

County Trustees Elections Guidelines



Introduction

The March 2024 Edition of the Policy, Organisation, & Rules of The Scout Association (POR), states that County Trustees are appointed by the Scout Council at their AGM following a rigorous and transparent selection process agreed by the members of the Trustee Board. This includes the Chair and Treasurer roles.

The Trustee vacancies should be advertised widely so that it is clear it is an open process. This should generate interest from members of the County and may also include people from outside the Scout Council (including from outside the Scouts), provided that there is no conflict of interest. This selection process may include nominations or an election process or other locally appropriate procedures. It may include selection of persons with specific skills from outside the Scouts.

General principles

The election and appointment of an effective board of trustees, who collectively possess a range of attributes, behaviours, skills, and experiences of relevance and benefit to South & South East London Scouts activities and operations, is essential to the success of the County.

The County will strive to ensure that:

- the process is impartial, and procedures are applied objectively and consistently
- voting systems are secure and accurate, and votes are cast anonymously
- all members of our County Scout Council are encouraged to participate in elections and elections will be well publicised and accessible to all Council members
- the administration of elections is transparent
- The election will be held in accordance with the relevant provisions of the county constitution

Scope of guidelines

These guidelines apply to the appointment of elected members of the County Board of Trustees. They are relevant to members of the County Scout Council (as voters), prospective candidates and current Trustees selected for re-election.

Members of the election panel must also comply with these guidelines when fulfilling their own responsibilities within the election process, as summarised in this guidance.

Equal opportunities

The County is committed to ensuring that all members of the County Scout Council (as voters), and all prospective candidates are able to participate equitably in elections.

To help ensure this:

- the County will use its reasonable endeavours to make election materials available in formats that are accessible for all Council members on request (for example, where a modified format is required because of a Council member's specific need)
- alternative methods of voting may be made available, where practical, to members of Council who may not be able to vote using the primary method because of a disability or needs
- the County Inclusion and Diversity Adviser(s) (if in place), will be involved throughout the process to ensure that the elections process is as accessible and inclusive as possible

What an open selection means

In an open selection process, Trustee vacancies are advertised publicly to try and reach a wider range of potential applicants. This gives more people the chance to consider the opportunities and express interest, while increasing the mix of skills and experiences on our Trustee Board.

Why this is important

Using an open selection process to find Trustees is very common, and considered best practice, in the charity sector. Open selection can increase the diversity of a Trustee Board by making other people aware, keeping the process transparent, and removing potential conflict of interests such as where Lead Volunteers (GLSs, DCs, CCs), previously nominated a Chair.

Why we openly recruit Trustees

Our trustees play an integral leadership role in our County. Our members deserve a Board of Trustees who will excel at what they do.

When a company recruits for paid roles it enables them to select the best candidate, having built a relationship and understanding of how they can work together in the company and with its customers. Good trustee recruitment works in the same way. A new trustee might shake things up a bit. But it can be a far greater risk if our board table is filled by a group of people who all think the same way: they're less likely to be alert to the range of charity risks, challenges, and opportunities we face, to spark creative thinking in one another, and to bring the breadth of knowledge that we may need from our board.

To find the mix of people with the skills and other qualities we need to lead the governance of our County effectively, we need to look beyond our own front door and extend our search much wider. Being intentional about when and how we recruit will make a real positive difference to what our board looks like and achieves.

Open recruitment enables us to reach a far wider pool of potential trustees and to target the specific skills, knowledge, experience, and other qualities that we need at a given point in time, including those gained from lived experience of our charity's purpose.

Composition of the County Board of Trustees and conditions of membership

Following national good practice and The Scout Associations guidelines, as set out in POR, the membership of the County Trustee board has a maximum of 12 members and is as follows:

a) Elected Members

There are eight elected trustees:

- seven elected trustees, one selected from each of the geographical London Boroughs the county serves: Royal Greenwich, Bromley, Bexley, Lewisham, Southwark, Lambeth, and Wandsworth.

Elected trustees need not be, at the time of their nomination, members of the Association, providing that those so nominated accept to become a member on their appointment by the Council at the Annual General Meeting.

- One targeted elected youth trustee from across the County. Elected youth members of the Board must have passed their 18th birthday before the date of the Annual General Meeting but not reached their 24th birthday at the date of their nomination. Nominated youth members must be, at the time of their nomination, members of the Association and accept to continue to be a member on their appointment by the Council at the Annual General Meeting.

b) Appointed Members

There are two appointed trustees: the Chair of the Board and the County Treasurer.

