Chartered Quality Institute Governance										Web and Publishing Manager	Membership Team Leader	Process Ref : CQI0057 Revision : 2 Revised : 27/02/2013
Election of National Members to the Council		hair	NC Member	Council Chair		Voting Member	Head of HR	nee	sor	and Publis	oership Te	Owner : NC Chair Approver : Council Chair VResponsible aAssists Consulted i Informed
Seq	Task Title	NC Chair	NC P	Coun	CEO	Votin	Head	Nominee	Sponsor	Web	Mem	Task Description
	Objective											To elect CQI members to Council in accordance with the Charter, Bye-laws and Regulations.
1.0	CALL FOR NOMINATIONS											
1.1	Identify vacancies to be filled.		a	c								At the start of each year, the Nominating Committee shall identify Council vacancies requiring to be filled during the coming year. The NC shall also review the election process to be followed; any changes shall be referred to the Council Chair for agreement (who may decide to refer the decision to the full Council).
1.2	Establish election schedule.	¥	а									The Nominating Committee draw up a programme for the election process, with due regard to the AGM and publishing dates.
1.3	Call for interest.			c	Ť							The CEO, on behalf of the Council Chair, circulates a call to all members for names of those interested in standing for the vacancies.
1.4	Members respond with expressions of interest.					Ť						Only Voting Members (MCQI/FCQI) are eligible.
1.5	Review response.	Ý	a				a					The Nominating Committee reviews the responses to determine if there are sufficient to proceed. If insufficient interest has been shown, the NC must decide whether to refer back to the membership with a further call, or to proceed without the need for the full election process. The programme will be updated accordingly.
1.6	Request formal nominations.		а				V	1.7				Those interested are contacted and issued with nomination instructions and information on roles, terms of reference, etc. Each nomination must be supported by three members of the CQI, of which at least one must be a Voting Member.

Governance Election of National Members to the Council Seq Task Title		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 Vesponsible assist Consulted informed Task Description
1.7	Submit nominations.							1.6	а			Each nomination, which must be for a Voting Member, must be accompanied by: 1) The name, email address, and membership number of the nominee and three sponsors. 2) A brief manifesto statement (200 word max) from the nominee. 3) A background document (CV) on the nominee - ideally 1-2 pages and suitable for online publication. A Member may only sponsor one candidate in any election tranche. In the interests of impartiality, members of the Nominating Committee should refrain from sponsoring individual candidates at this stage.
2.0 2.1	REVIEW OF NOMINATIONS Validate nominations.						Ť	c				Check that nominees and at least one sponsors are Voting Members and that the accompanying documentation is suitable for publication. Easily addressed queries shall be referred back to the Nominee for rectification/agreement.
2.2	Review invalid/incomplete nominations.	•	a				a					The Nominating Committee shall review all nominations that are incomplete or do not otherwise meet the nomination criteria e.g. none of the sponsors are Voting Members; by default, such nominations shall be rejected. However, the NC has the responsibility to identify candidates who would otherwise be suitable Council members, other than for a technicality that can be addressed within the election schedule. In particular, consideration should be given to maximising diversity and representation on Council.
2.3	Advise nominees of review.	а					¥					Nominees shall be advised that their name is either going forward for the election, or that their nomination has been deemed invalid. In the latter case, they will be advised of the opportunity to appeal to Council, although such appeals will not be completed in time for the current round of elections.
3.0	ELECTION									3.1		

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Seq	Task Title	NC	NC N	Cour	CEO	Votir	Head	Nom	Sponsor	Web	Merr	Task Description
3.1	Publish list of candidates and election process.	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.					Ť						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.						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.	¥	а				а					The voting result will be reviewed by the Nominating Committee. Declaration of successful candidates and tied places to be prepared.
3.5	Advise candidates.			•			a					← 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.			ᡟ		C	а					Tied places will be put to a vote at the AGM.
3.7	Declare the result.			•			а					The result of the full ballot will be declared at the AGM. New Council Members should be invited to the next scheduled Council meeting.