

## STANDING ORDERS OF COUNCIL

The following Standing Orders should be read in conjunction with the Academy's Memorandum and Articles of Association. A copy may be obtained from the Executive Director. *Text in italics is included to assist the implementation of the Standing Orders.*

### Section I. Nomination of candidates for Ordinary Fellowship – eligibility

- 1 Eligibility for candidates for election as Fellows of the Academy of Medical Sciences is usually restricted to citizens of the United Kingdom, including those who are resident overseas.

- a) Candidates for Fellowship who are foreign nationals but UK residents will be considered. Such candidates are required to be residing in the UK at the time of nomination, and, in the opinion of Council, whose decision on the matter shall be final, have a clear and demonstrable intention to remain in the UK over the long term. A candidate must continue to meet the criteria relating to nationality and residence for the duration of their candidature and at the time of election to the Fellowship.

*The Registrar will consider all cases of residency of foreign nationals in the first instance, bringing any contentious cases to the attention of Council as appropriate.*

- b) In exceptional circumstances, candidates for Fellowship who are foreign nationals and resident overseas will be considered. Principal Nominators for such candidates must discuss the candidate with the Registrar prior to nomination; failure to do so will render the candidate ineligible. To qualify for election the candidate must have strong and enduring links with the UK medical science community, making a personal and ongoing contribution to contemporary British science. Such candidates will be considered for election through the usual sectional committee structure.
- c) The Principal Nominator is responsible for confirming the candidate's consent and continuing eligibility, including residency criteria, in all subsequent years.

- 2 The majority of candidates will be selected primarily for their outstanding contribution to the advancement of medical science, or for the application of existing scientific knowledge or understanding in an innovative way, so as to bring about advances in human health and welfare.

- 3 A smaller number of candidates may be elected who have made an outstanding contribution in other ways:
- Those who have made a contribution to medical science by leadership, inspiration or the advancement of medical science in a senior management capacity;
  - Those who have raised the public understanding or appreciation of medical science;
  - Those who in other ways have rendered a conspicuous service to medical science.
- 4 Usefulness to the Academy as an active Fellow, potential contributor to reports and activities of the Academy, potential member of Council and of Committees are factors to be given consideration in the nomination and election of all candidates.
- 5 The Academy of Medical Sciences is committed to encouraging diversity and equality of opportunity in its organisation, practices and work. This applies to every sphere of Academy activity, including the Fellowship election. Within the rules of eligibility for nomination to Fellowship, the Academy will strive to ensure that no individual or group is treated more or less favourably than others on grounds of ethnicity, nationality, age, disability, gender, marital status, national origin, sexual orientation, race, colour, religion or belief.
- 6 Candidates nominated for the first time are automatically eligible for election for five consecutive years. After the fifth election, the candidature will lapse for a period of two years. If Nominators wish to re-propose a lapsed candidate, a new proposal form must be submitted. Candidates proposed for the second time, and on subsequent occasions, are eligible for three years at a time.

## **Section II. Nomination of candidates for Ordinary Fellowship - procedure**

- 7 The election process will be overseen by the Academy's Registrar, who will in turn report to Council.
- 8 Only Fellows of the Academy of Medical Sciences may make a nomination. Candidates must be supported by three Fellows: a Principal, second and third nominator.
- 9 No Fellow may nominate more than **four** new candidates for election to the Academy in any one year.

*The nomination form requires an electronic signature from the Principal Nominator, who is responsible for conveying the support of the second and third nominators (from whom signatures are not needed).*

- 10 A valid nomination should consist of the following: -

- Completed nomination form (to be completed on eLect)
- Acknowledgement of nomination form, to be signed by the candidate and returned by post.
- Proposal form completed by the Principal Nominator, and naming the second and third nominators.
- Reprints of the candidate's top ten publications/outputs (uploaded to eLect).

