Board from within the Institute's paid staff.

3. Equal Opportunities

- 3.1 All members should be able to participate equally in elections. To help ensure this:
- 3.1.1 Election materials will be made available in formats that are accessible for all members regardless of disability. For example, materials should be made available on print, on tape and in Braille, on request.
 - 3.1.2 The language used in election materials should not be gender specific.
 - 3.1.3 Alternative methods of voting will be made available to members who may not be able to vote in the customary way as a result of a disability. The Returning Officer is authorised to agree special voting arrangements, providing that the core principles set out above will still be met.

4. Timetable for Elections

- 4.1 Elections will be held between May and December each year; the exact timetable for each election will be determined by the Returning Officer.
- 4.2 All elections will follow the order of events listed below:

Set the timetable	See sections 1 and 4
Appoint Returning Officer (if applicable)	See section 18
Publish notice of elections	See sections 30 to 33
Closing date for nominations	See section 37 and 38
Closing date for manifestos	See sections 49 to 54
Dispatch voting papers and manifestos	See sections 57 to 59
Voting opens	See section 57 to 59
Close of voting	See sections 57 to 59
Count the votes	See sections 67 to 74
Notify candidates of the results	See sections 82 to 87
Publish the results	See sections 82 to 84

5. Voting systems

- 5.1 These procedures are drafted for use with postal or secure web-based voting.

6. Postal Voting

- 6.1 When an election is conducted by postal ballot a ballot form will be sent to each member. The ballot form will be in such format as the Returning Officer shall determine.
- 6.2 Whenever possible, members will either be provided with a business reply service envelope for the return of the ballot paper, or given details of a freepost address to which the ballot paper should be returned.
- 6.3 In a postal vote members will be instructed that nothing should be placed inside the envelope other than the ballot form and a declaration of identity form, if used. In addition the envelope should be marked "ballot paper". The Returning Officer may choose to specify that ballot papers are only valid if

returned in envelopes provided. CIEH will not accept responsibility for ballot forms not returned in the appropriate envelopes not being received.

- 6.4 It is the responsibility of members to submit their completed ballot forms. Ballot forms should, therefore, be submitted individually. Whilst CIEH will accept ballot forms from members at the same address in the same envelope, the Returning Officer will not accept ballot forms where there is a possibility that they have not been returned by the individual members– eg a large number of forms collected in one envelope.
- 6.5 Envelopes containing ballot papers will be kept in a secure location.

7. Electronic Voting

- 7.1 Electronic voting may be used for elections, but only in addition to (not as a replacement for) postal voting. If voting by electronic means is being used, the following procedures must be followed:
- 7.1.1 Members must have the right to submit a postal vote as an alternative to electronic voting. Mechanisms must therefore be put in place to ensure that there can be no duplication in voting.
- 7.1.2 Each member must be issued with a unique reference number, which should not permit the member to be identified from it. The unique identification number will be required to register a vote online.
- 7.1.3 Electronic voting must be via a secure website, with appropriate encryption to ensure that the vote is not traceable in any way. In addition the software used must prevent any record of the vote being kept on the computer or terminal used.
- 7.1.4 Adequate safeguards against fraud must be in place to maintain the security of the ballot.

8. Voting privacy

- 8.1 The Returning Officer will make such additional arrangements as s/he thinks appropriate to ensure that members' votes remain confidential.

9. Notice of elections

- 9.1 Adequate notice must be given of all elections. This will normally mean a notification posted directly to all members entitled to vote or inclusion in a publication that is sent to all members (or all members entitled to vote). Notice of an election will also be placed on the CIEH website.
- 9.2 Notice of the election will be given at least one month before the closing date for nominations.
- 9.3 The notice of the election will include:
- What the election is for
 - The number of vacancies to be filled
 - How to nominate or be nominated
 - Who is eligible to be a candidate
 - Who is eligible to nominate a candidate
 - The closing date for nominations and the timetable for the elections

- Any other information considered by the Returning Officer to be necessary in order to facilitate the election

9.4 The nomination forms will be made available to members via the website and will also be posted or e-mailed to members on request.

10. Eligibility to be a candidate

10.1 To be a candidate a person must be a current member of CIEH.

11. Process for Nominations

11.1 All candidates must be nominated in accordance with the criteria specified herein. Any member of CIEH may be proposed (by another member, not by the candidate), such nomination to be seconded by two further CEIH members. All nominations must be received by the deadline specified.

