



Standing Orders for meetings of the Cairngorms National Park Authority

1. The Cairngorms National Park Authority (referred to as “the Board” in the rest of this document) was established on 25 March 2003 by the Cairngorms National Park Designation, Transitional and Consequential Provisions (Scotland) Order 2003, which in turn was made under the National Parks (Scotland) Act 2000. Under paragraph 19 of schedule 1 of that Act, the National Park Authority may determine its own procedures for conducting its business.
2. This paper sets out the procedures which apply to meetings of the Board and of its committees. These standing orders are in addition to any requirements set out in the Act and in the founding designation order, and any further Acts of Parliament or guidance from Scottish Ministers.

The Park Authority Membership

3. The Park Authority board comprises 19 members as prescribed in the Designation Order. The 19 is made up of 5 members directly elected in accordance with the Cairngorms National Park Elections (Scotland) Order 2003; seven members directly appointed by Scottish Ministers and seven appointed by Scottish Ministers on the nomination of the relevant Local Authorities. All members are appointed or elected on an individual basis, and not as representatives of organisations. Duration of appointments is as set out in a Member’s letter of appointment, and in the case of elected Members is until the next National Park Authority election.

Convener and Deputy Convener

4. In accordance with schedule one, paragraph 11, of the Act, the board elects the Convener and Deputy Convener from among its number. The process of election for Convener shall be conducted by the Proper Officer, who will arrange for appropriate processes to be implemented allowing for elections to be conducted securely, anonymously and by electronic means. The process of election will be as follows:
 - a) The Proper Officer will establish a planned timetable for all elections with the board in advance of the election taking place and at least two months in advance of the current term of appointment coming to an end.



- b) The Proper Officer or their authorised representative will seek nominations from members of the Park Authority at least two weeks prior to the proposed opening of the election. Any member may propose another Park Authority member as Convener, and a third member must second the nomination for it to be valid. Nominations must be received and valid by the stated date and time at which the nominations process will close. A final list of valid nominees will be circulated by the Proper Officer to all members following the close of the nomination period.
- c) Proposers and seconds of nominations may be delivered in any permanent form – email, letter, recorded oral message – provided that the submission in whatever form provides a means of permanent record of the proposal or second of a nomination to the satisfaction of the Proper Officer. The member nominated must also provide a permanent form of record that they consent to being nominated for the role in question.
- d) In a case of more than one valid nomination being confirmed, each candidate who has a valid nomination will be asked if they wish to provide a statement to support their candidacy. Statements supplied will be circulated to all members and published on the Park Authority's website.
- e) Candidates will be listed on a ballot paper or ballot list depending on election process used in the order in which their validated nomination is received by the Proper Officer.
- f) An electronic ballot process will be communicated to all members by email or other appropriate means. The ballot will be open for at least a 48 hour period.
- g) Election will be by absolute majority, using a single, transferrable vote system as follows:
 - i. Members will be asked to state clearly their preferred candidate in their order of preference, e.g. candidate A = 1, candidate C = 2, candidate B = 3 etc.;
 - ii. Only board members may vote and there will be no opportunity to appoint a proxy voter;
 - iii. Once all votes are cast and collected, the Proper Officer supported by a second officer will count all first preferences. If this count gives rise to a candidate holding a majority of votes, they shall be declared as elected to the role. If this count does not give a majority for a single candidate, the candidate receiving fewest votes shall be excluded and their votes reallocated to remaining candidates on basis of any second preferences stated;



- iv. This process will continue until one candidate emerges with an absolute majority of the votes cast by those members present and voting.
 - v. 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 unless either candidate opts to withdraw from the election process.
 - vi. Where there is an equality of votes with only two candidates for a position, then a decision on who is to be elected will be determined by lot unless either candidate opts to withdraw from the election process.
 - vii. If it is the case that there is only one candidate for a position, then that person will be declared elected.
 - viii. Voting will be by secret ballot. Ballot records will be retained for inspection by any member of the Board or the Chief Executive for a period of seven days.
5. Where any part of the election process is required to be determined by “lot”, this will be achieved through the process established as an Annex to these Standing Orders and in force at the time of the election.
6. The duration of the office of Convener and Deputy Convener will be three years (unless the member concerned ceases to be a Member of the Park Authority or resigns from the position of Convener / Deputy Convener before the end of the period).
7. For cases in which a Convener / Deputy Convener resigns or ceases to be a Member, the election process will be triggered immediately.
8. The above process in paragraphs four - five will also apply to the elections of board Convener, Deputy Convener, and Chairs of established board Committees.
9. In instances where Convener and Deputy Convener are elected at the same time, the result of the Convener shall be declared first and that candidate removed from election of Deputy Convener. Votes shall be redistributed in accordance with the provisions above.



