



By the fans, for the fans

Runcorn Linnets FC.



RUNCORN LINNETS FC LIMITED

ELECTION POLICY

1. Introduction

1.1. This document is drafted in accordance with the existing Rules of Runcorn Linnets FC Limited adopted pursuant to a resolution at a General Meeting held on 5 December 2013 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 "EMG" means the Election Management Group.
- 2.7 "Board Membership and Conduct Policy" means a detailed set of rules and regulations of the Society set out in a separate policy statement.
- 2.8 "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.
- 2.9 "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.
- 2.10 "Rules" means the rules and regulations of the Society laid out in the constitution.
- 2.11 "Secretary" means the Secretary of the Society.

2.12 "Society" means Runcorn Linnets FC Limited.

2.13 "Society Board means the elected Board of the Society including any co-opted Society Board Members.

3. Election control

3.1. The organisation of the election is the responsibility of the trust secretary. If so required and in advance of the commencement of the election, the Society Board may appoint members of the Society (who with the exception of the Secretary may not include serving Society board members) to form an EMG. The Society secretary will decide if such a group is necessary for the running of the election. This group shall be chaired by the Trust secretary. No members of the Society Board whose positions are due to be offered for election shall play any part in determining the composition of the EMG or any aspect regarding the conduct of the elections.

3.2. Members of the EMG shall not be eligible to nominate candidates nor be a candidate 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.

3.3. During the Election Period the Society secretary will ensure that the election is run in accordance with this policy.

3.4. The Society secretary will make the final decision as the eligibility of candidates and nominations. Independent scrutineers who are not members of the society will conduct the count and the result, as determined by them is final. The results will be recorded by the scrutineers and passed on to the Society secretary.

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 six weeks before the AGM.

4.4. The Society Board shall ensure that the membership of the EMG if required has been agreed by the Society Board before the Secretary circulates nominations forms.

4.5. During the Election Period, the Society secretary will manage the process.

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 and be nominated by at least two fully paid-up members of the Society.
- 5.2. The Society secretary will verify that nominations are from members of the Society. Society members can nominate up to three candidates as they wish.
- 5.3. A candidate's nomination form must be signed by the nominators.
- 5.4. It is the candidate's responsibility to ensure that their nomination is valid and submitted in accordance with the election timetable. In order to ensure that candidates can confirm the validity of their nominees, the Society secretary should arrange for candidates to be able to check in advance whether those nominating them are fully paid-up members.
- 5.5. Decisions over the validity of nominations shall be a matter for the Society secretary. Any decision by the Society secretary 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 (see section 6 below for more details).
- 5.7. The names of those nominating candidates shall be appended to each candidate's statement.
- 5.8. 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.
- 5.9. 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 20 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;

5.10. All candidates shall leave full contact details with the Society secretary 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.
- 6.2. All candidates' statements are to be sent to the Society secretary (who will ensure they are passed to members of an EMG if appointed). These will be gathered together and issued with the ballot papers, and the members who have nominated them.
- 6.3. Candidate statements should be at least 300 words long but no longer than 350 words. 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 Society secretary 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 Society secretary 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 should not indicate a preference in public.

7. Appeals

- 7.1. Candidates or complainants shall raise matters with the Society secretary whose decision is final.
- 7.2. Complaints after voting has closed shall be made to the Society secretary 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 Society secretary shall judge whether a disqualification should apply and their decision is final.
- 7.4. Any appeal against the decision of the Society secretary shall be made through and governed by the disputes procedure as set out in the Society Rules.

8. Result

- 8.1. If there are more candidates than places available on the Society Board:
 - 8.1.1 *The following procedure shall be followed;*
 - 8.1.1.1 The EMG will issue postal ballot papers and copies of candidates' statements with the notice sent convening the AGM.
 - 8.1.1.2 Votes may be submitted by the post up to the day of the AGM, and also deposited at the start of the AGM. The Count shall be made during the AGM, and the result announced before the close of the AGM.
- 8.2 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.
- 8.3 If there are as many or fewer candidates than there are places, all validly nominated candidates shall be deemed elected and this declared at the AGM.
- 8.4 The result shall be communicated to members on the Society's website and at the AGM.
- 8.5 Successful candidates shall become full members of the Society Board upon receipt of their signed acceptance of the Board Membership and Conduct Policy.
- 8.6 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.