11 The following information will be required for each candidate:

- A citation
- Summary of Research
- Top 10 contributions list
- Curriculum vitae
- Full list of publications
- Letter of contribution (for overseas candidates)

*The citation will be read alongside the CV and publications of the candidates. It should not simply duplicate the CV but should set out clearly, and unequivocally, the major contributions of the candidate. The closing date for receipt of nominations will be the last working day of September.*

12 The Principal Nominator shall be the primary contact regarding all aspects of their candidate's nomination.

*The Academy will not have any direct contact with candidates, save in exceptional circumstances.*

*Held over candidates: it is the responsibility of the Principal Nominator to update their candidates' papers. They will be invited to do so each year throughout the period in which the nomination is valid. Failure to do so could seriously hinder the progress of individual candidates.*

13 In the event that the Principal Nominator is deceased during the five years, or needs to withdraw for any other reason, the secondary nominator will assume responsibility for the candidate.

*Candidates may change their Principal Nominator if the Registrar receives written confirmation from the previous and new Principal Nominator. There is no direct contact between the Academy and the candidate.*

14 A full list, in alphabetical order, of all candidates, including those held over from the previous year, will be drawn up in October. Details of this list will be available to Fellows on eLect.

15 Corrections of fact may be accepted at the discretion of the Registrar, after this list has been issued, if supported by the Principal Nominator.

16 Submissions which are incomplete by the closing date for the receipt of nominations will not be considered until the election cycle the following year.

### **Section III. Election of candidates for Ordinary Fellowship - Candidate withdrawals**

- 17 Candidates may ask their Principal Nominator to withdraw their name from the list of nominees at any time. It is the Principal Nominator's role to inform the secondary nominators, and the Academy office, of any such decision.
- 18 If a candidate is withdrawn he/she will not be eligible for nomination for two years.

### **Section IV. Election of candidates for Ordinary Fellowship - Sectional Committees**

- 19 Council will appoint, from among the Fellows of the Academy, Committees representing the many disciplines within the medical sciences: the Sectional Committees. Consideration will be given to ensuring that the committees are diverse as possible with regard to discipline, age, gender, ethnicity and geography whilst ensuring appropriate coverage of disciplines. The Committees will number eight: **see paragraph 37**.
- 20 Each Sectional Committee will advise Council, or any of the Officers, on any matters relating to the election process.
- 21 The appointment of the Fellows to serve as Committee Chairmen will be made by Council in June.
- 22 The authority to appoint individual Committee members will be delegated to the Registrar and Committee Chairmen jointly. All Committee appointments should be reported to Council in October.
- 23 The Committee members so appointed will take up office in time to participate in the full election process that year. Each member will normally serve for three years.
- 24 The number of members in each Sectional Committee shall be determined by Council and one third will retire each year. In all Sectional Committees, four members shall form a quorum.
- 25 The retirement of members should be determined by seniority of appointment to the Committee; retiring members of the Committee should not normally be considered for re-election to a Sectional Committee within less than three years of their retirement date.

- 26 Should a vacancy occur at any intermediate time, the Registrar may appoint a person to fill the vacancy. The retirement of the person so appointed will be according to the rules which would have applied to the member whose place is being filled. If however, at the date of retirement of the person appointed to fill the vacancy, he/she has not served more than one year, he/she will be eligible for immediate reappointment.
- 27 The Registrar, in consultation with the Sectional Committee Chairmen, may co-opt an additional member to assist the committee should an unexpected difficulty arise.
- 28 Members of Council, including Honorary Officers, are invited to attend meetings of the Sectional Committees and to take part in their deliberations; they may express opinions about the merits of candidates but they do not have the power to score or vote.

*Members of Council should notify the Fellowship Officer of those meetings they wish to attend so that they can be sent the relevant papers.*

## **Section V. Classification and ranking of Candidates**

- 29 At the time of making the submission, the Principal Nominators will be charged with assigning their candidate/s to one or other of the eight Sectional Committees. All candidates must be assigned.

