

BF BOARD ELECTIONS - INSTRUCTIONS FOR NOMINATIONS

Last Updated: May 2021

INSTRUCTIONS FOR NOMINATION OF DIRECTORS

A. Nominations are sought for the following members of the Board:

Three (3) Board Directors

Job Description:

The job description is set out on the BF website at "Governance - British Fencing Board - Director Job Description".

<https://www.britishfencing.com/wp-content/uploads/2020/04/BF-Board-Director-Responsibilities-v2.0.pdf>

B. Nomination Date: The Nomination Date, by 12 noon on which duly completed and signed Nomination Forms must be received by the BF Head Office, is as shown in the Announcement accompanying these Instructions.

C. Nomination Forms can be downloaded from the BF website <https://www.britishfencing.com/wp-content/uploads/2021/Nomination-Form-2021.docx> or obtained by contacting the BF Head Office on headoffice@britishfencing.com.

Please note that:

- Nomination signatures can be collected on more than one copy of the Nominators' Signatures part of the Nomination Form if required. The form may be photocopied or duplicated electronically for that purpose. All necessary copies of the form containing nominating signatures must be submitted with the nomination form completed and electronically signed or the paper form signed and a scanned copy submitted.
- Please note that candidates are not allowed to submit more than 20 signatures as their nominating members. If more than 20 signatures are submitted, BF is not obliged to check more than 20 of them for validity. In any event, only 15 signatures will be shown on each candidate's published details for the election. It is recommended that each candidate should submit 16 to

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20 signatures, to give protection against the accidental invalidity of any signature(s).

- No member may sign as a nominator for more candidates than the number of vacancies to be filled, and the Board may not nominate more than that number of candidates.
 - The above is a summary for convenience. Please be sure to study the detailed provisions of Bye Law VI in relation to BF elections; the Bye Laws can be found on the BF website at https://www.britishfencing.com/wp-content/uploads/2020/07/bye_laws_as_amended_30.06.2020.pdf. Bye Law VI.2 (copied below) deals in detail with the requirements for nomination of directors, and the provisions of the Bye Law prevail in case of any discrepancy between those provisions (on the one hand) and these Instructions and the Notice to which they are attached (on the other).
- D. The following is an extract from the Association's Bye Laws setting out the requirements for valid nomination of a candidate:

2. Nominations

All candidates for election must have been validly nominated.

The conditions for making valid nominations are:

- (a) Nominations must be made by either:-
 - (i) 15 paid-up Members who are Qualifying Voting Members as at the Qualifying Date. (See also Bye Law VI.2(j)(v)); or
 - (ii) the Board. In the case of a nomination made by the Board, the Nomination Form shall require only the signature of the Chair of the Association, or failing him another Director (not being the nominee) appointed by the Board for the purpose, in place of the signatures of 15 Members.
- (b) A Member who is an employee of BF at the Qualifying Date shall not be entitled to be a nominator.
- (c) (i) No Member shall sign as a nominator for more candidates than the number of Vacancies. If this limit is exceeded, that Member's nomination signature shall be deleted from one or more of the Nomination Forms on which it appears so as to reduce that Member's number of nominating signatures to the maximum permitted number, under the supervision of the Electoral Officer, as follows:
 - The signature shall be deleted first from any Nomination Forms which it appears which would still have the required 15 nominating signatures even after the deletion; if further deletion is still needed after that, then:
 - If the chronological order in which BF Head Office received the Nomination Forms containing nomination signatures by the Member in question is known, the deletion shall be done from the last received backwards.
 - If or to the extent that the chronological order is not known, or the nominations were received at the same time, the deletion shall be done in an order established by the Electoral Officer drawing lots.

