

**BATH CITY FC
SUPPORTERS SOCIETY LIMITED**

ELECTION POLICY

SUMMARY

Elections for vacancies on the Society Board will be held at the AGM. The Society Board will appoint an Elections Officer and Elections Observer to organise the election.

Eight weeks before the AGM, members will be invited to self-nominate for election by submitting a statement of 200-400 words to the Elections Officer. The Society Board may not officially endorse any candidate.

The Elections Officer will then distribute these candidate statements, along with ballots, by post and email to all members no later than two weeks before the AGM. All Society members will then be able to vote by post, email or in person at the AGM.

If there are more candidates than there are vacancies, members will be able to vote for as many candidates as there are vacancies, with the highest-placed candidates being elected. For example, if there are six vacancies and ten candidates, members will be able to tick up to six candidates on their ballot paper, and the six candidates with the most votes will be elected.

If there are the same number as or fewer candidates than there are vacancies, members will be able to vote “yes” or “no” for each candidate. Each candidate who receives a majority of “yes” votes will be elected.

1. Introduction

- 1.1. This document is drafted in accordance with the existing Rules of Supporters Society Limited adopted pursuant to a resolution of the Society Board of Directors on 31 March 2016 and the Best Practice guidance issued by Supporters Direct. The purpose of the Election Policy is to ensure that the elections for the Society Board members are conducted in a democratic and unbiased manner and the process and results are accepted as free and fair by all participants.

2. Definitions

- 2.1 “AGM” means the annual general meeting of the Society.
- 2.2 “Election Period” means the period from the date each year on which the Secretary issues nomination forms to Members until 3 days after the announcement of the result of the election to which the nomination forms relate.
- 2.3 “Member(s)” means a member(s) of the Society.



- 2.4 “Society Board Member(s)” means an elected or Co-opted Member(s) of the Society.
- 2.5 “Election Policy” means the terms and conditions laid out in this document.
- 2.6 “Board Membership and Conduct Policy” means a detailed set of rules and regulations of the Society set out in a separate policy statement.
- 2.7 “Co-opted Member(s)” means a person(s) who has/have been elected to the Society Board by Society Board Members but not elected by the Members.
- 2.8 “Indictable Offence” means a criminal offence (other than a spent conviction as defined by the rehabilitation of Offenders Act 1974) for dishonesty, fraud or dealing in drugs.
- 2.9 “Rules” means the rules and regulations of the Society laid out in the separate Rules document
- 2.10 “Secretary” means the Secretary of the Society.
- 2.11 “Society” means Bath City FC Supporters’ Society Limited (also known as Supporters Society).
- 2.12 “Society Board” means the elected Board of the Society including any co-opted Society Board Members.

3. Election control

- 3.1. In advance of the commencement of the election, the Society Board will appoint one member of the Society to act as Elections Officer and one member of the Society to act as Elections Observer. All Society members, including Board members and officers, are eligible to serve as Elections Officer or Elections Observer, save those members of the Society Board whose positions are due to be offered for election.
- 3.2. No members of the Society Board whose positions are due to be offered for election shall play any part in selecting the Elections Officer or Elections Observer, or in any aspect regarding the conduct of the elections.
- 3.3. The Elections Officer and Elections Observer shall not be eligible to be candidates themselves, and shall ensure that they are not associated closely with any candidates and have proper regard to maintaining the integrity of the election process.
- 3.4. During the Election Period the Elections Officer will ensure that the election is run in accordance with this policy.
- 3.5. The Elections Officer shall make the final decision as the eligibility of candidates, nominations and valid votes. They shall conduct the count and the result, as determined by them is final. Any decisions taken will be by majority vote and recorded. The Elections Officer shall have a casting vote in the event of a tie.

