

## **SPABiS Committee 2009**

### **7. Election Procedure**

#### **7.1 Conduct of election**

The Secretary of the Society shall be responsible for the conduct of each election and his or her decision on any matter relating to the election shall be final.

#### **7.2 Notification of election**

At least two months before the date of each election, the SPABiS Administrator shall give written notice to all members setting out the arrangements for the submission of nominations and the method of voting.

#### **7.3 Nominations**

Every candidate for an election must be a member at the last date for the submission of nominations. Nominations shall be submitted in writing to the SPABiS Administrator and shall be signed by the candidate, a proposer and a seconder. The proposer and the seconder shall each be a member at the date the nomination paper is signed.

#### **7.4 Conditions for holding a ballot**

If there are more nominations than there are vacancies to be filled, there shall be a ballot in accordance with the provisions of these Rules. If there are no more nominations than there are vacancies to be filled, the nominated candidates shall be declared elected members of the Scottish Committee at the Annual Meeting.

#### **7.5 Ballot Rules**

If a ballot is required, the SPABiS Administrator shall send a ballot paper to each member not less than 21 days before the last date for the return of ballot papers. The ballot paper shall contain the names of each candidate with spaces for members to mark their votes. The ballot paper shall also contain the names of the proposer and seconder, instructions for voting, the last date by which completed ballot papers must be returned, and the address to which they must be sent.

Each member shall be entitled to vote for not more candidates than there are vacancies and may give not more than one vote to each candidate. A ballot paper shall be declared void and not counted if it contains more than the required number of votes.

#### **7.6 Result of a ballot**

Following the last date for the receipt of ballot papers the SPABiS Administrator shall arrange for the votes to be counted and draw up a list showing the names of the candidates and the number of votes cast for each candidate. At the Annual Meeting, the Convenor shall declare the persons elected who have the highest numbers of votes in relation to the number of vacancies to be filled.

In the event of two or more candidates having equal numbers of votes, and it being necessary to choose between them to fill the available vacancies, the matter shall be resolved by drawing lots.

#### **7.7 Vacancies on committee**

In the event of:

- a) the death of an elected member of the Scottish Committee;
- b) the receipt by the SPABiS Administrator of the written resignation of an elected member of the Scottish Committee;
- c) the seat of a member being declared vacant;
- d) there being insufficient nominations at an ordinary election to fill the available vacancies;

the Scottish Committee may fill any vacancies by co-option until the next election takes place.