

The CQI process for electing Ordinary Members to the CQI Council

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Revision history

Version number	Description	Revised by	Date and time
1	Original document	Helen Flannery	06/09/2023

Context and highlights

This process defines how we recruit and elect Ordinary Members to the CQI Council and is to be used in conjunction with the Council Terms of Reference (CGOV.TOR.670). It is for both members who want to engage in the process and for the executive, volunteers and voting platform who execute the process.

CQI Council

The CQI Council is made up of the broad set of stakeholders for quality management and the quality profession. The CQI Council plays a vital role advising and informing the CQI's strategic plans and priorities. The CQI Council forms part of the CQI governance and stakeholder management structure defined in the CQI Framework for Corporate Governance.

Who are Ordinary Members?

Ordinary Members are members of the CQI and IRCA membership. A minimum of 10 and up to 20 current individual members of the CQI|IRCA representing a balance of all grades of membership and the range of demographics the CQI wishes to involve: CQI membership grades (Fellow, Member, Practitioner, Affiliate); IRCA membership grades (Principle, Lead, Auditor, Internal, Associate).

Who can nominate or be nominated?

All grades of CQI and IRCA membership mentioned above may self-nominate or a proposer may nominate another member to become an Ordinary Member. As we need to keep a balance of grade and demographic, we will invite nominations according to gaps in representation but all grades will be able to vote in elections.

Who can vote?

Our Charter defines "voting members" in terms of Annual General Meetings (AGMs) and Extraordinary General Meeting (EGMs), therefore for the purpose of the CQI Council election all grades of CQI and IRCA membership mentioned above will be eligible to vote in CQI Council Elections.

Notice of elections

Adequate notice will be given through various media. The notice will include the number and types of vacancies, how to nominate, who is eligible, closing date for nominations, what is required and any other relevant information.

What do I need to do (see process for detail)?

Nominate through the nomination site. A nomination will be invalid if one of the requirements is missing, if it is not received by the specified time, or if membership fees are not paid.

Who will be the Returning Officer?

The CQI Council Secretary can engage a voting platform to run the nomination and/or elections on their behalf. The responsible person from the voting platform will be deemed the Returning Officer.

Purpose

The purpose of this process is to define how CQI Council recruitment (nomination and election) is carried out to fulfil recruitment to the council as per the Terms of Reference CGOV.TOR.670.

Responsibilities

- The CQI Council Secretary is responsible for the conduct of the elections.
- The CQI Council Secretary may appoint a Returning Officer to act on their behalf.
- It is the responsibility of the Returning Officer to apply this process, to count the votes (or oversee the count) and to announce the results to the CQI Council Secretary. In the event of any dispute concerning this process, the ballot or the validity of votes, the decision of the Returning Officer will be final.
- The Returning Officer has the power to suspend and then recommence an election or to disqualify candidates who breach this process.

Timetable for elections

- Elections will normally be held when there is a requirement to fill a space on the Council following tenure completion or a member resigning their position. This may be yearly or as and when required. The makeup of the Council will determine this.
- The timetable for each election will be determined by the CQI Council Secretary at least two months before the proposed closing date for nominations.

Process description

1 Identify recruitment needs

2 Set the timetable

- 2.1 The timetable for each election will be determined by the CQI Council Secretary at least two months before the proposed closing date for nominations.

3 Appoint Returning Officer (if applicable)

When appointing the following must be considered and implemented:

- Mechanisms must be put in place to ensure that there can be no duplication in voting.
- To ensure the voting process is secure, each member must be issued with a unique reference number.

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- Adequate safeguards against fraud will be in place to maintain the security of the ballot.
- Web-based voting will be via a secure website, to ensure the integrity of the ballot and the privacy of members data.
- A data processing agreement will be in place if using a data processor/third party, and data protection should be considered at the outset of planning.

4 Publish notice of elections to the membership across various channels and media

- 4.1 Adequate notice must be given of all elections.
- 4.2 This can include a notification sent directly to all members entitled to vote, inclusion in a CQI publication that is sent to members, and a notice on the CQI website. This list is not exhaustive.
- 4.3 Notice of an election should be prominently placed on the CQI website until the closing date for voting and should be updated as and when the process requires.
- 4.4 The campaign may also be advertised through social media channels.
- 4.5 The notice of the election will include at a minimum:
 - What the election is for.
 - The number of vacancies to be filled and from which membership grades.
 - Welcome members from all backgrounds and experiences.
 - Who is eligible to be a candidate.
 - Who is eligible to nominate a candidate.
 - How to nominate or be nominated.
 - The closing date for nominations and the timetable for the elections.
 - Any other information considered by the Returning Officer to be necessary in order to facilitate the election.

5 Nominations open

- 5.1 To be a candidate, a person must comply with the eligibility requirements for the position, ie be a member of the CQI and/or IRCA, be of a grade that is being recruited, have no outstanding code of conducts against them, and have paid their membership fees.
- 5.2 All candidates must be nominated in accordance with the criteria for the specific election and all nominations must be received by the deadline specified.
- 5.3 A member can nominate themselves or another member. If a member nominates another member, it will be the nominated member's responsibility to complete their application within the specified deadline but they must be given notice that they have been nominated by either the nominator or the Returning Officer so they can meet this criteria.