4. Timetable

- 4.1. The AGM will take place within the period laid down in the Society's Rules, and the exact date shall be decided by the Society Board by the end of the preceding financial year.
- 4.2. The Board shall agree the number of vacancies to be elected; if the numbers to be elected differs from the numbers elected in previous years, or changes the number of places to be elected in total on the Society Board, then the reasons why the change has been made shall be communicated to members in the form soliciting nominations.
- 4.3. The Secretary will circulate a nomination form with advance notice of the AGM at least eight weeks before the AGM. This marks the beginning of the Election Period.
- 4.4. The Society Board shall ensure that the Elections Officer and Elections Observer are appointed before the Secretary circulates nominations forms.
- 4.5. During the Election Period, the Elections Officer shall manage the process, with the assistance of the Secretary as required.

5. Nominations and eligibility

- 5.1. Any person wishing to be a candidate for election to the Society Board must be a fully paid-up member of the Society.
- 5.2. Candidates for election may nominate themselves and do not require further nominations from other Society members.
- 5.3. The Elections Officer will verify that nominations are from members of the Society.
- 5.4. It is the candidate's responsibility to ensure that their nomination is valid and submitted in accordance with the election timetable.
- 5.5. Decisions over the validity of nominations shall be a matter for the Elections Officer having due regard for the Secretary's assessment of the membership status of a self-nominating candidate. Any decision by the Elections Officer not to accept a nomination as valid should be notified to the candidate as soon as possible in order that the situation may be rectified or an appeal heard.
- 5.6. Candidates must also submit a statement in support of their nomination and may also submit a photograph for publication with their statement (see section 6 below for more details).
- 5.7. By submitting a nomination, Candidates will be deemed to have accepted this Election Policy, the Society's Rules, and any other policies and rules adopted by the Society Board and the membership and agreed to be bound by them.
- 5.8. Specifically, candidates are also self-certifying that they comply with the Society Rules and Board Membership and Conduct Policy relating to eligibility to serve on the Board. In particular, no person can be a member of the Society Board:
 - (with the exception of Co-opted Members co-opted onto the Society Board under Rule [67] of the Rules) who ceases to be a Member of the Society;
 - who has been a member of the Board for 12 consecutive years;
 - who is subject to a bankruptcy order or has in place a composition with his/her creditors;

- who is subject to a disqualification order made under the Company Directors Disqualification Act 1986;
 - fails to abide by any rules for the conduct of elections made by the Society Board.
 - who has a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974);
 - in relation to whom a registered medical practitioner who is treating them gives a written opinion to the Society stating that they have become physically or mentally incapable of acting as a Director and may remain so for more than three months;
 - in relation to whom by reason of their mental health, a court makes an order which wholly or partly prevents them from personally exercising any powers or rights which that person would otherwise have;
- 5.9. All candidates shall leave full contact details with the Elections Officer including email address

6. Statements and Campaigning

- 6.1. Campaigning under the auspices of the Society will be restricted to the statements submitted by the candidates and to any hustings organised by the Society.
- 6.2. All candidates' statements are to be sent by email or post to the Elections Officer. These will be gathered together and issued with the ballot papers, and include the photograph (if submitted) of the candidate.
- 6.3. Candidate statements should be at least 200 words long and no longer than 400 words. If a candidate's statement has more 400 words, it will be truncated and text will be inserted below stating "The candidate's statement has exceeded the permitted amount and has therefore been truncated". The number of words counted shall be decided using Microsoft Word.
- 6.4. Candidates shall not in their statements make threats, insults or derogatory, abusive, racist, sexist or homophobic statements. The Elections Officer will reserve the right to edit any statement to ensure that it does not breach these rules.
- 6.5. In agreeing to be nominated and so accepting this Policy, candidates shall agree to indemnify the Society for the cost of meeting any liability of the Society that may arise as a result of the contents of their statement.
- 6.6. During the election neither the Elections Officer nor the Society Board may provide advice to voting members as to the suitability of any candidate nor issue any voting advice to members collectively. Individual Society board members who indicate a preference in public must make it clear that they do not speak on behalf of the Society board and express a purely personal opinion.

7. Appeals

- 7.1. Candidates or complainants shall raise matters with the Elections Officer whose decision is final.

