

FULHAM SUPPORTERS' TRUST – ELECTIONS RULES AND PROCEDURES

1. Introduction

The Fulham Supporters' Trust is a democratic organisation, incorporated as a Community Benefit Society and regulated by the Financial Conduct Authority as such.

It is responsible to its members, directly through decisions made at an **Annual General Meeting**, and by the election of a Board of Directors, elected to serve in the interests of the Trust.

Other than in exceptional circumstances, the Board will hold elections each year of a proportion of its membership, to take part at a time during the year as decided by the Board (if necessary, in conjunction with Supporters' Direct and its successor organisation).

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 **Trust Board** are conducted in an open, democratic and unbiased manner in accordance with these rules.

2. Number of Candidates to be Elected

The Trust Board will consist of up to thirteen members elected by the membership, and up to a further five who can be co-opted by the **Trust Board** to support its work.

Elected **Trust Board** members will serve for a term of three years, and can not serve more than three consecutive terms.

Term limits will apply from the adoption of this Policy, and the initial elections will take place for the full **Trust Board** with the top third of successful candidates (ranked by number of votes received) serving three years, the second third two years and the bottom third one year. This will ensure the Trust Board's membership will be refreshed each year, and enabling continuity for the organisation.

3. Definitions

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

- 3.1 AGM** means Annual General Meeting
- 3.2 FST** means Fulham Supporters' Trust
- 3.3 IS** means Independent Scrutineer
- 3.4 Trust Board** means the elected board members of **FST**
- 3.5 Electoral Rules, Regulations and Procedures** means the rules, regulations and procedures set out in this policy, augmented by any subsequent guidance as may be appropriate.

4. Elections to the Board

Any member of **Fulham Supporters Trust** over the age of 18 shall be entitled to seek election as a member of the **Trust Board**, provided they are a fully paid up member of the Board at the time of the freeze date that is applied to elections. The freeze date should not normally be set other than at an administratively appropriate point for the conduct of elections.

Each member seeking election will require to be both nominated and seconded by other full members of the Trust. Members standing for election are entitled to nominate and/or second candidates other than themselves, as are all Members with the exception of any Member who is undertaking the function of **Independent Scrutineer**.

The **Independent Scrutineer** can be a member of the Trust, or another individual appointed to undertake the role of scrutineer by the **Trust Board**.

5.1 Prime Responsibility of the Independent Scrutineer

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

5.2 Support for the Independent Scrutineer

The **Independent Scrutineer** can request support through an ad hoc group established to manage the election process if they so wish. This can include members of the **Trust Board**, including those standing for election or having nominated or seconded other candidates.

Any Trust member assisting the Independent Scrutineer who is also a candidate, or has nominated or seconded a candidate standing for election will not be:

- 5.2.1 involved in the collation and publication of candidate statements other than their own;
- 5.2.2 eligible to take part in a decision which may result in candidate disqualification or
- 5.2.3 eligible to take part in a decision which may influence the outcome of the Election.

6 Eligibility of Candidates

- 6.1 The **Independent Scrutineer** will verify that nominations are from an eligible **FST** member. If a candidate receives a nomination from a non-member, the **Independent Scrutineer** will advise that candidate as soon as possible, to enable alternative nominations to be sought prior to the deadline for receipt of nominations.
- 6.2 Members must be current members at the date of the **Annual General Meeting** or as advised separately by the existing **FST Board** to be eligible to vote in the Board elections held following the **AGM**.

7. Procedural Complaints

- 7.1 Any procedural complaints will be addressed to the **Independent Scrutineer**, who will be contactable through a specific email address that will be advised to all candidates as part of the election documentation.

- 7.2 The **Independent Scrutineer** will endeavour to respond within five days of receipt of any complaint, and is entitled to seek information from the existing **Trust Board** in support of any matter to be considered. This should be through those Board members who are not seeking election or re-election.

8. Election Timetable, Voting and Candidates' Statements

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.

- 8.1 The election timetable will be publicised by the **Trust Board**.
- 8.2 Members will be given at least two weeks notice to submit nominations to stand for election, and there will be a voting period of at least a week.
- 8.3 The results will be announced within two weeks of voting deadline by the **IS**.
- 8.4 Elections can be undertaken by electronic ballot, circulated by email to Members eligible to vote.
- 8.5 Candidates will be asked to provide a statement of up to 200 words in support of their nomination, 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.
- . 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'*.
- 8.6 A candidate's statement shall not contain the name of any of their nominators or any other candidate.
- 8.7 In their statements, candidates must not:
- 8.7.1 make threats or derogatory, defamatory remarks or
 - 8.7.2 contravene any Discrimination law within the United Kingdom or
 - 8.7.3 make references regarding other candidates
- Any such defamatory statements will be removed by the **IS** 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'*.
- 8.8 The **IS** 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'*.
- 8.9 Should no ballot be required, the **IS** will circulate to all members the statements of those deemed elected to the **FST** Board.

8.10 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 **IS** will be final.

8.11 A signed letter of nomination (which can be provided by email) from a member is an acceptable substitute for a signature on a candidates' nomination form.

9 Ineligibility to stand for the Trust Board

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

- 9.1 declared bankrupt or compounded with their creditors;
- 9.2 subject to a disqualification order made under the Company Directors Disqualification Act;
- 9.3 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:

- 9.4 fail to abide by any rules for the conduct of elections made by the **FST Board**
- 9.5 may, on the basis of medical evidence, be suffering from mental disorder