

2024 NOMINATION FORM FOR INCOSE UK COUNCIL POSITIONS

Position

Full Name of Nominee.....

Address.....

Email Address

INCOSE UK Membership Number..... Telephone No

Brief Background Details and Current Interests of Nominee (no more than 250 words)

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Declaration and Consent of Nominee

I declare that I am not by means of bankruptcy or any other reason disqualified from being a director of a company. I agree to being nominated for the above position. I agree to the brief background details and current interests being published in the members area of the INCOSE UK website and members having access to my email address to ask questions. I also agree to submit a photograph of myself to be used in the members area of the website.

Signature..... Date

Name of Proposer

Name of Seconder

(Print) (Print)

Signature..... Signature.....

DateINCOSE UK No..... DateINCOSE UK No

Completed form **MUST** be received by **Monday 1st July 2024 AT THE LATEST**: Company Secretary, INCOSE UK Secretariat, The Dyers Building, 21 Silver Street, Ilminster, Somerset TA19 0DH or by email to emmajane@incoseuk.org.

Election Process

Step 1.

Nominations can only come from current INCOSE UK members and must be submitted to the [INCOSE UK Company Secretary](#) by **Monday 1st July 2024**.

Nomination Papers must:

- Indicate the position being applied for
- Include the names and signatures of a proposer and a seconder (both of whom must be current members of INCOSE UK)
- Include a brief 250-word personal statement/election address giving the candidate's qualifications and reasons for candidacy
- Include an up-to-date CV
- Include an image of yourself to display on the election website and ePreview

Step 2.

Upon receipt of a nomination, the Company Secretary will check the eligibility of the candidate, based on the criteria outlined in [INCOSE UK Nomination, Election and Appointments process](#).

Step 3.

The Company Secretary informs the Nominations and Appointments Committee who will discuss the requirements of the position and necessary commitment with the candidate.

Please note: Incumbents standing for re-election do not have to be referred to the Nominations and Appointments Committee but are recommended to meet with them.

Step 4.

As a result of these discussions and the outcome of the eligibility checks, there are three possible outcomes:

- The candidate may choose to withdraw their nomination.
- If the candidate is nominated for a role on the Board of Directors of INCOSE UK, the candidate must undergo a formal interview with representatives from the current Board of Directors.
- If the candidate is nominated for a non-BoD Council role, the Nominations and Appointments committee will make a recommendation to Council as to whether the candidate meets the requirements of the role or could reasonably develop into the position. The Council will then decide whether the candidate should be put forward for election, taking this recommendation into account.

Step 5.

Candidates will be informed of the Council's decision before the decision is made public.

Details of the Candidates' Standing for election will be published on the election pages of the INCOSE UK website and in ePreview for members to read.

Step 6.

Online Voting will open and remain open for approx. 4 weeks.

Step 7.

Once the voting has closed, the Candidates will be informed of the results prior to the results being announced at the AGM in line with the process.