



# Election Process Update 2023

## Briefing Note for Candidates and Member Organisations

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### Introduction

1. As agreed by the Assembly in June, nominations are being sought for elections to the posts of CAP President and Board Trustees (there are 7 places) to be finalised at the General Assembly meeting in Malaysia on 8<sup>th</sup> – 10<sup>th</sup> November 2023. The Secretary-General sent out the call for nominations on 8<sup>th</sup> May alongside the notice of the General Assembly meeting.
2. Nominations are sought by 25<sup>th</sup> September so that voting can take place in October prior to the General Assembly meeting. The purpose of this paper is to confirm the details of the nomination and voting process.

### Nominations

3. The process involves individuals nominating themselves by use of a standard form, which seek:
  - Necessary information on the candidate;
  - Affirmation by the candidate that they are able to take up the Charity Trustee role and have no obstacle either because of bankruptcy (a legal bar to being a Trustee) and additionally have no criminal record or upheld or unresolved ethical or professional complaint that might cause embarrassment to the reputation of CAP;
  - A statement setting out a manifesto of the candidate, limited to 1000 words in the case of candidates for President and 300 words for Board Trustees. (The shorter statements for Board Trustee candidates reflect the expectation of multiple candidates and seek to keep to manageable limits the amount of reading required for those voting.)
4. The form requires that a signed copy is sent in pdf format to the Administrator with a copy sent to the Chief Executive or equivalent of the Member Organisation. Part C of each form has been drafted for use by the Member Organisation in confirming their support for the candidate – both the nomination form and support form must be received by the Secretary-General by the 25<sup>th</sup> September in order for the candidate to go forward into the election. It should be noted that in supporting a candidate's nomination, the Member Organisation is not committing to voting for the candidate (either as first preference or at all) in the election itself.

## Voting Process

5. Following the 25<sup>th</sup> September, the Secretary-General will issue to each Member Organisation a voting form including the lists of candidates standing together with copies of the 'manifestos'.
6. The voting process will depend on the number of candidates standing:

For the **President**, no voting will be required in the event that only one candidate is nominated. If 2 or more candidates are nominated, the eligible Member Organisations will be asked to submit their votes by email to the Administrator by the 31<sup>st</sup> October, ranking the candidates in order of preference. The candidate receiving least first preference votes will be eliminated and their second preference votes allocated to the remaining candidates – and so on until two candidates remain and there is a winner. (In the case where just two candidates are standing, the decision will simply be on the number of first preference votes received.)

For the **Board Trustees**, no voting will be necessary in the event that 7 or fewer candidates stand: in this case, all the nominated candidates will be appointed as Trustees. In the event that more than 7 candidates stand, the voting will be as for the President with votes submitted by email to the Secretary-General by the 31<sup>st</sup> October, each ranking candidates in order of preference. The candidate receiving fewest first preference votes will be eliminated and second preference votes reallocated until there are 7 candidates remaining.

7. Only votes received from Member Organisations that are up to date with their subscriptions will be counted.
8. Two members of the Interim Board who are not themselves candidates for election will be asked to assist the Secretary-General in concluding the process of voting in the event that preference voting by the 31<sup>st</sup> October is necessary.
9. In the event of a tie for the role of President or for the 7<sup>th</sup> place on the Board of Trustees, it is proposed that a second round of voting will be run following the General Assembly to be concluded in time for the elected person/people to take up their posts on 1<sup>st</sup> January. This second round will only involve the candidates who are tied (not, for example, those who are voted into the first 6 places on the Board of Trustees).