Appointed trustees need not be, at the time of their nomination, members of the Association, providing that those so nominated accept to become a member on their appointment by the Council at the Annual General Meeting.

c) Ex Officio Members

There are two Ex Officio members: the County Lead Volunteer and County Youth Lead, who are members of the board as part of their role and in order to fulfil their responsibilities.

Ex officio Trustees fulfil their trustee responsibilities for as long as they hold their ex officio role. Their Trustee membership of the Board ceases as soon as they are no longer in role.

d) Co-opted

Co-opted Trustees can be appointed by the Trustee Board for an initial period of one year. Further periods of appointment may be agreed by the Trustee Board, though co-opted Trustees are encouraged to move to being appointed trustees at the next AGM.

e) Attending Members

The Board also has an appointed Board Secretary, who is not a trustee and who shall not have a vote.

The County Growth, Community Engagement and Volunteer Support Services Manager is asked to attend board meetings to enable them to report to the trustees, provide information to aid discussion and take actions points away to be carried out and who shall not have a vote.

From time to time other members of the County Team or subject experts may be invited to attend to provide updates, advice and guidance to the board and shall not have a vote.

f) Right to attend meetings

The Lead Volunteer for the Greater London Scout Region has the right to attend meetings of the County Trustee Board and who shall not have a vote.

g) Invited to attend meetings

The County's nominated member on the Council of The Scout Association and the County's nominated Youth Representative on the Council of The Scout Association attendance at Trustee Meetings is by invitation only (if necessary).

Terms of office

Elected and appointed members of the board (elected or appointed in accordance with these County Trustee Election Guidelines and the County Constitution), shall retire at the Annual General Meeting of the County Scout Council held in the third year (as a maximum), after the year in which they were elected. They shall be eligible for nomination and re-election by the Council for a further two terms (six years), after which they shall be required to take a three-year break (this includes Chair and Treasurer).

As an example, if a Trustee served three years and then became Treasurer, that person could be Treasurer for no more than six years.

To ensure that the first elected trustees do not all retire from office in the same year, the initial terms of office limits shall be decided at the first meeting of the new board.

These terms of office will be set as:

- 3 trustees with a three-year term of office
- 2 trustees with a two-year term of office
- 3 trustees with a one-year term of office

Board membership

Role		Source	Category	Process	Status
1	County Chair		Appointed	Advertised	Voting Trustee
2	County Treasurer		Appointed	Advertised	Voting Trustee
n/a	Secretary to the Board		Appointed	Recruited	In attendance
3	County Lead Volunteer		ExOfficio	Role Holder	Voting Trustee
4	County Youth Lead		ExOfficio	Role Holder	Voting Trustee
5	Trustee	Bromley Borough	Elected	Advertised	Voting Trustee
6	Trustee	Bexley Borough	Elected	Advertised	Voting Trustee
7	Trustee	Royal Borough of Greenwich	Elected	Advertised	Voting Trustee
8	Trustee	Lewisham Borough	Elected	Advertised	Voting Trustee
9	Trustee	Southwark Borough	Elected	Advertised	Voting Trustee
10	Trustee	Lambeth Borough	Elected	Advertised	Voting Trustee
11	Trustee	Wandsworth Borough	Elected	Advertised	Voting Trustee
12	Youth Trustee	Cross County	Elected	Advertised	Voting Trustee

Eligibility to stand for election

No persons shall be eligible for election as:

- Elected members of the board unless they have passed their 18th birthday before the date of the Annual General Meeting
- Elected youth members of the Board must have passed their 18th birthday before the date of the Annual General Meeting but not reached their 24th birthday at the date of their nomination
- All prospective candidates must not be disqualified from acting as a charity trustee by any law or regulation

Certain people are disqualified from being charity trustees by virtue of the Charities Acts. This must be determined during the appointment process through the Trustee's declaration and by Trustee eligibility checks as detailed in Rule 16 in the current edition of the Policy, Organisation and Rules of The Scout Association.

