



For Decision

Title: Election of Convener, Deputy Convener and Committee Chairs

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Purpose

1. This paper follows up the board's discussion of 24 March on the process for electing the Convener, Deputy Convener and Committee Chairs. The paper sets out proposed arrangements for undertaking those elections.

Recommendations

The Board Is asked to:

- a) Agree the election process for Convener, Deputy Convener and Committee Chairs as set out in this paper.
- b) Note the board's previous request to consider the possibility of elected roles being undertaken by multiple members on a role share basis has been followed up by the Proper Officer and is not possible.

Background Information

2. The Board noted the requirement to hold elections for the roles of Convener, Deputy Convener and Chairs of the Audit and Risk, Performance and Resources Committee at its meeting of 24 March 2023.
3. At the same meeting, the board agreed to rescind business continuity amendments to standing orders, and to reinstate agreed Standing Orders other than for the provision to hold elections by remote means. Members agreed the business continuity provision for remote elections should remain in force as an amendment to Standing Orders.
4. The Board agreed a number of principles on which the method of holding remote elections should be constructed.



- a. All members should be afforded the opportunity to participate in each vote;
- b. Members should have some advance awareness of those members nominated and seconded to stand for election prior to the voting period;
- c. Election of Convener will take place as the first election, followed by election of Deputy Convener.
- d. In the context of points a and b the overall timetable for elections taking place should be as compressed as possible to allow all elections to take place in a reasonable timeframe and for the identity of office holders to be confirmed without undue delay.

Proposed Election Process

5. The proposed election process will begin with the Proper Officer seeking nominations and seconds for both the roles of Convener and Deputy Convener simultaneously. Under business continuity arrangements to allow for remote elections, the board has agreed a period of 10 working days from the opening of the process for nominations and seconds to be submitted.
6. On close of the process, where there are two or more candidates then the Proper Officer will arrange for candidates personal statements to be circulated and for a ballot to be held.
7. The working assumption is that ballots will be undertaken using an electronic platform. The ballot will be open for 48 hours.
8. The ballot will use a single transferrable vote system as adopted in Standing Orders.
9. Where the member elected as Convener has also been nominated and seconded to stand as Deputy Convener, that member will be removed from the count of Deputy Convener votes and their second preferences redistributed to remaining candidates, prior to the first count for this role. Where the removal of that member from the Deputy Convener election leaves only a single candidate, then the remaining candidate shall be declared elected in accordance with Standing Orders.
10. Once the election process for the Convener and Deputy Convener is complete, the process set out at points 5 to 9 shall be repeated for the nomination and election of the Chairs of the following Committees, with subsequent election counts held in the following order:



- a. Audit and Risk,
 - b. Performance and
 - c. Resources Committees.
11. Any Committee Chair role with only a single valid nomination will be declared on close of the nomination process irrespective of the order of ballot counting indicated at paragraph 10.
 12. As with the provisions for election of the Deputy Convener, where a member is nominated as a candidate for a Committee Chair and has already been elected as a Committee Chair under a previous count then they will be removed from subsequent counts and their second, and if necessary third, preference votes redistributed amongst remaining candidates prior to the first count for remaining roles.
 13. The board previously asked the Proper Officer to research the possibility of elected offices being shared by two members. This matter has been taken up with relevant Scottish Government officials. While the board's intention to consider the promotion of equalities and innovation in this regard has been recognised, it has been confirmed that the option of role sharing is not acceptable at this time given the significant risks associated with split leadership and disjointed communications.
 14. Therefore, nominations and seconds will continue to be sought from individual board members only for each elected role.
 15. The planned timetable for the election processes following on from the above proposals will therefore be as follows for the offices of Board Convener and Board Deputy Convener:
 - a. Monday 12 June - open call for nominations and seconds for candidates for offices of Convener and Deputy Convener if process is agreed by board on 9 June;
 - b. Monday 26 June at noon - nomination process closes;
 - c. Monday 26 June close of business - candidate statements are circulated where there are two or more candidates for an office; results announced where there is only a single candidate for Convener, and in instance of a single candidate for Deputy Convener result announced, provided the single candidate for Deputy Convener is not also standing for Convener.



- d. Tuesday 27 June - electronic ballot(s) opened where required.
 - e. Thursday 29 June - electronic ballot(s) to close.
 - f. Friday 30 June - result of ballot(s) announced.
16. The planned election process for Committee Chairs will commence following the announcement of the Convener and Deputy Convener elections as follows:
- a. Monday 10 July - open call for nominations and seconds for candidates for Committee Chairs;
 - b. Monday 24 July at noon - nomination process closes;
 - c. Monday 24 July close of business - candidate statements are circulated where there are two or more candidates for an office; results announced where there is only a single candidates for any role of a Committee Chair
 - d. Tuesday 25 July - electronic ballot(s) opened where required.
 - e. Thursday 27 July - electronic ballot(s) to close.
 - f. Friday 28 July - result of ballot(s) announced.

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