

# INCOSE UK

---

## Election Process Policy

Version: 2

Author: Peter Lister



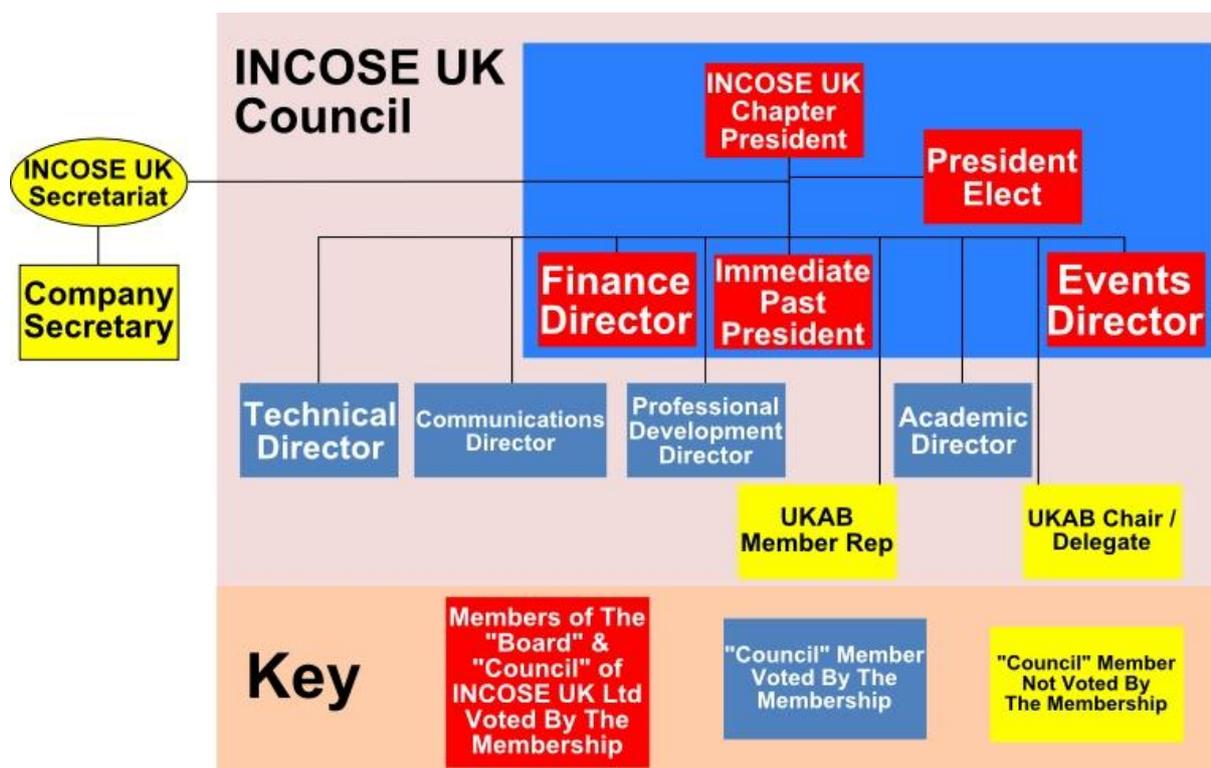
## INCOSE UK – Election Process

### 1 Introduction

This document defines the election process for members of the INCOSE UK Council (previously known as the UK Board). The general format of the Council is defined in the Memorandum & Articles of Association for INCOSE UK Ltd, which is the not for profit company that enables the UK Chapter to operate as a legal entity. A subset of the Council are signed up as Directors of INCOSE UK Ltd in order to discharge the legal responsibilities associated with operating a limited company under English law.

### 2 Council Structure

The Council structure has varied over the years, but the current arrangements are as follows:-



There are currently seven posts that are voted on by the membership, noting that the President Elect automatically becomes President and Immediate Past President.

(Note: The Company Secretary role is to be reduced to the procedural aspects (such as ensuring that an annual return is made to Companies House) and will be performed as part of the INCOSE UK Secretariat.)

### 3 Election Cycle

The election cycle is illustrated in the table below. Subsequent dates will follow the Term of Office, for example the next President Elect will be chosen in 2012, and the next Finance Director in 2013. The election year commences at the AGM, which is usually held in November concurrently with a major event.

Role	Year of Next Election	Term of Office
President Elect	2012	2 Years
President	2012 (year of changeover)	2 Years
Immediate Past President	2012 (year of changeover)	2 Years
Academic Director	2012	3 Years
Professional Development Director	2012	3 Years
Finance Director	2013	3 Years
Technical Director	2013	3 Years
Events Director	2014	3 Years
Communications Director	2014	3 Years

The aim of the cycle is to ensure that there is continuity within the team by only changing part of the team each year.

### 4 Election Process

Nominations will be sought for any positions that will have reached their term of office at the upcoming AGM. Nominations will be requested not less than 2 ½ calendar months before the planned AGM and must be received not less than 1 ½ calendar months before the AGM. This allows the nominations to be included in the AGM Calling Notice, which must be issued not less than 1 month prior to the AGM.

Any INCOSE UK member in good standing may stand for election. Members may self-nominate recognising that it is not always easy to find someone to second a nomination.

In the event that there is competition for one or more posts, an on-line voting system will be established. This will be open from the date that the AGM Calling Notice is sent out and closed shortly before the AGM.



## **5 Special Provisions**

### **5.1 Post Falling Vacant**

At any point during an officer's term, the post holder may tender their resignation in writing to the President. On receipt of a letter of resignation, the Council may decide to appoint an interim post holder for that vacancy until the annual election process is completed. The next election process after the resignation will include nominations for the vacancy along with the positions up for re-election as part of the cycle defined above.

### **5.2 No-One Nominated to Fill a Vacant Post**

Should no-one be nominated to fill a vacant post the Council may decide to appoint a post holder for the full term of the post.

### **5.3 Secondments to the Council**

The Council may decide to second additional members to the Council for specific purposes. Secondees may have particular skills or connections or may only be required for a limited amount of time. In the event that the role becomes enduring the Council may decide to add it to the voted posts.

## **6 Endorsement of Sitting Council Members**

It is recognised that there is seldom any competition for Council posts, and that Council members often continue in-post beyond the term of office. Those attending the AGM will be invited to endorse the currently constituted Council.