



**Bath & West Community Energy
Non Executive Director Elections
Election Policy and Key Dates for 2017 Elections**

Key Dates for 2016 Elections

Introductory meeting for members interested in becoming Non Executive Directors. Meeting will be at 6.30-8.00pm, Bath Royal Literary & Scientific Institution, 16-18 Queen Square, Bath BA1 2HN **19th July 2017**

Please confirm interest in attending this meeting as soon as possible to pete.capener@bwce.coop.

Return of Nomination Forms **28th July 2017**

Circulation of candidate statements and ballot papers **4th August 2017**

Cut-off date for receipt of postal votes **26th Sept. 2017**

Election at Bath & West Community Energy AGM **27th Sept. 2017**

Introduction to Election Policy

This policy governs the conduct of elections and shall be made available to all members for scrutiny. A copy shall be sent to all candidates. It may be changed from time to time by the Board or by the members approving such a resolution at a General Meeting.

Election Control

1. The election process will be overseen by the Chair of Bath & West Community Energy. Voting instructions and supplementary papers shall be sent to all members. The count shall be conducted under a simple majority system, with each voter having the ability to indicate support for as many candidates as there are places to be elected.
2. The Chair shall act as the returning officer for all elections and shall settle any disputes at their sole discretion.
3. All candidates agree to abide by these Rules and accept that by their nomination they shall be deemed to have accepted these rules and agreed to be bound by them.

Candidates

4. All candidates must be a member of Bath & West Community Energy



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5. Candidates must not:
 - a) Be an employee of Bath & West Community Energy
 - b) Have been adjudged by the Board to have brought the Organisation into disrepute in the last five years
 - c) Be the spouse, cohabitee, brother, sister, child, father or mother of a member of the Board or another candidate for election to the Board or an employee of Bath & West Community Energy
 - d) Be currently declared bankrupt or compounded with their creditors
 - e) Be subject to a disqualification order made under the Company Directors Disqualification Act
 - f) Have been convicted of an indictable offence, subject to the Rehabilitation of Offenders Act 1972
 - g) Be or may on the basis of medical evidence be suffering from mental disorder
 - h) Have been removed from membership of a recognised professional body and not reinstated.

Nomination

6. A notice of the election shall be sent to all members in good time before the close of voting. The notice will advise of the procedure for nomination, the closing date for nominations and the number of candidates to be elected in the poll and the eligibility criteria for candidates. It shall include a copy of this policy for information.
7. Candidates shall submit a statement with their nomination of not more than 750 words. These statements shall be copied and included with ballot papers and circulated to members before the AGM where the election will take place. Candidates must not in their statements make threats, abusive, racist, sexist, or homophobic statements; if such statements are made, then the candidate shall be invited to make a new statement; if they refuse or time does not allow, the statement shall be edited by the Secretary as appropriate and notice shall be added to the statement to indicate that this has been done. Candidates also agree to indemnify Bath & West Community Energy for any action resulting from the publication of their statement.
8. Nominations shall only be valid if supported by one proposing member and at least one supporting member. These nominations will be made at the AGM at which the election is being held.
9. The receipt of a nomination shall be taken as certification that the candidate has met the relevant criteria. Bath & West Community Energy may undertake enquiries to verify that the candidate has met the criteria. If a candidate is discovered to be ineligible under those criteria then the following action will be taken:
 - a) If the discovery of the ineligibility is before the closing date, the nomination is ruled invalid.



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- b) If the discovery of the ineligibility is after the closing date but before the close of voting, the votes of the excluded candidate shall not be counted.
- c) If the discovery of the ineligibility is after the close of voting and the individual has been successfully elected, then the person shall be removed from the Board of Bath & West Community Energy.

Voting

- 10. Bath & West Community Energy as a corporate body shall remain neutral during the election. Any comments made regarding the candidates by members of the Board not taking part in the election as a candidate, or by staff of Bath & West Community Energy, shall be clearly stated as being made in a purely personal capacity.
- 11. Voting instructions will be issued if the number of valid nominations at the closing date exceeds the number of positions to be elected. The ballot will take place at Bath & West Community Energy's AGM. Members who are unable to attend the AGM may submit their completed ballot papers in advance of the AGM.
- 12. If the number of valid nominations is the same as or fewer than the number of positions, those candidates shall be deemed elected and an affirmative ballot will be held to confirm them in post at the AGM.