- has an unspent conviction for an offence involving dishonesty or deception
- has unspent convictions for the offences of misconduct in a public office
- has unspent convictions for bribery, or money laundering, or perjury or perverting the course of justice or terrorism
- has been found guilty of attempting, aiding or abetting the above offences
- has been found in contempt of court
- is designated under terrorist asset-freezing legislation
- is on the sex offenders' register
- is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order or sequestration in Scotland) or has an individual voluntary arrangement (IVA) with creditors
- is disqualified from being a company director

- j) has previously been removed as a trustee from any charity by any charity regulator in the UK (or a court) due to misconduct or mismanagement
- k) is disqualified from being a trustee by an order of the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator or the Charity Commission for Northern Ireland.

No person who is disqualified from being a charity trustee by virtue of the Charities Act maybe a member of the County Trustee Board. The appointment of any such person, whether as ex officio, appointment or by co-option shall be void.

It is the responsibility of each person (and the County Scout Council), to ensure that they are not disqualified before accepting an appointment as a trustee. However, the County will conduct Trustee eligibility checks as a part of the joining journey or role change process as described in Chapter 16.

Learning and personal development

All Trustees must complete mandatory and ongoing learning as specified in Rule 16 in the current edition of the Policy, Organisation and Rules of The Scout Association.

Elections process and timetable

Steps to be factored into the timetable include:

- Call for applications to be part of the selection panel
- Deadline for applications
- Selection panel appointed
- When required - call for applications for County Chair
- When required - call for applications for County Treasurer
- Chair and Treasurer selected
- As required - call for trustee nominations
- Deadline for nominations
- Candidates selection
- Announcement of names of candidates
- Distribution of a URL for the web page where voting takes place
- Deadline for receipt of votes
- Count of the votes, and independent checking
- Announcement of election results (at the Annual General Meeting)

The timetable for the elections process will be broadly as follows:

Elections panel

The board, via its elections panel, shall run a selection process, to fill any vacancies on the County Board. The elections panel which shall consist of members of the County Scout Council, in accordance with the terms of reference for the elections panel, set out in this guidance.

Each year, the members of the elections panel shall be divided into a shortlisting panel and an appeals panel in accordance with the terms of reference.

The role of the elections panel is to shortlist candidates, and hear any appeals, in accordance with the processes laid out in this guidance.

Advertising the Selection Panel vacancies

The call for applications to join the selection panel will be published by the county, with at three weeks' notice before the closing deadline. Notice of the vacancies shall be given by email distribution to the County Scout Council members, publication on the County's website, and in such other manner as the board considers appropriate.

The county shall give notice of the vacancy which shall include:

- a description of the role
- the desirable attributes which will be prioritised though the shortlisting process
- who is eligible to be a candidate
- the application process
- the closing date for applications

Skills audit

The County needs to ensure that its Board of Trustees includes Trustees with a diverse range of attributes, behaviours, skills and experiences of relevance to the County's activities and operations. To do this it carries out an annual skills audit of the board to identify any skills and/or experience gaps, and this informs the recruitment of new trustees.

In the spring each year, the trustees work with the election panel and if necessary, update the annual audit of trustee skills to ensure that it reflects the full range of skills and experience which would ideally be reflected across the board of trustees (considering attributes required in the coming year whilst also looking ahead to the future). The skills audit is updated each year to ensure that it reflects developments in the County's activities and operations and in the sectors within which the County operates. The revised skills audit is subject to formal approval by the trustees.

Advertising the Chair vacancy

The call for applications and nominations for County Chair will be published by the county, with at least three weeks' notice before the closing deadline. Notice of the vacancies shall be given by publication on the County's website and in such other manner as the board considers appropriate.

The county shall give notice of the vacancy which shall include:

- a description of the role
- the desirable attributes which will be prioritised though the shortlisting process, and if needed, evidence of qualifications and/or experience of the desirable attributes
- who is eligible to be a candidate
- the application/nomination process
- the closing date for applications/nominations and the timetable for the elections (including the shortlisting and selection process)

Advertising the Treasurer vacancy

The call for applications and nominations for County Treasurer will be published by the county, with at least three weeks' notice before the closing deadline. Notice of the vacancies shall be given by publication on the County's website and in such other manner as the board considers appropriate.

The county shall give notice of the vacancy which shall include:

- a description of the role
- the desirable attributes which will be prioritised though the shortlisting process, and if needed, evidence of qualifications and/or experience of the desirable attributes
- who is eligible to be a candidate
- the application/nomination process
- the closing date for applications/nominations and the timetable for the elections (including the shortlisting and selection process)

Advertising the trustee vacancies

The call for applications and nominations for Board Members (Trustees), will be published by the county, with at least three weeks' notice before the closing deadline. Notice of the vacancies shall be given by publication on the County's website and in such other manner as the board considers appropriate.