*The Principal Nominators of existing candidates will be asked to assign their candidates when they are invited to update their candidate's papers. Any candidate not so assigned will be assigned by the Registrar.*

- 30 During the election process, a committee member may be debarred from scoring a candidate if he, or she, is deemed to have a conflict of interest. A conflict of interest is defined as:
- Being Principal Nominator for the candidate: second and third nominators are permitted to score and vote.
  - Coming from the same institution or company as the candidate. Institution is defined as the same overall organisation (e.g. University of Oxford, King's College, GlaxoSmithKline etc.).
  - Committee members may declare themselves to be conflicted on other grounds additional to those named above.

- 31 In November, Sectional Committee members will be asked to rank the candidates allocated to their committee. Sectional Committee members are reminded of the Academy's commitment to encouraging diversity and equality of opportunity.

*Scores at this stage are:*

*Strong – high likelihood of success in the round (4 points)*

*Moderate - possibility of success in round (2 points)*

*Weak – little likelihood of success in the round (1 point)*

- 32 In November the Registrar and Sectional Committee Chairmen will meet to consider the scores and the ranking of candidates and from this will draw up the official shortlist. The Chairmen will then appoint two Designated Committee Members (DCMs) for each candidate.
- 33 In November Sectional Committee members will receive the shortlist of candidates and suggested DCMs for final consideration and approval.
- 34 In December the DCMs for each candidate will be asked to suggest appropriate referees.
- 35 A process of external peer review will aid the formal assessment of candidates. References will be sought from amongst the Fellowship and, where branches of science are not adequately represented in the Fellowship, from other external sources, as suggested by the DCMs. Principal nominators are debarred from providing references for their candidates.

## **Section VI. Number of Ordinary Fellows to be elected**

- 36 In 2018, Council agreed that the number of Fellows to be elected each year should not exceed 50. Of this number, up to 43 may be assigned to the Sectional Committees and up to 7 may be reserved as 'floating' candidates that can be used to elect additional Fellows in any of the sections or to build capacity in new areas.

*The numbers allocated to each committee are advisory and not a quota; excellence must remain the primary criterion for election to Fellowship.*

*The numbers allocated to committees are not fixed and may vary from year to year, according to the wishes of the Council on the advice of the Registrar.*

### **37 Sectional Committees**

1. Physics, chemistry, biochemistry, structural biology, mathematical sciences including statistics, informatics, imaging and engineering applied to biomedicine.
2. Cellular and developmental biology, microbiology and immunology, genetics
3. Neuroscience (including neurology and neurosurgery), physiology, pharmacological sciences.
4. Medical and veterinary specialties (excluding oncology, neurology) and paediatrics.
5. Surgery, anaesthesia, oncology, clinical pathologies, radiology, oral health, ophthalmology, reproductive health.
6. Psychiatry, psychology and mental health, behavioural science, genomics, epidemiology, clinical trials, population health sciences and

global health.

7. Primary care, health services research, health informatics, health improvement; social sciences, humanities, law, policy, communication or leadership as applied to health or biomedical science
8. Individuals primarily based in the commercial sector including, but not limited to, pharmaceuticals, biotechnology, devices, diagnostics and digital technology industries.

- 38 If a conflict of interest is deemed to have occurred a Sectional Committee member will be debarred from scoring the candidate with whom they are conflicted and must leave the room while the candidate is discussed.

If the Committee Chair is conflicted, he/she must nominate a member to chair the discussion in their absence.

The Chair has the right to invite a member to remain in the room if the loss of that individual's expertise would handicap the committee's ability to assess a candidate.

- 39 The Chairs will meet in advance of the April Council meeting to identify seven of the floating candidates put forward by the Sectional Committees to recommend to Council for election.

- 40 The formal election of new Fellows will take place at the Council meeting in April. Council will decide on the final 'floating' candidates from the recommendations of the Sectional Committee Chairs, taking into account the need to reflect the breadth of medical science in the Fellowship.

- 41 Every person who is elected a Fellow shall present him or herself for admission on an annual Admission Ceremony on a date determined by the Council, or on such other date as shall be approved by the Council or on their behalf by the President. That person shall normally attend within three years, failing which the Council may determine that the election shall be void. Fellows are entitled to use the suffix: **FMedSci**.

