

---

## CAIRNGORMS LOCAL OUTDOOR ACCESS FORUM

---

### AGREED METHOD FOR ELECTING A CONVENER AND VICE-CONVENER

- I. The Forum shall elect a Convener and Vice Convener from amongst its membership. Separate elections will be held for the posts of Convener and Vice Convener but the process of election will be identical. The process of election will be as follows:
  - a) Members may propose another Forum member as Convener and/or Vice Convener, but another member must second the nomination for it to be valid.
  - b) Agency representatives may nominate, second and vote for candidates but are not eligible for election
  - c) Candidates together with the names of their proposer and seconder must be notified in writing to the Secretariat two weeks in advance of the November meeting when the election will take place.
  - d) Members who are absent from the meeting may be nominated for election, provided they have indicated to the Secretariat in writing their consent to being nominated and have the appropriate backing. If they wish, their written statement may be circulated at the meeting in lieu of a verbal statement.
  - e) Members who are intending to be absent from the election meeting may vote. In this case, names of the candidates; short statements from the candidates (if available) and voting slips will be circulated to them no less than seven days before the election meeting. Voting slips will be returned in sealed envelopes and these votes revealed and counted at the election meeting once the members present have scored their list of candidates.
  - f) Each candidate will have the opportunity to make a short verbal statement to the meeting (maximum 5 minutes). The statement may be written for circulation to absent members who are eligible to vote by post.
  - g) Election will be as follows:
    - The election for the Convener will be followed by election of the Vice Convener.
    - All voting will be by secret ballot.
    - Members will score the candidates in descending order of preference – for example, if there are **four** candidates their preferred candidate will receive **four** points; second choice, three points; third choice, two points and last choice, one point.
    - The candidate with the overall highest number of points in each election will be the Convener or Vice Convener.
    - If votes are tied, members who are present will have one vote for their preferred candidate. Members voting by post will have their vote ascribed to the tied candidate who scored highest on their voting slip.
    - If the votes are still tied then the decision will be made by cutting a pack of playing cards, the candidate with the highest card will win. An ace is

considered as a low card. If any of the candidates are absent, another member will be assigned to cut the cards for them by proxy.

- h) In the event that a candidate is submitted for both posts and is successful in attaining post of Convener, his or her name will be withdrawn from the election process for Vice Convener. In the counting of postal votes, points will be re-allocated according to number of candidates left for election.
2. The duration of the office will be 3 years (unless the member concerned ceases to be a Member of the Forum, 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 above process will apply, as the first item of business, at the next Forum meeting following the vacancy arising.
  4. The Convener will preside over meetings and in his or her absence the Vice Convener will preside. If neither is available the secretariat will appoint an independent chair for the meeting .
  5. At the last Forum meeting before the term of office of a current Convener expires, election of the next Convener shall take place.

### **Notes**

Para 1b) Agency staff are the only members of the Forum with substitution rights, which is incompatible with the need for a Convener and Vice Convener who are consistent individual members of the Forum

Para 3) This ties in with length of appointment for future terms of membership