11.2 The Returning Officer will specify the format for any nomination, which will normally include:

11.2.1 The name of the candidates

11.2.2 The membership number of the candidates

11.2.3 The addresses of the candidates

11.2.4 Any other information considered necessary by the Returning Officer

11.2.5 Candidate's signature indicating that they are willing, and eligible to stand for election

11.2.6 Names of the persons proposing and seconding (the nominators), along with their membership numbers, addresses and signatures

11.3 A nomination will be invalid if:

11.3.1 The completed forms have not been received at the specified address by the closing date for nominations

11.3.2 The candidate has not signed the form

11.3.3 The nominators have not signed the form

11.3.4 The candidate is not eligible for election

11.3.5 The nominators are not eligible to nominate

11.3.6 The particulars of the candidates or the persons nominating the candidate are incomplete, untruthful or inaccurate

11.3.7 A nominator has proposed or seconded more than one candidate. In this instance, the Returning Officer will try to contact the nominator (if this is possible before the deadline). If the Returning Officer is unable to contact the nominator, the nomination received first by the Returning Officer will stand and any subsequent nominations proposed or seconded by that nominator will be invalid.

11.4 The Returning Officer's decision that a nomination is invalid is final. The candidate will be immediately withdrawn for the election if the Returning Officer holds that a nomination is invalid.

12. Delivery of Nominations

12.1 Details of where nomination papers must be returned to will be included with the nomination forms, along with the deadline for the receipt of nominations.

- 12.2 It is not necessary for all the nomination information to be returned on the same form. It may be more convenient for nominators to complete separate forms from the candidate and each other. In addition, whilst CIEH will issue nomination forms a nomination will be valid provided it contains the same information (and signatures) as the form.
- 12.3 The Returning Officer may agree to receive nominations in electronic formats, provided that either:
- 12.3.1 This is supported by a "hard copy" of the nomination and that this hard copy is received before any election materials, with the candidates' details, are published.
- or
- 12.3.2 In the opinion of the Returning Officer appropriate security measures are in place to allow electronic nominations to be accepted. If this is the case, this fact will be stated in the notice for the election.

13. Publication of Nominations

- 13.1 All nominations received shall be confidential prior to the closing date for the nominations. The names of the candidates or potential candidates shall not be disclosed to anyone, including Board members. (However, the Returning Officer may disclose how many nominations have been received to date.)
- 13.2 At the closing date for nominations, the names of the candidates will be made public. A complete list of candidates will be given to any candidate, or other member, on request and will be published on the website.

14. Process for Withdrawal for Candidates

- 14.1 A candidate can withdraw from an election by submitting a notice of withdrawal. This must be signed by the candidate, and delivered to the Returning Officer at the same address as for the delivery of nomination papers. Any withdrawals must be received no later than four days after the closing date for nominations.
- 14.2 A nominator can withdraw his/her nominations at any time before the closing date for nominations, by submitting a notice of withdrawal. A nominator cannot withdraw his/her nominations following the close of nominations.
- 14.3 If a candidate withdraws, the election proceeds with the remaining candidates.
- 14.4 If a candidate dies at any time between the closing date for nominations and the announcement of the election result, the election will continue. If election materials have already been printed and / or distributed, CIEH will make attempts to notify members, via the website and any other general means of publication, of the death of the candidate. Any votes received for the deceased candidate will be discounted.

15. Uncontested Elections

- 15.1 If an election is uncontested (ie the number of candidates is equal to or less than the number of vacancies) a statement of the candidates will be posted on the website no later than one week after the close of nominations and the candidates shall be declared elected unopposed.

16. Manifesto and Election Materials

- 16.1 Candidates will be asked to prepare a manifesto – a short personal statement supporting their candidacy and including details of their proposed contribution to the Board. In addition, candidates will be asked to supply biographical details. The content will be as determined by the Returning Officer, but will typically include qualifications, membership grade, CIEH experience, current employment, industry sector expertise and place of residence. Manifestos and biographical details must be submitted by the deadline specified (which may be the deadline for the receipt of nominations, or a date after this). Failure to submit a manifesto or biographical details by the deadline will not invalidate a nomination, but no manifesto or biographical details will be published if received after the deadline.
- 16.2 The manifesto must be no longer than 250 words. Manifestos exceeding 250 words may be returned to the candidates for editing (if this is possible before the deadline) or simply cut down to the limit. This may mean that only the first 250 words are published. The Returning Officer or his/her agents shall not edit manifestos on behalf of candidates.
- 16.3 The Returning Officer or his/her agent shall review the content of the manifestos. Election manifestos are published at the Returning Officer's discretion and CIEH will not publish any manifesto that it believes:
 - 16.3.1 To contain inaccurate or untruthful information
 - 16.3.2 To be potentially libellous
 - 16.3.3 Could subject the Institute to any legal action or discredit it in any way.
- 16.4 The manifestos, biographical details and name of nominators will be provided to all members eligible to vote, along with ballot papers or instructions on voting if an alternative method of voting is being used.
- 16.5 In the election materials published by the Returning Officer the candidates will be listed alphabetically in order of their family names. If there are two or more candidates with the same family name, they will be listed in order of their other names.
- 16.6 If a candidate has more nominations than are required, only sufficient names will be published. Where possible the Returning Officer will give the candidates the opportunity to select the names, but if not these will be determined by the Returning Officer (normally the first received).

