

Cambridge City Supporters' Society Limited : Election Rules Policy

Introduction

1. This document constitutes the Election Rules, Regulations and Procedure and is drafted in accordance with the existing constitution of the Cambridge City Supporters' Society Limited. The purpose of the Election Rules Policy is to ensure that the elections for Society board members are conducted in a democratic and unbiased manner in accordance with these rules and the Constitution.
2. Definitions:

The Trust	- Cambridge City Supporters' Society Limited
EMG	- Elections Management Group
SB	- Society Board
IS	- Independent Scrutineer (also the chair of the EMG)

Election Control

3. During the election period the EMG will ensure that the Election is run in accordance with this Election Rules Policy on behalf of the Trust members. Election publicity and the Trust website shall publicise the means of contacting the EMG, which shall include email.
4. The EMG will comprise 3 members and any vote will be carried by the simple majority.
5. The election shall have an Independent Scrutineer appointed by the Trust Board, who shall chair the EMG.
6. The IS shall not be a member of the Trust Board, and should ideally not be a member of the Trust. They and all other members of the EMG shall be independent of all candidates and shall also be appointed by the Trust Board.
7. EMG members shall not be eligible to nominate candidates nor to stand in the Elections nor make any public comment or gesture which might lead to their personal sentiments as to the merits of candidates becoming known.
8. Any Trust member standing as a candidate will not be involved in any aspect of the election.
9. Polling for the election is to be run by the IS, subject to these election rules. The results as determined by the IS are final.
10. The Board shall agree the number of vacancies to be elected in advance; if the numbers to be elected is different from the numbers elected previously, or changes the number of places to be elected in total on the Trust Board, then the reasons why the change has been made shall be communicated to members in the form soliciting nominations.
11. Any members of the Trust Board whose places are due to be elected at the forthcoming elections must not take part in any discussions or decisions of the Trust board in connection with those elections.
12. If there are fewer or as many candidates as valid places then all the correctly nominated candidates as determined by the EMG will be accepted onto the board.

Eligibility & Nomination

13. All Trust members shall receive a direct communication advising them of the forthcoming elections, how to be nominated as a candidate and other relevant information.
14. Candidates must comply with eligibility and nomination procedure as set out below.
15. Candidates should be nominated by 2 other members of the Trust
16. The EMG will verify that nominations are from members

17. It is the Candidate's responsibility to ensure their nominations are valid and submitted in accordance with the timetable. In the event of uncertainty, the decision of the EMG will be final. However, candidates shall have recourse to the advice of the Secretary to ascertain whether a person wishing to nominate them is a member of the Trust.
18. In signing the form, candidates undertake to be bound by the terms and conditions of the election rules and regulations.
19. A signed letter of nomination from a member is an acceptable substitute for manuscript signature on a candidate's nomination form.
20. Specifically candidates are also self-certifying that they comply with the following two rules of the constitution:

Rule 58:

No candidate can stand if they:

- Have been a member of the Society board for 12 consecutive years;
- Have been declared bankrupt or compounded with their creditors;
- Are subject to a disqualification order made under the Company Directors Disqualification Act;
- Have been convicted of an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974);
- Fail to abide by any rules for the conduct of elections made by the Society board

Rule 72:

Save for the exceptions outlined in the constitution, no Society board member is to have any material financial interest personally or as a member of a firm or company or as a director or other officer of a business trading for profit or in any other way whatsoever in any contract or other transaction with the Society. For the purposes of this rule, an interest of a person who is connected with a Society board member shall be treated as an interest of the Society board member.

21. Any decision by the IS or EMG not to accept a nomination as valid should be notified to the candidate as soon as possible in order that the situation may be rectified or an appeal heard.

Election Rules

22. During the election the EMG or existing board members, cannot provide advice to voting members as to the suitability of any candidates on behalf of the Trust. EMG members may make no comment about the merits of candidates, but existing Board members should ensure that any opinion, or advice provided is strictly in a personal capacity.
23. Complaints after voting has closed shall be made in writing or by email to the IS not later than five working days after the close of poll.
24. Candidates/complainants have the right of appeal, which should be addressed to the IS in writing or by email or fax as appropriate.
25. All communication regarding Election Rules Policy should be addressed to the EMG.
26. Should any Candidates contravene the election rules the EMG shall judge whether a disqualification shall apply. Notification will be made by the EMG prior to the announcement of election results and subsequently to the elected SB.
27. The EMG will decide what action, if appropriate, may be taken should disqualification occur.
28. Should the election not produce the required number of board members the casual vacancy rules shall apply.
29. All Candidates shall leave full contact details with the EMG.

Statements and Campaigning

30. All candidates must submit an election statement of not more than 400 words to the IS by close of nominations. The candidate's name need not appear in the statement. Acronyms, pseudonyms, and slang will be at the discretion of the IS.
31. All statements are to be sent by post or email (if available) to the IS, who will proof read before issue. The number of words counted shall be decided using Microsoft Word.
32. Statements written in the third person shall be accepted.
33. Candidates and nominees can only put their real names on nomination documentation. No nicknames will be accepted.
34. Statements shall not contain the name of any of their nominators or any other candidate.
35. Candidates must not in their statements make threats, insults, derogatory, abusive, racist, sexist, or homophobic statements, or references towards other candidates.
36. The Trust accepts no liability for the content of any statement published on behalf of a candidate.
37. Candidates are requested to submit a photograph with their statement.
38. Any candidate wishing to receive help in producing a candidate statement or obtain nominations can contact the EMG who will provide advice.
39. The EMG shall distribute a ballot document, that has been compiled by the IS including the Candidates' statements submitted with the Nomination form. This document will also include ballot papers.
40. The statement booklet and ballot paper shall be the only communications issued by the Trust. Other than this personal campaigning is allowable.

Ballots

41. Voting shall be by secret ballot, and the EMG shall ensure that the mechanism used for voting shall enable the validity of a vote to be established without compromising the secrecy of the ballot. The ballot paper shall clearly state the number of vacancies and the system used to count votes.
42. The vote shall be by block voting (first past the post). This means each voting member will have up to n votes where n is the number of board positions available. Not all votes have to be used but each one used must be for a separate candidate. The highest placed candidates shall be deemed elected to the vacancies.

Result

43. Polling results will be determined by the IS assisted by the EMG and shall be posted on the Trust Website, www.cambridgecitytrust.org.uk in addition to other forms of communication of the results used by the EMG.