

## BF ELECTION ADMINISTRATIVE PROCEDURES

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Last Updated: June 2021

Regulations for the Administrative Procedures for the Election made by the Electoral Officer under Bye Law VII.4 (supplemental to the Bye Laws and to be read in conjunction with them).

1. Under Bye Law 2(k) the Nominations Committee shall identify and advertise the desired skills of candidates for election. This identification shall be based on the existing skills matrix of the Board. The Nomination Form will be updated to reflect these desired skills.
2. On receipt of each completed Nomination Form and Candidate's Details Form BF Head Office will check that the candidate is eligible under the Bye-laws for election, that all the nominators are eligible under the Bye-laws to make the nomination, that no member has signed as nominator for more candidates than is permitted under Bye Law VI.2(c)(i), and that the Board has not nominated more candidates than is permitted under Bye Law VI.2(c)(ii).
3. BF Head Office will then forward a copy of each Nomination Form to the Electoral Officer (EO) (keeping the original in the BF offices), drawing the attention of the EO to the results of their checks under 1 above.
4. On receipt of such copies the EO will check the conclusions reached by BF Head Office. In particular, the EO will ensure that the procedures laid down in Bye Law VI.2(c) are applied in the case of excess nominations.
5. If the EO considers any nomination to be invalid for any reason, she/he shall reject the nomination and arrange for the candidate to be informed in writing, through BF Head Office, that the nomination has been rejected and why, and (where applicable) that if the problem is rectified in time a corrected nomination might be accepted. In the case of a nomination by the Board being invalid, the Board shall also be so informed.
6. Neither the EO nor BF nor any officer or employee of BF has any liability whatsoever for any decision taken by the EO under the above paragraphs or under Bye Law VI.2(c). The time limits laid down for submission of nominations and otherwise in connection with the election are not in any way affected or extended by anything done under those paragraphs.
7. Prior to the sending out of the ballot papers BF Head Office may reply to enquiries about the names of the candidates and of their nominators, but must not disclose to any third party any other information from any Nomination Form or Candidate's Details Form without the prior consent of the EO.

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8. Under Bye Law 2(k) the Nominations Committee shall assess each Nomination Form against the advertised desired skills. Under Bye Law 4(a)(i), the ballot paper dispatched to Members must include or be accompanied by a statement from the Nominations committee as to whether each candidate fully meets, partially meets or does not meet the desired and advertised skills for candidates.
9. In the case of any inconsistency between these administrative procedures and the Bye Laws, the Bye Laws shall prevail.

*Teddy Bourne, BF Electoral Officer/2021*