The county shall give notice of the elections which shall include:

- a description of the role
- the number of vacancies to be filled by the election and from which geographical locations

- the desirable attributes which will be prioritised through the shortlisting process, and if needed, evidence of qualifications and/or experience of the desirable attributes
- who is eligible to be a candidate
- the application process
- the closing date for applications and the timetable for the elections (including the shortlisting process)

Applications

Applications (and nominations) to stand as a candidate, will be made via an online application form. The candidate should demonstrate that they have given serious consideration to their suitability for the role in the light of the desirable attributes and provide a recent headshot photograph to allow us to increase the visibility of candidates during the election process.

Alternative methods of applying may be made available, where practical, to members of Council who may not be able to apply using the online method because of a disability or personal needs.

The County encourages nominations for candidates from underrepresented groups. The County's Equity, Diversity and Inclusion lead(s) (if appointed), shall be involved in the process in order to help identify ways in which the County can increase the nomination of candidates from underrepresented groups.

Shortlisting process

All nominations will first be considered by the shortlisting panel. The shortlisting panel will consider the prospective candidate's online application form and may, at the shortlisting panel's discretion, invite prospective candidates for interview.

The shortlisting panel will prepare a shortlist of candidates who will go forward for election for the vote of all council members.

In determining the shortlist, the shortlisting panel will have regard to the need to ensure a range of candidates who between them demonstrate the full spectrum of desirable attributes across the different geographic areas.

When deciding the shortlist the panel will consider:

- the benefits offered by individuals who are highly skilled in relevant areas
- individuals lived experiences from volunteering with local scouting
- varying experiences and perspectives that will help promote diversity and inclusivity in our organisation
- individual status, influences, contacts or public standing that the county could benefit from i.e. to fundraise or raise our public profile

The County Equity, Diversity and Inclusion Adviser(s) (if appointed), will work with the shortlisting panel to ensure that the shortlist is as inclusive and representative as possible.

All candidates will be informed of the outcome of the shortlisting process in writing before the shortlist is made public.

Appeals to shortlisting process

There will be a period of ten days between candidates being notified of the outcome of the shortlisting process and the shortlist being made public to allow for candidates who are not shortlisted to make an appeal.

Appeal requests can only be submitted by the candidate and must be submitted by email to the appeals panel. Alternative methods of submitting an appeal may be made available, where practical, to those who may not be able to email because of a disability or personal needs.

The candidate must provide a short explanation as to why they are appealing the shortlisting decision. Appeals can only be considered on the basis that the candidate considers that:

- the shortlisting panel failed to take proper account of a candidate's qualifications or experience which demonstrates that they exhibit the Desirable Attributes
- the candidate believes that they were not shortlisted because of bias or partiality by the shortlisting panel
- the candidate considers that the shortlisting panel made an administrative error in the shortlisting process which resulted in them being accidentally omitted from the shortlist

Appeals will be considered by the appeals panel. members of the appeals panel will have had no role in the initial shortlisting decision.

Appeals will usually be considered on the basis of the written submissions, unless the Appeals Panel considers that it is necessary to allow for verbal (or other) submissions to ensure that the prospective candidate is able to fully participate in the process, having regard to any additional needs to the prospective candidate. If the candidate wishes to make verbal (or other) submissions, they must indicate this in their appeal request along with their reasons for such request.

Candidates will be informed of the outcome of their appeal in writing unless the Appeals Panel is made aware of the need for verbal or other method of communication. The decision of the Appeals Panel is final.

If the Appeals Panel decides that a candidate should have been shortlisted, they will be added to the shortlist before it is circulated to Council members. Council members will not be informed that a candidate was added to the shortlist following an appeal.

Publication of the shortlist

At the end of the appeals period the successful candidates' will be announced via email to County Scout Council members and on the county website, in alphabetical order (by family name), and their names, statements, and photographs for the duration of the elections process.

Candidates standing for re-election will be identified.

Canvassing Period

The period between the publication of the shortlist and the closure of online voting is the canvassing period.

Candidates may canvass for support (including on social media), in accordance with our Canvassing Code of Conduct below.

Canvassing Code of Conduct

Canvassing activities must only start once the candidate shortlist has been published to Council Members.