## **Section VII Fellowship committee**

- 42 In 2012 Council approved the establishment of a Fellowship Committee, with a role to:

- a) Ensure that the pool of candidates proposed for election to the Academy is drawn from the breadth of medical science, and is as diverse as possible with regard to age, gender, ethnicity and geography. Specifically, the Committee will aim to increase the number of:
  - women candidates
  - candidates from ethnic minorities
  - candidates from industry
  - candidates in under-represented and strategically important areas.

The Committee will evaluate progress against these objectives on an annual basis.

- b) Review the effectiveness of each election cycle overall.
  - c) Provide Council with ongoing strategic advice on how the Fellowship election can best adapt to changes in research fields, emerging technologies and the evolving biomedical research environment, including the composition and definitions of the Sectional Committees.
- 43 The Committee shall be chaired by the Registrar; Council shall approve the appointment of other members. The normal term of membership of the Committee shall be three years, however members may serve additional terms on the mutual agreement of Council and the members concerned. The number of members in the Committee shall be determined by Council, of whom one third will retire each year. Four members shall form a quorum. The retirement of members should be determined by seniority of appointment to the Committee.
- 44 Members of the Committee shall not concurrently be members of a Sectional Committee. Fellows may be co-opted onto the Committee for limited periods of time to work on finding candidates in particular sectors.
- 45 The committee shall meet in late April/early May to review the previous year's election cycle and to consider future nominations into the candidates' pool. Further meetings shall be arranged as appropriate.

The activities of the committee will include:

- Identification and tracking of potential candidates
- Engaging existing Fellows in the election process to identify and nominate potential candidates as appropriate.
- Facilitating the generation of nominations as appropriate, but these nominations to be processed through the existing election system.
- Horizon-scanning new areas of medical science to ensure that potential candidates from these fields are not overlooked.

## **Section VIII. Honorary Fellows**

- 46 Honorary Fellowship may be offered to exceptional individuals whose fellowship would bring distinction to the Academy of Medical Sciences. Such individuals will have given distinguished service to the cause of medical science and its applications, or brought great benefits to science and healthcare, but will not have the achievements of the kind required of candidates elected as Ordinary Fellows, or in other ways will not fulfill the eligibility criteria.



47 Nominations may be made at any time of year, to the President, in writing. Suggestions will be specifically sought from Council. The nominator should write with the name, title, profession, qualifications, nationality, date of birth and usual place of residence of the candidate. The letter should contain a statement of the principal grounds on which the proposal is made. Only Fellows of the Academy may nominate candidates for Honorary Fellowship. Nominations shall remain valid for a period of five years, after which a candidate may be re-nominated.

48 All candidates for Honorary Fellowship will be considered first by Officers, who will propose a shortlist to be considered by Council. A final list will be submitted to the Fellowship at the AGM for formal election.

*It is usual for Officers to consider a long list in July/September and for Council to discuss the shortlist in October, with a view to proposing candidates for Honorary Fellowship at the November AGM.*

49 Honorary Fellows will be admitted to the Academy at a future AGM. Those elected to Honorary Fellowship shall normally attend within three years, failing which the Council may determine that the election shall be void.

50 Not more than three persons shall be elected to Honorary Fellowship in any one calendar year. Honorary Fellows may use the suffix: FMedSci and shall be subject to the same benefits and responsibilities as Ordinary Fellows. However, Honorary Fellows shall pay no annual contributions, not be eligible to nominate, second or support candidates for the Fellowship, not vote on the Academy's business, and not serve on the Council or on Sectional Committees.

## **Section IX. Royal Fellows**

51 Council may recommend to the Academy for election as a Fellow any member of the Royal Family of the United Kingdom. Such a recommendation will be proposed at the AGM for formal election.

## **Section X. Rights and Obligations of Fellows**

52 Every Fellow shall have the right to:-

- i) Be present and to vote at all business meetings and in postal ballots;
- ii) Propose or support the nomination of candidates for election to the Fellowship;
- iii) Propose or support the nomination of candidates for election as Officers and members of Council;
- iv) Stand as a candidate for election as a member of Council, subject to nomination in accordance with the Articles of Association.

