

**Health Professions Council
1 March 2006**

PROCESS FOR ELECTING THE PRESIDENT AND THE VICE-PRESIDENT

Executive Summary and Recommendations

Introduction

At the Council meeting on 12 July 2005 a process for the election of the President and the Vice President of Council was agreed. The process was used for the first time at the same meeting to elect the President and Vice-President.

At the Council meeting on 13 September 2005 it was agreed that 'the experience of holding the elections at the Council meeting on 12 July 2005 had indicated that an additional step needed to be added to the election process..... the process should be amended to allow for the Secretary to Council to seek nominations for the position of President and Vice-President in advance'.

Decision

The Council is asked to agree the attached process for the election for President and Vice-President.

Background information

The role of the Health Professions Council President and Vice-President is attached for reference.

The offices of President and Vice-President are not co-terminus.

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

8 February 2006

HEALTH PROFESSIONS COUNCIL

Process for the election of the President of the Council

Introduction

Paragraph 12 of Schedule 1 to the Health Professions Order 2001 provides that the Council shall elect a President from among its members, and that the President will serve a four year term unless he or she:

- resigns as President;
- ceases to be a member of the Council; or
- is removed by a majority vote of the other members of the Council.

Process

First Meeting of the Council Following the End of the Term of Appointment of the Preceding President

- Nominations for the office of President will be sought at the next meeting of the Council following the end of the term of appointment of the preceding President.
- The seeking of nominations will be the first item on the agenda of that meeting and the Registrar will act as chairman of the meeting for that agenda item.
- The Registrar will ask members of Council to nominate candidates for President. All nominations must be received at the meeting – no late nominations will be accepted.
- All Council members are eligible to stand for election.
- In the event that only one member is nominated then, unless the Council decides to the contrary, that person will be appointed as President.

Second Meeting of the Council Following the End of the Term of Appointment of the Preceding President

- The President will be elected at the second meeting of the Council following the end of the term of appointment of the preceding President.
- The election will be the first item on the agenda of that meeting and the Registrar will act as chairman of the meeting for that agenda item.
- The Registrar will ask for re-confirmation of the nominations for President. No late nominations will be accepted.
- In the event that a candidate(s) withdraws and only one candidate is nominated then, unless the Council decides to the contrary, that person will be appointed as President.

- If more than one member is nominated, a secret ballot will be conducted, by the Secretary to the Council, among the members present.
- Before the ballot is conducted each candidate will be given the opportunity, if they so wish, to address the Council for not more than five minutes.
- The members nominated may scrutinise the ballot process or appoint another member to do so on their behalf.
- The Registrar will announce the winner to the meeting and the winning candidate will be appointed as President.

HEALTH PROFESSIONS COUNCIL

Process for the election of the Vice President of the Council

Introduction

The Health Professions Order 2001 does not provide for the election of a Vice-President but that position is provided for in the Standing Orders of the Council. The role of the Vice-President is to chair meetings of the Council when the President is absent and to represent the Council, in place of the President, at external events.

The Vice-President is elected to serve a four year term unless he or she:

- resigns as Vice-President;
- ceases to be a member of the Council; or
- is removed by a majority vote of the other members of the Council.

Process

First Meeting of the Council Following the End of the Term of Appointment of the Preceding Vice-President

- Nominations for the office of Vice-President will be sought at the next meeting of the Council following the end of term of appointment of the preceding Vice-President.
- Unless the nomination process for the office of President is also to be held, the seeking of nominations for the Vice-President will be the first item on the agenda of that meeting. If the nomination process for both posts is to be held then the nomination of the Vice-President will be the second item on the agenda. The Registrar will act as chairman of the meeting for that agenda item.
- The Registrar will ask members of Council to nominate candidates (other than the President) for Vice-President. All nominations must be received at the meeting – no late nominations will be accepted.
- All members (other than the President) are eligible to stand for election as Vice-President.
- In the event that only one member is nominated then, unless the Council decides to the contrary, that person will be appointed as Vice-President.

Second Meeting of the Council Following the End of the Term of Appointment of the Preceding Vice-President

- The Vice-President will be elected at the second meeting of the Council following the end of the term of appointment of the preceding Vice-President.
- Unless an election for the office of the President is also to be held, the election of the Vice-President will be the first item on the agenda of that meeting. If an election for both posts is to be

held then the election of the Vice-President will be the second item on the agenda. The Registrar will act as Chairman of the meeting for that agenda item.

- The Registrar will ask for re-confirmation of the nominations for Vice-President. No late nominations will be accepted.
- In the event that a candidate(s) withdraws and only one candidate is nominated, unless the Council decides to the contrary, that person will be appointed as Vice-President.
- If more than one member is nominated, a secret ballot will be conducted, by the Secretary of the Council, among the members present.
- Before the ballot is conducted each candidate will be given the opportunity, if they so wish, to address the Council for not more than five minutes.
- The members nominated may scrutinise the ballot process or appoint another member to do so on their behalf.
- The Registrar will announce the winner to the meeting and the winning candidate will be appointed as Vice-President.

The Role of the Health Professions Council President and Vice President

In addition to his or her role as a Council member, the HPC President will also:

- provide strong non-executive leadership, and encourage open and pro-active accountability to the public and the professions;
- act as an ambassador for the Council, inspiring confidence in the organisation and representing the interests of statutory regulation to outside bodies;
- develop and maintain constructive collaboration, networking and consultation with key stakeholders, and others when required;
- uphold public interest in all that the HPC undertakes;
- chair meetings of Council (see information above on the role of a committee chairman);
- monitor and develop Council members' performance, providing support as necessary; and
- manage the Council's Chief Executive so as to secure effective oversight of the development and achievement of the Council's strategic, policy and operational objectives and compliance with its statutory responsibilities.
 - set the Chief Executive's objectives
 - monitor the Chief Executive's performance against these objectives

The Role of the Health Professions Council Vice-President

The role of the Health Professions Council Vice-President is a non-statutory one, but has been created in order to assist the President.

In addition to his or her role as a Council member, the Vice-President will:

- deputise for the President when he or she is not available; and
- in deputising for the President, follow the role description given above.

Agreed at 7 December 2004 Council Meeting as part of the Members' Code of Conduct

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