Quorum

10. The quorum of the Park Authority board will be half of its total number plus one - in other words, 10 Members. The quorum of 10 members will apply regardless of vacancies in membership. No business will be transacted at a board meeting unless a quorum is present. If the Convener of the meeting finds during a board meeting that the number of members present has reduced below the quorum:
 - a) The item of business shall be deferred if members leaving the meeting as a consequence of declarations of interest is the cause of the quorum not being met; or
 - b) The meeting shall end at that point should a quorate meeting not be able to progress.
11. All attendance and absences shall be recorded in the minutes of the meeting. The quorum for committees will be as agreed for each committee in terms of reference for each committee to be agreed by the board.
12. Participation at meetings will normally be in person. Participation may be by video conference provided the Member's contribution is fully accessible to all members and public attending the meeting. In cases where attendance by video conference is permitted, whether on basis of a meeting being called as an on-line or hybrid meeting, or a member by exception being approved to attend by video conference by the Convener or Chair of the meeting, such members will be deemed to be present and constitute part of the board attendance for the purpose of the meeting and quorum. In the event of technical difficulties participation through telephone link rather than video conference will be an acceptable alternative, when agreed by the Convener or Chair of a meeting.
13. People who are not members of the Park Authority board may be invited by the Convener to attend and speak for all or part of the meeting, but they will not count as part of the quorum. Similarly, officers present at the meeting including the Chief Executive Officer are not counted toward the quorum.

Schedule of Meetings

14. The board shall approve in advance of each calendar year a provisional set of dates and venues for its board meetings. The schedule will be published on the Park



Authority website and posted in the reception area of the Park Authority offices, and will be notified to the five local authorities with part of their area within the Park.

15. The Convener may convene a special meeting of the board when it appears that an item of business requires urgent attention. In the absence of the Convener, such a meeting may be convened by the Deputy Convener. Any member may request that such a meeting be called, but the final decision rests with the Convener (or Deputy Convener in the absence of the Convener) unless the request is made to the Proper Officer by at least 10 members in which case the meeting must be called within 21 days of receipt of the request.
16. The Chief Executive is responsible for overall organisation, management and staffing of the Park Authority. It is the responsibility of the Chief Executive to advise the board on matters of financial propriety and regularity. The Chief Executive shall have the right to attend and speak at all Board meetings and Committee meetings (albeit without voting rights), except for parts of meetings when agreed by Board Members that the matters under discussion should involve Members only, for example where performance, remuneration or conduct of the Chief Executive is under discussion.

Public Attendance at Meetings

17. The National Parks Scotland Act (Schedule two, paragraph 12) provides that access to meetings and documents of the Park Authority board are covered by the provisions of Part IIIA of the Local Government (Scotland) Act 1973. In broad terms this means that meetings of the Park Authority board are to be open to the public, unless there are good reasons to the contrary (such as breach of an obligation of confidence, or a confidential staffing matter). Annex 1 to these standing orders sets out more detail.
18. The Proper Officer for the Park Authority is appointed by the board (as required under the terms of the National Parks (Scotland) Act 2000) and is charged with ensuring the application of the provisions outlined in paragraph 17 above about public access to meetings. The Proper Officer advises on the issues that arise, such as exclusion of papers from public inspection, for example, if it is decided this relates to an item likely to be taken in private session. The Deputy Chief Executive and Director of Corporate Services is established as the Park Authority's Proper Officer.



