

BHS Committee Elections

There are two electable roles within a BHS Committee and these are Chairman and Vice Chairman. Candidates can stand for the role themselves or be nominated by other volunteers.

When it is identified that there is either a vacancy or a current Chairman/Vice-Chairman is coming to the end of their term, the following process should be followed. This will normally be undertaken by the National/Regional Manager but they may agree that the Secretary or another volunteer who is not currently in the post or standing to be elected can undertake this. On occasion there may be cases where it might be appropriate to follow a slightly different process. If this applies further discussion with your National/Regional Manager and/or Volunteer Manager can be had to agree changes.

Promotion of the Vacancy

- Promote the vacancy to the current committee and invite applications. Email all committee volunteers explaining that a vacancy is coming up and attach a copy of the relevant role description. They should be asked to read the role description and consider if they wish to stand for election. If this is the case they should return a volunteer enquiry form to the National/Regional Manager or Volunteer Manager within two weeks of the email date.
- Where appropriate promote the vacancy out to the local membership (ie. in a newsletter or post on the local Facebook page) to ensure members know there is a vacancy and they are welcome to apply.
- Where appropriate post the vacancy on the BHS website and other outlets as recommended locally and by the Volunteer Manager.
- If anyone would like to nominate someone for these roles let the National/Regional Manager know and they will contact the individual to discuss the opportunity with them and to establish if they are willing to stand.
- Any interested parties must complete and return a volunteer enquiry form to HQ which will be discussed with the National/Regional Manager.

Identifying Candidates

- Once all potential candidates have informed the National/Regional Manager they are interested, they should be contacted within one month of the application date. The National/Regional Manager will then work with the Volunteer Manager to identify suitable candidates.
- Where there is no prior knowledge of a candidate or if otherwise appropriate the Volunteer Manager or National/Regional Manager will ideally hold face-to-face interviews, if this is not possible then phone interviews will be conducted with prospective candidates to discuss the role and expectations for both sides.
- All candidates should be informed after the initial interview whether or not they are being recommended for election.
- Candidates should provide a written (200 words advised) summary of why they wish to stand for the role and what their vision and priorities would be as Chairman.
- Where possible all candidates will be invited to the next Committee Meeting to meet the team and deliver their summary personally.
- All local volunteers will receive an email with:
 - Candidate name(s) and summaries.

- A copy of the role description
- Date of the election (a minimum of two weeks from the email date) and clarification on whether it is a meeting or an email election.
- Time should be given before the election meeting for the committee members to discuss with the National/Regional Manager any reason the candidates would not be fit for the role. Any volunteer with any knowledge that would suggest a candidate is inappropriate should inform the National/Regional Manager in confidence.

The Election Meeting

- All candidates should be asked to leave the room.
- Any observers, including the National/Regional Manager may remain, but will not have a vote.
- Votes should be written down and counted by the National/Regional Manager.
- The National/Regional Manager will count any votes received from absent members, which must be received 24 hours before the meeting.
- All present committee members will have one vote.
- In most cases it will not be required for the Committee to know how people voted, only that a Candidate was, or was not, elected. Should there be a contention over the votes the National/Regional Manager can count them aloud to the Committee while the Candidates are out of the room.
- No Committee Member should be asked or criticised for voting one way or another, the vote should remain private.

Proceedings for an email election

- All votes must be sent to the National/Regional Manager by the election date.

Appointment

- A candidate will only be appointed if they receive a majority vote.
- If a majority is not received because not all committee volunteers voted, a new election date can be set and all volunteers should be asked to vote again.
- If a majority is not received because of abstentions and there is only one candidate they should be informed that they have not received majority support and will not be elected into the position. There should be a serious reason for abstentions since a lack of chairman can have significant impact on a committee.

Interim Solutions

- Where a Chairman's term has ended or a majority wasn't received in an election the Vice Chairman will temporarily take the place of Chairman in the committee.
- Where there is no Vice Chairman the National/Regional Manager will take on the Chairman role.
- These should be viewed only as a short term solutions and efforts should be made to find a new Chairman as soon as possible.

National/Regional Chairmen

- To elect a National/Regional Chairman or Vice Chairman all local volunteers should be invited to stand. Enquiry Forms should be delivered to the National/Regional Manager or Volunteer Manager.
- Members should be made aware that there is a vacancy but only current committee members are eligible to stand.
- Once Enquiry Forms have been received they will be discussed by the Volunteer Manager and National/Regional Manager.

- Where there is no prior knowledge of a candidate or if otherwise appropriate the Volunteer Manager or National/Regional Manager will ideally hold face-to-face interviews, if this is not possible then phone interviews will be conducted with prospective candidates to discuss the role and discuss expectations.
- All suitable candidates should be informed that they are able to stand. Candidates should provide a written (200 words advised) summary of why they wish to stand for the role and what their vision and priorities would be as Chairman.
- All National/Regional volunteers will receive an email with:
 - Candidate name(s) and summaries.
 - A copy of the role description
 - Date of the election (a minimum of two weeks from the email date) and clarification on whether it is a meeting or an email election.
- National/Regional Committee volunteers will vote a Chairman or Vice Chairman in.