Candidates and their supporters must comply with data protection legislation when using personal data for canvassing, ensuring that they:

- are not using data which has been obtained for a different purpose
- use only publicly available contact details
- do not use personal data obtained through any scout membership database or any other source available to them through their scouting role
- do not use personal contact details in a way which could be considered a nuisance (having regard to the nature, frequency, and tone of communications)
- do not continue to contact someone who has asked them to stop

No canvassing or statements of support for candidates should be made on the county website, or via County email systems, County social media accounts or group messaging, such as WhatsApp, or of any Region, County, District, Group or Unit within scouting. Any such communication must be from a personal account.

Candidates and their supporters must act at all times in line with scouting values, policies and our volunteering culture statement.

Candidates and their supporters must remain positive and respectful in their dealings with other candidates and must not denigrate other candidates or make any false statement about the personal character of another candidate.

Supporters may make statements of support about why they consider a particular candidate will make a good trustee, but they must not do anything that could be construed as telling other Council Members how to exercise their vote.

If a supporter or other member has a senior position of responsibility within the County, they must consider whether it is appropriate for them to express public support for a candidate, having regard to the need to treat all candidates equally and fairly and the need to avoid any perception of conflicts of interest.

The supporter should consider discussing whether it is appropriate to make a public statement of support with their volunteer line manager before making such a statement.

No employee of the County, the County Lead Volunteer(s), their direct reports, and members of the current Trustee Board or County Leadership Team, may make a public statement of support for a particular candidate.

Any action which could be construed as buying, procuring, advertising, or offering incentives to encourage voting or voting in any particular way is not permitted. Candidates and their supporters must not spend any more than a nominal sum on canvassing activities and this sum must not be obtained from any scout funds.

All members of Council should encourage other members of Council to exercise their vote.

Breaches of this canvassing code of conduct

Breaches of this code of conduct will be dealt with in line with policies and rules of the Association.

In the event of a material or persistent breach of the Code of Conduct by a candidate, which in the reasonable opinion of the Elections Panel could inappropriately affect the outcome of the election in a way which goes against the general principles set out in our election guidance and/or the Scouts values, and/or our volunteer culture statement the Elections Panel may decide that the candidate is disqualified from running in the election and all votes cast to date in their favour should be disregarded.

In the event of a particularly egregious or repeated breach, the candidate may be disqualified from standing for election for as many years as the Elections Panel (acting reasonably), consider appropriate. Such a decision is at the Elections Panel discretion and their decision is final.

Any complaints about a breach of the Code of Conduct should be made by email to the current serving County Chair at least two days before the end of the canvassing period.

Eligibility to vote

To be eligible to vote a person must, at the time of the dispatch of voting instructions, be a member of County Scout Council in accordance with the County Constitution (and the current edition of POR).

Voting

The County uses an electronic, one vote voting process for trustee elections. Details of how to vote will be sent to each Council Member at least 21 days before the date of the AGM. If a member of Council is unable to vote electronically, they should contact the County who will make alternative arrangements to allow the Council member to vote.

Each Council member can vote for one candidate in each geographical voting area (as required in that years elections), and for one youth member candidate.

Uncontested elections

If an election is uncontested (i.e., the number of candidates from a geographic location is one or less), the prospective candidate will still be subject to the shortlisting process as described above and it will remain at the shortlisting panel's discretion whether the candidate satisfies the desirable criteria:

- If the shortlisting panel is satisfied that the candidate demonstrates the desirable criteria, the candidate shall be declared elected unopposed at the Annual General Meeting of the Council
- If the shortlisting panel is not satisfied that the candidate demonstrates the desirable criteria, (subject to any contrary decision by the appeals panel), or no candidates stand, no candidates will go forward for election and the Board will determine the appropriate course of action, either by carrying a vacancy or using a co-option in accordance with the County Constitution.

Tied votes

If there is a tie between any two or more relevant candidates, the election will be re-run between the tied candidates. This will either be electronically before the AGM or in person at the AGM, as time allows.

Announcement of results

All candidates and members of County Scout Council will be notified of the results at the Annual General Meeting of the Council. In addition, the results of the election will be posted on the County website within 5 working days of the Annual General Meeting of the Council.

