

## Electoral Regulations

### 1. Introduction

These regulations are made to govern the conduct of elections required by the Royal Society of Chemistry and are approved by the Board of Trustees. These regulations may not be altered from the time nominations open until the election result is officially declared.

### 2. Equality and Diversity

- 2.1. The Electoral Regulations are designed to ensure that every member has an equal chance of taking up an opportunity to contribute to the work of the RSC and in doing so fulfil their potential.
- 2.2. The RSC wishes to encourage broad representation on our governance bodies, drawing upon those with industry and academic or other relevant backgrounds, and to have members who can represent the diversity of the RSC's membership in terms of geographical location, gender, ethnicity and age range, and interest in the breadth of the chemical sciences.

### 3. Vacancies

The following vacancies will occur at the Annual General Meeting on 7 July 2021:

- Elected Trustees
- Elected members of Boards
- Elected members of Committee
- Division Presidents
- Elected members of Division Councils

### 4. Nominations

#### 4.1. Self-nomination

Any member, regardless of membership category, may self-nominate for one vacancy (this does not prevent a self-nominating member from being nominated for another vacant position by either the Nominations Committee, any other RSC Board or Committee or another member).

#### 4.2. Other nomination

Any member, regardless of membership category, may nominate members for election. All such nominations are required to be accompanied by names of two RSC members willing to support the nomination.

### 5. Vacancies

#### 5.1. Elected Trustees

5.1.1. There will be four vacancies for elected member of the Board of Trustees to take office from the close of the 2021 AGM for a four-year term until the close of the 2025 AGM. Any member, except an elected member who has served on the Board of Trustees at any time since the close of the 2019 AGM, is eligible for nomination.

5.1.2. The Nominations Committee will:

- establish that each nomination is valid
- confirm each member's willingness to be serve if elected,
- produce a shortlist of candidates who meet the requirements of the role descriptor and can demonstrate the requisite of skills and experience to fulfil the role.
- put forward the shortlist of candidates for election.

## 5.2. Elected members of Boards

- 5.2.1. There will be three vacancies for elected member of the Member Communities Board (MCB) one of which must be active within the Local Section networks, one active within the Interest Group network and one within early careers to take office from the close of the 2021 AGM, for a three-year term, until the close of the 2024 AGM. 'Active' in this context means experience of serving on a network committee within the past five years.
- 5.2.2. There will be one vacancy for an elected member of the Professional Standards Board (PSB) to take office from the close of the 2021 AGM for a three-year term until the close of the 2024 AGM. Any member is eligible for nomination to serve on PSB.
- 5.2.3. For each vacant position, the Nominations Committee will:
  - establish that each nomination is valid
  - confirm each member's willingness to be serve if elected,
  - produce a shortlist of candidates who meet the requirements of the role descriptor and can demonstrate the requisite of skills and experience to fulfil the role.
  - put forward the shortlists of candidates for election.

## 5.3. Elected member of Committee

- 5.3.1. There will be one vacancy for an elected member of the Inclusion and Diversity Committee (IDC) to take office from the close of the 2021 AGM for a three-year term until the close of the 2024 AGM. Any member is eligible for nomination to serve on IDC.
- 5.3.2. The Nominations Committee will:
  - establish that each nomination is valid
  - confirm each member's willingness to be serve if elected,
  - produce a shortlist of candidates who meet the requirements of the role descriptor and can demonstrate the requisite of skills and experience to fulfil the role.
  - put forward the shortlist of candidates for election.

## 5.4. President of Divisions

- 5.4.1. There will be a vacancy for President of the Dalton Division and the Organic Division to serve one-year as President Elect from the AGM in July 2021 and assume the respective office of Division President from the close of the 2022 AGM until the close of the 2025 AGM at which point they take the office of Immediate Past President until the close of the 2026 AGM.
- 5.4.2. Any member of the respective Division is eligible to be a candidate for President of the Division. No member may be a candidate for election to more than one Division.
- 5.4.3. The Nominations Committee will establish that each nomination is valid, confirm each member's willingness to be serve if elected, and put them forward for election.

