

Health Professions Council
29 March 2007

**REVISION OF GOVERNANCE DOCUMENTS FOLLOWING COUNCIL
DECISION TO ABOLISH THE ROLE OF THE VICE-PRESIDENT**

Executive Summary and Recommendations

Introduction

A number of the Council's governance documents have been updated following Council's decision to abolish the role of vice-president. The amendments to the documents have been highlighted in bold and in italics. No other amendments have been made.

Decision

The Council is asked to agree that the following documents should be amended to delete references to the role of vice-president;

- (i) Council Members' Code of Conduct;
- (ii) The Health Professions Council Standing Orders
- (iii) The Revised process for the election of the President

Background information

The role of the Vice-President was abolished in the Council meeting held on 14 December 2007.

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

16 March 2007

Council Members' Code of Conduct

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Council Members' Code of Conduct

A. Introduction

This document sets out the HPC's expectations of its Council members. As a regulator, the Council sets standards for the conduct, performance and ethics of health professionals on the HPC Register. The HPC therefore also feels that it is important that Council members maintain high standards in their role, and that these standards are made public.

This document contains information about the complementary roles of the Council, a Council member, the President, a committee chairman, a committee member and the President; and a Code of conduct for all Council members.

Application to committee members

Some members of the Council's statutory committees may not be members of the Council but will have been appointed to those committees in order to meet specific statutory requirements or to provide particular expertise.

Those members are appointed on the basis of separate written agreements with the Council but are also expected to adhere to the provisions of the Code of Conduct to the extent that they apply to such members and do not conflict with their written terms of engagement.

In particular, Part E and Paragraphs 1 to 3 and 5 to 7 of the Code should be read, with any necessary modifications, as if references to Council members were also references to committee members.

B. The role of the Council

The role of the Council is to:

- protect the health and well being of those using or needing the services of registrants;
- ensure that the organisation discharges its functions under the Health Professions Order;
- set, review, and update if necessary the strategic intent, and guiding principles;
- encourage open accountability to the public and the professions;
- appoint a Chief Executive and Registrar;
- undertake strategic planning, policy making and development;
- approve the HPC budget;
- ensure and monitor financial probity;
- delegate any functions, as it sees fit, to its committees or the Executive; and
- review how the HPC Executive are carrying out the Council's policy, and measure this against the policies and strategic intent.

C. The role of a Council member

The role of a Council member is to:

- contribute their knowledge and expertise to Council meetings, to aid effective decision-making;
- support the Council's objectives;
- ensure that they have a good working knowledge of HPC's role, processes and other information that may help their role;
- carry out their work for the Council in accordance with the Council members' code of conduct; and
- act as an ambassador for the HPC, representing the Council to stakeholders.

D. The role of a committee chairman

The role of a chairman is to:

- approve agendas and minutes for the committee;
- consult the committee secretary for advice as needed;
- manage the efficient and effective running of meetings by grasping the detail of a wide range of business, and contribute to objective decision making by exercising sound judgement;
- facilitate open discussion, and good decision-making;
- ensure that the meeting is conducted in accordance with the standing orders, and that all members keep to the code of conduct;
- act as spokesperson for the committee if required;
- exercise a casting vote if such action is necessary; and
- take 'chairman's action' if needed.

E. The role of a committee member

The role of a committee member is to:

- contribute their knowledge and expertise to meetings, to aid effective decision-making;
- support the Council's and committee's objectives;
- ensure that they have a good working knowledge of HPC's role, processes and other information that may help their role;
- carry out their work for the Council in accordance with the Council Members' code of conduct; and

Note: Chairman's action

It may be the case that deadlines, and the dates of committee meetings mean that the chairman of a committee is asked to take a decision on the committee's behalf in between committee meetings by 'chairman's action'.

The use of a chairman's action should be limited and only taken if the committee has delegated authority to the chairman for that purpose.

Whenever chairman's action is taken it will always be documented by the committee secretary and presented to the committee for ratification at their next meeting.

