

This document constitutes the Election Rules, Regulations and Procedures. The purpose of the Election Rules Policy is to ensure that the elections for the ISLA Board are conducted in a democratic and unbiased manner, and in accordance with the rules of the Association.

## Definitions

**Election Period:** The period between the first call for nominations until the declaration of the results.

### Abbreviations:

- ERP      Election Rules Policy
- ESG      Election Subgroup
- FMFR    Full Member Firm Representatives

Elections will be held for seven Board Directors as the outgoing Chairman remains on the Board as ex-officio.

**Officer Positions:** For the avoidance of doubt, candidates can only be considered for the positions of Chairman, Deputy Chairman and Treasurer once they have been duly elected as a Board Director. In other words, a candidate cannot become an officer without first being elected by the FMFRs. Once the Board has been duly elected, they will agree through a majority vote who will be selected to assume the positions of Chairman, Deputy Chairman and treasurer.

## Election Control

1. During the election period, the ESG will ensure that the election is run in accordance with the ERP on behalf of the Board and ISLA members.
2. The ESG will consist of the following ISLA staff:

Andrew Dyson (Chief Executive Officer)

Yvette Hall

- a. ESG will report to the Board.
- b. No new members can join the ESG during the election period.

3. Candidates will not be:
  - a. Involved in the collation and publication of candidate manifestos.
  - b. Eligible to vote on or actively influence matters pertaining to candidate disqualification.
  - c. Eligible to vote on or actively influence any other matter which may influence the outcome of the election.

The ESG will be responsible for these elements of the process as appropriate.

4. Polling for the election is to be run by the ESG.
  - a. A poll of FMFRs will be conducted in the event that more nominations for Board Director positions are received than are open.
  - b. Eligible voters may cast votes for up to seven candidates for Board Director positions.
5. Board Director positions
  - a. The poll will be conducted using a simple majority voting system.
  - b. All votes will be counted, and candidates listed in order of votes received.

- i. The seven persons receiving the most votes will be elected as Board Directors, and with the ex-officio will bring the number of Board Directors to eight.
  - ii. In the event of more than one candidate having the same number of votes and that being fundamental to determining the result, the result of the election will be decided by the toss of a coin (2 tied) or the drawing of lots (more than two tied).
  - iii. The results as determined by the ESG are final.
6. Election details will be posted on the ISLA website and sent out by e-mail addressed to FMFRs.
7. Voting will take place by e-mail to [admin@isla.co.uk](mailto:admin@isla.co.uk) or via an electronic polling system. Details of the relevant voting procedures will be provided upon notification of the candidates standing for election. Once submitted, votes are irrevocable and cannot be changed.

## Eligibility & Nomination

8. Candidates must
    - a. be a Full Member Firm Representative (FMFR)
    - b. in the case of candidates who may be selected for the position of Chairman:
      - i. have served on the current Board
    - c. in the case of candidates who may be selected for either the role of Deputy Chairman & Treasurer
      - i. have served on the current Board
    - d. No more than three FMFRs from member firms within the same group may stand for election. The fourth and any subsequent nominations received by the ESG will be rejected.
  9. Nomination forms will be sent by e-mail to all FMFRs
    - a. FMFRs may only nominate themselves
    - b. Nomination papers must be forwarded by e-mail to [admin@isla.co.uk](mailto:admin@isla.co.uk) The nominee should provide a brief manifesto (maximum 150 words)
    - c. Nomination forms should be returned within the prescribed time limit.
    - d. No other form of nomination is acceptable
    - e. A copy of the manifesto should be e-mailed to [admin@isla.co.uk](mailto:admin@isla.co.uk)
    - f. Receipt of nomination forms will be acknowledged by e-mail. It is the responsibility of the nominee to ensure that their nomination has been received.
  10. The ESG will verify that nominations are from FMFRs and that they meet the criteria. Candidates will be advised of any discrepancies and be given an opportunity to resubmit their nomination, provided always that it is within the timetable. Once all nominations have been checked, a list of all candidates standing in the election, together with their manifestos, will be published on the members section of the website. Written details, together with voting forms, will be e-mailed to all FMFRs.
  11. It is the candidate's responsibility to ensure their nominations are valid and submitted in accordance with the timetable. In the event of uncertainty, the decision of the ESG will be final.
  12. In submitting the form(s), candidates are bound by the terms and conditions of these election rules and those on the nomination publication.
  13. During the election period candidates with complaints have the right of appeal to the ESG. Thereafter, if not resolved, the complaints procedure detailed in the ISLA Rules should be followed.
  14. Complaints after voting has closed shall be made in writing to the ESG no later than three working days after the close (of voting).
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15. All communication regarding the Election Rules Policy should be addressed to the ESG.
16. Appeals to the decisions of the ESG may be made to the CEO as representative of the Board, who will make the final decision.
17. Should any candidate contravene the election rules, the ESG shall judge whether a disqualification shall apply.
18. The elected Board will decide what action, if appropriate, may be taken should disqualification or an unwillingness to finally stand occur.
19. All the candidates' manifestos are to be received by e-mail and typed up using Microsoft Word, or compatible software and proofread before issue. The number of words counted shall be decided using this piece of software.
20. If a candidate's manifesto has more than the permitted 150 words, it will be truncated at 150 words and text will be inserted below stating: "The candidate's manifesto has exceeded the permitted 150 words and has therefore been truncated."
21. In their manifestos and campaign material, candidates must not make threats or insults, make derogatory, abusive, racist, sexist, or homophobic statements or references towards other candidates/generally.

### Timings

#### Monday 2 September

- Start of the election period. ISLA to email out nomination forms to all FMFRs.

#### Friday 20 September

- Nominations close – Nomination forms (including brief manifesto (maximum 150 words) to be emailed to [admin@isla.co.uk](mailto:admin@isla.co.uk) no later than 6pm London time.

#### Wednesday 25 September

- The full list of all candidates standing in the election, together with their manifestos will be published within **GDPR Privacy Policy and Rules** in the footer of the website.
- Written details, together with voting forms, will be e-mailed to all FMFRs Voting.
- Voting is now open.
- Voting forms are to be returned to [admin@isla.co.uk](mailto:admin@isla.co.uk) or pre-advised electronic polling platform

#### Friday 18 October

- Voting closes – Voting forms to be emailed to [admin@isla.co.uk](mailto:admin@isla.co.uk) or pre-advised electronic polling platform no later than 6pm London time.

#### Week commencing Monday 21 October

- All successful candidates to be advised of their election.
  - Declaration of results.
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