


<div> Chartered Quality Institute</div> <div>Governance</div> <div>Election of National Members to the Council</div>		NC Chair	NC Member	Council Chair	CEO	Voting Member	Head of HR	Nominee	Sponsor	Web and Publishing Manager	Membership Team Leader	Process Ref : CQI0057 Revision : 2 Revised : 27/02/2013 Owner : NC Chair Approver : Council Chair <div><div>▽ Responsible</div><div><input type="checkbox"/> a Assists</div><div><input checked="" type="checkbox"/> c Consulted</div><div><input type="checkbox"/> i Informed</div></div>
Seq	Task Title											Task Description
3.1	Publish list of candidates and election process.	<input type="checkbox"/> a								2.3		The list of candidates shall be published in Quality World and on the web; the former will normally be an abbreviated list, the full list with maifestos and CVs being on the web. The voting process shall normally be via the web; members without web access will be given the option to request a copy by post. Go to 3.5 if number of candidates does not exceed number of vacancies (candidates are deemed to have been elected by default).
3.2	Cast votes.											Voting Members (MCQI/FCQI) submit their ballot papers - each must contain the members signature and membership number (or have equivalent authentication for an online ballot). Each ballot paper will allow multiple votes to be cast, up to the number of vacancies.
3.3	Count votes.						<input checked="" type="checkbox"/> c					Votes received (by post) to be checked for validity (cast by an eligible, Voting Member, and only one vote per person) and counted. Invalid papers (including those with more votes than vacancies) to be set aside. Tied places, or those where the difference amounts to less than 5% of the votes cast, will be checked.
3.4	Review provisional result.		<input type="checkbox"/> a	<input type="checkbox"/> i			<input type="checkbox"/> a					The voting result will be reviewed by the Nominating Committee. Declaration of successful candidates and tied places to be prepared.
3.5	Advise candidates.						<input type="checkbox"/> a	<input type="checkbox"/> i				← From 3.1 Candidates should be formally notified of their success or otherwise (including the case should their names be going for a further ballot) in writing. Successful candidates should be invited to the next scheduled Council meeting.
3.6	Resolve tied places.					<input checked="" type="checkbox"/> c	<input type="checkbox"/> a					Tied places will be put to a vote at the AGM.
3.7	Declare the result.						<input type="checkbox"/> a	<input type="checkbox"/> i				The result of the full ballot will be declared at the AGM. New Council Members should be invited to the next scheduled Council meeting.