F. The role of the Council 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

G. The role of the Council Vice-President (to be deleted)

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.*

H. The Code of Conduct

This code of conduct particularly applies to Council members whenever they take part in Council business, or whenever they represent the Council.

Council members should also bear in mind that due to the high profile nature of their role, even when they consider themselves to be working entirely in a private capacity, or for another organisation, they may still be viewed as a representative of, or an ambassador for, HPC. They should therefore still be mindful of this code.

In addition, a Council member whose actions in another role or in a private capacity were such that their role as a Council member was undermined, or public or registrant faith in the Council was compromised, could have their actions judged against this code of conduct, and action taken accordingly.

1. General guidelines

Council members should at all times:

- act in good faith;
- act in accordance with the Council's objective of protecting the public;
- act in accordance with the seven principles of public life as set out by the Committee on Standards in Public Life (see appendix);
- take personal responsibility for ensuring that they keep to the code of conduct; and
- treat others equally, fairly, and with respect.

Council members should not:

- act in a way that might bring the Health Professions Council into disrepute; or
- use their position for personal gain or to promote their private interests.

2. Confidentiality

Most information to which Council members has access as part of their role will be in the public domain. However, there will be times when they may have access to information that is confidential. This may include papers from private sections of Council or committee meetings, information from panel hearings or information relating to HPC employees.

Council members should not disclose any confidential information which they have been given because of their role as a Council member, other than for a proper purpose or if they are required to do so by law. Council members should take appropriate steps to ensure that confidential papers are stored securely. Members should contact the Chief Executive if the status of any information is unclear.

If a member becomes aware of a breach in confidentiality, they must immediately notify the Chief Executive or the President.

3. Attending meetings

Council members should endeavour to attend all Council meetings, and any meetings of committees of which they are a member.

There may be circumstances in which Council members are unable to attend a meeting, in which case they should send their apologies as soon as possible to the Secretary of the Council or the relevant committee. Registrant members who are unable to attend a Council meeting should inform their alternate, giving them as much notice as possible.

Where a Council member is unable to fulfil their role over a prolonged period, they will be asked to discuss their position on the Council with the President.

Council members' attendance records will form part of the Council members' annual performance review and particular consideration will be given to meetings where a Council member has not attended and has not given notice of their absence.

4. Council members' annual performance review

All Council members must participate in the annual performance review system, and follow the agreed procedure.

5. Register of members' interests

All Council members must complete a declaration of members' interests and thereafter take personal responsibility for ensuring that it is kept up to date. The register of members' interests is published online.

Council members must not accept gifts, hospitality, or benefits which might be seen to compromise their role or influence the decisions that they take. Gifts, hospitality or benefits offered as a consequence of HPC business must be registered with the Secretariat within a reasonable period of time, usually within 1 month.

6. Conflicts of interests

If Council members are participating in Council business where they might have (or be seen to have) an interest in the outcome, or any interest which could otherwise prejudice their decision, they should declare this.

Council members should remove themselves from discussion or even in certain circumstances from the room if items in an agenda may raise a serious conflict of interest. They should state this to the committee or council, so that it can be recorded in the minutes.

7. HPC employees

HPC employees carry out the functions of the HPC, under the strategic direction of the Council. Council members may be asked to sit on selection panels for certain posts, or to consider papers that are presented to meetings on employment issues, but will not take any other part in the employment matters.

The exception to this is the Chief Executive and Registrar, who is appointed by the Council and managed by the President of the Council.

Council members may wish to comment positively on the work done by employees. This can be done formally, for example by asking a committee to make a note of their thanks to a particular person or group, or by speaking to the employee's manager or to the Chief Executive, or more informally, directly to the employee.

However, any Council member with concerns about the behaviour or performance of a member of staff should always raise these concerns with the Chief Executive, who will deal with the issue as appropriate.

If a Council member has concerns about the Chief Executive, these should be raised with the President.

8. Breach of the Code

Any minor breach of this code of conduct will be dealt with in the first instance informally, for example by the Chairman of a committee or another Council member drawing the breach to the Council member's attention during a meeting or similar.