19. The venues for board meetings will be decided by the Convener in discussion with the Deputy Convener and Chief Executive, ensuring good access by the public of all abilities

Board Papers

20. Board papers will be prepared by Park Authority officers and considered and approved by the Chief Executive prior to submission to the board. The Park Authority's policy will be to circulate papers to Members seven clear days in advance of a meeting. As required through statutory provisions in the National Parks (Scotland) Act, copies of the papers will be sent to the five local authorities with part of their area within the Park. Papers will be available for public inspection at all the offices of the Park Authority. Papers will also be sent to the sponsor division of the Scottish Government and will be made available on the Park Authority website. The Park Authority will strive to ensure the papers of the board, and its committees are made as readily available as possible to members of the public, with actions taken commensurate with the need to make prudent use of public resources. Methods of ensuring this will be kept under review, but is likely to mean, for example, that staff will not be required to send out copies of papers on request except in exceptional circumstance. Copies of papers may be available at board meetings and committee meetings to members of the public who attend, depending on venue and availability of facilities. Copies of board papers will be available on the Park Authority's website as soon as they have been circulated to Members.
21. Drafts of papers will normally be circulated to the Convener and Deputy Convener 14 clear days in advance of a meeting. The circulation of drafts is intended to allow senior managers to brief the Convener and Deputy Convener on matters being raised and allow for feedback to be given. The Chief Executive and Management Team remain responsible for finalising papers for circulation to the Board having considered any feedback received to drafts, where adequate time has been received for feedback to be reviewed prior to issue of papers to the full Board.

Members' Issues and Questions at Board Meetings

22. Each board meeting will take an item at the end of the agenda of Any Other Competent Business under which a member may raise an issue if they consider the matter is of significant interest and relevance to the Board as a whole. In keeping with the rules on openness and transparency, this may only draw attention of Members to an issue and may lead to its addition to a future agenda if wider



discussion or decision is required. Decisions will not be made on basis of an item raised as any other competent business. Such issues or questions must be notified to the Convener in advance of the meeting– it will not always be practical for Members to do so in writing, but advance notice should be given orally to the Convener before the start of the meeting, unless the matter is one which has arisen during the course of the meeting. It is clearly in the interests of efficient use of everyone's time that Members use this item with discretion. On questions of order, including whether an item is considered "competent" the Convener's ruling will be final.

Convening Meetings

23. At a meeting of the Park Authority board, the Convener will preside. In their absence the Deputy Convener will preside. If neither is able to be present, the Convener will indicate which other member should preside. If no advice from the Convener is available, Board Members present will choose by majority vote of those present, that one of their number will preside. If deemed necessary by the Chief Executive and Proper Officer in such circumstances, for example where there are multiple nominations of members to preside, the meeting shall be suspended to allow an election to be carried out as far as possible in line with the election process set out at paragraphs 4.g)i to 5 in these Standing Orders.
24. Planning Committees will be convened by the person elected by the whole Park Authority Board as the Convener of the Planning Committee; and in their absence, by the Deputy Planning Convener who is also elected by the whole board. Elections for these roles are conducted in accordance with the provisions for election of Board Convener and Deputy Convener as set out in these Standing Orders. In the absence of both of these individuals, the members of the Planning Committee shall use paragraph 23 of the Board Standing Orders in determining who shall convene the meeting.
25. The Convener of a Board meeting or Committee meeting will preserve order; determine all matters of order, competency and relevancy; and will ensure members have sufficient opportunity to express their views on any matter under consideration.
26. Board members will observe the requirements of the Park Authority's Code of Conduct at all times during any board or committee meeting.



Board Decisions

27. Decisions of the board will generally be by consensus of attending members. A member arriving after the commencement of an item of business or departing prior to completion will be treated as a non-attending member for the purpose of any decision taken after the time of departure.
28. A board member may have their dissent to a decision of the Board recorded provided they have attended for the whole of the discussion and decision and asks to record their dissent during discussion or immediately after the decision is concluded. Such a comment being recorded does not override any aspects of the requirements of the Authority's Code of Conduct. In particular, the recorded dissent to a decision by a member does not remove the requirements of the Code relating to collective responsibility and good governance of members publicly supporting decisions of their public body.
29. Written comments on agenda items submitted by board members who are not attending will be circulated to board members. Such written comments may be read into the record of the meeting or noted as received in the record of the meeting with the decision on these actions at the sole discretion of the Convener. Such contributions shall not deem a member to be present at a meeting and the contribution by written statement shall not count toward achieving a quorum for the meeting.
30. Exceptionally, if a Board decision is required urgently and it is not possible to convene a meeting, the matter will be dealt with through correspondence. The decision to do this will be made by the Convener or Deputy Convener. In such circumstances, views will be sent to the Convener (or Deputy Convener, as appropriate). Any decision taken by correspondence will be noted as a matter arising and recorded in formal minutes at the next board meeting.
31. At board meetings, where a decision is necessary it will be reached by simple majority following a vote (with the Convener having the casting vote in cases of a tied vote). A decision shall be made by vote on the following occasions:
- a) When the Convener detects that there is a body of opinion among members who either disagree with a proposal or have expressed reservations about it and no clear consensus has emerged;



- b) When a member requests a vote to be taken and this is supported by another member in attendance;
- c) Any other circumstances where at the Convener's discretion it is felt that a decision should be preceded by a vote.

