

Rules for the Ballot of members for President-Elect, 2024/25

These rules have been drawn up to meet the requirement to conduct a ballot of all voting members of IPEM to elect a President-Elect in 2024.

1. Overview of Election Process

- 1.1 The 2024 process for the appointment of IPEM President-Elect has received two valid nominations.
- 1.2 Following assessment by the Board of Trustees, both candidates may progress to a ballot of all voting members of IPEM.
- 1.3 The successful candidate will be elected to the Board of Trustees (Article 37). The remainder of the Board will be appointed by members at the Annual General Meeting in September.
- 1.4 To include the successful Candidate in the AGM papers, it is necessary to conduct the election prior to the next meeting of the Board (18 July 2024). These rules are intended to provide the basis for a free and fair ballot within that timeframe.
- 1.5 An independent electoral services provider shall be retained for the purpose of this election.
- 1.6 By allowing their names to progress to a ballot of all members, candidates agree to act in accordance with these rules.

2. Returning Officer

2.1 The Honorary Secretary shall act as Returning Officer and be responsible for the conduct of the election and the certification of the result. The Board delegates to them the following powers, to be exercised with due discretion, according to the facts available at the time, in the resolution of any disputes arising during the election process:

- Suspending or cancelling the election process
- Disqualification of candidates
- Requiring candidates to take any actions of redress as directed by the returning officer.

2.2 In consultation with the Chief Executive, the Returning Officer shall have the power to temporarily suspend or modify the election regulations or the timetable if, in their judgement, the Returning Officer deems any part of these to be at risk of creating a situation in which the election cannot be deemed free and fair.

3. Election Provider

3.1 IPEM shall appoint an independent electoral services provider to administer the ballot.

4. Timetable

4.1 The Board's intention is to follow the timetable set out below:

- 17 May – Intention to ballot is communicated to members – request to ensure their email addresses are up to date.
- 31 May – cut off point for voting members to be added to the electoral roll.

- 10 June – Ballot opens. Voting information and instructions to be communicated to voting members.
- 1 July – Ballot closes.
- 3 July – Deadline for challenges to conduct of the election to be raised with the Returning Officer
- 5 July – Returning Officer to certify the result (or in the event of a challenge being upheld, to communicate the process for resolution).

5. Conduct of salaried IPEM staff

5.1 Salaried staff of IPEM, other than any tasks delegated to them in the course of running this ballot, shall play no part in the election. They may not provide assistance to the candidates other than in the delivery of prearranged events or tasks related to their roles or the voluntary roles of the candidates.

5.2 Notwithstanding rule 5.1 (above), voting members of IPEM who are also salaried members of staff may vote.

6. Eligibility to Vote

6.1 As set out in IPEM's Articles of Association, voting members are Fellows, Full Members and Associate Members. The cut off point for voting members to be added to the list to be used by the independent electoral service provider is 31 May 2024.

7. Process of Election

7.1 **Statements** – Candidates will be invited to provide a single written statement, of not more than 500 words. Additionally, they may provide, if they wish, a head and shoulders photograph and a contact email address.

7.2 **Canvassing and Campaigning** – Candidates must not use IPEM data to canvass the electorate. Candidates should restrict their campaigning to their personal statement and make no further communication of any kind to promote their candidacy or comment on any other candidate.

7.3 **Voting** – voting will be conducted by email only.

7.4 **Result** – the candidate with the most votes shall be deemed the winner.

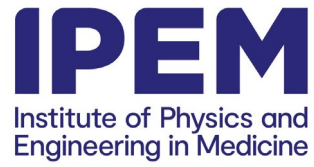
- i. Where a candidate withdraws from the process prior to the completion of the ballot, the remaining candidate shall be deemed to have been elected.

8. Disputes

8.1 Any candidate or voting member of IPEM may raise an issue about the conduct of the election. Formal complaints must be made in writing. Issues must be raised with the Returning Officer by 3 July 2024.

8.2 The Returning Officer's powers are set out in Rule 2 (above).

8.3 **Appeals** – Appeals shall be permitted only where the Returning Officer has disqualified a candidate. They may only be made by the disqualified candidate themselves. Appeals will be



heard by a committee of Trustees (other than the Honorary Secretary) appointed for the purpose.

These rules were agreed by the Board of Trustees by email communication on Friday 17 May 2024.

They have been issued by the Returning Officer, Ms Valerie Jolliffe.

Communication with the returning officer must be made via:

valerie@javelin-ventures.com