

Election of Assembly of Representatives Operational Procedures

1. Introduction

- 1.1 The Assembly of Representatives is the forum made up of members who represent their CIEH membership regions, Special Interest Groups and students. Its objective is to provide a forum for the exchange of views and information on professional environmental health matters. It is the principal mechanism for the views of members to be taken into consideration and for ensuring that the CIEH remains accountable to its membership. The Assembly will have the responsibility to discuss and debate regional and professional issues affecting members and deliver considered positions and opinions to influence decision making and delivery.
- 1.2 The overseas membership will also select their representatives within their overseas regions. The overseas representation and how this links to the Assembly of Representatives is subject to a separate operational procedure.

2. Number of Assembly Representative Positions

- 2.1 There are currently 12 geographical membership regions in the UK and four special interest groups and a maximum of two representatives will be elected from each.
- 2.2 Two representatives will be elected where membership of any region or SIG exceeds 300 members. One representative will be elected for any region or SIG with less than 300 members. No representative will be elected from any SIG where membership is less than 75 members.
- 2.3 Student representatives will be elected from within the student membership within the UK.
- 2.4 The number of members per region, student community and SIG for the purposes of election will be determined by the number of members confirmed on 31 December on the year previous to the election taking place.

3. Term of office and frequency of elections

- 3.1 All Assembly Representatives will hold office for a period of three years. Each year of office starts on 1 January and ends on 31 December of each year.
- 3.2 The initial elections will be staggered to ensure continuity (Section 12 for groupings). Thereafter the elections will take place every three years unless a vacancy occurs.

4. Role of the Assembly Representative

- 4.1 The role of the Assembly of Representatives is set out in the relevant Operational Procedures and the role of the Assembly Representative is set out in the relevant job description and job specification.

5. Who can be nominated for election as Assembly Representatives?

- 5.1 The following UK members (fully paid up or on payment schemes) are eligible to be nominated for regions or SIGs:
- Voting Members
 - Accredited Associate members
 - Graduate members
 - Retired members
 - Members of staff of CIEH or any person with a full or part time remunerated role in an operational entity of the CIEH, (with the exception of those who are in receipt of a fee for educational assessment activities i.e. Log book or portfolio assessments or their successors, professional interviews etc.) will not be eligible for nomination.

UK Student members can nominate students to act as their representative from the student community:

- Student members in UK

Individuals may only nominate for one representative role (either their region/ SIG or where relevant student).

- 5.2 The Chief Executive will publicise the opportunity to nominate members for election to the membership at least 28 days before the closing date for nominations. The closing date for receipt of nominations will be the third week in September and a day will be set as part of the CIEH calendar each year.
- 5.3 Any member of the CIEH (paid up/ on a relevant payment scheme/ belonging to a free category of membership), primarily resident in the UK will be able to nominate any other members(s) of the same region, SIG or student membership community. The nominations must be made with the consent of the person being nominated. Individual members may nominate themselves. All members being nominated must be:
- Member of the CIEH (as described above)
 - In good financial standing- paid up or on a relevant payment scheme or belonging to a free category of membership
 - Prepared to complete a nomination form for ballot purposes
 - Prepared to abide by the election protocol
 - Prepared to undertake the duties of an Assembly Representative to their full ability
- 5.4 Nominations must be received by the CIEH by the closing date and time advertised for the elections. Any received after this date and time will not be considered for election.
- 5.5 An election will only take place if there are more nominations received than there are representative positions.

6. Applications

- 6.1 All nominated members must complete the relevant nomination form and in no more than 300 words contain the following:
- Summary of their professional background
 - Any specialist interests, skills and experience
 - Personal contributions to the environmental health profession and CIEH membership
 - A statement of why they would like to be elected
 - Current digital photograph (for ballot purposes)
- 6.2 Applications for all nominees must be received with their nomination by the date and time advertised.
- 6.3 Canvassing for votes is not permitted except through the CIEH communication channels. This includes MyCIEH, membership E Newsletters, special editions of EHN, designated links on the CIEH website and any other communication opportunities supported through the CIEH. All candidates must be mindful not to bombard fellow members during the lead up to and during the election.

