

## CAIRNGORMS NATIONAL PARK AUTHORITY

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**Title: ELECTION OF CONVENER AND DEPUTY CONVENER**

**Prepared by: JANE HOPE, CHIEF EXECUTIVE**

### **Purpose**

- a) To set out the process for election of Convener and Deputy Convener;
- b) To remind Members that nominations will be sought at the meeting itself. Members who are absent may be nominated provided they have indicated to the Convener their consent to being nominated.

### **Recommendations**

That the Board:

- follow the process as set out in standing orders already approved;
- agree that any vote should be by secret ballot.

### **Executive Summary**

The election of the current Convener and Deputy Convener took place at the CNPA's first meeting on 15 April 2003, with the agreement that those first terms of office would last for 18 months. The Board subsequently agreed Standing Orders which set out a process for future elections of Convener and Deputy Convener, with that process to take place at the second-last CNPA meeting before the terms of office expired. The Board agreed on 7 May 2004 that 10 September was the appropriate meeting for those second elections.

The process of election of Convener is to be conducted by the Proper Officer (currently the Chief Executive).

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## ELECTION OF CONVENER AND DEPUTY CONVENER

### Process of Election – Extract from Standing Orders

1. The following extract from the CNPA's standing orders sets out the process of election:
2. *In accordance with schedule 1, 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 chair 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, provided they have indicated to the convener their consent to being nominated. A statement by such a candidate may be circulated at the meeting.*
  - d) *Election will be by absolute majority, as follows:*
    - *Members may only cast one vote in each round of voting;*
    - *Only Members who are present may vote;*
    - *Once the first set of votes has been cast, the candidate with the lowest number of votes will be excluded;*
    - *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.*
    - *This process will continue until one candidate emerges with an absolute majority of the votes cast by those members present and voting.*
    - *Where there is an equality of votes among those candidate who have least votes, then a decision on who is to be excluded will be determined by lot.*
    - *If it is the case that there is only one candidate for either position, then that person will be declared elected.*
3. *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).*
4. *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 board meeting following the vacancy arising.*
5. *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.*

## **Additional Considerations**

6. Your attention is drawn to the fact that the current Convener and Deputy Convener were appointed for 18 months – their terms of office therefore expire on 15 October 2004. The Convener and Deputy Convener elected on 10 September will hold office for 3 years, running from 15 October 2004 to 15 October 2007 (unless in that period they cease to be CNPA Members or resign as Convener/Deputy Convener).
7. I also note that the standing orders are silent on whether or not a vote should be by secret ballot or by show of hands. I propose, in keeping with the first elections on 15 April 2004, that the vote should be by secret ballot.

**Jane Hope**  
**30 August 2004**

**[janehope@cairngorms.co.uk](mailto:janehope@cairngorms.co.uk)**