

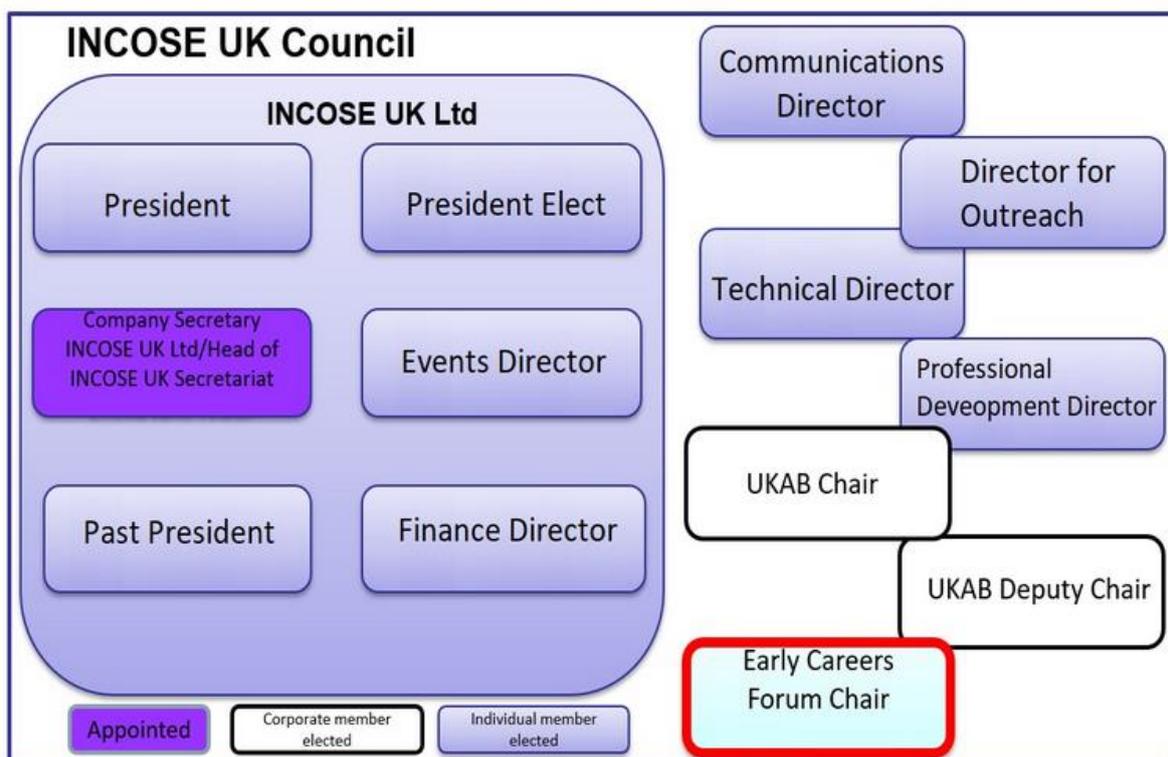
INCOSE UK – Election Process

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.

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.)

Election Cycle

The election cycle is illustrated in the table below.

Role	Year of Next Election	Term of Office
President Elect	2018	2 Years
President	2018 (year of changeover)	2 Years
Immediate Past President	2018 (year of changeover)	2 Years
Outreach Director	2018	3 Years
Professional Development Director	2018	3 Years
Finance Director	2019	3 Years
Technical Director	2019	3 Years
Events Director	2020	3 Years
Communications Director	2020	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.

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

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.

Candidate Selection

The nominations forms and any additional information such as a CV submitted by each candidate will be reviewed against the terms of reference for the relevant position to select those who will be placed on the ballot.



Individuals elected or appointed as Council Directors assume a responsibility to those they represent. Therefore, Members of the Council are expected to be committed to completing the terms of office for which they are elected and installed. While it is understood if a Council member must leave a post for personal or business reasons, Council members should not be considered for another INCOSE position – elected or appointed – that would conflict in any manner with their current position, including but not limited to assuming new responsibilities that would cause them to vacate their current position early.

The Council shall have appropriate flexibility to waive this guideline in special circumstances (e.g., if a President-Elect must step aside during the term of office and the potential candidate is identified by the committee as the best candidate to fill the vacancy.)

Special Provisions

Post Falling Vacant

At any point during an officer's term, should the post holder need to tender their resignation, this should be done 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.

No Nominations

Should no nomination be received for a vacant post the Council may decide to appoint a post holder for the full term of the post.

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.

Endorsement of Sitting Council Members

Where there was no competition for a Council post, the incumbent Council member may continue in-post beyond the term of office.