

# Presidential Elections

## Election protocol for the election of Deputy President 2025 (President 2026) and Vice-President 2025 (Deputy President 2026 and President 2027)

The President is defined in the Royal Charter, which states “the President of Ciarb, who may be appointed in accordance with Article 10 of the Charter by the Voting Members through Branch chairs pursuant to Bye-law 4” (see next).

***Bye-Law 4: “There may be a President who, if appointed, shall be appointed by the Voting members through the Branch Chairs. The election procedures, role and responsibilities of the President (if any) shall be set out in the Regulations.”***

### Timetable

1. Elections will take place in April 2025 for the positions of Deputy President 2025 (President 2026) and Vice President (Deputy President 2026 and President 2027).
2. On 15 January 2025, the Executive shall invite Branches to nominate a Branch candidate to stand for election to the office of President. Each Branch may only propose one Branch candidate.
3. The nomination period shall be eight weeks from the invitation date (closing date 1700hours on 12 March 2025).
4. The invitation for nominations will be circulated along with a copy of this Election Protocol, the Voting Protocol, the Roles and Responsibilities document and the Model Declaration for Fit and Proper Persons form.
5. Any Branch that wishes to nominate an individual to stand as a candidate for President shall deliver a signed written notice (as directed) on or before 1700hours on 12 March 2025 stating the name of the nominee and the names of four additional Voting Members who will support the nomination, accompanied by a signed Model Declaration for Fit and Proper Persons form from the candidate.
6. All Branch candidates will be invited to submit their current CV, a cover letter (limited to 750 words or less) and video statement (of no more than 10 minutes) outlining their qualifications and vision for the role and which do not express any views on the ability or integrity of other candidates, nor contain misleading or defamatory statements) to the Governance Team by 1700hours GMT on 12 March 2025.
7. The Governance Team will review the nomination forms and candidate statements (written and video) in conjunction with the Nominations Committee(s) to assess eligibility. The decision of the Nominations Committee on any issue of eligibility shall be final.
8. An independent electoral scrutineer, Civica, shall be appointed to oversee the election. The scrutineers' report shall be conclusive as to the facts of the election, notwithstanding any irregularity of informality.

9. Voting will be in accordance with the Voting Protocol.
10. In the event there are seven or more candidates there shall be two rounds of voting. In that instance, the voting periods will be adjusted to ensure the election is completed within the 28-day period. In the event of there being fewer than seven candidates there will be one round of voting only.
11. Branch Chairs (or their nominated representatives) shall be invited via hyper-link to view material relating to candidates and to vote by electronic vote. Access to the online voting site will open for a period of 28 days to allow Branch Chairs to review the material and consult their Branch committee on their preferred candidate before casting their vote.
12. At the end of the 28-day period voting will close and the results, once ratified, shall be communicated to candidates and then published on the Ciarb website.

## Canvassing

13. Canvassing material must not contain misleading or defamatory statements or express views as to the ability or integrity of other candidates.
14. Canvassing material must not be circulated directly by the candidate or by any third party and must be submitted to the Executive for circulation.
15. 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 the Institute.
16. Use of Social Media should not be for self-promotion and may only be used for raising awareness of the election generally.
17. 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.
18. Canvassing should not cause nuisance to voters by being persistent or intrusive.
19. The Executive will place canvassing material on the Ciarb website and email members with a hyperlink so that the material can be accessed and read by them.
20. Candidates should aim to spend a modest sum only on canvassing (as a guide, no more than £100), such spending to be personal and not out of the Branch's or Institute's funds.
21. There should be no improper inducement for support, such as directly or indirectly providing any food, drink or entertainment with the intention of influencing any voter to vote or refrain from voting.
22. The Chief Executive Officer will confirm before the voting process commences as to whether the protocol has been adhered to by all candidates and will confirm any breaches of the guidelines.