32. Only attending members as defined in paragraph 27 will be able to vote. A vote will be done by a roll call, with the name of each member present called by the Clerk to the Board and the member concerned stating their decision. Where a member is attending a meeting through a video conference, the provisions of paragraph 12 also apply in determining eligibility to vote. A member must have been able to hear all contributions made throughout the relevant item of business clearly, while all other members must have been able to hear and understand that member's contributions to the item. This definition of eligibility to vote is understood and accepted by any member electing to attend a meeting by means of video conference link. The Proper Officer will independently advise the Convener on any considerations on attendance, with the Convener's decision on this matter in the context of such advice being final.
33. At the Convener's discretion, a vote on a matter may be conducted through a secret ballot. In such circumstances the Proper Officer will arrange for officers to issue and collect ballot papers, count the vote, and announce the result to the board.
34. In any vote on a decision point, the stated recommendation in the paper shall represent the motion. Any amendment to that recommendation or alternate recommendation shall constitute an amendment. Amendments proposed and seconded shall be voted off against each other in reverse order: the last proposed and seconded amendment shall be voted on against the second last agreed amendment until one amendment remains to be voted on against the motion.
35. A decision made by the Board will not generally be reconsidered by the board within six months of that decision being carried, except in exceptional circumstances and with the agreement of the board. In such circumstances, therefore, at least 10 members of the Board must be in favour of reconsidering a decision within period of six months from the original decision for the subject and potential revised decision to be brought back as an item of business within the six-month time period.
36. In cases pursuant to either paragraph 28 (record of dissent) or 31 (decision by vote rather than consensus) the requirements of the Park Authority's Code of Conduct



shall remain in force in full for all subsequent engagement by members on the subjects in question. This requirement is reinforced through paragraph 40 of these Standing Orders.

Declaration of Interests

37. The Park Authority holds a register of Members' interests, available for public inspection and published on the Park Authority's website. The rules on registration and declaration of interests are set out in the Members' Code of Conduct.
38. Members must consider their potential interests in items of business at all meetings of the Authority, make any declarations of interest and take any necessary action required by those declarations of interest at each meeting prior to commencement of consideration of the relevant item of business. A standing item will be included in all agendas supporting meetings of the Authority and its Committees allowing for declarations of interest in items of business of the meeting to be considered.

Personal Liability of Members

39. As set out in the Park Authority's Code of Conduct for Members, if an individual Board Member incurs a civil liability in the course of carrying out his / her responsibilities for the Board, that Member will not be required to personally pay that liability provided they acted honestly and in good faith. This indemnity does not, however, protect a Member who acts recklessly or in bad faith.

Corporate Responsibility and Confidentiality

40. Board Members share corporate responsibility for decisions taken by the Board as a whole. Members must therefore either accept and publicly support the collective decision of the Board or resign. Members must respect the confidentiality of sensitive information held by the organisation, as well as the discussions and papers taken in private session. Members must further comply fully with the requirements of the Park Authority's Code of Conduct at all times.

Board Minutes

41. The Chief Executive is responsible for putting in place appropriate arrangements for taking minutes of all Board and Committee meetings. Taken in conjunction with the papers presented to the meeting, the minutes should provide a correct record of the



meeting and the decisions reached, and sufficient detail to indicate the issues discussed in reaching those decisions.

42. Minutes should include the action points agreed at the meeting, and these carried forward to following meetings until discharged.
43. Draft minutes will be approved by the Chief Executive and the Convener of the meeting, marked clearly as “draft”, and circulated to Members, who can propose amendments in writing or raise these at the next board meeting. The Convener, Deputy Convener and Chief Executive will arbitrate over matters of dissent.
44. Minutes will be approved at the following meeting. The minutes of the following meeting will show the board’s approval of minutes of prior meetings as a correct record subject to any amendments agreed. Approved minutes will be published on the Park Authority's website.
45. With reference to paragraph 16, the Convener is responsible for making arrangements to have appropriate minutes taken of any meeting or part meeting where the Board has agreed that only members should be present. The Convener with the Board must determine at which stage, if any, these minutes may become public and must make appropriate arrangements for storage of minutes, notes or papers supporting such meetings or part meetings within the Park Authority’s records management system. In this regard, the Convener must comply with all requirements of the Freedom of Information (Scotland) Act 2002 and associated regulation and must personally deal with all interactions in managing any information requests.