Timeline

Action	Approximate Date
Board appoints appropriate members of the elections panel	April
Board carries out board skills audit	April
Trustees approve the desired attributes, behaviours, skills and experience (desirable attributes) which should be prioritised during trustee recruitment based on the outcome of the boards needs and skills audit	April
The board advertises the trustee vacancies (including explanation of desirable attributes)	May
Nominations of candidates received	May
Elections panel assesses candidates, (which may include an interview and other assessment activities), and shortlist candidates who exhibit the desirable attributes	May / June
Successful and unsuccessful candidates notified in writing of outcome of shortlisting process	Late May
Elections panel considers any appeals to the shortlisting	Late June to Early July
Circulation of statements of shortlisted candidates and canvassing period	Mid July
Council members take part in online voting	At least 21 days before the Annual General Meeting of the Council
Announcement of results	At the Annual General Meeting

Terms of Reference for the Elections Panel

Purpose

The Panel's role is to carry out shortlisting of candidates standing for election as trustees of the County in accordance with the County's Elections Guidelines. The Panel shall also be responsible for considering any appeals to the shortlisting process in accordance with County Elections Guidelines.

The Panel shall be administered and managed in accordance with the Elections Guidelines, these Terms of Reference and any instructions or guidelines issued from time to time by the board of trustees.

Panel Membership

The Panel shall consist of 6 members of the County Scout Council ("Panel Members") appointed in accordance with the guidance detailed below.

Panel Members must be aged 18 years or over. There should be 2 members who are aged under 25 at the time of appointment.

Panel Members shall serve for a term of office of four years, terminating at the next Annual General Meeting of the Councils following the third anniversary of the commencement of their term.

The terms of office of the Panel Members shall be staggered so that the original Panel Members shall not all retire in the same year.

To ensure that the first panel members do not all retire in the same year, the initial terms of office limits shall be decided at the first meeting of the panel.

These terms of office will be set as:

- 2 panel members with a three year term of office
- 1 youth panel member with a three year term of office
- 1 youth panel member with a two year term of office
- 2 panel members with a two year term.

The County shall give notice of the vacancies arising on the Elections Panel and shall notify Council members of the process by which they can notify the County that they wish to join the Election Panel.

If there are more members of Council who express an interest in joining the Elections Panel in any given year than there are vacancies, the process outlined below will be followed. The Panel Members for the following year will be announced at the Annual General Meeting of the Council.

Appointment of the Elections Panel

The County Volunteer Services Manager as authorised by the County Board, shall oversee the process for appointing the Elections Panel.

The County Board shall invite County Council members, on an open call basis, to nominate themselves for appointment to the Elections Panel. Attributes required to cover one or more of:

- Experience of interviewing and selections
- Experience of hearing appeals / grievances
- Inclusivity / equality
- Trusteeship in a charity

The County Board may appoint additional (non-voting) adviser(s) to work with the panel to ensure any technical skills support.

To ensure the fair selection of the first panel members two trustees from the current Greater London South East Trustee Board and two trustees from the current Greater London South Trustee Board. Select the initial panel using the selection criteria listed above.

Once appointed the County Volunteer Services Manager shall promptly inform the County Board and County Council of all appointments of Panel Members.

Shortlisting Panel and Elections Panel

Each year, the Panel Members shall be divided into 3 members of the Shortlisting Panel and 3 members of the Appeals Panel.

It is intended that each Panel Member shall spend two years on the Shortlisting Panel and two years on the Appeals Panel during their four-year term of office.

The members of the Appeals Panel will not be involved in the initial shortlisting process and no discussions will be held between members of the Shortlisting Panel or the Appeals Panel about the shortlisting or the appeals processes.

The Shortlisting Panel can be supported (on a non-voting basis), by a current serving trustee or any technical expert as deemed required by the Shortlisting Panel.

A member of the Panel shall cease to hold office if they:

- become incapable by reason of illness, either mental or physical, of managing their own affairs
- are absent from two consecutive meetings of the panel and the other Panel Members resolve that their office be vacated
- resign in writing
- have their membership of The Association revoked
- If a casual vacancy arises after an Annual General Meeting of the Council and before the Shortlisting Process and/or Appeals Process (as relevant) for that year has taken place, the County may arrange for the vacancy to be filled by an alternative Council member following such process as the County determines.

Responsibilities of the Shortlisting Panel

The Shortlisting Panel is responsible for considering the applications of all members who have been nominated for election as a trustee and preparing a shortlist of candidates who will go forward for election by the County Council members vote.

