

ADVISORY COUNCIL ELECTIONS AND RE-ELECTIONS STANDING ORDERS



General Information

What does Advisory Council do?

Advisory Council elects five Trustees from Advisory Council onto the Board of Cats Protection and advises the Trustees on a wide range of issues affecting the charity

Who can apply to be a member of Advisory Council?

Candidates for election to Advisory Council need to fulfill the following criteria:

- i) They need to have been a member of Cats Protection with voting rights for no fewer than three years as at the date of the AGM at which the election is held unless the Chairman of the Trustee Board waives this requirement in accordance with criteria approved by the Trustee Board in regulations made under Rule 7.4.1 and published either in *The Cat* or on the Cats Protection website in accordance with Rule 7.4.2
- ii) They need to comply with the procedural steps set out in these Standing Orders and under any regulations which the Trustees may from time to time make in respect of the conduct of elections
- iii) They are not employed by Cats Protection

When do elections take place?

At the AGM – whenever vacancies arise on Advisory Council

Who votes?

There are different types of membership of Cats Protection. Members with voting rights can vote at the AGM to elect or re-elect members of Advisory Council

Anyone who wants voting rights as part of their membership has to have been a member of Cats Protection for at least a year since reaching the age of 18

Elections are decided by a simple majority of those present at the AGM and entitled to vote

How long do Advisory Council members serve for?

Advisory Council members serve for an initial term of three years but can be re-elected and serve a maximum of three consecutive terms (i.e. nine years)

How many members of Advisory Council are there?

There is a maximum of 22 members of Advisory Council

How often does Advisory Council meet?

Advisory Council meets no fewer than three times a year

When do vacancies arise and how do we hear about this?

Vacancies arise when:

- Advisory Council members retire because they have served for nine years
- Advisory Council members complete a three-year term of office
- Advisory Council members resign
- Advisory Council membership is terminated

If there are any vacancies arising these will be brought to the attention of members of Cats Protection in good time prior to the AGM. A notice inviting applications will appear in either or all of *The Cat, News & Views*, the CP website and CatNav

In order to attract a wide range of candidates, RDMs and others within the charity are invited to make suitable candidates aware of the opportunity to stand for election and to serve on Advisory Council

How do I apply to be a candidate for election to Advisory Council?

- 1) If you are interested, please contact the Chief Executive's office for an application form
- 2) You will be sent an Application Form, details of the role of Advisory Council and a Person Specification outlining the criteria for the role. The Application needs to be countersigned either by three members of your local branch committee or by three of the Trustees – in each case signifying that they consider you to be a suitable candidate for Advisory Council.
- 3) The Application Form contains a section in which candidates are asked to provide details of their background or association with CP and any other experience and skills relevant to the role. These details will be provided to members before the AGM (see below). Applications need to meet, in the opinion of the Trustees, the criteria of the role set out in the Person Specification.
- 4) The application form then needs to be returned to the NCC at least six weeks prior to the AGM and will be considered by the Trustees. Applicants who do not meet the requirements of the role or who are ineligible will be notified in writing of any reasons why their application has not been accepted
- 5) The Trustees may wish to speak to or interview candidates prior to the AGM

On the day of the AGM

- 1) Details of each candidate and the Person Specification will be provided to voting members prior to the AGM
- 2) The Trustees will ask each candidate, in turn and separately, to make a brief presentation to Advisory Council prior to the AGM
- 3) Candidates will be provided with an opportunity before the start of the AGM to meet members informally and to discuss their candidature with members

Voting

- 1) If the number of candidates is less than or equal to the number of vacancies arising, voting will be by means of a show of hands and a simple majority of those present and entitled to vote at the AGM
- 2) If the number of candidates exceeds the number of vacancies arising then voting will be by means of a secret ballot and by a simple majority of those present and entitled to vote at the AGM
- 3) Candidates are entitled to vote for themselves

Re-elections

- 1) At the earliest opportunity and, if possible, at least three months before the AGM, Members of Advisory Council coming to the end of a three-year term of office should notify the Chairman of their intention either to stand for re-election or to retire
- 2) Details of candidates standing for re-election will be provided to members of Cats Protection attending the AGM prior to the AGM (an updated version of their original candidate summary)

Approved Criteria for waiving three year membership requirement

- 1) Any applicant for election or co – option to the Advisory Council must, in the opinion of the Chairman and the Trustees, meet the Person Specification.
- 2) The Chairman and the Trustees will consider all relevant factors in respect of any particular election, or co – option to casual vacancies arising, including:
 - the number of applicants;
 - any requirement for particular skills on the Advisory Council; and
 - the particular skills and qualities disclosed in the application.

Co-option to the Advisory Council

Any casual vacancy arising on the Advisory Council may be filled by the Advisory Council which may co-opt any member of Cats Protection who meets the eligibility criteria set out at Rule 7.3 of the Rules to serve as a member of the Advisory Council.