



Ark[®]
People
Housing
Care

Election of Office Bearers Procedure

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Approved by P&PRG:		January 2024	
Owner:	Bobby Duffy	Job Title:	CEO
To be issued to: (check as needed)			
<input checked="" type="checkbox"/> Board of Management <input type="checkbox"/> All Staff <input checked="" type="checkbox"/> ET/SLT <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input type="checkbox"/> C&S Managers (RM,OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input type="checkbox"/> Other: _____	
Method of Delivery (check as needed)			
<input type="checkbox"/> LearnPro <input checked="" type="checkbox"/> Board Portal <input type="checkbox"/> Line Manager to Share (eg. Agencies)		<input type="checkbox"/> Policy Owner to Notify (eg. Contractors) <input type="checkbox"/> Other: _____	
Stakeholder Consultation Completed (check as needed)			
<input type="checkbox"/> Board of Management <input type="checkbox"/> All Staff <input checked="" type="checkbox"/> ET/SLT <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input type="checkbox"/> C&S Managers (RM,OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors	

<input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT	<input type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input type="checkbox"/> Other: _____
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Version Control

Date	Owner	Version	Reason for Change
January 2024	Bobby Duffy	4.0	Cyclical review

Summary of Changes

Section	Change
Entire Procedure	Transferred previous procedure onto new procedure template
2.1	Hyperlink added to Ark Rules

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1.0 Introduction

This procedure describes our arrangements for the election of the Association's Office Bearers.

For the purposes of this procedure, the Office Bearers are:

- Board of Management: Chair & Depute Chair
- Audit Sub-Committee: Chair
- Finance Sub-Committee: Chair

The Office Bearers must be elected Board Members and cannot be co-optees.

2.0 Board of Management – Chair and Depute Chair

As per the Board Standing Orders, available on request, at the first meeting of the Board following each Annual General Meeting (AGM), the Chief Executive, acting as Company Secretary, will take the chair and conduct the election for the Board Chair.

2.1 Election of Chair

To be elected as Chair, a Board member must have served as an elected member for at least 2 years.

A Board member may be elected as Chair for 5 consecutive years. Thereafter they may not be considered for that position, though they may stand for election as Depute Chair.

The election procedure will be as follows:

1. Nominations will be invited verbally. To be considered, each nomination will require to be seconded.
2. Before a vote is taken, each nominee will require to confirm that they are willing to stand for election.
3. Only elected Board members present at the meeting, as defined by Rule 20 of the [Ark Rules](#), will be entitled to vote. Any co-opted members present may not vote.
4. If there is only one nominee, they will be elected if a majority of the elected Board members present vote in favour by show of hands.
5. If there is more than one nominee, there will be a secret ballot and the nominee receiving the highest number of votes, using the 'first past the post' system, will be elected.
6. If there is a tie for the highest vote, voting for the two nominees with the highest votes only will continue until one receives a majority.

3.0 Election of Depute Chair

The Chair will conduct the election of the Depute Chair.

To be elected as Depute Chair, a Board member must have served as an elected member for at least one year.

A Board member may be elected as Depute Chair for 5 consecutive years. Thereafter they may not be considered for that position, though they may stand for election as Chair. The election procedure is the same as the procedure for electing the Chair.

4.0 Sub Committee Chair

The membership of each Sub-Committee for the ensuing year will be decided at the first meeting of the Board held after the Annual General Meeting (AGM).

A Sub-Committee Chair will be elected at the first meeting of the Sub-Committee following the Annual General Meeting (AGM). Co-opted members may not be appointed as Chair.

A Board member may be elected as Sub-Committee Chair for 5 consecutive years. Thereafter they may not be considered for that position for at least one year but may be considered for either the Chair or Depute Chair of the Board. The election procedure is the same as the procedure for electing the Chair.

5.0 Implementation and Review

5.1 Implementation

The Chief Executive is responsible for ensuring that this procedure is implemented when required.

The Chief Executive will ensure that the names of those nominated, together with those proposing and seconding each nominee and the results of each election, are recorded in the minutes of the relevant Board or Sub-Committee meeting.

5.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every five years.