



**Subject** 2018 Periodic Election of Chair and Vice Chair  
**Purpose** For Note  
**From** Registrar & Chief Executive

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### 1. Summary

The purpose of the paper is for the Board to note the 2018 periodic election timetable for the election of the Chair and Vice Chair as required under Rule 7 of the Board's General Rules. To note that the positions of Chair and Vice Chair will run for one year or less if the planned changes to the constitution of the Board become effective before one year has elapsed.

### 2. Open

### 3. Contribution to the Board's Purpose and Objectives

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

### 4. Key Points

- i. The Board's General Rules state the periodic election for the Chair and Vice Chair must take place between 1 April and 15 July of each year.
- ii. The timetable is determined by the Registrar and notified to the Board. It has been set to avoid disruption to any Board meeting.
- iii. The proposed timetable is as follows:

Date	Election Stage
Wednesday, 6 June 2018	Nominations invited for Chair and Vice Chair
Wednesday, 27 June 2018 (5.00pm)	Nomination Deadline. Nominations close at 5.00pm. Fully completed nomination forms, together with any election address for circulation, must be received by this time.
Thursday, 28 June 2018	Candidates standing for election, together with those nominating them will be announced. Term of office will commence on Friday 13 July 2018.

<b>Friday, 29 June 2018</b>	Voting papers will be sent to the Board.
<b>Thursday, 12 July 2018</b>	Election day. Votes must be cast by 5.00pm.
<b>Friday, 13 July 2018</b>	<p>The results of the election will be announced and the Chair and Vice Chair will take up office immediately for a period of one year, subject to any changes to the constitution of the Board becoming effective.</p> <p>The new Chair will chair the Board meeting to be held on 19 July 2018.</p>

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

## 5. Resource Implications

Running the periodic election for the positions of Chair and Vice Chair forms part of our core work.

## 6. Risk Implications

Continuing to operate a robust and transparent governance process is important. Properly timed and constituted periodic elections for the Chair and Vice Chair of the Board form part of this process. Any flaw in the process or delivery of the election itself could result in reputational damage to ARB and could interrupt the flow of business

## 7. 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.

## 8. Equality and Diversity Implications

We have not identified any equality or diversity implications in relation to the running of the periodic election. The nomination and voting process will be made as accessible as possible to accommodate any needs.

Board members will be made aware of their right to request reasonable adjustments to the election/appointments process should they be required