SSA Trustee Election Process

The Society’s Articles state the following:

***27 ELECTION OF TRUSTEES AT ANNUAL GENERAL MEETING***

*27.1 Trustees elected at an annual general meeting serve until the end of the third annual general meeting following the one at which they were elected.*

*27.2 There is no limit on the number of terms a trustee can serve.\**

*27.3 A trustee retiring at the end of his or her elected term is eligible for re-election at the annual general meeting, provided the other trustees recommend that he or she be proposed for re-election by majority decision of the other trustees.*

*27.4 A person other than a retiring trustee may be elected a trustee at the annual general meeting only if:*

 *(a) he or she is recommended for election by the trustees; or*

 *(b) not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given notice that is signed by two members entitled to vote at the meeting, stating that they wish to propose the appointment of a person as a trustee, and containing the details that, if the person were to be elected, the charity would have to file at Companies House. The notice must be signed by the person who is proposed, to show his or her willingness to be appointed.*

*27.5 All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days’ notice of any resolution to be put to the meeting to appoint a trustee other than a trustee who is to retire at the end of his or her elected term.*

*27.6 All elections of trustees, even if uncontested, shall be by ballot, and a candidate shall be elected only if at least fifty per cent of the members voting vote for her or him.*

In addition to Article 27.4 (b) above the proposer and seconder should provide a statement concerning the nominee’s suitability for the post, including that to the best of their knowledge the candidate has no conflict of interest that would preclude them becoming a trustee. Nominees will also be asked for a brief statement of purpose, a CV and a declaration of interests.

Prior to the election process, all duly proposed candidates will be asked to confirm in writing that they have no conflict of interest that would preclude them becoming a trustee. Any conflicts will be assessed by the existing Board using internal guidelines and their decision will be final. The nomination form, below, should be completed and returned to the Society’s registered office within the dates set out in 27.4 (b) above.

*\*to accord with best practice, the SSA Board of Trustees has set an expectation that three terms of 3 years should not be exceeded.*

5 September 2023

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**Nomination form**

The following member has consented for their name to go forward for election as a trustee.

In making this proposal the proposers and candidate confirm that the candidate has no conflict of interest and is able to meet the requirements set out in the trustee job description and job specification which can be found here:

<https://www.addiction-ssa.org/wp-content/uploads/2023/09/trustee_role_description_sept_2023.docx>

Nominee…………………………………………………………… (name)

Proposer…………………………………………………………… (name)

Signed ……………………………………………………………

Seconder ……………………….………………………………… (name)

Signed ……………………………………………………………

Statement concerning the nominee’s suitability for the post, as above, is attached from proposer and seconder.