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- (ii) The Board shall not nominate more candidates than the number of Vacancies. If this limit is exceeded, so many of the nominations made by the Board shall be eliminated as is necessary to reduce the number of candidates nominated by the Board to the maximum permitted number, under the supervision of the Electoral Officer, as follows:
- If the chronological order in which BF Head Office received the Board's nominations is known, the elimination shall be done from the last received backwards. Each nomination by the Board shall be deemed to have been received at BF Head Office on the date on which the Board passed the resolution to make that nomination.
 - If or to the extent that the chronological order is not known, or the nominations were received at the same time, the elimination shall be done by the Electoral Officer drawing lots.
- (iii) (1) Where any Nomination Form signed by members is rendered invalid under paragraph (c)(i) for want of the necessary number of signatures, the affected candidate shall be informed as soon as reasonably possible. The Nomination Form may be resubmitted with the necessary additional valid signature(s), but must still be received by BF Head Office by the Nomination Date.
- (2) Where any nomination by the Board is eliminated under paragraph (c)(ii), the Chair of the Board and the Chief Executive shall be informed as soon as reasonably possible. The Board may still submit up to the permitted number of Nomination Forms, but the Forms must still be received by BF Head Office by the Nomination Date. A fresh resolution of the Board will be required to decide which forms are to be submitted.
- (iv) There is no appeal against any deletion or elimination properly made under this clause.
- (d) Home Country Fencing Organisation Presidents and Treasurers shall not be eligible for nomination. (However, for the avoidance of doubt, this does not prevent Home Country Fencing Organisation Presidents and Treasurers from nominating candidates in accordance with the terms of these Bye Laws.)
- (e) Every nominee must be a paid-up Member on the date on which the Nomination Form is received at BF Head Office; otherwise, the nomination is invalid.
- (f) Each nomination must be made on an official Nomination Form.
- (g) (i) The Nomination Form shall incorporate a form giving details of the candidate ("Details of Candidate Form") and shall contain and/or be accompanied by instructions for the nomination of Directors and submission of Nomination Forms. The Nomination Form shall be in a form approved by the Board or the Electoral Officer (see paragraph VII below). The Nomination Form must be duly completed in accordance with the said instructions. From here on, references to the Nomination Form include, where the context so admits or requires, all those documents and

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matters required to be incorporated or contained in, or to accompany, the Nomination Form.

- (ii) Nomination Forms shall be made available electronically on the BF website by not later than 5 working days after the date on which the Nomination Date is announced under paragraph (h)(ii) below. In addition, a paper or electronic copy of the Nomination Form shall be sent promptly to any Member who, by not later than 5 working days before the Nomination Date fixed under paragraph (h)(i) below, has requested one in writing from BF Head Office.

- (h) (i) At the same time as it fixes the Qualifying Date and the Closing Date, the Board shall also fix the date ("the Nomination Date") by which completed Nomination Forms must be received by BF Head Office.
- (ii) The Qualifying Date, the Nomination Date, the Closing Date and the job description(s) for the Vacancy/ies shall be announced on the BF website as soon as possible after being fixed by the Board. They may also be published in "The Sword" magazine, and/or in such other way as the Board may decide. The announcement may be accompanied, for information only, by an election timeline chart in the form of the attached example, or such other form as the Board or the Electoral Officer may approve.
- (iii) There must be a period of at least one month between the date on which the Nomination Date is published or announced and the Nomination Date.

- (j) (i) Each duly completed and signed Nomination Form, including the Details of Candidate Form, must be received by BF Head Office by not later than 12 noon on the Nomination Date.
- (ii) The Forms must be sent to BF Head Office by email or, if the Directors have so approved may be submitted through a website.
- (iii) In all cases, the signatures of the nominating Members or Director (or copies of them, in the case of forms submitted electronically), must be clearly visible, and the names and BF membership numbers of the signatory/ies must be clearly legible.
- (iv) Signatures may be collected on more than one copy of the relevant part of the Nomination Form, as long as all the necessary copies are submitted with the nomination.
- (v) (i) The Nomination Form for any candidate (not being a candidate nominated by the Board) may contain up to, but not more than, 20 nominating signatures. This is to allow some margin of error in case any signatures are deemed invalid for any reason. BF (or other person conducting the election on behalf of BF) shall not be obliged to check more than 20 signatures for any candidate. BF will check the signatures in the order submitted by the candidate, or – if that order is not clear – then may do so in any order.
- (ii) If a candidate provides more than 15 valid nominating signatures, the first 15 only (or, if the order is not obvious, then any 15 only) shall be used.
- (iii) The names of any valid nominating signatories above the limit of 15, and the names of any signatories whose signatures are not valid, shall not be published with the candidates' details."