

GOVERNANCE MANUAL

SAMPLE ELECTION TIMETABLE (if an election is to take place)

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| Final PS Councils meetings of the calendar year | PS Councils to elect their Chairperson and Vice-Chairperson for the year from the next Annual Meeting |
| Final Board meeting of the calendar year | Board decides how many members to be elected, and in what specific categories (e.g. to represent a specific regional area, a particular Engineering Council sector etc) Board to approve composition of the Governance and Nominations Committee (one Board member from each PSC, of whom at least two will be an Honorary Officer) |
| By 15 February | Announcement of vacancies for the Board and PS Councils to be made on the SOE website, giving timetable for Election procedure |
| 15 February | Nomination forms and supporting documents available from SOE Head Office |
| Between 8 April and 28 April, say 15 April | Nominations Date, i.e. final date for nominations to be received at SOE Head Office (not earlier than 70 nor more than 90 days before the date of the Annual Meeting) |
| Say 22 April | Closing date for Appeals to Governance and Nominations Committee (i.e. Nominations date + 7 days) |
| 12 May | Despatch date of Ballot papers x 2 (Board and PSC) by independent body, UK Engage (i.e. Nominations Date + not more than 21 days) |
| Between 2 June and 8 June | Closing Date for completed Ballot Papers to be returned to the nominated independent body (ie 21-28 days after Despatch Date) |
| 27 June | UK Engage confirms Election results for Board and PS Council Ballots to Returning Officer |
| 1 July | Executive Director writes to all candidates advising them of election results and inviting them to attend Annual Meeting and also writes to Board and PSC members to advise them of election results |
| Early July | SOE Annual Meeting and Presidential Address |