7. Who can take part in these elections?

- 7.1 The CIEH is using elections as the process to select representatives from the region, SIG or student community. For this purpose, the following members (fully paid up or on payment schemes) are eligible to vote for representation within regions or SIGs:
- Voting members
 - Accredited Associate members
 - Graduate members
 - Retired members
 - Associate members
 - Student members for relevant region, SIG

Students also are able to vote for representation from the UK student community.

Please note that eligibility for voting as part of the selection of Assembly Representation does not alter the voting rights of full Voting Members of the CIEH who retain their special voting rights at Annual Meetings and for Special Resolutions.

- 7.2 Every member may vote once for their region and once for each SIG of which they are a member. This enables each member to choose who they would want to best represent their views from a regional or a specialist perspective. While recognising students involved in their region or a SIG will also want to choose their representative for these sectors, the CIEH also acknowledges the importance of the student perspective within the Assembly. This is why we are supporting students having specific representation on the Assembly.

8. The ballot or election process

- 8.1 The ballot will be undertaken through MyCIEH or such other means as determined to ensure all members eligible to vote for a representative are able to vote. The closing

date for the ballot will be advertised and any votes received after this date will not be valid.

- 8.2 The ballot results will be examined by the Chief Executive or as delegated and a minimum of one scrutineer.
- 8.3 The member or members with the highest number of votes will be elected to the representative posts for the relevant region, SIG and student community.
- 8.4 In the event of a tie for an Assembly Representative position the Chief Executive shall draw lots.

9. Postal Ballot

- 9.1 The CIEH will encourage all members to vote electronically. However, on request a member may vote by paper ballot if unable to vote using the electronic system. Postal voters will be sent a voting slip along with a pre-paid envelope. The envelope will display their membership number (but not name or any other details). The ballot paper(s) will be anonymous.
- 9.2 Returned envelopes will be kept by the CIEH unopened until the electronic ballot closes. After the ballot has closed, membership numbers on the envelopes will be cross checked against the report on who has voted electronically (NB this report only identifies people who have voted, not who they have voted for).
- 9.3 If a member has voted electronically **and** used a paper ballot, their envelope containing their paper ballot will be disposed of unopened. Remaining envelopes can then be opened by scrutineers to preserve anonymity as far as possible. Paper ballots can then be added up in the usual fashion.

10. Scrutineers

- 10.1 The role of the scrutineer is to ensure the probity and integrity of the election process and ratify the results obtained through the election. Two scrutineers will be nominated and appointed at the CIEH Annual Meeting each year. The scrutineer must not be a nominated or elected representative and will not be able to nominate other members or their selves for election while they are acting as a scrutineer for the CIEH.

11. Vacancies - Assembly Representative posts

- 11.1 Should an Assembly Representative position become vacant before the end of the term of office, an election will take place to elect another representative. The election for the vacancy will be added to the next election due (of any grouping).
- 11.2 The replacement Assembly Representative will serve the remaining term of office for that position. However, the post will remain vacant if the vacancy occurs within the final six months of term of office until the next full election for the position.

12. Staggered election groups

12.1 After the initial election of representatives the elections will take place after three years for each group as stated below:

Group A Until 31 December 2012 and then every three years:

Northern Ireland
South East
East of England
North West
Port Health Special Interest Group

Group B Until 31 December 2013 and then every three years:

International Special Interest Group
East Midlands
West Midlands
Scotland
Education and Research Special Interest Group

Group C Until 31 December 2014 and then every three years:

London
Yorkshire and Humber
Cymru Wales
South West
North East
Commercial and Independent Special Interest Group

Agreed: Council on 8 September 2011

Agreed: Council 19 October 2015

Agreed by the Assembly except for para 5.1 (5th Bullet) which the Council is asked to reconsider as indicated: 18 November 2015

Changes to paragraph 5.1 agreed by the Board of Trustees: 18 February 2016