



## **Election Policy and Procedure**

### **1. Introduction**

- i. This document constitutes the Election Policy and Procedure of Cardiff City Supporters Society Limited. (known as Cardiff City Supporters Trust-CCST)
- ii. The purpose of this policy and procedure is to ensure that elections for Board membership of CCST, are conducted in a democratic and transparent manner and in accordance with the rules of CCST as registered with the Financial Services Authority.

**N.B. The Board Membership Policy is published separately.**

### **2. Date of the Annual General Meeting**

The Board of CCST **will** call an AGM within 6 months of the end of the society's financial year. (S.32 of the registered rules of CCST)

### **3. Election Participation**

- i. The Board of CCST will organise that the election timetable will allow for as full a participation of the membership as possible
- ii. The Board of CCST will establish a membership cut-off date for participation in the election (for guidance, this will generally be 4 working days prior to the date of distribution of the notice of election).
- iii. Only fully paid-up members, over the age of 16, will be able to participate in the election

#### 4. Election of Board Members

- i. The number of **elected** members of the Board of CCST shall be limited to a maximum of **9**. Elected members must always be a majority of the membership of CCST's Board.
- ii. The AGM Organising Committee will ensure that the election is run in accordance with the policy and procedures of CCST.
- iii. Candidates must comply with the eligibility and nomination procedure, as set out in the election policies and procedures.

#### 5. AGM Organising Committee

The AGM Organising Committee will be a temporary committee and will:

- i. Comprise of an odd number of members nominated by the Board of CCST. Any decisions taken by the AGM Organising Committee will be by majority vote and recorded.
- ii. Members serving on the AGM Organising Committee **shall be** eligible to nominate candidates, vote and stand in the Board elections.
- iii. Any AGM Organising Committee member standing as a candidate **will not** be:
  - a. Involved in the collation and publication of candidate manifestoes
  - b. Eligible to vote on matters pertaining to disqualification of candidates
  - c. Eligible to vote on matters which may influence the outcome of the election, with the exception of their individual vote in the election.

#### 6. Nomination Policy

- i. It is the candidate's responsibility to ensure his/her nomination is valid and submitted in accordance with the election timetable. In the event of uncertainty, the decision of the AGM Organising Committee will be final.
- ii. In signing the nomination form, candidates are bound by the terms and conditions of the election policy and procedure.
- iii. As stated in Rule 58 of the CCST's registered rules, **members are ineligible to stand for election** if they:
  - Have been a member of CCST's 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)
- Are or may (on the basis of medical evidence) be suffering from a mental illness or disorder
- Fail to abide by any rules established by the Board of CCST, for the conduct of elections

## **6. Nomination Procedure**

- i. Eight weeks before the AGM takes place, the AGM Organising Committee will invite nominations for candidates from among the trust membership to fill the vacancies on CCST's Board.
- ii. A member nominated must have agreed to their nomination and must be a fully paid up member and over the age of 18yrs.
- iii. The person nominated must be supported by, three fully paid up members of 18yrs or over, who countersign the nomination form and provide their membership numbers.
- iv. The nomination form includes a declaration by the candidate that he/she has not been convicted of any indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974).
- v. Candidates will be invited to submit a written statement of not more than 500 words in support of their candidature. These will be made available to all members via membership circular and the Trust website.
- vi. In their statements, candidates must not make threats or use derogatory, abusive, sexist, or homophobic language or make insulting references towards other candidates.

## **7. Election Procedure**

- i. No later than four weeks before the date of the AGM, the AGM Organising Committee will send ballot papers to all members qualified to vote. The ballot paper will contain the names of all candidates whose nomination complies with CCST policy and be accompanied by the written statements submitted by the candidates.
- ii. The ballot papers shall declare the number of vacancies and shall specify the date by which the completed ballot papers must be received at the registered address of CCST, no later than 7 days before the AGM.
- iii. The members shall be invited to vote for as many of the candidates as they wish, up to the maximum number of available positions.
- iv. The Board of CCST will if possible nominate an independent person who is not an officer of CCST (but may be a member) to act as scrutineer of the election count.
- v. In the absence of the nominated scrutineer the AGM Organising Committee shall be responsible for counting the votes and announcing the election result at the AGM

## **8. Election Complaints Procedure**

- i. Candidates/complainants have the right of appeal to the AGM Organising Committee and then to a general meeting of CCST.
- ii. Complaints after voting has closed shall be made in writing to the AGM Organising Committee, not later than three working days after the close of voting.
- iii. If any candidates contravene the election rules, the AGM Organising Committee shall decide if the candidate should be disqualified. Notification will be given to the candidate, prior to the announcement of the election results, and then to the elected Board of CCST.
- iv. In the case of disqualification, the elected Board of CCST will decide what additional action, if any, will be taken.