

# PEC Homes Board of Directors Election Policy

## Introduction

This policy governs the conduct of elections for the Board of Directors and shall be made available to all members for scrutiny.

A copy of this election policy and supplementary documents shall be sent to all candidates upon receipt of nomination form. It may be changed by the Board or by the members approving such a resolution at a General Meeting.

## Election Control

1. The election process will be undertaken by the Company Secretary of PEC Homes or their delegated representative. Voting instructions and supplementary papers shall be sent to all members. The count shall be conducted under either a simple majority system, with each voter having the ability to indicate support for as many candidates as there are places to be elected.
2. The Company Secretary shall act as the returning officer for all elections and shall settle any disputes at their sole discretion.
3. All candidates agree to abide by these rules and accept that by their nomination they shall be deemed to have accepted these rules and agreed to be bound by them.

## Eligibility

4. Candidates must:
  - a) Agree with and be committed to the values and principles of the Society,
  - b) Be in a state of mental and physical health and personal circumstances, which allow them to carry out their duties,
  - c) Be able to act in good faith and responsibly to maintain the reputation of the Society,
  - d) Not have been convicted of an indictable offence relevant to the roles and responsibilities of a Director or the aims and ethos of PEC Homes, subject to the Rehabilitation of Offenders Act 1972.
5. Candidates must not:
  - a) Have been adjudged by the Board to have brought the Organisation into disrepute,
  - b) Be currently declared bankrupt or compounded with their creditors,
  - c) Be subject to a disqualification order made under the Company Directors Disqualification Act.

## Nomination

6. A notice of the election shall be sent to all members in good time before the close of voting. The notice will advise of the procedure for nomination, the closing date for nominations and the number of candidates to be elected in the poll and the eligibility criteria for candidates. It shall include a copy of this policy for information.
7. Candidates shall submit a statement with their nomination of not more than 200 words stating why they wish to serve as a Director of PEC Homes and how they feel that they can contribute to the aims of PEC. These statements shall be copied and circulated to members prior to the election. Candidates must not in their statements make threats, abusive, racist, sexist, or homophobic statements. This would be seen as

evidence of non-compliance with the values and principles of the Society and would disqualify the candidate at the discretion of the Board. Candidates also agree to indemnify PEC for any action resulting from the publication of their statement.

8. Nominations shall only be valid if supported by one proposing member.

9. Upon receipt of a nomination form, PEC Homes will acknowledge receipt and may undertake enquiries to verify that the candidate has met the eligibility criteria. If a candidate is discovered to be ineligible under those criteria then they will be notified and their nomination will not proceed to the election process. If the discovery of the ineligibility is after the close of voting and the individual has been successfully elected, then the person shall be removed from the Board of PEC Homes.

### **Voting**

10. PEC Homes as a corporate body shall remain neutral during the election. Any comments made regarding the candidates by members of the Board not taking part in the election as a candidate, or by staff of PEC Homes, shall be clearly stated as being made in a purely personal capacity.

11. Voting instructions will be issued if the number of valid nominations at the closing date exceeds the number of positions to be elected. All ballot papers must be submitted by the date specified. Any ballot papers received after this date will not be considered. In the event of a tie, if more than one vacancy is available then the two with the tie will both be elected. If there is one vacancy and a tie, then the result will be decided by the Chair by a toss of a coin.

12. If the number of valid nominations are the same as or fewer than the number of positions, those candidates shall be deemed elected, providing ten members or more have affirmed the candidacy by show of hands at the AGM. An affirmative ballot will therefore have taken place to confirm them in post.

13. The announcement of results will be made at the AGM and via the website.