



Steering Group: Nominations & Elections Procedures

Nominations

As per the Mercian Collaboration's Terms of Reference, the membership Directors shall nominate candidates for the offices of Chair, Vice-Chair, Treasurer, and for (3) further candidates, to sit on the organisation's Steering Committee.

1. Nominations will be sought by the MC Development Officer at least two months prior to the March Directors meeting.
2. Nominations may be submitted using the nomination form to the MC Development Officer for one month after the announcement of the intent to seek nominations.
3. No name shall be placed on the ballot without first seeking consent of the person being nominated.
4. The MC Development Officer, on behalf of the Steering Committee, will advertise the final nominated candidates to the membership prior to the annual meeting.
5. Self-nominations are not permitted. However, member Directors are encouraged to represent to other Directors their willingness to be nominated.

Elections

1. The MC Development Officer will prepare and distribute the ballot papers to each member institution's Director one-month prior before the March meeting.
2. Ballots should be returned to the MC Development Officer prior to the March meeting, and ideally no later than 30 days from the date they were sent out. The exact due date will be printed on the ballot.
3. The ballots will be tallied by the MC Development Officer, and verified by the Chair and Vice-Chair, prior to the March meeting.
4. All candidates will be elected by majority vote. Where only a single candidate for an Officer role is nominated, they will be elected unopposed and without ballot at the March meeting.
5. In the event of a tie, the Chair will determine the resolution method after the close of polling, but prior to the formal announcement of the results.
6. The Chair will contact each candidate with the results and will formally announce the results at the March Directors meeting.
7. New officers and Steering Group members will take office immediately upon adjournment of the March Directors meeting.

As per the Terms of Reference *"The period of office of the members of the Steering Group will normally be 2 years. Officers will be eligible to stand again after these periods for a maximum of 2 years. The Vice Chair will become Chair for two years with no immediate eligibility for re-election to either office (Chair or Vice Chair)."* (MC Terms of Reference, revision 5, Feb 2016)



Drafted: GJJ, on Behalf of Mercian Steering Group, December 2016.

Approved: 15th December, 2016, Chair.

Revised: 13th March 2017