



Subject	2016 Election of Chair and Vice Chair		
Status	Open		
Purpose	For Decision		
From	Registrar		
History	Parent Committee	First submitted	Revision number
	N/A	11/02/2016	1

[If you have any enquiries on this paper, please contact Karen Holmes on 020 7580 5861](#)

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### 1. Purpose

To agree the timetable for the election of the Chair and Vice Chair and the amendments to the normal timings to facilitate the specific circumstances for 2016.

### 2. Recommendations

It is recommended that the Board:

- i. Agrees the timetable for the Chair and Vice Chair election process for 2016; and
- ii. Agrees in the event that the current Vice Chair is not re-elected to the Board, the vacancy will be held until the scheduled Chair and Vice Chair election.

### 3. Terms of Reference

Under the General Rules, the elections for the Chair and Vice Chair are conducted annually by the Registrar and are by way of secret ballot. The Registrar must provide the Board with an election timetable identifying the nomination and election dates.

### 4. Open

### 5. Contribution to the Board's Strategic Aims

The election of the Chair and Vice Chair assists the Board in the delivery of all its strategic aims, and in particular, is a requirement under Schedule 1 of the Act.

### 6. Key Points

- i. The Board's General Rules state the periodic election for the Chair and Vice Chair must take place between 1 April 2016 and 15 July 2016.
- ii. The timetable is determined by the Registrar and notified to the Board. It has been set to avoid disruption to any Board meeting and provide continuity during the transition of the Board in 2016.

- iii. The proposed timetable is as follows:

<b>Date</b>	<b>Election Stage</b>
<b>Wednesday 8 June 2016</b>	Nominations invited for Chair and Vice Chair.
<b>Wednesday 29 June 2016 (5.00pm)</b>	Nomination Deadline. Nominations close at 5.00pm. Fully completed nomination forms, together with any election address for circulation, must be received by this time.
<b>Thursday 30 June 2016</b>	Candidates standing for election, together with those nominating them will be announced. Term of office will take place from Friday 15 July 2016.
<b>Friday 1 July 2016</b>	Voting papers will be sent to the Board.
<b>Thursday 14 July 2016</b>	Election day. Votes must be cast by 5.00pm.
<b>Friday 15 July 2016</b>	The results of the election will be announced and the Chair and Vice Chair will take up office immediately.

The Board is asked to note the timetable and alert the Registrar of any difficulties.

- iv. In the event that the Board's current Vice Chair, Richard Parnaby, is not re-elected to the Board, it may be possible to hold a special election in advance of the timetable above; however the more proportionate option would be to hold the vacancy open and undertake an election at the same time as the Chair's election as illustrated above.

Due to the current Board Chair retiring at the end of July 2016, any uncontested candidates will not take up office until Friday 15 July 2016, after the July Board meeting which will be chaired by the outgoing Chair.

## 8. Risk Implications

As part of its formal governance process, it is important to ensure that properly constituted elections are held for the Chair and Vice Chair of the Board. Any flaw in the process or delivery of the election itself could result in reputational damage to ARB.

## 7. Resource Implications

Carrying out separate elections for the positions of Chair and Vice-Chair would duplicate the work needed to execute the elections, where as one election for both positions would be less time consuming and proportionate.

**8. Communication**

The General Rules provide the timing of announcements in relation to the election. Staff will work with candidates to ensure that a full press release can be issued immediately after the election.

**9. Growth Duty Considerations**

None identified

**10. Equality and Diversity Implications**

None identified.