



CIEH Board of Trustees: How does the election process work?

Background

To ensure members are empowered with the full facts and information leading up to our Special Meeting on 27 April, we wanted to take the time to share important information about the Board election process.

The Board has directed that the Chief Executive is responsible for the conduct of the elections, acting as Returning Officer. The Returning Officer may appoint agents for the purposes of assisting with an election and to this end, CIEH are working with UK Engage to manage the voting process.

Ensuring transparency and fairness

Our Trustee election procedures are guided by core principles outlined on [our website](#), including that:

- All members (regardless of grade of membership) should be encouraged to participate in elections, in the interests of inclusion, equality and to promote diversity on the Board.
- Any member of CIEH can apply to stand for election*.
- Each candidate in the election must provide a brief biography and statement to support their candidacy – this ensures that members can make an informed choice about who they wish to be on the Board of Trustees.
- All members will be able to vote for their chosen candidates in the election.
- The election process is objective. Procedures should be applied impartially and consistently.
- The administration of the election is transparent. Procedures and criteria will be written in clear English and available to all.

Time frame

Notice of elections	9 May 2023
Closing date for nominations and statements	8 June 2023
Voting opens	15 June 2023
Closing of votes	13 July 2023
Announcement of results	17 July 2023
New Trustees take up office	18 July 2023

To ensure a planned and sequenced succession for Board membership, the vacancies for elected trustees carry with them varying term lengths, as provided for in our election rules. It is unusual for

all six elected trustee vacancies to arise at the same time. So, for this round of elections, two trustees will serve for a three-year term, two trustees for a two-year term, and the other two trustees will serve for one year. This will help ensure that two elected trustee vacancies come up for election in each future year. This year's elections will place successful candidates into the vacancies according to this scheme, so that the two candidates securing the highest number of votes will serve for three years, the next two candidates serve for two years, and the final two candidates for one year. This is consistent with the Board's election procedures, which are designed to be a fair way of deciding the terms of office for each successful candidate, in elections where there are more than two vacancies.

It is important that our new elected trustees can take up office as soon as possible, albeit that elected trustees normally take up office in January of each year. In order to preserve this pattern, trustees will be appointed in mid-July 2023, but (only for the purposes of calculating their term length and maximum terms of office), each will be recorded from 1st January 2024. That means each Trustee will serve for a few months longer than the one, two, or three years term as set out above, which is provided for in our Election Rules.

There is one further point of detail to note, which is that one of the Elected Trustee roles is not yet vacant. So, the candidate appointed into that role (which will be the candidate who secures the fewest votes of the six successful candidates) will join the Board on 1st January 2024.

What to expect

For those who have not taken part in trustee elections before, below is a summary of what to expect:

- Notice of elections will be given via email and on the CIEH website at least one month prior to the closing date.
- Nomination forms will be made available to members via the website and will also be e-mailed to members on request. Any nomination must be seconded by another CIEH member.
- Voting instructions will be emailed at least four weeks before the closing date for voting, and like CIEH AGMs, a unique identification number will be required to register a vote online via UK Engage.
- At the closing date for nominations the names of the candidates will be made public, and each member entitled to vote shall be allocated as many votes as there are vacancies for which an election is being held.
- Counting will be finalised and results shared as soon as possible after the close of voting.

[Visit our website](#) for further details on election procedures and information on the responsibilities of our Board of Trustees.

*Any trustee who has served six years in office is ineligible to seek election or appointment to the Board until a period of three years has passed between the end of that six-year term and the date on which they would take up a new appointment to the Board. There are some other exceptions including unspent criminal convictions and bankruptcy, as set out in the election procedures linked above.