



SOBRA EXECUTIVE COMMITTEE

ELECTION POLICY AND PROCEDURE (2021)

1. Elections for SoBRA's executive committee shall be held once a year and the outcome decided at the Annual General Meeting (AGM) of the Society.
2. Sufficient time shall be given to the process to allow for the submission of nominations, and for voting on any contested positions, if required, as set out below.
3. Notice of the election shall be given in writing to all Society members by electronic means at which point nominations shall be invited.
4. A period of at least 21 days shall be allowed for receipt of nominations.
5. All current members of the Society are eligible for nomination for a seat on the committee (executive and ordinary).
6. All nominations are to be accompanied by a short biography (max. 300 words).
7. All nominations must be seconded by another member of the Society.
8. Members are able to nominate themselves or another member for a seat on the committee. Non-members can be nominated by current Society members. However, all successful nominations will be expected to become members of the Society for the full term of their seat on the committee.
9. All nominations must be made to the secretary of the committee.
10. In the event that only sufficient nominations are made to fill available vacant positions, nominees shall be automatically elected to the executive committee.
11. Where more nominations are received than are positions available, election to the committee shall proceed by means of an electronic vote.
12. A period of 28 days shall be allowed for votes to be cast and voting shall close no fewer than two days prior to the AGM.
13. Nominations and accompanying biographies for contested positions only shall be forwarded electronically to all members of the Society at least 31 days prior to the AGM.
14. All current members of the Society are eligible to vote. Every member shall have one vote for each contested position.
15. Votes shall be accepted only via the electronic method circulated to Society members therefore ensuring maximum participation by the membership. All votes shall be anonymous to protect confidentiality.
16. Votes shall be collated using a suitable survey tool and verified by two members of the executive committee.
17. Allocation of positions shall be decided by a majority of votes.

18. The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
19. All persons accepting a position on the committee shall be deemed to have read, and agree to abide by, the Society's Constitution including the duties of executive members.
20. The outcome of the election shall conclude by formal announcement at the AGM and shall be recorded within the minutes of the AGM with immediate effect.
21. Newly elected members of the Committee formally take up their positions at the conclusion of the AGM.