RSC Member Network Election Process

The committee will open a call for nominations

An email is sent to all members of the group outlining the current makeup of the committee, number of vacancies on the committee, any skills or diversity gaps the committee has identified, information about the responsibilities of committee members and level of commitment involved, and information about how to apply.

The call will be open for at least four weeks.

Members of the network nominate themselves via the online form

We have created an online form to ensure that all nominations contain the necessary information; members will be asked to outline their motivations for joining the committee and relevant skills and experiences they bring to the committee. The Networks Team will answer any queries about the role or election process.

If there are more candidates than vacancies the committee can go to ballot

The committee can choose to accept all nominees, however if this is not practical a ballot can be held. The candidate information from the nomination form will be added to an online ballot form. All members of the network will receive a unique link to the form to allow them to vote.

All votes are anonymous and only the results will be shared with the committee.

The call is open to all members of the network, regardless of membership category, age, demographic or experience.

The RSC Volunteer Principles outline our commitment to volunteers and what we expect from our volunteers.

Ballots are held online to make the election process accessible to as many members of the network as possible.
RSC Member Network Committee Elections

The Royal Society of Chemistry has over 130 member networks, each led by a committee made of members of the network. The election process for RSC member network committees outlined below is taken from the Rules for Member Networks and the Member Networks Handbook.

Membership of a member network committee is open to all members of the network. The Networks Team are on hand to support our volunteers and to offer guidance and training as required.

We are an inclusive organisation and we aim to ensure that our committees are representative of the breadth and diversity of our community. We welcome and strongly encourage all of our members, regardless of membership category, age, demographic or experience, to consider putting themselves forward for election, and the election process has been developed to reflect this. We wish to encourage and facilitate the recruitment of new committee members from the broader membership – our existing volunteers have a wealth of experience and by sharing their knowledge with new volunteers they can broaden our impact and the support for our community.

Committee Election Process

The Networks Team will work with the Secretary to coordinate the call for nominations for new members and, if necessary, an online ballot.

1. The committee will open a call for nominations
   - An email outlining the number of vacancies, information about the responsibilities of committee members, and information about how to apply will be sent to network members. The call will remain open for at least four weeks. The template for the call for committee members can be found at rsc.org/FormsDocuments.

2. During the call
   - The Secretary or Networks Team will reply to queries and invite interested members to submit a nomination via our online nomination form.
   - Members of the network nominate themselves for a vacancy by completing the online nomination form.
     - Members will be asked to outline their motivations for joining the committee and relevant skills and experiences they bring to the committee.
     - Members must complete the form to be considered for election; members who do not provide the necessary information will not be included among the candidates for election.
     - The Networks Team will encourage members to complete the form when we reply to any queries or emails expressing interest in taking part.
     - If you anticipate any challenges in accessing your email during the call, please notify the Networks Team either by email or by telephone. In these circumstances we will do our best to support the inclusion of the candidate, but we will need to be mindful of maintaining realistic timelines for the other members involved.

3. Following the deadline for nominations
   - The Networks Team will share completed nomination forms with the committee.
   - If there are more candidates than vacancies, the committee can decide to go to ballot.
     - Ballots are held online to enable as many members as possible to cast a vote – a ballot cannot be held at an AGM as this would restrict the voting rights to those in attendance.
     - The ballot will include the current makeup of the committee and any diversity or skill gaps identified by the committee to support members when casting their vote.
     - The candidate information from the nomination forms will be added to the ballot.
     - Each member of the network will be sent a unique voting link; this link will allow one vote per member and all votes will be anonymous.
     - The Networks Team will share the results with the committee.