If a Council member is concerned that another Council member may be in breach of this code, they should raise their concerns with the President.

However, where there is evidence of a deliberate, serious or continued breach of this code of conduct, this will be taken up by the President, in a specially convened meeting if appropriate.

9. Removal of a Council Member from office

A Council member may be removed from office as provided in paragraph 9(2) of Schedule 1 to the Health Professions Order 2001 and Standing Order 39 of the Council's Standing Orders.

The President may be removed from office as provided in paragraph 12(2) of Schedule 1 to the Health Professions Order 2001.

10. Appeals against removal from office

Any Council member removed from office may challenge that decision in the courts. However, although the rules do not provide a statutory right of appeal, the Council has adopted the following appeal process.

If a Council member wishes to appeal, they must write to the Secretary of the Council, within 28 days, stating that they wish to appeal, and stating the grounds of their appeal. The Council member should also attach any additional information to this letter.

The Council will then convene a panel for an appeal hearing. The panel will consist of a legally qualified chairman, a lay HPC partner, and a registrant HPC partner.

Legally qualified chairman, for this purpose, means a person who:

- has a 10 year general qualification (within the meaning of section 71 of the Courts and Legal Services Act 1990);
- is an advocate or solicitor in Scotland of at least 10 years' standing; or
- is a member of the Bar of Northern Ireland of at least 10 years' standing.

The chairman of the panel shall be appointed on the recommendation of the chairman or president of the relevant law society, bar council or faculty of advocates.

In order that the appeal will be independent of the Council, no Council member or alternate may be a member of the panel. The legal chairman cannot be an HPC legal assessor, a Council or committee member or a solicitor, barrister or advocate who acts for the Council in any other capacity.

The appeal panel will determine its own procedures and the hearing will normally be conducted within the spirit of the rules for registration appeal hearings. The panel may decide either to allow the appeal or uphold the Council's decision

Agreed at 1 March 2005 Council Meeting

Appendix

The Seven Principles of Public Life *

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

* as set out by the Committee on Standards in Public Life (www.public-standards.gov.uk)

HEALTH PROFESSIONS COUNCIL

STANDING ORDERS

These Standing Orders, together with the provisions of the Health Professions Order 2001 (the 2001 Order), establish the basic rules about how the Council conducts its proceedings.

Paragraph 13(1) of Schedule 1 to the 2001 Order requires certain procedures to be provided for in the Standing Orders and those procedures have been incorporated.

Unless the context otherwise requires, terms used in the Standing Orders have the same meaning as in the 2001 Order.

Where a procedural point arises which is not covered by either the Standing Orders or the 2001 Order, the common law rules concerning the conduct of meetings will apply.

Meetings

1. The Council shall meet in ordinary session (Ordinary Meeting) not less than four times in each year and at such other times as the Council shall decide.
2. In addition to Ordinary Meetings, a special session of the Council (Special Meeting) may be convened by the Secretary upon the written request of the President, the Chairman of a Statutory Committee or any eight members of the Council.
3. A written request for a Special Meeting to be held shall include details of the business to be transacted at that meeting.
4. A Special Meeting shall take place within 14 days of the Secretary receiving the request for the meeting to be held.

Notice of Meetings

5. The Secretary shall give members not less than seven days written notice of a meeting and the notice shall set out the time and place of, and agenda for, that meeting.
6. Failure to send notice of a meeting to a member shall not invalidate the proceedings of that meeting.

The President

7. The President shall preside at any meeting of the Council.
8. *The Council may appoint a member to be **Vice President** of the Council and the **Vice-President** shall preside at any meeting of the Council at which the President is absent. (delete)*
9. *If the President and **Vice President (delete)** are absent from, or otherwise unable or unwilling to preside at, a meeting the members present shall, as the first business of the meeting, elect one of their number to preside at that meeting.*
10. *In these Standing Orders references to the "President" include the **Vice President (delete)** or any other member presiding at a meeting in place of the President.*

Quorum

11. The quorum at any meeting of the Council shall not be less than half the members of the Council for the time being and of the members which constitute that quorum the number of registrant/practitioner members shall not exceed the number of lay members by more than one¹.
12. If a quorum is not present within 15 minutes of the time appointed for a meeting to commence, all business which should have been transacted at that meeting shall stand over until the next Ordinary Meeting and shall take precedence over the business of that Ordinary Meeting, unless a Special Meeting is called in the meantime for the transaction of that business.