53 Every Fellow and Honorary Fellow shall have the right to:-

- i) Participate in the activities of the Academy that are open to all members.
- ii) Receive information about the Academy and its activities;
- iii) Have access at reasonable times to the Council Minute Book.

- iv) Benefit from such other privileges as may be determined by the Council from time to time.
- 54 Unless explicitly stated otherwise, Fellows participate in Academy activities in a personal capacity, and not as representatives of their affiliated institutions.
- 55 The Academy shall not pay, in money or in kind, any Fellow, except in respect of reasonable out-of-pocket expenses incurred on Academy business.
- 56 The death or resignation of any Fellow or Honorary Fellow shall be reported to the Council, noted in the minutes of the meeting, and announced to the Fellowship at the AGM and/or via the Fellows Directory.

#### **Section XI. Annual subscriptions**

- 57 Every person elected an Ordinary Fellow of the Academy shall pay an annual subscription; the sum being reviewed annually by the Finance Committee, agreed by Council and reported at each AGM. Honorary Fellows and Royal Fellows shall not be required to pay an annual subscription.
- 58 A person failing to pay shall not be admitted to the Fellowship and their election shall be void unless payment is waived in whole or in part by special order of Council.  
  
*It is the role of the Officers in the first instance to consider non-payment of subscriptions, after the Academy office has dispatched the usual reminders.*
- 59 If a Fellow does not pay the annual subscription within 12 months of the due date, and provides no satisfactory reason, then, at the discretion of Council, he or she may be deemed to have resigned his or her Fellowship. Council may consider an application for readmission from any such person, within one year of cessation of the Fellowship, and may admit that person on payment of the arrears of the subscription.

#### **Section XII. Misconduct and grounds for expulsion**

- 60 The Council may expel or suspend any Fellow or Honorary Fellow from the Academy if, following investigation in accordance with the procedures approved by the Council from time to time in accordance with Standing Order 63, the Council considers that the conduct of that Fellow or Honorary Fellow is seriously injurious to the reputation or interests of the Academy.
- 61 The Council shall make regulations from time to time to provide for appropriate procedures to investigate any allegations of conduct by any Fellow or Honorary Fellow that is seriously injurious to the reputation or interests of the Academy.

#### **Section XIII. Election of Honorary Officers**

- 62 As laid down in the Articles of Association, Council shall comprise the Honorary Officers, and not less than three and not more than 18 Ordinary

Council members. The term Honorary Officer means the:

- i) President
- ii) Vice-President (clinical)
- iii) Vice-President (non-clinical)
- iv) Registrar
- v) Vice-President (international)
- vi) Treasurer

- 63 Honorary Officers serve the Academy in a personal capacity, and not as representatives of their affiliated institutions.
- 64 All Fellows, save the Honorary Fellows, are eligible for election as Honorary Officers.
- 65 No person shall occupy the office of President for a period of more than five years (Article 51). No person shall occupy the office of Vice-President (clinical), Vice-President (non-clinical), Registrar, Vice-President (international) or Treasurer for a period of more than six years (Article 51).

*All Honorary Officers normally serve for four years. At least one Honorary Officer should normally retire each year at the AGM.*

*Previous Honorary Officers are not eligible to apply for a post they have already held, but may apply for a different post.*

- 66 Ordinary Council Members may, during their time of office, or at any time following completion of a term of office, be eligible to be appointed as an Honorary Officer, at which time they will cease to be an Ordinary Council Member and will have the term of office as an Honorary Officer.
- 67 Each year, the President, or Vice-President during elections for the post of President, will write to the Fellows to inform them of the anticipated retirement at the next AGM and to seek suggestions.

*The circular to Fellows will include statements about the role, duties and time commitments of the Honorary Officer post.*

- 68 Only Fellows of the Academy of Medical Sciences may make a nomination. Nominations may be made by any Fellow for any other Fellow (save the retiring Honorary Officer and the Honorary Fellows), providing that he or she has agreed to be nominated. The nomination form must be signed by three Fellows of the Academy.

