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**FULHAM SUPPORTERS’ TRUST BOARD ELECTIONS**

**Electoral Rules, Regulations and Procedures Policy**

**1. Introduction**

This document constitutes the **Electoral Rules, Regulations and Procedures** and is drafted in accordance with the guidance on running elections issued by the national independent football organisation, Supporters Direct. The purpose of the Election Rules Policy is to ensure that the elections of members of the Fulham Supporters’ Trust to the Fulham Supporters’ **Trust Board** are conducted in an open, democratic and unbiased manner in accordance with these rules.

**2. Definitions**

Wherever the following terms are used in **BOLD** print within this document, they shall be deemed to have the following meanings:

**2.1 AGM** means Annual General Meeting

**2.2 FST** means Fulham Supporters’ Trust

**2.3 EMG** means Election Management Group

**2.4 IS** means Independent Scrutineer

**2.5 Trust Board** means the elected board members of **FST**

**2.6 Electoral Rules, Regulations and Procedures** means the rules, regulations and procedures set out in this policy

**3. Election Control**

The control of the election will be managed by the **EMG** until the outcome of the election has been decided in accordance with the **Electoral Rules, Regulations and Procedures.**

**3.1 Prime Responsibility of the EMG**

The prime responsibility of the **EMG** is to ensure that the election is properly conducted in accordance with the **Electoral Rules, Regulations and Procedures** on behalf of **FST** members.

**3.2 Composition of the EMG**

The **EMG** will comprise of an odd number of members and an **IS**. Any decisions taken by them will be by majority vote and recorded.

**3.3. Nomination of Candidates by EMG**

Members serving on the **EMG** shall be able to nominate candidates, vote and stand in elections.

**3.4. Eligibility of any person on the EMG**

Any **EMG** member standing as a candidate will not be:

3.4.1 involved in the collation and publication of candidate statements other than their own;

3.4.2 eligible to vote on matters pertaining to other candidate disqualification or

3.4.3 eligible to vote on any other matter, which may influence the outcome of the Election.

**3.5 Eligibility of Candidates**

3.5.1. The **EMG** will verify that nominations are from **FST** members. If a candidate receives a nomination from a non-member, the EMG will advise that candidate of this before the closing date for nominations.

3.5.2 Members must be current members at the date of the **AGM** or as advised separately by the existing **FST** Board to be eligible to vote in the Board elections held following the **AGM**.

**3.6 Procedural Complaints**

3.6.1 All election procedure complaints during an election must be written and forwarded to the **EMG** within three days of the closing of poll

3.6.2 The **EMG** will endeavour to respond within five days of receipt of the complaint

3.6.3 An appeal to the ruling of the **EMG** can be lodged with the **IS** within three days of receipt of the **EMG** ruling.

3.6.4 The **IS** will endeavour to respond to the appeal within three days of receipt. The decision of the **IS** will be final (any member or candidate will have the right to raise this matter at the next **AGM**).

**3.7 Independent Scrutineer Control**

Polling for the election is to be run by the **IS**, subject to these **Election Rules, Regulations and Procedures.** The **IS** will determine the results of the election which are final.

**3.8 Voting**

Members may vote for up to nine candidates

**3.9 Election Timetable and Results**

3.9.1 The election timetable will be publicised by the outgoing **Trust Board**.

3.9.2 The results will be announced within two weeks of voting deadline by the **IS.**

**3.10 Candidates’ statements circulation**

3.10.1 The **EMG** will publish all candidates’ statements submitted with their nomination forms, which will be circulated to all members with the ballot papers. Should a candidate not provide a statement, this will be noted in the document circulating the statements from the other candidates.

3.10.2 The **EMG** will ensure that the following statement is circulated with the candidate’s statement document: ‘*The views contained in these statements are the individual views of the candidates and not the views of the Fulham Supporters’ Trust’.*

3.10.3 On a membership-wide basis, campaigning will be restricted to this publication. No further Election campaigning material will be circulated to all members. Other than this personal campaigning is permitted.

3.10.4 Should no ballot be required, the **IS** will circulate to all members the statements of those deemed elected to the **FST** Board.

**4. Candidates’ Eligibility and Nomination**

**4.1 Current Membership of FST**

Candidates must be current members of the **FST** as at the date of the **AGM** or as advised separately by the existing **FST** board immediately prior to the election.

