



For decision

Title: Standing orders: Election of Planning Committee Deputy Convener

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Purpose

1. This paper notifies the board of the Planning Committee Deputy Convener's upcoming end of term of appointment and of the election process for this role.

Recommendations

2. The Board is asked to:
 - a) Agree the process for election of the Planning Committee Deputy Convener, as set out in this paper.

Information

3. The terms of office of the current Planning Committee Deputy Convener comes to an end on 08 December 2024. This paper therefore gives notification to the board of the requirement to elect a member of the board to the role of Planning Committee Deputy Convener.
4. The election is proposed to follow the same process as that adopted by the board for elections in 2023 of the Board Convener, Board Deputy Convener and Planning Committee Convener. These elections were held electronically, avoided the need to schedule the election at the time of a meeting and enabled all members to participate in the vote irrespective of their ability to be present on a specific date, while retaining full anonymity of votes cast.
5. The proposed election process will begin with the Proper Officer seeking nominations and seconds for members to stand as a candidate for the role of Planning Committee Deputy Convener. This will be undertaken by email. A period of 10 working days from the opening of the process will be allowed for nominations and seconds to be submitted to the Proper Officer.



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. 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. It is proposed that the election would take place during November 2024. This will allow the election to be completed prior to the end of the current appointment and also in time for briefings in advance of the scheduled Planning Committee meeting of 13 December 2024.
10. The illustrative timetable for the election processes following on from the above proposals would therefore be as follows:
11. Monday 11 November - open call for nominations and seconds for candidates for the office of Planning Committee Deputy Convener.
12. Monday 25 November at noon - nomination process closes.
13. Monday 25 November close of business - candidate statements are circulated where there are two or more candidates for the role; results announced where there is only a single candidate for the role.
14. Tuesday 26 November - electronic ballot opened where required.
15. Wednesday 27 November - electronic ballot(s) to close.
16. Thursday 28 November - result of ballot(s) announced.

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Deputy CEO and Director of Corporate Services