Minutes

13. The Secretary shall keep minutes of each meeting which shall include a record of the members in attendance at that meeting.
14. At each meeting the minutes of the preceding meeting shall be confirmed (or confirmed as amended) and be signed by the President as a true record of that meeting.
15. The signed minutes of a meeting shall, unless the contrary is proved, be conclusive proof of the proceedings at that meeting.

¹ i.e. based on current numbers the quorum would be 13 members, 7 registrant/practitioner and 6 lay members

The Secretary

16. The Registrar shall be the secretary to the Council and of any Committee or Sub-Committee established by the Council.
17. The Registrar, with the consent of the Council, may appoint another officer or employee of the Council to act as secretary to the Council or any Committee or sub committee which it has established.
18. In these Standing Orders references to the "Secretary" mean the Registrar or, where a person has been appointed in accordance with Standing Order 17, that person.

Conduct of meetings

19. The order of business at a meeting shall follow that set out in the agenda unless it is varied by the President with the consent of the Council.
20. A member may only initiate a debate or move a motion on a matter which is not on the agenda with the consent of the Council.
21. Subject to Standing Order 12 meetings shall start at the time set out in the notice of meeting and shall normally continue until all the business on the agenda has been disposed of but the duration of a meeting may only exceed three hours with the consent of the Council.
22. The President may, with the consent of the Council, adjourn a meeting, but no business shall be transacted at an adjourned meeting other than the business which had not been disposed of when the adjournment took place.
23. If a meeting is adjourned for more than seven days (but not otherwise) notice of the adjourned meeting shall be given as if it was an Ordinary Meeting.

Voting

24. Except where the 2001 Order specifies a different requirement, and subject to Standing Order 25, any question at a meeting shall be decided by a majority of the members present voting by a show of hands.
25. *The election of the President and **Vice-President (delete)** shall be by secret ballot. Members who are eligible to vote but are unable to attend a meeting at which a ballot is to be held may vote by post or appoint another member to act as their proxy and to vote in that ballot on their behalf.*
26. *In the event of any equality of votes, the President shall be entitled to an additional casting vote (except where the question is the determination of an appeal in accordance with Article 37 of the 2001 Order) or the election of the President or **Vice-President (delete)**.*

Approval of resolutions without meeting

27. A resolution which, with the consent of the President, is circulated to, and approved in writing or electronic form by, not less than three quarters of the registrant/practitioner members and not less than three quarters of the lay members entitled to receive notice of and attend a meeting of the Council shall be as valid as if it had been passed at such a meeting.

Rules of Debate

28. A member must speak to the subject under discussion. The President may call attention to any irrelevance, repetition, unbecoming language, breach of order, or breach of the Council Members' Code of Conduct on the part of a member and, where the member persists in that conduct, may direct that member to cease speaking.
29. A ruling by the President on any question of order, whether or not provided for by the Standing Orders, shall be final and shall not be open to debate.

Disorderly Conduct

30. The President may order a member to withdraw from a meeting if, in the opinion of the President, that member has persistently disregarded the ruling of the President or is behaving improperly, offensively or in a manner which is obstructing the business of the meeting.
31. In the event of a general disturbance which, in the opinion of the President, prevents the orderly conduct of business, the President may adjourn the meeting for such period as the President consider appropriate.
32. If a member of the public interrupts the proceedings at any meeting the President may order that person to be removed from the meeting or may order that part of the room which is open to the public to be cleared.

Members' education, training and performance

33. The Council shall establish standards of education and training for members and, as part of those standards, shall provide for members to undergo training to assist them in their performance of their duties.
34. The Council shall establish standards of attendance and performance for members, including a system of annual performance appraisal.

