



NOMINATIONS AND ELECTION PROCEDURE: ESFA COUNCIL MEMBERSHIP

Nominations

- 1 As vacancies arise in their Region, any Association affiliated to the ESFA in that Region may make nominations to the national Council in accordance with prevailing ESFA rules and eligibility criteria.
- 2 This nomination must arise from a properly constituted meeting of that Association, and the relevant minute must accompany the nomination, which must be in the format prescribed by the ESFA.
- 3 Only the registered Secretary may make the nomination on behalf of the Association.
- 4 The nominating Association must secure from within its Region the support of one more affiliated Association. This seconding Association must confirm their agreement to the nomination in accordance with points 2 and 3 above.
- 5 Each Association may either nominate or second only one candidate from within their Region: Associations may not nominate or second outside of their own Region.
- 6 It is the responsibility of each nominating and seconding Association to check the eligibility of their nominee and the rules guiding the nomination process in the ESFA handbook and as referenced in the call for nominations.
- 7 Appropriately completed nomination forms must reach the ESFA HQ by the means stipulated in the call for nominations no later than 5pm on the deadline stated.
- 8 Should the number of nominees exceed the number of vacancies in a Region, an election will take place. In making or seconding a nominee, your Association will be deemed to have cast its vote by virtue of that nomination/seconding.

Elections

Should the call for nominations stimulate more eligible nominees than there are vacancies in the Region, then an election shall take place in the timeframes described in the call for nominations:

- 1 Immediately following the closing date, all submitted nominations will be checked for eligibility. The ESFA reserves the right to contact nominees directly for personal confirmation of their circumstances. Any Association making an ineligible nomination will be notified.
- 2 Affiliated Associations in the Region will be notified of the names of the eligible candidates, their nominating and seconding Associations and the means by which they have been deemed eligible.
- 3 Nominated candidates will be invited to submit a short biography to share with that Region's Associations: these will then be distributed to the Region with the specific election instructions and deadlines
- 4 Each Association will be invited to select their preferred candidate and vote accordingly: this vote must arise from a properly constituted meeting of that Association, and the relevant minute must accompany the vote, which must be in the format prescribed by the ESFA.

Only the registered Secretary may cast the vote on behalf of the Association.

- 5 Votes must be returned by the means stipulated in the notification of the election: any votes not submitted in accordance with these means will be disregarded.
- 6 Votes will be counted by the ESFA's Chief Executive and one other returning officer selected from the team of Honorary Auditors
- 7 Association votes will be counted in the same way that AGM votes are cast
- 8 Election to Council will be by simple majority
- 9 In the event of a tie, any Association not voting for those nominees with the most votes will be invited to vote for a second time from the tied candidates
- 10 If this does not result in a clear winner, the Honorary Auditors shall select from the nominated candidates based on the needs of the Region (eg geographical coverage, skills/knowledge).
- 11 Members outside of the Region in question shall not be entitled to cast a vote.

This election guidance will be published on the ESFA website and sent to affiliated Associations upon calling for nominees.