*Electronic signatures will be accepted.*

- 69 Candidates should also countersign the nomination form to indicate their willingness to serve in the role if elected.

A valid nomination should consist of the following:

- i) The completed nomination form signed by three Fellows
- ii) The candidate's statement (in no more than 300 words) outlining their background and how they would wish to contribute to the Academy.

iii) A copy of the candidate's CV

*These statements will be circulated to the Council. The process will commence in January or February, and the closing date for receipt of nominations will be 31 May.*

- 70 A Search Committee will be appointed under the chairmanship of the President or Vice-President. The Committee will oversee the nomination process, receive suggestions and draw up a list of potential candidates, brief candidates about the post and responsibilities, and advise Council on the strength and support for each candidate. Suggestions made to the Committee will be confidential.

*In seeking persons to fill the posts of Honorary Officers, the Chairman shall consult among the Fellowship in order to identify those who command the greatest support of the Fellows and who can best fill the responsibilities of an Honorary Officer.*

*Candidates should demonstrate high academic standing, a significant track record of achievement, the ability to represent the different constituencies within the Academy, and the ability to commit sufficient time and energy to the role.*

- 71 The Search Committee will include the Honorary Officers, save the retiring Honorary Officer, and two representatives from Council. The Committee will be limited to seven in total.
- 72 The deliberations of the Search Committee will be presented to Council at the June meeting. Voting will be by a show of hands.
- 73 If there is a contested election, the following procedure will be adopted. Following the Council discussion, a ballot paper will be sent by post to Council members accompanied by the personal statements of the candidates and a copy of their CV. Council members will be required to return the ballot papers no more than four weeks from dispatch of the papers, indicating their rankings of the candidates.

Members of Council who are themselves nominees are not entitled to vote in the election. The retiring Honorary Officer is not entitled to vote in the election. Council members who have nominated candidates for the election are entitled to vote.

- 74 The ballot will be secret and only ballot papers received in sealed envelopes will be valid.
- 75 The ballot papers will be opened in the presence of a scrutineer appointed by the President or Vice-President. The scrutineer may be a Fellow, but he or she may not be an existing member of Council, nor candidate for the post of Honorary Officer. Where there are more than two candidates for one vacancy, counting will be by the single transferable voting system and the candidate receiving the most votes will be deemed elected.
- 76 The result of the ballot will be reported to Council members and subsequently

to the Fellowship within 4 weeks of Council notification.

- 77 The incoming Honorary Officer will take up the post with effect from the next AGM following the election.

### ***Timetable***

November	<i>Council to be informed of the anticipated vacancy amongst the Honorary Officers. Search Committee to be appointed.</i>
	<i>The Fellowship to be informed of the vacancy and the nomination process at the AGM.</i>
January	<i>Circular to Fellows informing them of vacancy and inviting suggestions to be submitted to the Search Committee.</i>
January - May	<i>Search Committee to meet and review potential candidates.</i>
May	<i>Nomination forms signed by three Fellows to be received by the Academy office no later than 31 May.</i>
June	<i>Council to receive shortlist of candidates from the Search Committee. Discussion of relative merits. If uncontested, Council will be invited to vote at the June Council meeting. If there is a contest, Council will be balloted by post.</i>
June/July	<i>Academy office to post ballot papers to Council members. Votes to be returned within four weeks.</i>
July/August	<i>Ballot to be conducted, in the presence of a scrutineer.</i>
July/August	<i>Council to be informed of election result. The result to be emailed to the entire Fellowship within 4 weeks of Council notification.</i>

### **Section XIV. Election of Council members**

- 78 As set out in the Articles of Association, the Council shall comprise the Honorary Officers and not less than three and not more than 18 Ordinary Council Members. In addition, Council may from time to time comprise up to five Co-opted Council Members.

