



Cardiff City Supporters Trust

Election Policy and Procedure

1. Introduction

- i. This document constitutes the Election Policy and Procedure of the Bluebirds Supporters Society Ltd. (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 Conduct Authority.

2. Date of the Annual General Meeting

The Board of CCST will hold an AGM within 6 months of the end of the CCST financial year (S.28 of the registered rules of CCST) this means that it must take place before the end of June of the following year.

3. Election Participation

- i. The Board of CCST will ensure that the election timetable will allow for as full a participation from the membership as possible.
- ii. The membership cut-off date for participation in the election will be 4 working days prior to the date of the 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 Board of CCST.
- ii The Board will appoint an AGM Organising Committee to ensure that the election is run in accordance with the policies and procedures of CCST.
- iii Candidates must comply with the eligibility and nomination procedure as set out in this policy.

5. AGM Organising Committee

The AGM Organising Committee will be a temporary committee and will comply as follows.

- i Comprise of an odd number of members nominated by the Board of CCST. Any decisions taken by the AGM outside the Election Policy will 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 manifestos.
 - 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 CCST Election Policy and Procedure.

- iii Members will be ineligible to stand for election to the Board if they :-
 - a. Have been a member of the CCST Board for 12 consecutive years
 - b. Have been declared bankrupt or has in place a composition with their creditors.
 - c. Are subject to a disqualification order made under the Company Directors Disqualification Act.
 - d. Have been convicted of an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974)
 - e. Are or may be (on the basis of medical evidence) suffering from a mental disorder.
 - f. Fail to abide by any rules approved by the Board of CCST relating to the conduct of elections.

7. Nomination Procedure

- i Eight weeks before the AGM takes place the AGM Organising Committee will invite nominations for candidates from among CCST membership to fill vacancies on CCST Board.

- ii A member nominated must have agreed to their nomination and must be a fully paid up member over the age of 18

- iii The person nominated must be supported by 3 fully paid up members of 18 or over who countersign the nomination form and provide their membership numbers.

- iv The nomination form will include a declaration by the candidate that he/she is not ineligible to stand under the provisions of para 6 (iii) of this policy.

- 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 CCST website.

- vi In their statements candidates must not make threats or use derogatory, abusive or discriminatory language in general or towards other

candidates.

8. Election Procedure

- i No later than 4 weeks before the date of the AGM the AGM Organising Committee will send ballot papers to all members entitled to vote. The ballot paper will contain the names of all candidates whose nominations comply with CCST policy and can be accompanied by the written statements submitted by 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 of CCST no later than 7 days before the AGM.
- iii Members will be invited to vote for as many candidates as they wish up to the maximum number of available positions.
- iv The Board of CCST will 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 a nominated scrutineer the AGM Organising Committee shall be responsible shall be responsible for counting the votes and announcing the election result at the AGM.

9. Election Complaints Procedure

- i Candidates/Complainants have the right of appeal to the AGM Organising Committee and then to a Board meeting of CCST
- ii Complaints after voting has closed shall be made in writing to the AGM Organising Committee not later than 3 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 case of disqualification the elected Board of CCST will decide what additional action, if any, will be taken.

