



Trustee Elections – Guidance for Branches

Protocol for the election of Elected Trustees

General

1. In line with Regulation 12 of Ciarb's Regulations:
 - a. Elected Trustees are Voting Members¹ of Ciarb from within the relevant geographic region electing a Trustee;
 - b. the elections process runs every two years (in even numbered years);
 - c. on or before 30 June in an election year, nominations for election from all eligible members in the relevant geographic region are invited and any Voting Member wishing to nominate an individual for election shall deliver a signed written notice (**the Nomination for Election to Board of Trustees Form**);
 - d. nominated candidates are required to complete the relevant sections in the Nomination for Election to Board of Trustees Form, including certain declarations as to willingness and eligibility to act;
 - e. in the event an election by vote is necessary, an independent electoral scrutineer (**the Independent Scrutineer**) will be appointed to oversee the election.
2. The purpose of this Guidance (which is published on the Ciarb website and circulated to all Branch committee members) is to ensure Branch committee members are aware of the process, and in particular the rules that apply should a Branch committee member wish to nominate a candidate in their personal capacity.

Canvassing

1. Canvassing material circulated may only be done in a member's personal capacity and not in a member's capacity as a member of a Branch committee.
2. Canvassing material must not contain misleading or defamatory statements or express views as to the ability or integrity of other candidates.
3. Canvassing material must not be circulated directly by the candidate or by any third party and must be submitted to the Executive for circulation.
4. There should be no canvassing until the ballot material has been circulated.
5. Canvassing may only be conducted in the member's personal capacity. **It is not permitted to circulate or canvass other members in the member's capacity as an Officer of Ciarb.**

¹ Voting Members are Members with Associate status, Members Status, Fellow Status and Chartered Status as described in the Bye-Laws, who are entitled to the Ordinary privileges of Membership including voting at general meetings of Ciarb.

6. Canvassing on behalf of a candidate should only be done in the member's personal capacity and may not be conducted in the member's capacity as a member of a Branch, Board or Committee.
7. Canvassing should not cause nuisance to voters by being persistent or intrusive.
8. Where there is to be an election by vote, the Executive will forward all canvassing material to the Independent Scrutineer for confirmation as to whether the material complies with the requirements set out in this guidance. The Independent Scrutineer will make a final determination on this and there is no right of appeal against their decision.
9. The Executive will place approved canvassing material on the Ciarb website and will email members eligible to vote with a hyperlink so that the material can be accessed and read by them.
10. Branch funds must not be spent on canvassing material (any material relating to the election of the candidate). Any expenditure in relation to the elections is a personal cost to the candidate.

Results

11. Results will be notified to the candidates by email as soon as they are available and ratified and then published on the Ciarb website.