- 7.2. Complaints after voting has closed shall be made to the Elections Officer not later than three working days after the close of poll. Any complaint received after this date shall be ruled out of order.
- 7.3. If any candidate should contravene the Election Policy, the Elections Officer shall judge whether a disqualification should apply and their decision is final.
- 7.4. Any appeal against the decision of the Elections Officer shall be made through and governed by the disputes procedure as set out in the Society Rules.

8. Franchise, Voting Procedures and Results

- 8.1. All Members of the Society who are fully paid-up as of the date of the AGM may vote, including those who join after the start of the Election Period.
- 8.2. At the start of the Election Period, the Membership Secretary shall provide the Elections Officer and Elections Observer with a complete list of eligible voters, and shall inform them immediately of any members joining during the Election Period.
- 8.3. If there are more candidates than places available on the Society Board:
 - 8.3.1. The Elections Officer, with the assistance of the Secretary as required, shall issue postal and electronic ballot papers and copies of candidates' statements alongside the notice sent by the Secretary convening the AGM. As per the Society Rules, these must be sent no later than 14 days before the date of the AGM.
 - 8.3.2. Members are allowed, but not obliged, to vote for as many candidates as there are vacancies.
 - 8.3.3. Ballots may be submitted by post or electronic means up to the day of the AGM, and also deposited in person before or during the AGM.
 - 8.3.4. Throughout the Election Period, the Elections Officer will keep a record of which eligible voters have voted by post or electronic means, sharing this record with the Elections Observer and allowing the Elections Observer to verify all postal and electronic ballots received.
 - 8.3.5. To prevent duplication of postal or electronic ballots, members voting by post, email or other electronic means must give their names to the Elections Officer so that they may be recorded as having voted. The Elections Officer and Elections Observer shall keep private in perpetuity the votes of individual members. Members who require total secrecy may vote in person or in proxy at the AGM.
 - 8.3.6. Votes made in person or in proxy on the day of the AGM will be made by secret ballot. The Elections Officer will ensure Society members have ballot papers available to them at the AGM. The Elections Officer and Elections Observer are responsible for verifying that Members wishing to vote in person or in proxy on the day of the AGM have not already voted by postal or electronic means.
 - 8.3.7. The Count shall be made at the close of the AGM by the Elections Officer and the Elections Observer, and the result announced as soon as possible afterwards.
 - 8.3.8. The highest placed candidates in terms of total votes as equal to number of places available for election declared by the Board shall be deemed elected.

- 8.4 If there are as many or fewer candidates than there are places, an affirmative ballot shall be held.
- 8.4.1 The Elections Officer, with the assistance of the Secretary as required, will issue postal and electronic ballot papers and copies of candidates' statements with the notice sent convening the AGM. These ballots will offer a "yes" or "no" choice on each individual candidate.
- 8.4.2 Votes may be submitted by post and email up to the day of the AGM, and also deposited in person before the end of the AGM. The procedure for recording and verifying votes shall be the same as outlined in section 8.3.
- 8.4.3 The Count shall be made at the close of the AGM, and the result announced as soon as possible afterwards.
- 8.4.4 Any candidate receiving more "no" votes than "yes" votes shall be deemed to have not been elected. Abstentions are not counted.
- 8.5 The result shall be communicated to members on the Society's website, in the Society's newsletter and at the AGM or next members' meeting (if it is possible to complete the count at the AGM in question). Where an affirmative ballot has taken place, the Elections Officer may choose to keep private the exact "yes" and "no" votes received by each candidate, if all candidates consent.
- 8.6 Successful candidates shall become full members of the Society Board upon receipt of their signed acceptance of the Board Membership and Conduct Policy.
- 8.7 The Society Secretary will issue the Board Membership and Conduct Policy to the successful candidates upon the result of the election and should any successful candidate not return the Board Membership and Conduct Policy duly signed in whichever way the Secretary asks for it to be returned within one calendar month, without an acceptable reason for the lateness in returning the document, the election of that candidate will be declared null and void and a vacant position will be created. For the avoidance of doubt, the onus for returning the signed Board Membership and Conduct Policy shall be on the successful candidate not the Society Secretary.