## 5.5. Elected Members of Division Councils

- 5.5.1. There will be two vacancies for elected member of each of the Division Councils (Analytical, Chemistry Biology Interface, Dalton, Education, Environment, Sustainability & Energy, Faraday, Industry & Technology, Materials Chemistry, Organic) to take office from the close of the 2021 AGM for a three-year term until the close of the 2024 AGM.
- 5.5.2. Any member of the respective Division is eligible to be candidate. No member may be a candidate for election to more than one Division Council.
- 5.5.3. The Nominations Committee will establish that each nomination is valid, confirm each member's willingness to be serve if elected, and put them forward for election.

## **6. Election process**

### **6.1. Process delivery**

- 6.1.1. The Governance Office will maintain oversight and control of the election process.
- 6.1.2. An independent electoral services provider will be contracted with to host and provide the nominations and voting processes.
- 6.1.3. The Nominations Committee will select the independent electoral services provider.

### **6.2. Call for Nominations**

- 6.2.1. By a date no later than 4 January 2021, the vacancies for elected positions on the Board of Trustees, Member Communities Board, Professional Standards Board, Inclusion and Diversity Committee and Divisions will be announced to all RSC members.
- 6.2.2. Each member will be invited to submit nominations by a date not later than 8 February 2021.

### **6.3. Elections**

- 6.3.1. The 2021 elections will be conducted electronically, although any member can, upon specific request to the governance office, receive a postal vote.
- 6.3.2. If the number of nominations for any office does not exceed the number of vacancies, the nominated member(s) shall be deemed to have been elected at the 2021 AGM without a ballot.
- 6.3.3. If the number of nominations is less than the number of vacancies, the Board of Trustees or the appropriate Division Council shall fill the remaining vacancies.
- 6.3.4. If the number of nominations exceeds the number of vacancies for any office, the Chief Executive shall, by a date not later than 21 May 2021 cause the independent electoral service provider to make available to those eligible to vote a ballot document with a list of vacancies for which there is to be a contest and the names and candidate information for each candidate.
- 6.3.5. For Trustees, members of the Member Communities Board, Professional Standards Board and Inclusion and Diversity Committee elections, the election candidates are those who have been successfully shortlisted by the Nominations Committee.
- 6.3.6. The ballot documents shall also state a date, not less than four weeks from the date of making the ballot form available, when the vote must be received by the independent electoral service provider in order to be counted.
- 6.3.7. By-law 11.5 applies in that the accidental omission to make available a ballot form to a member, or the non-receipt of a ballot form by any member, shall not invalidate any election but, in the event of dislocation of postal or electronic services or other incident resulting in the loss or late delivery of a substantial number of ballot forms, or in a failure of electronic access, the President, on receipt of a request signed by not fewer than ten members, shall decide, on behalf of the Board of Trustees or Division Council, whether or not the election should be invalidated and a fresh ballot arranged.
- 6.3.8. In the event of a ballot being required, the independent electoral service provider shall be responsible for the counting of votes.
- 6.3.9. Prior to the Annual General Meeting the independent electoral service provider will provide the Chief Executive with the result and the Independent Scrutineers' report. This report shall be made available to the Annual General Meeting and, on the results of the voting, the Chair shall announce the names of those duly elected.
- 6.3.10. If in a ballot, equal numbers of votes are cast for two or more candidates in respect of one vacancy, the issue shall be decided by the independent electoral service provider, by drawing lots.

#### 6.4. Eligibility to vote

- 6.4.1. Only members who have paid their 2021 subscription by 1 April 2020 ('paid-up members') are able to participate in the elections.
- 6.4.2. All paid-up members are eligible to vote in the elections for Trustees, Member Communities Board Members, Professional Standards Board Member and Inclusion and Diversity Committee Member.
- 6.4.3. Paid-up members will also be eligible to vote in the Division Council elections for the Divisions that they are specifically subscribed to.

#### **7. Interpretation**

The Nominations Committee shall adjudicate on any matters of interpretation of these regulations and the conduct of the elections.