Committees

46. In accordance with Schedule one paragraph 17 of the Act, The Board may establish Committees and may appoint onto those Committees people who are not Park Authority board members. A majority of Committee members must be Park Authority board members.
47. The board may delegate functions and decisions to Committees, or to officers of the Park Authority. The board shall decide the remit and membership of committees. Committees shall report direct to the board.



48. Each Committee Chairperson shall be elected by the full board using the election provisions set out at paragraphs four to nine of these Standing Orders. Committees shall appoint a Vice Chairperson at their first meeting following agreement of their membership by the Board or following the resignation or end of term of a previous Deputy Chairperson from among the membership of the Committee agreed by the Board. Committee Chairs and Deputy Chairs must be the Park Authority Board members. Committee Chairs and Deputy Chairs shall serve for a period of three years.
49. These standing orders shall apply to each Committee of the Board unless a Committee adopts its own standing orders, in which case they must be endorsed by the whole Board. The Planning Committee in particular will be expected to have its own standing orders covering issues which arise only in the context of determining planning applications (such as dealing with representations by applicants, management of site visits, etc).
50. Agendas and minutes of all committee meetings will be made available to all members of the Board unless specified explicitly to the contrary in the board's agreed terms of reference of a committee.
51. Committee memberships will be established for a maximum term of three years, and membership of all committees reviewed in full every three years. Appointments made during each three-year cycle will be for the remaining duration of that three-year cycle.
52. Committees shall have at least six Board members appointed to their membership.
53. Committee meetings shall be quorate provided that at least four members are present to conduct business. If meetings remain without a quorum 15 minutes after the designated start time, then the meeting shall be postponed with the Chief Executive and Proper Officer then responsible for arranging an appropriate date and time for the meeting to take place.
54. Members of a committee may agree a proxy to attend a committee meeting on their behalf unless this is explicitly not permitted in the agreed terms of reference of that committee. Proxy representatives must be existing board members and must be confirmed at least seven days prior to the meeting date with the Chair and Clerks to



the Board in order to have the same time to familiarise themselves with the committee's forthcoming business and ask any preliminary questions. Proxy members count toward the quorum of a committee meeting.

Delegation of Functions

55. As set out in Schedule one of The Act, the Board may delegate authority (generally or specifically) to Committees of the Board, to staff, or to any of its Members.

Suspension and Amendments of Standing Orders

56. These standing orders may be suspended, varied, revoked or added to only by the Park Authority board, and any such alterations will require the consent of 10 members. Notice of the intention to bring forward proposed amendments to standing orders must be signified at the previous board meeting. Notwithstanding this provision, no standing order may be suspended or amended if this would contravene any statutory provision or direction made by Scottish Ministers.

57. Other Provisions which together with these standing orders, provide for the conduct of the Park Authority board meetings

58. **Local Government (Scotland) Act 1973, Part III** (by virtue of Schedule two, paragraph 12, of the National Parks Scotland) Act)
a) Access to Meetings and Documents

59. Members' Code of Conduct



Annex 1 to Cairngorms National Park Authority

Standing Orders

Access to Meetings and Documents –Rules Governing the Park Authority

Schedule two paragraph 12 of the National Parks (Scotland) Act 2000 applies Part IIIA of the Local Government (Scotland) Act 1973 to a National Park Authority. Its provisions are broadly as follows:

1. Meetings of the Park Authority and its Committees to be open to the public, unless:
 - a) Confidential information would thereby be disclosed in breach of an obligation of confidence; this includes information furnished by the Government on terms which forbid disclosure to the public, of information for which disclosure is prohibited by law or a court order;
 - b) These provisions, including provisions for making papers and other information available to the public, have been augmented by the Freedom of Information (Scotland) Act 2002, Environmental Information (Scotland) Regulations 2004, and the INSPIRE (Scotland) Regulations 2009.

