



## PEC Trust Board of Trustees Election Policy

### Introduction

This policy governs the conduct of elections for the Board of Trustees 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.

### Governance

Good governance in charities is fundamental to our success. It enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture where everything works towards fulfilling the charity's vision.

We aim to achieve the following standards;

- **Organisational purpose**

The board is clear about the charity's aims and ensures that these are being delivered effectively and sustainably.

- **Leadership**

Every charity is led by an effective board that provides strategic leadership in line with the charity's aims and values.

- **Integrity**

The board acts with integrity, adopting values and creating a culture, which helps achieve the organisation's charitable purposes. The board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.

- **Decision-making, risk and control**

The board makes sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored.

- **Board effectiveness**

The board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.

- **Diversity**

The board's approach to diversity supports its effectiveness, leadership and decision-making.

- **Openness and accountability**

The board leads the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason for it not to be.



### **Election Control**

1. The election process will be undertaken by the Company Secretary of PEC Trust 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 agree with and be committed to the values and principles of the Charity and respect and deliver the Charity Commission Code of Conduct for Trustees.

In addition we ask candidates to confirm that they;

- a) Be in a state of mental and physical health and personal circumstances, which allow them to carry out their duties,
  - b) Be able to act in good faith and responsibly to maintain the reputation of the Society,
  - c) Not have been convicted of an indictable offence relevant to the roles and responsibilities of a Trustee or the aims and ethos of PEC Trust, 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 Trustee of PEC Trust and how they feel that they can contribute to the aims of PEC Trust. 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 Trust 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 Trust 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 Trust.

### **Voting**

10. PEC Trust 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 Trust, 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.