

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, 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, and interest in the breadth of the chemical sciences.

3. Vacancies

The following vacancies will occur at the Annual General Meeting on Monday 7 July 2025:

- Elected Trustee
- Elected member of Boards
- Elected member of Committee
- Subject Community Presidents
- Elected member of Subject Community 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 are four vacancies for elected member of the Board of Trustees to take office from the close of the 2025 AGM for a four-year term until the close of the 2029 AGM. Any member, except an elected member who has served on the Board of Trustees at any time since the close of the 2023 AGM, is eligible for nomination.

5.1.2. The Nominations Committee will:

- establish that each nomination is valid,
- confirm each member's willingness to 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 is one vacancy for an elected member of the Member Communities Board (MCB) of which must be active within early careers to take office from the close of the 2025 AGM, for a three-year term, until the close of the 2028 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 2025 AGM for a three-year term until the close of the 2028 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 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.

5.3. Elected member of Committee

- 5.3.1. There will be two vacancies for an elected member of the Inclusion and Diversity Committee (IDC) to take office from the close of the 2025 AGM for a three-year term until the close of the 2028 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 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. Subject Community Presidents

- 5.4.1. There will be a vacancy for President of the Analytical Chemistry Community, President of the Chemistry Biology Interface Community, President of the Education Community and President of the Environment, Sustainability and Energy Community to serve one-year as President Elect from the AGM in July 2025 and assume the respective office of Community President from the close of the 2026 AGM until the close of the 2029 AGM. This is then followed by a period as Immediate Past President, typically four months.
- 5.4.2. Any member of the respective Subject Community is eligible to be a candidate for Subject Community President. No member may be a candidate for election to more than one Subject Community.
- 5.4.3. The Nominations Committee will:
 - establish that each nomination is valid,
 - confirm each member's willingness to 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.

5.5. Elected Members of Subject Community Councils

- 5.5.1. There will be two vacancies for elected member of the Analytical Science, Chemistry Biology Interface, Dalton, Environment, Sustainability and Energy, Faraday for Physical Chemistry, Materials Chemistry and Organic Chemistry Subject Community and one vacancy for the Education Community Council to take office from the close of the 2025 AGM for a three-year term until the close of the 2028 AGM.
- 5.5.2. Any member of the respective Subject Community is eligible to be a candidate. No member may be a candidate for election to more than one Subject Community Council.

- 5.5.3. The Nominations Committee will establish that each nomination is valid, confirm each member's willingness to 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 us 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 3 January 2025, the vacancies for elected positions on the Board of Trustees, Member Communities Board, Professional Standards Board, Inclusion and Diversity Committee and Communities will be announced to all RSC members.
- 6.2.2. Each member will be invited to submit nominations by a date not later than 7 February 2025.

6.3. Elections

- 6.3.1. The 2025 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 2025 AGM without a ballot but only if the Nominations Committee agrees that the nominated member(s) can effectively satisfy the duties and responsibilities within the relevant role descriptor.
- 6.3.3. If the number of nominations is less than the number of vacancies, the Board of Trustees or the appropriate Community 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 16 May 2025 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, Inclusion and Diversity Committee and Subject Community President elections, the election candidates are those who have been successfully shortlisted by the Nominations Committee.
- 6.3.6. For the Trustee election, a single transferable vote system will be used. For all other elections, a first past the post system will be used.
- 6.3.7. The ballot documents shall also state a date, not less than three 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.
- 6.3.8. By-law 12.5 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 Community Council, whether or not the election should be invalidated and a fresh ballot arranged.
- 6.3.9. In the event of a ballot being required, the independent electoral services provider shall be responsible for the counting of votes.
- 6.3.10. Prior to the Annual General Meeting the independent electoral services 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.

6.3.11. 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 services provider, by drawing lots.

6.4. Eligibility to vote

6.4.1. Only members who have paid their 2025 subscription by 1 April 2025 ('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 Member, Professional Standards Board Member and Inclusion and Diversity Committee Member.

6.4.3. Paid-up members will also be eligible to vote in the Community Council elections for the Communities 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.

Proposed by Nominations Committee
Approved by Board of Trustees