



**Bath & West Community Energy
Non-Executive Director Elections
Election Policy and Key Dates for 2021 Elections**

Key Dates for BWCE 2021 Elections to the Board

An introductory meeting for members interested in becoming Non-Executive Directors can be organised at a time to suit. For those interested in taking up this opportunity please contact Peter Capener as soon as possible on pete.capener@bwce.coop.

Return of Nomination Forms	26th July 2021
Circulation of candidate statements and voting instructions	9th Aug 2021
Close of voting	5 pm 24th Sept. 2021
Confirmation of election results at BWCE's AGM	25th Sept. 2021

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.

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 and be at least 18 years of age.
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 together with a passport sized photograph. These statements shall be circulated to all members along with the on-line voting instructions. 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. The receipt of a nomination shall be taken as certification that the candidate has met the relevant criteria (outlined in points 4 and 5 above). Bath & West Community Energy may undertake enquiries to verify that the candidate has met these 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.
 - b) If the discovery of the ineligibility is after votes have been cast but before 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, and the person with the next largest share of the votes shall be duly elected.

Voting

9. 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.
10. Voting instructions will be issued if the number of valid nominations at the closing date for nominations exceeds the number of positions to be elected. Voting will be carried out electronically with the results announced at the AGM.
11. 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.