35. Members shall comply with the standards established by the Council under Standing Orders 33 and 34 and shall not, without reasonable excuse, refuse to participate in the training or appraisal processes.

Codes of conduct

36. Members shall comply with the Code of Conduct adopted by the Council and with the seven principles of public life established by the Committee on Standards in Public Life (the Nolan Principles)

Interests of members

37. Members shall make a declaration of their personal interests in accordance with the Members' Interests Registration Scheme established by the Council and shall be under a duty to ensure that the details of their interests set out in the Register of Members' Interests maintained by the Council are accurate and up to date.
38. A member who has a personal interest in any matter under consideration at a meeting, whether or not declared in the Register of Members' Interests, shall promptly disclose that interest to the meeting and, unless the Council determines otherwise, the member shall withdraw from the meeting until the Council has concluded its consideration of that matter.

Attendance and Other Allowances

39. Claims for payments, attendance allowances or expenses shall be made by members strictly in accordance with the Members' Payments Scheme approved by the Council.

Removal of members

40. Where any information or allegation comes to the attention of the Council that a member may be in breach of Paragraph 9(2) of schedule 1 to the 2001 Order (which sets out the grounds for removing a member of Council from office) or that the Council member may have committed a deliberate, serious or continued breach of the Code of Conduct, the Council shall instruct the Registrar to send a notice to that member:
- (1) setting out brief details of the information or allegation and the relevant provisions of the 2001 Order;
 - (2) advising the member that, if the information or allegation is true, that the member is liable to be removed from office;
 - (3) informing the member that the Council proposes to consider that information or allegation and that the member has a right to be heard before the Council; and

- (4) providing the member with 14 days in which to respond.
41. Where, following the service of a notice under Standing Order 40, a member responds to the Registrar expressing a wish to be heard by the Council, the Registrar shall convene a Special Meeting of the Council as if the response from the member was sufficient notice under Standing Order 2 but the only business to be considered at that shall be whether or not to remove that member from the Council.
42. The procedure in Standing Orders 40 and 41 shall not apply in respect of a member of the Council who is removed from office under Paragraph 9(2)(a) of Schedule 1 by a decision of the Privy Council or who is disqualified under Paragraph 9(2)(e) of that Schedule by virtue of an order made by a Practice Committee.

The Registrar, officers and advisers

43. The Registrar shall be entitled to attend and speak at meetings of the Council.
44. The Secretary or any other person advising on the business before a meeting of the Council (including advising the President on issues of order) may attend and, with the consent of the President, speak at that meeting.

Common Seal

45. The Common Seal of the Council shall be kept in safe custody by the Registrar or another officer appointed by the Registrar.
46. The Common Seal shall only be affixed to a document with the consent of the Council or of a committee to which that power has been delegated and where the seal is affixed to a document it shall also be signed by the Registrar and by a member of the Council:

Suspension of Standing Orders

47. Any Standing Order (other than one prescribed by the 2001 Order) may be suspended with the consent of the Council

Committees of the Council

48. The Council may appoint such committees or sub-committees as it thinks fit and, subject to the 2001 Order or any other enactment, may delegate to or confer upon a committee or sub-committee such functions as it may determine.
49. A member of the Council shall be appointed to be the chairman of any committee established by the Council.

50. Except where all the members of a committee or sub-committee agree to waive notice, not less than seven days notice shall be given of an Ordinary Meeting of a committee or sub-committee and not less than three days notice shall be given of a Special Meeting of a committee or sub-committee.
51. The quorum at any meeting of a committee or sub-committee shall, unless another number is fixed by the Council, be one third of the members of that committee or sub-committee but in no case may the quorum of any committee or sub-committee be less than two members (one of whom shall be the chairman).

Standing Orders to apply to Committees etc.

