2022 Council Election Process

Vacancies

* We currently have one Council member reaching the end of their term of office in Dec 2022 –eligible to re-stand.
* Eleven Council members continue in office (6 completing in 2023, 4 in 2024 and one in 2025)
* The CEO post is vacant with recruitment underway – this is not an elected post, but the appointment should be approved.
* We have 3 vacancies which are also open to be filled.
* We have a total of 4 vacancies for election of Council members.
* All vacancies will be for a term of 3 years from Jan 2023 to December 2025.

Council Member Appointments

All those wishing to stand to become Members of Council (directors of BSHAA) must have held fully paid membership continuously since October 2021 and will be required to:

* provide a personal profile of no more than 200 words about their career, the context in which they practise (e.g. small independent, national organisation, training organisation, manufacturer), why they wish to stand, and what they feel they can offer BSHAA;
* provide a head and shoulders photograph for inclusion in the ballot papers;
* complete their submission using the secure on-line process supported by the independent company managing the election process for BSHAA.

Constituency

There are roughly 1100 members eligible to vote in Council elections. The Articles allow for the whole communication and election cycle to be run electronically, and BSHAA will issue a list of all e-mail addresses ahead of both the nomination and the election cycles.

Members can be identified by their unique membership ID, and this should be used as a key indicator in the nomination process.

Agreed timeline

| **Date** | **Stage** | **Who** | **Notes** |
| --- | --- | --- | --- |
| 7th Oct | Publish closing date of election | BSHAA | *Article 7a requires a minimum of 8 weeks prior to ballot will close* BSHAA posts on website the intention to hold election with closing date of 14th December |
| 12th Oct | Process published | BSHAA | BSHAA posts full details of election process on website. |
| 14th Oct | Nomination invitation | UKE | Members are advised of nomination process and invited to apply. |
| 28th Oct | Nominations reminder email | UKE | Reminder sent about nomination deadline |
| 3rd Nov | Nominations close at 5pm | UKE | *Article 7d requires nominations to be received at least 4 weeks prior to the election, and Council needs time to consider VP candidate profiles* |
| 11th Nov | Validation of candidates | BSHAA | Candidate list and ballot papers approved |
| 18th Nov | Candidate names and statements published | BSHAA | *Article 7e requires candidate names and profiles to be published to members at least 3 weeks before the ballot closes*Candidate details published on BSHAA website |
| 28th Nov | Ballot emails issued and voting window opens | UKE | *Article 25d requires a minimum voting period of 2 weeks* |
| 14th Dec | Voting closes at 5pm  | UKE |  |
| 16th Dec | Results notified to BSHAA | UKE | BSHAA receives results |
| 16th–20th  Dec | Individual notification |  | Candidates are advised personally of the outcomeCouncil is advised of the outcome |
| 21st Dec | Member notification | BSHAA | *Article 7h requires the publication of newly appointed directors within 1 week of ballot close.*Results published on BSHAA website |
| Jan 2023 |  |  | The new directors will take-up their appointment from the first Council Meeting in 2023. |