In preparing the shortlist, the Shortlisting Panel's objective is to evaluate the nominations against the Desired Attributes identified by the Board's skills audit for that year, in order to ensure as best as possible that the candidates standing for election possess between them the Desired Attributes.

In determining the shortlist, the Shortlisting Panel will have regard to the need to ensure a range of candidates who between them demonstrate the full spectrum of Desirable Attributes across the different geographic regions.

Responsibilities of the Appeals Panel

The Appeals Panel will be responsible for considering appeals from any candidates who were not shortlisted by the Shortlisting Panel.

Appeals should typically only be allowed if the Appeals Panel considers that:

- the Shortlisting Panel failed to take proper account of a candidate's qualifications or experience which demonstrates that they exhibit the Desirable Attributes
- the Candidate believes that they were not shortlisted because of bias or partiality by the Shortlisting Panel
- the Candidate considers that the Shortlisting Panel made an administrative error in the shortlisting process which resulted in them being accidentally omitted from the shortlist

Meetings of the Panel

The Shortlisting Panel shall meet at least once a year to interview candidates (if required), and prepare the shortlist.

The Appeals Panel shall meet at least once a year (if needed), to consider any appeals to the shortlist.

Each Panel can hold any additional meetings which its members consider necessary for them to discharge their responsibilities appropriately.

The quorum necessary for meetings of the Shortlisting Panel or the Elections Panel shall be 3, therefore all members must be present. If it is not possible to meet the quorum requirements for two consecutive meetings, the Elections Panel can make its own arrangements to appoint additional County Council members as members of the Elections Panel to ensure the quorum requirement can be met.

At the start of the meeting, the members present shall elect a meeting chair from amongst their number.

The meeting chair shall be responsible for:

- guiding meetings of the Panel through agenda items in the order they appear (unless modified with the agreement of the meeting), ascertaining the “sense of the meeting” and summing up the general agreement on a particular conclusion
- being satisfied that the minutes of Panel meetings are approved by the Panel as an accurate and complete record. Once approved, the Chair must sign the minutes for the Panel’s records.

The meetings and proceedings of the Panel shall otherwise be governed by the County Constitution and the POR of the Association regulating the meetings and proceedings of the County Trustees.

Obligations

In exercising their responsibilities, the Panel Members must comply with scouting values, policies, our volunteering culture statement, and with the general principles set out in these elections guidelines.

Minutes

The Panel shall ensure that minutes are made of all proceedings at meetings of the Panel, including the names of the persons present at each such meeting, and any such minute, if purported to be signed by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Trustee of the County, be sufficient evidence of the proceedings.

How to shortlist trustee applications: a step by step guide for the Elections Panel

Whether you have three or thirty trustee applications, being organised about your shortlisting, will help you quickly exclude unsuitable candidates and allow you to focus on candidates with the skills our County needs.

Key shortlisting steps

- **Log all applications**

Keep a record of all applications, including:

- Candidate's name
- Email address
- Source of application
- A brief summary of the skills and experience listed in their CV.

This will help you keep track of who you are interested in, who you are rejecting and where the applications have come from. This will be useful when thinking about where to advertise in the future. And will provide a list of contact details, so you can efficiently thank everybody who applied.

- **Use your defined criteria**

Before you start reviewing applications you should have your essential and desirable criteria based on the Board's skills audit.

- **Decide roughly how many people you want to interview**

It's a good idea to decide in advance a rough number of people you want to interview, based on your resources. You might want to be flexible on this, depending on the number of applications you receive.

Shortlisting stage 1 - removing unsuitable applications

Do an initial scan through all the applications and remove the ones that do not meet the essential criteria. Mark those you're discarding on your applications log.

Shortlisting stage 2 - scoring essential and desirable criteria

Review the remaining applications and score against your essential criteria. You could use a strict criterion, scoring as follows:

- 1 = Fails to meet
- 2 = Partially met
- 3 = Fully met

For each applicant, add up their scores to get a total and record it on your applications log. This will give you an easy way to rank nominations and also help you identify people who don't meet all your criteria, but who you might want to meet because they have potential.

Select your interviewees

Do a final read through of the applications of your top-scoring candidates to select the candidates you want to interview.

Be aware that it's unlikely that any candidate will match all of the criteria you're looking for.

Give everyone a response

As well as contacting the people you want to interview, you should email everyone else who applied for the role thanking candidates for their interest.