6 Submit nominations

- 6.1 Applications must be made through the channel(s) indicated in call to nominate communications and must be submitted in full before the deadline for nominations expires.
- 6.2 All applicants must complete the application form on the nomination page.

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6.3 Notice will be given for any personal data processing.

6.4 Election materials are published at the Returning Officer's discretion and the CQI will not publish any information that it believes:

- To contain inaccurate or untruthful information.
- To be potentially libellous.
- Could subject the CQI to any legal action or discredit it in any way.
- To contain profanity or inappropriate language.

6.5 Election materials will be provided to all members eligible to vote along with voting instructions.

6.6 A nomination will be invalid if:

- The application has not been fully completed by the specified time.
- The candidate is not eligible for election.
- The nominators are not eligible to nominate.
- The particulars of the candidate or the persons nominating the candidate are incomplete, untruthful, or inaccurate.
- The Returning Officer or Council Secretary's decision that a nomination is invalid is final. The candidate will be immediately withdrawn from election if the Returning Officer holds that a nomination is invalid.

6.7 All nominations received will be confidential prior to the closing date for the nominations. However, the Returning Officer may choose to disclose anonymised data as required.

7 Close of nominations

7.1 After the closing date for nominations, the names of the candidates can be made public but only after the candidates themselves know if they are successful or not.

7.2 A candidate can withdraw from an election by submitting a notice of withdrawal. This must be signed by the candidate and delivered to the Returning Officer or Council Secretary at the given email address.

7.3 Any withdrawals must be received no later than two days after the closing date for nominations.

7.4 If a candidate withdraws, the election proceeds with the remaining candidates.

7.5 If an election is uncontested (i.e. the number of candidates nominated is equal to or less than the number of vacancies for that area) a statement of the candidates will be posted on the website and the candidates will be declared elected unopposed.

7.6 If a candidate dies at any time between the closing date for nominations and the announcement of the election result, the election will continue. If election materials have already been distributed, the CQI will make attempts to notify members, via the website and any other general means of publication, of the death of the candidate. Any votes received for the deceased candidate will be discounted.

7.7 The candidates will be randomly listed on the ballot.

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8 Voting opens

- 8.1 A member must have no outstanding subscriptions or other fees due to CQIIRCA at the time of voting to be eligible to vote.
- 8.2 The default mechanism for all elections is secure web-based voting.
- 8.3 The Returning Officer will ensure that members' votes remain confidential.
- 8.4 A ballot paper and instructions on how to vote will be electronically sent to each member eligible to vote and will be in such format as the Returning Officer and the Council Secretary agree.
- 8.5 Voting instructions will be sent to all members entitled to vote, and will include:
 - The names of the candidates.
 - The answers to application questions.
 - Instructions on how to vote.
- 8.6 It will be at the discretion of the Council Secretary how the information is provided to members.
- 8.7 In addition to providing the information to individual members, the voting instructions and candidates will also be published on the CQI Website.
- 8.8 The CQI is responsible for providing member contact details to the Returning Officer so they can provide voting instruction and any necessary information to the members.
- 8.9 Voting instructions and information are dispatched in good faith. However, the non-receipt of election materials, will not invalidate an election.
- 8.10 Whatever form a ballot takes, it must:
 - Contain the names of all the candidates.
 - Contain clear instructions on how to vote.
- 8.11 Details of how to vote must only be sent to members' notified email addresses. Notified address means the email of the member on the membership database held by the CQI at the time that mailing details are compiled. It is the responsibility of the member to ensure that the CQI is notified of their correct address, and any changes to it.
- 8.12 All candidates should ensure that they comply with Data Protection legislation in the UK and with similar legislative provision in other jurisdictions. Where a candidate has access to membership details in another capacity (e.g. through SIG or regional involvement) they must not use those details for canvassing.
- 8.13 During the period of nomination and election, candidates must not canvass using any official CQI approved social media site, including LinkedIn, Facebook, or Twitter. The CQI may utilise these channels to publicise the elections or provide all candidates an opportunity to engage with members via them.
- 8.14 Candidates are reminded that any action which could be construed as buying or procuring, advertising, or offering incentives to encourage voting, is not permitted.

9 Voting closes and ballots are counted

- 9.2 The Returning Officer is responsible for collecting all ballot papers and voting records and these will remain confidential to them.

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9.3 Counting should take place as soon as possible after the close of the voting, and continue, with reasonable breaks, until all votes are counted.

10 Notify candidates of the results

10.1 The Returning Officer will notify the Council Secretary of the results of the election.

10.2 If there is a tie between any two or more candidates, and the addition of one vote to any of the candidates would have enabled that candidate to be elected, the Returning Officer will decide between the candidates by a random draw.

11 Publish the results

11.1 Candidates will be notified by the Council Secretary.

11.2 Once all candidates are aware of the results, they will then be published via various CQI communications channels.

11.3 Ballot papers and results will be held according to data retention schedules after which they will be destroyed.

Timeline

The timeline will be set out by the Council Secretary during the planning phase of the process and agreed with relevant stakeholders including the Returning Officer.

Associated documents

CQI Council Terms of Reference – CGOV.TOR.670.

Measurement of process effectiveness

Candidates are elected.

Zero complaints received from the process.

100% of eligible members are able to nominate and vote.

Training

Read and understand for staff involved and a walkthrough by the Council Secretary.