

PROCESS FOR THE APPOINTMENT OF CHAIR AND VICE CHAIR OF THE REPRESENTATIVE BODY

Each year, the Representative Body should choose two people from amongst themselves to be Chair and Vice Chair for the coming 12 months. This process should be undertaken after the Annual Members Meeting, ensuring sufficient time is allowed for the nominations process to take place. Representatives will be provided each year with a recommended timetable for the nominations and election process, along with details of when the election for Chair and Vice Chair will be held.

The responsibilities of the Chair and Vice Chair are detailed in the respective role profiles.

A. Nominations process

- 1) At the start of the nomination period, Representatives will be provided with a nomination form on which they can either nominate themselves or another Representative for the position of Chair or Vice Chair. Representatives may only submit one nomination for Chair and one nomination for Vice Chair, however, they may wish to nominate the same person or themselves for both positions. All nominations should be submitted to the Governance Team either using the nomination form that has been provided, by telephoning the Governance Team or by e-mail. The Governance Team will assume that nominators have notified nominees and that nominations are otherwise confidential. At the close of the nomination period, the Governance Team will contact the nominated Representatives to ensure that they are happy to be put forward for that position.
- 2) Nominees for the positions of Chair and Vice Chair will also be required to submit a candidate statement, detailing why they should be considered for the respective position. If someone has been nominated by another Representative and they chose to accept the nomination, the nominee will need to submit a candidate statement within the requisite timescale. If a candidate statement is not provided, the nomination will be rejected.
- 3) Unless there is only one nomination for each position, a secret ballot will be held at the next Representative Body meeting. A list of all the nominees for each position will be provided to Representatives in advance of the meeting, along with a copy of their candidate statement. The ballot will be administered by the Governance Team. Each Representative will be provided with two ballot papers, one for the election of Chair and one for the election of Vice Chair. Votes can be cast prior to the Representative Body meeting by a postal vote or at the meeting itself. At the start of the meeting, Representatives will be asked to complete their ballot papers, the completed ballot papers will be collected

by the Governance Team and the votes, including any postal votes, will be tallied. The Secretary will then announce the results and the newly elected Chair will then conduct the business of the meeting.

- 4) If there is a tie following voting for either position, a second round of voting will take place immediately for that position between the two highest polling nominees. If there is still a tie after the second round of voting, the ballot shall be conducted again at the next formal Representative Body meeting.
- 5) If there is only one person nominated for the position of Chair and/or one for Vice Chair, then the Representative Body will still be required to approve the suitability of the candidate for the position.
- 6) If, following the election of Chair and Vice Chair, both positions are filled from the same constituency, i.e. two tenants or two employees, a third Representative from the other constituency will be sought to join the Agenda Planning Group. This is to ensure that both constituencies are represented when making decisions about the agendas and business of the Representative Body meetings. The constituency in question will be asked to provide a volunteer for this position and no formal nomination or ballot process will be required.
- 7) If there is no appropriate candidate to be Chair, the Representative Body may appoint a person from outside the Representative Body as Chair, providing that person is a member of the Society and is not a Director.