

# Standard Operating Procedure for Electing the Trustees of Stanmore Jafferys CIO

*Adopted as a standard operating procedure (SOP) for electing the Trustees of Stanmore Jafferys CIO by the Board of Trustees on 19<sup>th</sup> March 2024*

## 1. Introduction

1.1 The purpose of this document is to set out a Standard Operating Procedure for electing trustees within the framework of the constitution of Stanmore Jafferys ("SJ") CIO, namely:

- 1.1.1 The Head of Gents Sports, elected by male members
- 1.1.2 The Head of Ladies Sports, elected by female members
- 1.1.3 One male, elected by members at the AGM
- 1.1.4 One female, elected by members at the AGM

1.2. The following management committee positions are appointed by the trustees following recommendation(s) made by the Head of Gents Sports and Head of Ladies Sports respectively.

- 1.2.1 Gents Vice sports Lead, Gents Sports Secretary, Gents Sports Assistant Secretary, Gents Sports Treasurer, Gents Sports Assistant Treasurer, recommended by the Head of Gents Sports
- 1.2.2 Ladies Vice sports Lead, Ladies Sports Secretary, Ladies Sports Assistant Secretary, Ladies Sports Treasurer, Ladies Sports Assistant Treasurer, recommended by the Head of Ladies Sports

In each case, the elected and appointed roles listed above shall serve for three year terms of office commencing on the first day following the AGM. A charity trustee may serve a maximum of two consecutive terms.

## 2. The Electoral Process

2.1 At least 40 days before an AGM to elect specific role(s), the trustees of SJ will invite interested candidates to submit their nomination to the club. Each nomination should be proposed and seconded by two separate members of SJ.

- 2.1 The trustees of SJ will vet nominations to ensure each that each candidate is a fully paid up member of the KSIMC of London, and that each proposer and seconder are fully paid up members of SJ.
- 2.2 The nomination process shall close at least 25 days prior to the AGM; thereafter, no nominations shall be accepted.
- 2.3 The trustees of SJ shall then publish a list of persons standing for election (or re-election) as trustee or elected management committee member at least 14 clear days prior to the AGM (alongside the Notice of AGM and other required documents).
- 2.4 The trustees of SJ shall select an independent member of SJ to conduct the elections ("the election officer") and shall disclose the name of the election officer within the AGM pack.
- 2.5 If, at the point that nominations close, no eligible nominations are received for a give role, the trustees of SJ shall re-open nominations for a further 5 days and explain the reasons for this.
- 2.6 If, at the point that nominations close, only one eligible nomination is received for a given role, that candidate shall be duly elected unopposed by the election officer at the AGM.
- 2.7 If more than one eligible nomination is received for a given role, the election officer shall conduct elections at the AGM using a suitable electronic voting system that enables the relevant member cohort to vote via a secret ballot. Proxy or postal voting will not be permitted.
- 2.8 Only votes cast in the window of time allocated for each election by the election officer shall be counted; candidates are elected based on a simple majority.
- 2.9 The election officer shall announce the result of the election at the AGM once votes have been counted and duly verified.
- 2.10 The Secretariat of SJ is responsible for ensuring that attendees of the AGM are fully paid up adult members of Stanmore Jafferys CIO and are therefore eligible to vote.