

## CAIRNGORMS NATIONAL PARK AUTHORITY

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### FOR DECISION

**Title: ELECTION OF BOARD DEPUTY CONVENER AND PLANNING COMMITTEE DEPUTY CONVENER**

**Prepared by: DAVID CAMERON, DIRECTOR OF CORPORATE SERVICES**

#### **Purpose**

This paper supports the process for the election for the position of Board Deputy Convener and Planning Committee Deputy Convener, which will take place at the Board meeting. Both roles are now vacant as a result of the end of term of appointment of previous incumbents.

The paper summarises the process for these elections.

#### **Recommendations**

**It is recommended that the Board:**

- a) **Note that the election for both positions will follow the process set out in paragraphs 4-7 of the CNPA Standing Orders. These paragraphs have been extracted and set out in the Annex to this paper for ease of reference.**

#### **Information**

1. As set out in Standing Orders, where a Convener or Deputy Convener of the Board ceases to be a member of the Board, the election to that role shall take place as the first item of business at the next Board meeting. Planning Committee Standing Orders refer to the Board Standing Orders for election of the Planning Committee Convener and Deputy Convener. The process is therefore the same for the Planning Committee Convener and Deputy.
2. There are now vacancies for both Board Deputy Convener and Planning Committee Deputy Convener as a consequence of members completing their terms of

appointment on the Board. This paper supports the process of the elections, in keeping with the Standing Orders.

3. The elections shall take place in the following order:
  - a) Election of Deputy Convener;
  - b) Election of Planning Committee Deputy Convener
  
4. Both elections shall follow the process as set out in the Annex to this paper, which is an extract from the Board's current standing orders.
  
5. For clarity of process, where there are multiple nominees for a role the nominees will be invited to make their statements to the Board in the order in which they were nominated and seconded.
  
6. In the event of any vote taking place being tied, either in the case of lowest vote to determine which nominee is excluded from the next round of voting, or a tied vote between the last two nominees, the standing orders provide for the tie to be determined by those nominees drawing lots. Should such a situation arise, this will be effected by cutting a pack of cards with the highest card winning. Card order is ascending from 2 to ace, and suit ascending from club (lowest) to diamond to heart to spade (highest).

**David Cameron**

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[davidcameron@cairngorms.co.uk](mailto:davidcameron@cairngorms.co.uk)

## Extract of Board Standing Orders

### Convener and Deputy Convener

- I. In accordance with schedule I, paragraph 11, of the Act, the board elects the Convener and Deputy Convener from among its number. At the second-last CNPA meeting before the term of office of a current Convener expires, election of the next Convener shall take place. The process of election for Convener shall be conducted by the proper officer. The process of election will be as follows:
  - a) The proper officer will seek nominations from members of the NPA at the meeting. Any member may propose another NPA member as Convener, and a third member must second the nomination for it to be valid.
  - b) Each candidate who has a valid nomination will be asked if they wish to make a short statement to the meeting.
  - c) Members who are absent from the meeting may be put forward for election, nominate or second a candidate, provided they have made appropriate, signed written statements prior to the meeting to the proper officer their consent to being nominated. A statement by a candidate who is unable to be present at the meeting may be circulated at the meeting.
  - d) Election will be by absolute majority, as follows:
    - i. Members may only cast one vote in each round of voting;
    - ii. Only Members who are present may vote;
    - iii. Once the first set of votes has been cast, the candidate with the lowest number of votes will be excluded;
    - iv. A fresh vote will be taken on the remaining candidates where again each member can only cast one vote for the candidate of their choice; again the candidate with the lowest number of votes will be excluded.
    - v. This process will continue until one candidate emerges with an absolute majority of the votes cast by those members present and voting.
    - vi. Where there is an equality of votes among those candidates who have least votes, then a decision on who is to be excluded will be determined by lot.
    - vii. If it is the case that there is only one candidate for either position, then that person will be declared elected.
    - viii. Voting will be by secret ballot.
2. The duration of the office of Convener and Deputy Convener will be 3 years (unless the member concerned ceases to be a Member of the NPA, or resigns from the position of Convener/Deputy Convener before the end of the period).

3. For cases in which a Convener/Deputy Convener resigns or ceases to be a Member, the election process will apply as the first item of business at the next board meeting following the vacancy arising.
4. The above process in paragraphs 4-5 will also apply to the election of Deputy Convener, which shall take place after the election of Convener if both posts are to be decided at the same meeting.