



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

The Board has directed that the Acting Chief Executive is responsible for the conduct of the elections, 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 who will 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	23 February 2024
Closing date for nominations and statements	22 March 2024
Voting opens	28 March 2024
Closing of votes	29 April 2024
Announcement of results	30 April 2024
New Trustees take up office	1 May or 15 July 2024

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 five elected trustee vacancies to arise at the same time:

- 1st in vote – Appointed 1 April 2024 for a three year term
- 2nd in vote – Appointed 1 April 2024 for a two year term
- 3rd in vote – Appointed 15 July 2024 for a two year term

4th in vote – Appointed 15 July 2024 for a two year term

5th in vote – Appointed 1 April 2024 for a one year term

This sequencing will help ensure that two elected trustee vacancies come up for election in each future year.

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.