

Health Professions Council

11 May 2006

PROCESS FOR ELECTING THE PRESIDENT AND THE VICE-PRESIDENT

Executive Summary and Recommendations

Introduction

At the Council meeting on 12 July 2005 a process for the election of the President and the Vice President of Council was agreed. The process was used for the first time at the same meeting to elect the President and Vice-President.

At the Council meeting on 13 September 2005 it was agreed that 'the experience of holding the elections at the Council meeting on 12 July 2005 had indicated that an additional step needed to be added to the election process..... the process should be amended to allow for the Secretary to Council to seek nominations for the position of President and Vice-President in advance'.

A revised process was considered at 1 March 2006 Council meeting. The Council agreed at that meeting that the process should be revised further 'to include provision for seeking of nominations by email in good time. The process should also include the circulation of statements from candidates to members before the meeting at which the election would take place'.

Decision

1. The Council is asked to agree the attached revised process for the election for President and Vice-President.
2. The Council is requested to consider whether the Council standing orders should be amended to allow for members to nominate another member as their proxy to vote in the election of the President. The proposed amendment to the standing orders is as follows (SO 25);

Amendment to Council Standing Order (amendment shown in italics)

Voting

24. Except where the 2001 Order specifies a different requirement, any question at a meeting shall be decided by a majority of the members present, *and subject to Standing Order 25*, voting by a show of hands.

25. The election of the President and Vice-President shall be by secret ballot. Members who are eligible to vote but are unable to attend a meeting at which a ballot is to be held may appoint another member to act as their proxy and to vote in that ballot on their behalf.

Background information

The role of the Health Professions Council President and Vice-President as agreed by the Council available in the members' information pack and the members' extranet. A more detailed document regarding the role of the President has been added to the members' extranet.

The offices of President and Vice-President are not co-terminus.

A sample schedule for the election of the President, if the attached procedure is agreed, has been attached to this paper at appendix 1.

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

18 April 2006

Appendix 1

Sample schedule for Election of President if the attached process is agreed

Monday 19 June 2006

Secretary to Council seeks nominations from members

Monday 26 June 2006 – 5pm

Date by which nominations must be received.

Tuesday 27 June 2006

Secretary to Council seeks nominations again (if no nominations received following first request)

Monday 3 July 2006

Date of extended deadline if no nominations received after first request.

Tuesday 4 July 2006

Papers for 11 July 2006 Council meeting (first Council meeting) despatched

Tuesday 11 July 2006

Date of first Council meeting – Election of President held

HEALTH PROFESSIONS COUNCIL

Process for the election of the President of the Council

Introduction

Paragraph 12 of Schedule 1 to the Health Professions Order 2001 provides that the Council shall elect a President from among its members, and that the President will serve a four year term unless he or she:

- resigns as President;
- ceases to be a member of the Council; or
- is removed by a majority vote of the other members of the Council.

Process for the Election of President

Nomination Procedure

1. The Secretariat will announce the forthcoming election of President by email at least 15 full working days before the Council meeting at which the election is to take place.
2. Members may nominate themselves or may be nominated by another Council member. All Council members¹ are eligible to nominate themselves or another Council member for the vacant position.
3. If an election for the post of Vice-President is being run concurrent with the election of the President, members may nominate themselves or be nominated for both positions.
4. Candidates may, if they wish, provide a supporting statement of not more than one typed A4 page (12 point new roman typeface). This statement must be provided by the date specified by the Secretary and will be circulated with the Council papers. Late papers will not be circulated.
5. Candidates who have been nominated by another member will be contacted by the Secretariat and must confirm by email or in writing that they wish to accept the nomination.
6. Nominations must be received at least 10 full working days before the Council meeting at which the election is to take place.

¹ For the purposes of the July 2006 election of the President this refers to members of Council as at 10 July 2006. The NHS Appointments Commission has informed the Executive that there may be a delay in the appointment of new lay members (if required) to Council. Council should note that these members may not have been appointed in time to nominate/be nominated and/or vote in the election. In this case Council may wish to elect an interim President to hold office until the first Council meeting after the new appointments are made.

7. If no nominations are received by the closing date the Secretary to Council will be empowered to extend the nomination deadline for a further 5 full working days. The Secretary to Council will inform all members and will seek further nominations by email.
8. In a situation where no nominations have been received by the deadline the Council will meet as scheduled and will take a decision on how to proceed.
9. A list of nominations and supporting statements (if any) will be included with the Council papers for the Council meeting at which the election will take place.

Balloting procedure

1. The President will be elected at the first meeting of the Council following the end of the term of appointment of the preceding President. If this is not practical the Secretary to Council will be empowered to seek Council ratification by email that the election should be delayed until a date to be agreed by the Council.
2. The election will be the first item on the agenda of that meeting and the Registrar will act as chairman of the meeting for that agenda item.
3. The Registrar will detail the nominations as listed in the paper distributed to Council. Candidates who wish to withdraw their nomination may do so at this stage. No late nominations will be accepted.
4. Before the ballot is conducted each candidate will be given the opportunity, if they so wish, to address the Council for not more than five minutes.
5. In the event that only one candidate has been nominated then Council will be requested to pass a resolution appointing that candidate as President.
6. If there has been more than one nomination, then a secret ballot will be conducted by the Secretary to Council, among the members present².
7. The candidate with the majority of votes will be elected President. In the event of a draw the Council will take a short recess and consider how to proceed.
8. The members nominated may scrutinise the ballot process or appoint another member to do so on their behalf.
9. The Registrar will announce the winner to the meeting and the winning candidate will be appointed as President.

