

Health Professions Council – 29 May 2008

Election of president

Executive summary and recommendations

### **Introduction**

Due to the uncertainty surrounding the timetable for the implementation of the proposed changes to the composition of the Council the 2008 Council elections were scheduled to take place as late as possible in the 2007/2008 Council cycle. The results of the elections will be presented to 3 July Council meeting.

An election for President must take place when the incumbent ceases to hold office<sup>1</sup>. Where the incumbent is re-elected an election must still be held.

Anna van der Gaag is one of the members of Council whose current term of office ends on 8 July 2008. By virtue of paragraph 12(2)(b) of schedule 1 to the 2001 Order, she will automatically vacate the office of President on ceasing to be a member of Council but will be eligible to seek re-election as President if she is re-elected to the Council.

The current process for the election of the President is attached. The process allows for a 15 full working day lead-in time for the election. The new Council will take office on 9 July 2008. The earliest date the election could be held is 29 July 2008. Given that this will be during the holiday period and that new members who wished to stand for election of President could be disadvantaged, it is proposed that the election is postponed until 11 September 2008 Council meeting.

In the interim it is proposed that the Council appoint a member to exercise the functions of the President until the election is held.

The Council would be able to adopt this course of action by passing a resolution by simple majority to the effect that:

1. the election for President be conducted in accordance with the procedure for such elections adopted by Council on 11 May 2006 (revised March 2007) such procedure to commence on Thursday 21 August 2008 and
2. until such time as that election has concluded [name of member] shall, on an interim basis, exercise the functions of the President.

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<sup>1</sup> Health Professions Order 2001, Paragraph 12(2) (b) of schedule 1 'The President shall hold office until he..... (b) he ceases to be a member of the Council.

**Decision**

The Council is asked to agree to the course of action suggested above and that the resolution is adopted at 3 July 2008 Council meeting.

Nominations for the member who will undertake the functions of the President on an interim basis will be sought at that meeting.

**Background information**

none

**Resource implications**

none

**Financial implications**

none

**Appendices**

Appendix 1 – process for the election of the President of the Council

**Date of paper**

9 May 2008

## Appendix 1

### 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 members are eligible to nominate themselves or another Council member for the vacant position.
3. Candidates may, if they wish, provide a supporting statement of not more than one typed A4 page (12 point Times New Roman). 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.
4. 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.
5. Nominations must be received at least 10 full working days before the Council meeting at which the election is to take place.

6. 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.
7. 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.
8. A list of nominations (in the form of a ballot paper) and supporting statements (if any) will be included with the Council papers for the Council meeting at which the election will take place.
9. 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 proxy must be confirmed in an email or a letter to the Secretary to Council<sup>1</sup>.
10. A member who is not able to attend the meeting, and who does not wish to appoint a proxy, may post or email their ballot paper to the Secretary to Council. In order to ensure that there is no double voting, a covering letter which includes the name and signature of the sender must be included with the ballot paper. In the absence of this letter the ballot paper will be declared invalid. It is the responsibility of the member to ensure that their vote has been received by the Secretary. All votes will be treated in the strictest confidence<sup>2</sup>.

## 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.

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<sup>1</sup> If an alternate member attends a Council meeting at which the election is to take place and votes in that election for the President, any proxy or postal vote from their corresponding registrant member will be set aside.

<sup>2</sup> Ibid

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 present. The Secretary will collect ballot papers from members acting as a proxy for another member separately and will include any valid postal/email votes in the count.
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.

***Updated at 29 March 2007 Council Meeting***