17. Canvassing

- 17.1 CIEH recognises that some candidates will engage in canvassing and does not intend to prevent this activity. However, there are some restrictions that are placed on canvassing activities:
- 17.1.1 No statement, remarks or details of any kind shall be published in any form whatsoever by CIEH itself in respect of candidates and in connection with elections, without the prior written consent of the Returning Officer
 - 17.1.2 CIEH staff, whether or not members, must not canvass on behalf of any candidate, or be involved in any such activities
 - 17.1.3 Candidates and their supporters must not make use of CIEH resources, including membership details or mailing lists for the purposes of canvassing. In particular UK data protection legislation (and, additionally, similar legislative provisions in other jurisdictions) must be complied with. Where a candidate has access to membership details in another capacity (eg through branch work) they must not use those details for canvassing.
- 17.2 Within the election process CIEH may, at its discretion, facilitate the use of its own social media forum allowing candidates the opportunity to interact with members.

18. Voting

- 18.1 Voting papers will always be dispatched at least four weeks before the date set for the close of voting. Voting papers will be sent to all members entitled to vote, and will include:
- The names of the candidates and the names of those nominating the candidates
 - The election manifesto and biographical details for candidates.
 - Details of the voting procedure, including the date for the close of voting, and the address to which votes should be sent
 - A ballot form, or if an alternative voting method is being used, instructions on how to vote
 - A business reply, or freepost envelope, if being used.
- 18.2 It shall be at the discretion of the Returning Officer how the information is provided to members, but, for the avoidance of doubt, the inclusion of voting papers with, or within, a CIEH publication that is sent to all members will meet the requirements of this section. In addition to providing the information to individual members, the voting papers (excluding the ballot paper and envelope) will also be published on the CIEH website.
- 18.3 CIEH is responsible for ensuring that voting papers, or details of how to vote, are dispatched to members at their notified address. Papers are dispatched in good faith. However, the non-receipt of a ballot paper, or any other election materials, by any member or members shall not invalidate an election.
- 18.4 Each member entitled to vote shall be allocated as many votes as there are vacancies for which an election is being held. Each vote has equal weight and only one vote may be used for any one candidate. Members shall be free to use as many or as few of their votes as they choose.

19. Ballot papers

- 19.1 Whatever form a ballot paper takes, it must:
- Contain the names of all the candidates
 - Contain clear instructions on how to vote
- 19.2 If an alternative method of voting is used, this information must also be provided to the voters in the appropriate format eg on the website.
- 19.3 Ballot papers (or details of how to vote) must only be sent to members' notified addresses, or distributed to members personally. Notified address means the mailing address of the member on the membership database held by CIEH at the time that mailing details are compiled. It is the responsibility of the member to ensure that CIEH is notified of his/her correct address and any changes to it.
- 19.4 One or more of the following mechanisms must be used to ensure that ballot papers cannot be duplicated, and that they are used only by those persons entitled to vote:
- 19.4.1 The ballot paper has a unique identification number on it.
- 19.4.2 There is space on the ballot paper for a unique identification number to be written on it by the voter (a unique identification number having been issued to each member).
- 19.4.3 The ballot paper needs to be signed by the member and/ or requires identification details such as a membership number, or will be accompanied by a declaration of identity form to be completed.
- 19.4.4 Any other security mechanisms as the Returning Officer may approve.
- 19.5 Any un-issued ballot papers, or publications containing ballot papers, must be returned to the Returning Officer to be destroyed.

20 Replacement Papers

- 20.1 CIEH will only issue replacement ballot papers in exceptional circumstances and where there is no possibility of duplicate voting. The decision of the Returning Officer on whether to issue a replacement ballot paper is final.

21 Eligibility to vote

- 21.1 To be eligible to vote a person must, at the time of the dispatch of the voting papers to members:
- Be a CIEH member
 - Meet any further eligibility criteria for the specific election agreed by the Board.

22 Counting of votes

- 22.1 The Returning Officer, or agents appointed by him/her, is responsible for collecting all envelopes containing ballot papers, or voting records (electronic or telephone). No other person will have access to the ballot papers or voting records.

