

**BCS, The Chartered Institute for IT**

**Council Regulations for the Conduct of Council Business– Section V – Election of Honorary Officers**

Responsible Body	Council
Version Number	v7
Prepared by	Chair of Council
Date Approved	9 May 2013
Date Issued	10 July 2014
Date of last review	16 May 2017

Approved by Council 18 January 2006 (CCL/2006/003 Appendix 1). See Council minutes CCL/2006/012 v2 para 4.5.	1	18 January 2006
Paras 2.4, 2.5, 2.6 – all elections by secret ballot, chair may invite candidate/s to absent themselves; paras3.7 – all elections by secret ballot; para 4.2 – election by secret ballot. Approved by Council 17 May 2006 (CCL/2006/015 Appendix 2). See Council minutes CCL/2006/018 para 4.4.3	2	17 May 2006
Paras 3.1, 3.5 & 4.1 – updated to accommodate change in timing of AGM. Approved by Council 13 May 2010 see Council minutes CCL/2010/039	3	13 May 2010
Replacing “Society” with “Institute” wherever it occurs. Paragraph 1.3 – addition of “(unless filling a casual vacancy)” to ensure consistency with amended Members’ Regulation 2. Paras 3.5 & 4.1 – amend references to timing of meetings Approved by Council 13 April 2011 (CCL/2011/048 Appendix 5).	4	13 April 2011

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<sup>1</sup> In the case of chairs of Boards Trustee Board will normally have received a similar nomination from Nominations Committee and will have appointed that person as chair of the relevant Board.

<sup>2</sup> It is therefore important for Council to consider the role of President as well as Deputy President when making this appointment.

## Confidential to BCS Members

See Council minutes CCL/2011/079.		
Para 2.3 – delete ‘job’ and insert ‘role’ to be consistent with the position not being one of employment.  Approved by Council 9 May 2012 (CCL/2012/067). See Council minutes CCL/2012/081 item 4.	5	9 May 2012
3.2 delete ‘nominations’ replace with ‘suggestions’  Delete ‘proposers must secure the support of an additional Council member’  Approved by Council 24 January 2013 CCL/2013/208	6	24 January 2013
Add new 2.3 and renumber rest accordingly.  Approved by Council 9 May 2013 CCL/2013/299.	7	9 May 2013
2.3 Election of Honorary Officers – amended wording to make the distinction clearer	8	12 May 2014
Para 2.4; Para 3.7; Para 4.2; add a new sentence at the end “the voting figures shall not be disclosed” approved by Council July 2014 CCL/2014/125	9	3 July 2014

## BCS, THE CHARTERED INSTITUTE FOR IT

### COUNCIL REGULATIONS FOR THE CONDUCT OF COUNCIL BUSINESS

#### V – ELECTION OF HONORARY OFFICERS

##### 1. General

- 1.1 Council’s powers include electing the President, Deputy President and the Vice-Presidents (the Honorary Officers) who shall be Professional Members of the Institute.
- 1.2 Members’ Regulations state “The Nominations Committee shall put forward to Council not more than four candidates, and may put forward a single candidate, for election to each of the offices of President, Deputy President and each Vice-President.”
- 1.3 Honorary Officers assume office at the close of each Annual General Meeting (unless filling a casual vacancy).

##### 2. Vice-Presidents

<sup>1</sup> In the case of chairs of Boards Trustee Board will normally have received a similar nomination from Nominations Committee and will have appointed that person as chair of the relevant Board.

<sup>2</sup> It is therefore important for Council to consider the role of President as well as Deputy President when making this appointment.

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## **Confidential to BCS Members**

- 2.1 Members' Regulation 2.1.3 states that "The Council shall from time to time elect the Vice-Presidents, who shall normally include the chairs of Boards of the Institute and one of whom shall be the Vice-President Finance."
- 2.2 Members' Regulation 1.3 provides that Nominations Committee shall present to Council: 'not more than four candidates, and may put forward a single candidate, for election to each of the offices of President, Deputy President and each Vice-President.'<sup>1</sup>
- 2.3 Where the Council chooses to elect a Vice-President who has been appointed to a role by Trustee Board to run concurrently with the role of Vice-President, the Council shall specify, in addition to the length of term of the Vice-President, that the Vice-President's term shall cease immediately upon the Vice-President declining to be appointed as, or ceasing to hold, the specific role to which they were appointed by Trustee Board.
- 2.3 The nomination/s shall include a job description and a résumé of the nominee.
- 2.4 The election shall take place by secret ballot whether or not the Council receives more than one nomination. The voting figures shall not be disclosed.
- 2.5 The Chair may invite the candidate/s to absent themselves from the meeting during this election.
- 2.6 Council members shall attend the election meeting physically or remotely in order to vote.

### **3. Deputy President**

- 3.1 It is expected that the person elected as Deputy President shall take office as President the following year unless there is an unforeseen change in their personal circumstances.
- 3.2 Nominations Committee shall invite Council members at the appropriate meeting of Council, to provide suggestions for the role of Deputy President, to reach the Registrar by a given date.
- 3.3 Canvassing, if undertaken at all, should be appropriate and in moderation with due regard for the privacy of other Council members.
- 3.4 In addition to nominations received, Nominations Committee considers its own nominations for candidates that it thinks worthy of consideration and shall present nominations to Council as being nominated and seconded by the Nominations Committee and not by individuals.
- 3.5 The Council shall receive all nominations for election to the post of Deputy President at least one week in advance of the election meeting. It shall also receive information providing the criteria for the role of President, and personal statements from and background details of all nominees.

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<sup>2</sup> It is therefore important for Council to consider the role of President as well as Deputy President when making this appointment.

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## **Confidential to BCS Members**

- 3.6 Council members shall have the opportunity to question each of the nominees on aspects of their nomination, in the absence of other nominees, but there will be no discussion regarding the personal merits of the nominees.
- 3.7 The election at the Council shall be by secret ballot, whether or not Council receives more than one nomination. The voting figures shall not be disclosed.
- 3.8 The Chair may invite the nominees to absent themselves from the meeting during this election.
- 3.9 Council members must attend, physically or remotely, the election meeting in order to vote.

## **4. President**

- 4.1 At the appropriate Council meeting each year, Nominations Committee shall invite the Council to formally elect the President, to take office at the forthcoming Annual General Meeting. This person shall normally be the current Deputy President.
- 4.2 Council shall be invited to elect that person by a secret ballot. The voting figures shall not be disclosed.
- 4.3 Council members shall attend, physically or remotely, the election meeting in order to vote.

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<sup>2</sup> It is therefore important for Council to consider the role of President as well as Deputy President when making this appointment.

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