

CQI Membership Council
Chair/Vice Chair Election Procedure

Nominations

- Any full member of the Membership Council may nominate themselves for Chair and/or Vice Chair.
- A *Call For Nominations* will be issued no less than one month prior to the Membership Council meeting at which the elections will be held.
- Members nominate themselves through the submission of an emailed expression of interest for one or both roles and a 200 word statement to explain their interest in post. The nomination is submitted a member of the CQI Executive identified in the *Call For Nominations*.
- All nominations must be submitted no less than two weeks prior to Membership Council meeting at which the elections will be held.

After Nominations

Details of the nominations received and the 200 word statement from each candidate will be distributed to all Membership Council members no less than one week prior to the Membership Council meeting at which the elections will be held.

Election Process

- The election is conducted by the Alternative Vote process and administered by the CQI Executive.
- The Election of Chair takes place before the election of Vice Chair. If a candidate who has nominated themselves for both Chair and Vice Chair wins the election for Chair they are automatically withdrawn from the election for Vice Chair.
- All candidates are listed on the ballot paper that is distributed to Membership Council members.
- Membership Council members vote for candidates in order of preference by writing 1 against the name of their preferred candidate, 2 against the name of their second preference, and so forth until they have completed the ballot paper. Where there is no clearly indicated preference for a candidate, no vote is recorded for that candidate.
- In order to be elected, a candidate requires 50% + 1 of the votes.
- In the event of there being 3 or more nominees, with no candidate receiving 50% + 1 of the votes, the candidate with the fewest votes is eliminated and their votes reallocated.
- This process continues until one candidate attains the required number of votes.
- In the event of a tie between two candidates, where it is not possible to identify a winner, the winner shall be decided by the drawing of lots.
- If there is only one candidate for a post, a vote is held in which an unmarked paper indicates a vote to re-open nominations. The candidate must obtain more than 50% of the votes cast in order to be elected.

- Membership Council Members who cannot attend the meeting may cast a ballot by email by contacting the CQI executive to request a ballot paper, and by returning it no later than 24hours before the meeting.
- Any Membership Council Member failing to cast a ballot is deemed to have abstained.

Taking Office

The New Chair and/or Vice Chair assume their positions from the end of the meeting.