- 22.2 Counting should be finalised as soon as possible after the close of voting.
- 22.3 The Returning Officer, or agents, are responsible for opening each envelope (if used); verifying each ballot paper or voting record; and counting all ballot papers or voting records.
- 22.4 Ballot papers or voting records should be verified before being counted. Verification will involve:
 - 22.4.1 Checking that the ballot paper is original and not a copy
 - 22.4.2 Checking that it has a unique identification number (if used) or that the appropriate security details have been completed
 - 22.4.3 Checking the appropriate verification procedures for voting by methods other than postal voting
 - 22.4.4 Recording the total number of ballot papers or voting records received, and comparing with the numbers issued and numbers eligible to vote
- 22.5 The Returning Officer must ensure that if counting is suspended for any reason (for a reasonable break, or overnight) proper precautions are taken for the security of the ballot papers, voting records and other documents.
- 22.6 The Returning Officer shall be responsible for determining if a recount is necessary for any votes. However normally a recount shall only take place if there is reason to believe that there may have been an error in the counting or a candidate has been elected by four votes or fewer.
- 22.7 Any such recounts shall only take place during the Count. Once the Returning Officer has announced the results they shall be regarded as final, in the absence of manifest error.

23 Attendance at counts

- 23.1 Only the Returning Officer and his/her agents, candidates in person and an independent scrutineer have a right to be present at any count of the votes.

24. Validity of votes

- 24.1 The decision of the Returning Officer on the validity of a vote, or any question arising in respect to a vote, will be final.
- 24.2 A ballot paper, or voting record, will be invalid if:
 - 24.2.1 It is not received by the Returning Officer before the deadline for the close of voting
 - 24.2.2 It is not an original ballot paper (in a postal vote) or in the required format for any other form of voting
 - 24.2.3 The person who voted was not entitled to vote, or there is uncertainty as to whether the person was entitled to vote (for example if a signature or membership number is required and is not provided, or a declaration of identity form is not completed).
 - 24.2.4 A unique identification number is required but is missing, or duplicates another number (in which case both votes shall be invalid)
 - 24.2.5 There is no clear indication of voting intention
 - 24.2.6 There is uncertainty as to whether the individual member themselves submitted the ballot paper/vote

- 24.3 Situations in which there would be no clear indication of a voter's intention include those where:
 - 24.3.1 The voter has voted for more than one candidate (or more candidates than the number of vacancies)
 - 24.3.2 The mark, or marks, on the paper is not clearly placed by a candidate's name
 - 24.3.3 The paper, or voting record, has been left blank
- 24.4 A ballot paper will not normally be invalid if:
 - 24.4.1 The vote is marked in the wrong place, but with a clear indication of which candidate or candidates are preferred
 - 24.4.2 The vote is marked otherwise than with a cross
 - 24.4.3 There is more than one mark but with a clear indication of which candidate, or candidates, is preferred
 - 24.4.4 The member has not used all of his/her votes
- 24.5 Only the Returning Officer, or his or her agent can determine whether a ballot paper, or voting record, is invalid. All invalid papers or voting records should be marked "invalid", and must be kept with all other ballot papers/voting records.
- 24.6 In announcing the results, the Returning Officer shall also announce the number of invalid votes.

25. Tied votes

- 25.1 If there is a tie between any two or more candidates, and the addition of one vote to any of the candidates would have enabled that candidate to be elected, the Returning Officer will decide between the candidates by drawing lots.

26. Announcement of Results

- 26.1 The Returning Officer is responsible for announcing the results of an election.
- 26.2 All candidates will be notified of the results as soon as possible after the Count has concluded and no later than four days after that time. Members will be notified of the results in the first appropriate publication following the election. In addition, the results of all elections will be placed on the CIEH website, no later than one week after the count has concluded and the results shall be available to all members, on request, at any time from the conclusion of the count.
- 26.3 The election results shall be published in the numerical order of votes received along with the number of total votes that each candidate received.

27. Retention of Ballot Papers and Voting Records

- 27.1 All ballot papers and any other voting records shall be retained for a period of at least six months, after which they should be destroyed. Only the Returning Officer, his or her agents or an independent scrutineer, or another

person acting on the explicit authority of the Board will have access to the ballot papers and voting records.

Agreed by the Board of Trustees on 31 August 2016 and amended on 27 April 2017.

To be reviewed before 30 April 2019

Election timetable – for appointments to Board from 1 January 2018

Date (2017)	Action/stage
27 April	Board to approve election procedures
26 May (latest)	Publish election notice and seek nominations
30 June	Nominations close
10 July	Voting period opens
31 August	Voting period closes
4 September	Declaration
5 December (tbc)	Induction
1 January 2018	New Board members take office