*It is usual for Council to comprise the six Honorary Officers, 12 Ordinary Council members and up to three Co-Opted Members.*

- 79 Council members serve the Academy in a personal capacity, and not as representatives of their affiliated institutions.
- 80 General provisions relating to the appointment of Council Members are set out in Articles 51, 52 and 53. As such, Ordinary Council Members serve for a term not exceeding three years, with a third of members (or the number nearest a

third) retiring each year. Fellows are not eligible for re-election to Council immediately after completing their term of office.

- 81 Each year, the President will write to the Fellows to inform them of the Council Members who will retire at the next AGM and to seek nominations. On behalf of Council, the President may identify preferences with regard to discipline, geography, and other areas of diversity, in order to maintain an appropriate balance of skills and experience on Council.

*The circular to Fellows will include the full list of Honorary Officers, Ordinary and Co-opted Council members, along with guidance notes on the election process and dates for the following year's Council meetings if known.*

*The process will commence in August/September, with a deadline for nominations of on or around 1 October.*

- 82 Only Fellows of the Academy of Medical Sciences may make a nomination. Nominations may be made by any Fellow for any other Fellow (save the Honorary Fellows and retiring Council members), providing that he or she has agreed to be nominated. The nomination form must be signed by three Fellows of the Academy.

*Electronic signatures will be accepted.*

*Serving Honorary Officers are not expected to nominate candidates for election to Council.*

- 83 Candidates should also countersign the nomination form to indicate their willingness to serve if elected.

A valid nomination should consist of the following:

- i) The completed nomination form signed by three Fellows
- ii) The candidate's statement (in no more than 500 words) outlining their background and how they would wish to contribute to the Academy.

- 84 Candidates who have submitted valid nominations will be included on a ballot paper sent by post to all Fellows (excluding Honorary Fellows), along with the candidates' statements, their nominators, and the list of continuing members of Council. Ballot papers should be returned not more than four weeks after dispatch.

- 85 The ballot will be secret and only the ballot papers received in sealed envelopes will be valid.

- 86 Ballot papers will be opened in the presence of a scrutineer who may be a Fellow but who may not be candidate for election. Counting will be by the single transferable voting system and the candidates receiving the most votes will be deemed elected.

- 87 Candidates will be notified of the result not more than 7 days following the ballot, and the Fellowship informed at the AGM. The incoming Council Members will take up the post with effect from the next AGM following the

election.

***Timetable***

*July/August      Circular to the Fellowship calling for nominations to Council*

*October            Nomination deadline on or around 1 October*

*Ballot papers sent by post to the Fellowship*

*November        Nomination deadline for ballot papers no more than four weeks following dispatch.*

*Ballot to be conducted, in the presence of a scrutineer.*

*Fellowship informed of result at AGM*

**Section XV. Appointment of Co-Opted Members of Council**

88      General provisions for the annual appointment of up to five Co-Opted Members of Council are set out in Article 52. Co-opted members of Council serve the Academy in a personal capacity, and not as representatives of their affiliated institutions.

89      A Co-opted Council member shall hold office only until the next following AGM, however, he or she may be reappointed, provided that he or she only be reappointed on two consecutive occasions after the initial appointment.

90      Each year following the Council election, the Officers will consider the balance and composition of Council and prepare recommendations to Council for Co-opting Members as necessary. In preparing recommendations, Officers will take into account such factors as:

- Balance of clinical and non-clinical Fellows
- Subject balance (as reflected in the Sectional Committees)
- Geographical distribution
- Gender balance
- Balance of academic and industrial experience

Recommendations may include reappointment of existing Co-opted Members (subject to provision in Article 52 and outlined in paragraph 86).

***Timetable***

*Early November      Immediately following the election result, Officers consider balance of Council and make recommendations for Co-option*

*Late November        Officers recommend candidates for Co-option at the November Council meeting*

*February                First Council meeting for newly Co-opted Members.*

## **Section XVI. Amendments of Standing Orders**

- 91 Council has the power under Articles 39 and 40 to make and alter Standing Orders. Nevertheless, Council may call a Special General Meeting before making any alternation to the Standing Orders that would materially affect procedures relating to Fellowship elections or to the financial position of the Academy.