² Currently the Council standing orders stipulate that members must be present at a meeting in order to vote on any resolution proposed at the meeting. Council may wish to consider amending the standing orders to allow members to appoint a temporary representative (proxy) from among those members present at the meeting who may vote on behalf of that member in the election of the President. A suggested amendment to the Council standing orders is set out in the Executive Summary to this paper and an amendment to the nomination procedure and the ballot procedure has been included in italics at the end of this paper.

Suggested amendments to the election procedure if Council agrees that members may vote by proxy.

Nomination procedure

A member who is not able to attend the meeting may appoint a proxy from among those members who will be present who may vote on behalf of that member in the election procedure. The appointment of this representative must be confirmed in an email or a letter to the Secretary to Council.

Ballot procedure

If there has been more than one nomination, then a secret ballot will be conducted by the Secretary to Council, among the members present. The Secretary will collect ballot papers from members acting as a proxy for another member separately.

HEALTH PROFESSIONS COUNCIL

Process for the election of the Vice-President of the Council

Introduction

The Health Professions Order 2001 does not provide for the election of a Vice-President but that position is provided for in the Standing Orders of the Council. The role of the Vice-President is to chair meetings of the Council when the President is absent and to represent the Council, in place of the President, at external events.

The Vice-President is elected to serve a four year term unless he or she:

- resigns as Vice-President;
- ceases to be a member of the Council; or
- is removed by a majority vote of the other members of the Council.

Process for the Election of Vice-President

Nomination Procedure

10. The Secretariat will announce the forthcoming election of Vice-President by email at least 15 full working days before the Council meeting at which the election is to take place.
11. Members may nominate themselves or may be nominated by another Council member. All Council members are eligible to nominate themselves or another Council member for the vacant position.
12. If an election for the post of President is being run concurrent with the election of the Vice-President, members may nominate themselves or be nominated for both positions.
13. Candidates may, if they wish, provide a supporting statement of not more than one typed A4 page (12 point new roman typeface). This statement must be provided by the date specified by the Secretary and will be circulated with the Council papers. Late papers will not be circulated.
14. Candidates who have been nominated by another member will be contacted by the Secretariat and must confirm by email or in writing that they wish to accept the nomination.
15. Nominations must be received at least 10 full working days before the Council meeting at which the election is to take place.
16. If no nominations are received by the closing date the Secretary to Council will be empowered to extend the nomination deadline for a further 5 full working days. The Secretary to Council will inform all members and will seek further nominations by email.
17. In a situation where no nominations have been received by the deadline the Council will meet as scheduled and will take a decision on how to proceed.
18. A list of nominations and supporting statements (if any) will be included with the Council papers for the Council meeting at which the election will take place.

Balloting procedure

10. The Vice-President will be elected at the first meeting of the Council following the end of the term of appointment of the preceding Vice-President. If this is not practical the Secretary to Council will be empowered to seek Council ratification by email that the election should be delayed until a date to be agreed by the Council.
11. Unless an election for the office of the President is also to be held, the election will be the first item on the agenda of that meeting. If an election for both posts is to be held then the election of the Vice-President will be the second item on the agenda. The Registrar will act as chairman of the meeting for that agenda item.
12. The Registrar will detail the nominations as listed in the paper distributed to Council. Candidates who wish to withdraw their nomination may do so at this stage. No late nominations will be accepted.
13. Before the ballot is conducted each candidate will be given the opportunity, if they so wish, to address the Council for not more than five minutes.
14. In the event that only one candidate has been nominated then Council will be requested to pass a resolution appointing that candidate as Vice-President.
15. If there has been more than one nomination, then a secret ballot will be conducted by the Secretary to Council, among the members present³.
16. The candidate with the majority of votes will be elected Vice-President. In the event of a draw the Council will take a short recess and consider how to proceed.
17. The members nominated may scrutinise the ballot process or appoint another member to do so on their behalf.
18. The Registrar will announce the winner to the meeting and the winning candidate will be appointed as Vice-President.

Suggested amendments to the election procedure if Council agrees that members may vote by proxy.

Nomination procedure

³ Currently the Council standing orders stipulate that members must be present at a meeting in order to vote on any resolution proposed at the meeting. Council may wish to consider amending the standing orders to allow members to appoint a temporary representative (proxy) from among those members present at the meeting who may vote on behalf of that member in the election of the Vice-President. A suggested amendment to the Council standing orders is set out in the Executive Summary to this paper and an amendment to the nomination procedure and the ballot procedure has been included in italics at the end of this paper.

A member who is not able to attend the meeting may appoint a proxy from among those members who will be present who may vote on behalf of that member in the election procedure. The appointment of this representative must be confirmed in an email or a letter to the Secretary to Council.

Ballot procedure

If there has been more than one nomination, then a secret ballot will be conducted by the Secretary to Council, among the members present. The Secretary will collect ballot papers from members acting as a proxy for another member separately.

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