

Nominations and Elections to the ISA Executive Council

A Regulation of ISA Executive Council

Status:

Created 2016 as a guide to potential nominees for the role of elected councillor.

Updated May 2023 following changes to the Articles agreed 19/5/23 and incorporating information about other roles that are elected by Members at the AGM; ratified by Executive Council 24 June 2023.

A) Elective Councillors

ISA Members are invited to stand for Election to the ISA Executive Council, as specified in the ISA Articles of Association.

Council includes 14 Elective Councillors, serving a three year term of office. Those standing down may choose to stand for re-election.

1. Elections take place at the AGM usually in May each year with electronic voting opening approximately one week in advance. Terms of office (three years) commence at the start of the Association's Year on 1 September. Dates of meetings are confirmed 9-18 months in advance.
2. The ISA Executive Council is the Association's governing body and its members sit as directors of the company (within the meaning of Part 10 of the 2006 Companies Act) and trustees of the ISA charity (as defined by section 177 of the Charities Act 2011 and 2022).
3. Executive Council members are asked to serve on one or more of the ISA national committees, which include Education, Membership, Inclusion, Inspections and Finance, according to their experiences and skills, and the strategic demands of the Association. These currently operate separately from Executive Council meetings, usually by Zoom. Further details of these committees and their current composition can be found on the ISA website. Executive Councillors may also be invited to represent the Association on external bodies in the areas of charity and education, reporting back to relevant committees.
4. Meetings of Executive Council currently take place three times annually and for the proper governance of the Association, candidates should commit to attending all meetings of the Council.
5. The process for standing for election is sent to all Members each year in advance of the deadline for nominations. The process is outlined below:
 - i. Members wishing to stand for election should confirm in writing (by email to ISA) by the published deadline (usually late April), together with the name of a Full Member or Honorary Member who is willing to propose them.
 - ii. The proposer must also send separate notification that he or she is willing to support the nomination. This must also be received by the published deadline (usually late April). This must be separate from 1, above, and sent directly from the nominating Member.
 - iii. Those standing for election should send a short hustings paragraph (no more than 200 words), also by the published deadline (usually late April). This will be circulated to all eligible to vote along with the voting information. There is no particular format for this information and previous successful candidates have highlighted their skills, experience and vision for the Association. If not received, "no supporting information" will be recorded against the name of the candidate.
6. Voting is open to full Members* and Honorary Members, with the online ballot opening approximately one week before the AGM and closing two hours after the AGM. There is no obligation on candidates to attend the AGM and results are announced to all Members in the week following the AGM. Voting totals for each candidate are not disclosed.

*Affiliate Members and Heads of schools in conditional membership are not eligible to vote.

7. The count method to determine the election result is [Single Transferable Vote \(STV\)](#). The election paperwork includes an abstain option, if voters do not wish to vote for any of the candidates standing for this position. Voters rank candidates in order of preference and can make as many or as few choices as they wish. They can leave some candidates unranked.
8. If the number of vacancies equals or exceeds the number of candidates for that position, a ballot will still be issued with details of the candidates and an option to abstain from voting for any of the candidates.
9. Candidates who are not successful in the election may occasionally be invited to fill a casual vacancy on Executive Council arising mid-year.
10. You are welcome to contact the CEO for an informal discussion in confidence prior to putting your name forward. The Association is keen to encourage new applicants for Executive Council posts in line with its strategic aims of diversity, full representation and innovation.

B) Honorary Officer

Usually each year there is an election for one Honorary Officer position. This is a three-year term: one year as incoming Vice Chair, one year as Chair of the Association and one year as outgoing Vice Chair. The term of office (three years) commences at the start of the Association's Year on 1 September. They will also serve as a Trustee of the Association during their term of office (*cf* point 2. above). You are welcome to contact the CEO for more information about the responsibilities of this post holder.

Each year the current Honorary Officers, GPC and Executive Council discuss the upcoming vacancy and make a nomination for the role, which is included to Members in the election papers. In addition to this, any Member is able to stand for election to the position of Honorary Officer and it is the vote of the full membership at the AGM that makes the formal decision.

Should you wish to stand, or nominate another Member for this position, the process is similar to that for Elective Councillors, including the deadline, proposer and short hustings paragraph required. The election process is also similar. (See 1-8 above, under Elective Councillor).

How do you become Chair of ISA?

This is a demanding role, which requires considerable commitment of time and support from your Governors and/or Proprietor(s). ISA is very grateful to Members who have given their time in this way over recent years.

Nominations for this role are open each year from the wider membership, as outlined in the Articles of Association (available on our website).

In practice, what has worked really well in the past is for Members interested in this kind of progression to first get involved in the Association, including serving as a Trustee, so they understand how the governance of the Association operates.

A typical journey to become National Chair might be:

- a. [Become involved in ISA at an area level, maybe as an area officer.]
- b. Stand and get elected as a Trustee – either as an elective councillor or as an area coordinator; serve for a couple of years on Executive Council and on at least one committee.
- c. Volunteer to chair one of the national committees, which also involves sitting on the General Purposes Committee for a few years.
- d. Then stand for election as an Honorary Officer (three year term: vice chair -> chair -> vice chair).

C) Area Coordinators

Each of the seven ISA areas is represented on Executive Council by an Area Coordinator, as specified in the ISA Articles. The Area Coordinator is subject to election each year by the Members of the Area at the Area AGM. They also serve as a Trustee of the Association during their term of office (*cf* point 2. above). Please contact your area officers for more information about the process and the role.

D) Independent Trustees

Executive Council also includes up to three Independent Trustees, who are former Members of the Association. Candidates for election as Independent Trustees are nominated by Executive Council, following a selection process. The term of office (three years) commences at the start of the Association's Year on 1 September and they are not eligible for re-election. They also serve as a Trustee of the Association during their term of office (*cf* point 2. above). You are welcome to contact the CEO for more information about the selection process.

Candidates nominated by Executive Council for the role of Independent Trustees are put forward to Members in the AGM election, as detailed above for other positions.

E) Honorary President

The President's role is to assist and further the objects of the Association. The President is not a member of Executive Council and is not a Trustee of the Association. When there is a vacancy, candidates for election as President are nominated by Executive Council, following a selection process. The term of office (five years) commences at the start of the Association's Year on 1 September and may be nominated by ExCo for re-election for further term(s) of office. You are welcome to contact the CEO for more information about the selection process.

Candidate(s) nominated by Executive Council for the role of President are put forward to Members in the AGM election, as detailed above for other positions.

Other relevant document

Articles of Association
Selection and Nomination of Trustees
ISA Trustees Roles

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This Regulation was passed by Executive Council on 24 June 2023.