

RSC Member Network Election Process

The committee will open a call for nominations

An email is sent to the members outlining the number of vacancies, information about the responsibilities of committee members, and information about how to apply.

For fairness, and out of consideration for the voting members, personal statements must be **no more than 250 words** long.

We **must** receive a personal statement to include you in the ballot. We will ask you for a personal statement when we reply to your query and at the close of the call.

Members of the network contact the Secretary or Networks team

The Secretary or Networks team will reply to any queries about the role or election process and record any personal statements received from interested candidates.

When the call closes, the Networks team will contact all interested parties

We will follow up with members who contacted us during the call and invite them to nominate themselves by submitting a personal statement (max. 250 words long) **within five working days** of the close of the call.

If we do not receive a personal statement, we will assume that the member has withdrawn their interest and does not wish to be included in the ballot.

If there are more candidates than vacancies an online ballot will be held

The personal statements will be added to the ballot paper, which will be emailed to members of the network.

All votes are anonymous: members will return their votes to the Networks team who will count the votes and return the results to the Secretary.

Ballots must be open to **as many members of the network as possible**.

Ballots are anonymous and only the results are shared with the committee.

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 below is taken from the [Rules and Guidance Notes for Member Networks](#) and the [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 personal statement.
 - Members of the network nominate themselves for a vacancy by submitting a **personal statement**.
 - Members **must** submit a personal statement to be considered for election; members who do not submit a personal statement will not be included in the election.
 - For fairness, and out of consideration for the voting members, personal statements must be **no more than 250 words** long. Any statements over 250 words will be cut off after 250 words – staff will not edit the text.
 - We will ask for a personal statement when we reply to any emails expressing interest in taking part and again at the close of the call.
 - If you anticipate any challenges in accessing your email during this process 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
 - We will contact by email members who expressed an interest but did not submit a statement and invite them to nominate themselves by submitting a personal statement (max. 250 words long) **within five working days** of the close of the call.
 - If we do not receive a personal statement or hear from the member by this deadline, we will assume that they no longer wish to be a candidate and will **not include them in the ballot**.
 - If there are more candidates than vacancies an online ballot will be held *via* email
 - The personal statements will be added to the ballot email, which will be sent to **as many members of the network as possible**.
 - 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.
 - All votes are anonymous: members will return their votes to the networks team who will count the votes and return the results to the Secretary.
 - In the event of a tie, if there is not capacity for all candidates to join the committee, votes cast by the candidates for themselves will not be counted.