**4.2. Timetable Responsibility**

It is the Candidate’s responsibility to ensure their nominations are valid and submitted in accordance with the timetable. In the event of uncertainty, the decision of the **EMG** will be final.

**4.3. Candidates’ Agreement**

4.3.1 In signing the form, candidates are bound by the terms and conditions of the **Election Rules, Regulations and Procedures.**

4.3.2 Candidates are self-certifying that they have read and understand these **Election Rules, Regulations and Procedures.**

**4.4 Nomination Form or Letter**

A signed letter of nomination from a member is an acceptable substitute for a signature on a candidates’ nomination form.

**4.5 Ineligibility to stand for the Trust Board**

Candidates are ineligible to stand for election to the Trust Board if they have been:

4.5.1 a member of the **FST** Board for 12 consecutive years;

4.5.2 declared bankrupt or compounded with their creditors;

4.5.3 subject to a disqualification order made under the Company Directors Disqualification Act;

4.5.4 convicted of an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974)

They are also ineligible to stand if they:

4.5.5 fail to abide by any rules for the conduct of elections made by the **FST Board** or

4.5.6 If they any material financial interest personally as a member of a company or organisation or as a director or other officer of a business trading for profit or in any other way whatsoever in any contract or other transaction with the **FST**. For the purposes of this rule, an interest of a person who is connected with an **FST** Board member shall be treated as an interest of the **FST** Board member.

4.5.7 may, on the basis of medical evidence, be suffering from mental disorder

**5. Election Rules**

**5.1 Voting Advice by the EMG**

During the election, the **EMG** cannot provide advice to voting members as to the suitability of any candidates on behalf of the **FST**. Any opinion, or advice provided should be made clear that it should be taken as provided in a personal capacity.

**5.2 Right of Appeal**

Candidates or complainants have the right of appeal to the **EMG**, and then through the complaints procedure detailed in section 3.6 above.

**5.3 Complaints**

As per section 3.6 above, complaints are voting has closed shall be made in writing to the EMG not later than three working days after the close of poll.

**5.4 Election Communications**

5.4.1 All communications regarding **Election Rules, Regulations and Procedures** should be addressed to the **EMG** by letter at the postal or e-mail addresses below.

5.4.2 Communication with the **IS** will be restricted to members of the **EMG**.

**5.5. Contravention of Election Rules, Regulations and Procedures**

5.5.1 Should any candidates contravene the election rules, the **EMG** shall judge whether a disqualification shall apply. Notification will be made to the **IS** prior to the announcement of election results and subsequently to the elected **FST** Board.

5.5.2 The elected **FST** Boardwill decide what action, if appropriate, may be taken should a disqualification occur.

**5.6 Board Member Shortfall**

5.6.1 Should the election not produce nine elected Board members, the **Trust Board** will have the right to co-opt members in accordance with the **Board Members Policy.**

5.6.2 Should the election not produce five elected Board members, those will elected will form a Steering Committee with the aim to re-run elections as soon as practical with the intention of filling the vacant places.

**5.7 Contact Details**

All candidates shall leave their contact details with the **EMG**.

**6. Candidates’ Campaigning and Conduct**

6.1 All candidates can submit an election statement to the **EMG** by close of nominations. The statement shall be no more than 200 words.

6.2. If a candidate’s statement has more than the permitted 200 hundred words, it will truncated at 200 words and the following text will be added to the statement: ‘*The Candidate’s statement has exceeded the permitted 200 hundred words and has therefore been truncated’*.

6.3 A candidate’s statement shall not contain the name of any of their nominators or any other candidate.

6.4 In their statements, candidates must not:

6.4.1 make threats or derogatory, defamatory remarks or

6.4.2 contravene any Discrimination law within the United Kingdom or

6.4.3 make references regarding other candidates

Any such defamatory statements will be removed by the **EMG** prior to circulation to members and the following text will be added to the statement: ‘*This statement has been edited to remove remarks not allowed under paragraph 6.4 of the FST Election Rules, Regulations and Procedures’.*

**7. Election Management Group**

The **EMG** can be contacted by email at [**fulhamtrust@gmail.com**](mailto:fulhamtrust@gmail.com)

Or by post at

Fulham Supporters’ Trust Elections 2018