

Extract from Academy Regulations: Election and eligibility, Honorary Officers

HONORARY OFFICERS

22. Election and Eligibility

22.1 The Honorary Officers shall be elected by the Council from among the Ordinary Fellows in accordance with Bye-law 9 and these Regulations. Ordinary Fellows elected to hold office as Honorary Officers shall serve the Academy in a personal capacity, and not as representatives of their affiliated institutions.

22.2 An Ordinary Fellow may not be nominated for election to an Honorary Officer post which they previously held, unless they held that post as a co-opted Honorary Officer pursuant to Bye-law 9.4. For the avoidance of doubt an Ordinary Fellow may be nominated for election to an Honorary Officer post which they have not previously held as an elected Honorary Officer.

22.3 No Ordinary Fellow may be nominated for election as an Honorary Officer in circumstances such that, had they already been an Honorary Officer, they would have been disqualified under the provisions of Bye-law 14 or these Regulations.

23. Nomination of candidates

23.1 The Chair of the Nominations Committee shall inform the Ordinary Fellows of the anticipated retirement of one or more Honorary Officers and seek nominations for candidates for election to replace the retiring Honorary Officer(s). The notice to the Ordinary Fellows shall include statements about the role, duties and time commitments of the Honorary Officer post(s) which will become vacant as well as the closing date for nominations.

23.2 Only Ordinary Fellows may nominate another Ordinary Fellow for election as an Honorary Officer, providing that they have agreed to be nominated. Each nomination must be signed by three Ordinary Fellows (electronic signatures will be accepted).

23.3 Candidates must countersign the nomination (in such form as the Council may determine) to indicate their willingness to serve in the role if elected.

23.4 A nomination must include the following elements in order to be a valid Honorary Officer nomination:-

23.4.1 a completed nomination signed by three nominating Ordinary Fellows and countersigned by the nominated candidate;

23.4.2 the candidate's statement (maximum length 300 words) outlining their background and their vision/plans for the Academy if elected;

23.4.3 a copy of the candidate's Curriculum Vitae; and

23.4.4 it must be received by the Office, marked for the attention of Chair of the Nominations Committee by the closing date.

24. Election of Honorary Officers

24.1 Each November/December the Council shall be informed of the anticipated vacancy amongst the Honorary Officers.

24.2 In January, the Academy shall remind the Ordinary Fellows of the anticipated retirement of one or more Honorary Officers and seek nominations for candidates for election to replace the retiring Honorary Officer(s) in accordance with Regulation 23.1.

24.3 The Closing Date for the receipt of nominations is 30 April or such other date as shall be fixed by the Council.

24.4 The Nominations Committee shall review all valid nominations received from candidates and determine whether such candidates are suitable for election (having regard to Regulation 21.5). The Nominations Committee shall then interview such candidates for whom valid nominations have been received and who they consider have the necessary skills, expertise and experience to serve as an Honorary Officer. The list of all nominated candidates shall be sent to the Council for consideration at the June Council Meeting.

24.5 At the June Council meeting, the Nominations Committee shall advise the Council on the strength of and support for each candidate and shall recommend to the Council the Nomination Committee's preferred candidate for each Honorary Office. If the Nominations Committee is unable to agree on a single preferred candidate from amongst the valid nominations, then the Nominations Committee shall present two or more strong candidates to the Council.

24.6 If the Nominations Committee has recommended a preferred candidate, those Council Members who are eligible to vote in accordance with Regulation 24.8 will be invited to approve the proposed candidate at the meeting. Voting will be by a show of hands and the result will be confirmed at the Council Meeting.

24.7 If the Nominations Committee has presented two or more candidates to the Council, Council Members will be balloted in accordance with this Regulation.

24.8 The following Council Members are not eligible to vote in an election for Honorary Officers:-

24.8.1 if they are candidates on the shortlist being elected for the Honorary Officer post; or

24.8.2 if they are the retiring Honorary Officer being replaced.

For the avoidance of doubt, Council Members who have nominated candidates for election are entitled to vote.

24.9 If there is a contested election for an Honorary Officer post, the Academy shall send out the ballot papers or an online voting access code to those Council Members who are eligible to vote in the election in accordance with Regulation 24.8, accompanied by the personal statements of each candidate and a copy of their CVs.

24.10 Council Members shall indicate their votes for the candidates in accordance with directions set out on the ballot papers or on the online voting system. If ballot papers are used, in order to be counted as a valid ballot paper, completed ballot papers must be returned to the Office in sealed envelopes by the date stated on the ballot papers, which shall be not more than four weeks from the date on which the ballot papers were sent out by the Academy. If an online voting system is used, Council Members must follow the online instructions and cast their votes accordingly.

24.11 Within one week of the closing date of the ballot, the Academy shall count the votes cast in the presence of an Ordinary Fellow appointed as scrutineer. The scrutineer may not be an existing Council Member, or candidate for the post of Honorary Officer being elected. If an online system is used, the Council shall ensure that the votes cast are verified in such manner as the Council considers appropriate.

24.12 Where there are more than two candidates for one vacancy, the candidate with the most votes will be deemed elected. If the vote is tied, the Chair of the Nominations Committee will have a casting vote.

24.13 If a ballot is held in accordance with this Regulation, the Council shall be informed of the election result within one week of the ballot being counted and the result ascertained.

24.14 The Academy shall inform the Fellows of the result of the election by publishing the result on its website within four weeks of the Council being notified of the result.

24.15 The incoming Honorary Officers will take up the post with effect from the next Annual General Meeting following the election, or on a date the Council shall determine.

24.16 If the process for election of Honorary Officers is run at any other time in the year, the Council will specify the timetable by which each element of the process must be completed.