52. Unless the Council makes express provision to the contrary² these Standing Orders shall apply, with any necessary modification, to meetings of committees and sub-committees

Public access to meetings

53. Meetings of the Council, its committees and sub-committees shall be open to the public unless the business under consideration concerns:
 - (1) information relating to a registrant, former registrant or applicant for registration;
 - (2) information relating to an employee or officer holder, former employee or applicant for any post or office;
 - (3) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
 - (4) negotiations or consultation concerning labour relations between the Council and its employees;
 - (5) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
 - (6) action being taken to prevent or detect crime or to prosecute offenders;
 - (7) the source of information given to the Council in confidence; or

² In accordance with Paragraph 17 of Schedule 1 to the 2001 Order the Council has approved separate standing orders for the Education and Training Committee. The Investigating Committee, Conduct and Competence Committee and Health Committee do not have standing orders but operate according to statutory rules made under the 2001 Order

- (8) any other matter which, in the opinion of the President, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.

Agreed at 6 July 2006 Council Meeting

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2006-06-26	a	CNL	AGD	CouncilStandingOrdersamendments	Final DD: None	Public RD: None

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 for the Election of President

Nomination Procedure

1. The Secretariat will announce the forthcoming election of President by email at least 15 full working days before the Council meeting at which the election is to take place.
2. Members may nominate themselves or may be nominated by another Council member. All Council members are eligible to nominate themselves or another Council member for the vacant position.
3. *If an election for the post of **Vice-President** is being run concurrently with the election of the President, members may nominate themselves or be nominated for both positions. (delete)*
4. Candidates may, if they wish, provide a supporting statement of not more than one typed A4 page (12 point Times New Roman). This statement must be provided by the date specified by the Secretary and will be circulated with the Council papers. Late papers will not be circulated.
5. Candidates who have been nominated by another member will be contacted by the Secretariat and must confirm by email or in writing that they wish to accept the nomination.

6. Nominations must be received at least 10 full working days before the Council meeting at which the election is to take place.
7. If no nominations are received by the closing date the Secretary to Council will be empowered to extend the nomination deadline for a further 5 full working days. The Secretary to Council will inform all members and will seek further nominations by email.
8. In a situation where no nominations have been received by the deadline the Council will meet as scheduled and will take a decision on how to proceed.
9. A list of nominations (in the form of a ballot paper) and supporting statements (if any) will be included with the Council papers for the Council meeting at which the election will take place.
10. A member who is not able to attend the meeting may appoint a proxy from among those members who will be present, who may vote on behalf of that member in the election procedure. The appointment of this proxy must be confirmed in an email or a letter to the Secretary to Council¹.
11. A member who is not able to attend the meeting, and who does not wish to appoint a proxy, may post or email their ballot paper to the Secretary to Council. In order to ensure that there is no double voting, a covering letter which includes the name and signature of the sender must be included with the ballot paper. In the absence of this letter the ballot paper will be declared invalid. It is the responsibility of the member to ensure that their vote has been received by the Secretary. All votes will be treated in the strictest confidence².

Balloting procedure

1. The President will be elected at the first meeting of the Council following the end of the term of appointment of the preceding President. If this is not practical the Secretary to Council will be empowered to seek Council ratification by email that the election should be delayed until a date to be agreed by the Council.
2. 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.

¹ If an alternate member attends a Council meeting at which the election is to take place and votes in that election for the President, any proxy or postal vote from their corresponding registrant member will be set aside.

² Ibid

3. The Registrar will detail the nominations as listed in the paper distributed to Council. Candidates who wish to withdraw their nomination may do so at this stage. No late nominations will be accepted.
4. 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.
5. In the event that only one candidate has been nominated then Council will be requested to pass a resolution appointing that candidate as President.
6. If there has been more than one nomination, then a secret ballot will be conducted by the Secretary to Council, among the members present. The Secretary will collect ballot papers from members acting as a proxy for another member separately and will include any valid postal/email votes in the count.
7. The candidate with the majority of votes will be elected President. In the event of a draw the Council will take a short recess and consider how to proceed.
8. The members nominated may scrutinise the ballot process or appoint another member to do so on their behalf.
9. The Registrar will announce the winner to the meeting and the winning candidate will be appointed as President.

June 2006