Or the Park Authority resolves to exclude the public from consideration of a particular item when they consider it is likely that there would be disclosure of exempt information as follows:

- c) Information relating to a particular employee or potential employee of the Park Authority, or particular office holder or potential office holder.
- d) Information relating to a particular individual who is an occupier of accommodation provided by the Park Authority; a recipient of or applicant for financial assistance from the Park Authority; a recipient of or applicant for any service provided by the Park Authority.
- e) Information relating to the financial or business affairs of any particular person;
- f) The amount of any expenditure proposed to be incurred by the Park Authority, or terms proposed under any particular contract for property, goods or services.
- g) The identity of any person offering any particular tender for a contract with the Park Authority.



- h) Information relating to any consultation or negotiations in connection with labour relations matters arising between the Park Authority or Minister and employees or office holders of the Park Authority.
 - i) Any instructions to Counsel and any opinion of Counsel in connection with legal proceedings by or against the Park Authority, or the determination of any matter by the Park Authority.
 - j) Information which, if disclosed to the public, would reveal that the Park Authority proposes to make an order or direction under an enactment.
 - k) Other legal considerations pursuant to our obligations under the Data Protection Act 1998.
2. Where a resolution is passed to exclude the public on these grounds, the resolution must identify the proceedings affected and state the reasons. The meeting is then not required to be open to the public.
 3. For a meeting of the Park Authority, public notice of the time and place of the meetings shall be posted at the offices of the Park Authority at least three clear days before the meeting (unless the meeting is convened at shorter notice).
 4. Where a meeting is open to the public, duly accredited members of the press shall be given reasonable facilities (as far as is practicable) for taking their report of the meeting (but not necessarily photographs).
 5. Copies of the agenda and reports for the meeting shall be open to inspection by members of the public at the Park Authority offices at least three days in advance of the meeting (except where the meeting is convened at shorter notice). It is for the Proper Officer to exclude from this such reports as are not likely to be open to the public. Copies of reports and agenda shall be available to the public at the meeting.
 6. An item of business may not be considered at a meeting unless the report (assuming it is open to the public) has been available for public inspection as set out above, or if there are special circumstances (to be specified in the minutes) which lead the Convener to the view that the item must be considered as a matter of urgency.
 7. Every report which is not open to the public shall be marked appropriately, with reason given for its exclusion from public circulation.



8. Media outlets may request a copy of a meeting agenda and reports.
9. Various meeting documents shall be available for public inspection up to six years after a meeting – the minutes, agenda, and relevant reports.
10. Where various parts of a meeting are closed to the public, to prevent disclosure of exempt information, and the minutes do not provide the public with a reasonably fair and coherent record of the proceedings, where possible the proper office shall make a written summary to provide such a record without disclosing the exempt information.
11. The rules above apply to all Committees of the Park Authority in addition to the full Board.
12. The Park Authority shall keep a register of the names of members of each of its current committees, open to the public. All members shall be contactable through the Park Authority Offices.
13. Video conference refers to joining a meeting through combined video and voice communication. However, in instances where local bandwidth limitations or other technical limitations exist preventing full video conference attendance, or by agreement between members and the Convener attendance by voice only may be permitted.



Annex 2 Drawing Lots / Tie-Break Procedure

1. Where operation of the Standing Orders election procedures requires a tie-break procedure to be implemented, the following procedures shall apply.
2. Where the tie break is required between only two candidates, a tie-break shall be affected by the toss of a coin. The Proper officer will agree with both candidates which side of the coin to be used represents heads and which side represents tails. The Proper Officer shall ask whichever candidate is listed highest in the order of candidates included in the original ballot to call either heads or tails. The Proper Officer shall then toss the coin and declare who is the winner of the tie break based on that coin toss. It will be at the Proper Officer's sole discretion to ensure the coin toss is clear and represents a final conclusion to the process.
3. Where the tie break is between three or more candidates, the tie break shall be affected by each candidate cutting a deck of cards. Candidates shall cut the deck of cards and take the card exposed by the cut. Candidates will cut the deck in the order in which they are listed on the ballot paper. The winner of the tie break shall be based on the candidate drawing the highest value card based on the suit rank, in ascending order, of club, diamond, heart, spade and the card order in ascending order of two to ace. Each candidate shall retain their card drawn, with the Proper Officer declaring the candidate to be excluded by that tie break based on their card held.