Executive Summary and Recommendations

Introduction

At its meeting on 8 October 2003 the Council discussed the procedure for each Committee to nominate a chairman and vice-chairman and for the Council to consider the nominations. The Council agreed the following procedure would be presented to a future Council meeting for formal approval.

1. The Council will notify the Committee of the need for a Chairman and/or Vice/deputy-Chairman to be nominated.

2. The Secretary will inform the Committee by email that an election is to be held and will seek nominations. All nominees must be proposed and seconded by members of the relevant committee.

3. The election will form the first item of substantive business at the next meeting of the Committee with the Registrar (or his nominee) acting as Chairman for that item only.

4. The Registrar will confirm the process to be used, and will ask for re-confirmation of the nominations and if there are any additional nominations.

5. If only one name is put forward, then that name is presented to the Council for approval.

6. If there is more than one candidate for Chairman, then the procedure is:
   – each candidate may make a brief presentation (not more than 10 minutes) if they wish and the committee agree.
   – a secret ballot is conducted by the Registrar, and the votes are counted by the Secretary to the Committee and the Secretary to Council (or another member of the Executive)
   – the result is announced and the name goes forward to the Council.

7. If there is more than one nomination for vice/deputy-chairman, then the same procedure is followed as for 6 above but with the Chairman in the chair.

8. The Council will consider the nomination at its next meeting.

9. Appointments made in the second transitional period will be for the duration of that period.

10. Appointments made after the end of the second transitional period will be for a length of time set out in the standing orders of each committee.

Decision

The Council is requested to approve the above procedure.