



Assembly Induction Day – 16<sup>th</sup> July 2024

## **Assembly Induction Day**

To be held from 11.00am to 17.00pm on 16<sup>h</sup> July at 66 East Smithfield

### **Agenda**

#### **OPEN BUSINESS SESSION**

1. **Welcome Assembly members 11.00**  
*President*
2. **Apologies for absence 11.00**  
*President*
3. **Election of Treasurer 11.00 – 11.30**  
To elect a Treasurer  
*President*
4. **Confirmation of Posts 11.30 – 11.35**  
Confirmation of continuation in office  
*Chief Executive*

#### **END OF OPEN BUSINESS SESSION**

## **APPENDIX B - ELECTION OF OFFICERS**

Eligible Assembly members may be candidates for both Offices. The election of the President will take place first. A successful candidate shall cease to be a candidate for the subsequent election of the Treasurer.

### **Procedure for the election of President**

1. The election of the President will be held biennially, entirely in open business, with the voting recorded, at the start of business of the first Assembly meeting following the AGM in the requisite election year.
2. A candidate standing for election shall make a declaration of interests at the time of their nomination.
3. A candidate standing for election must be present at the Assembly meeting (either by virtue of being physically present in the meeting room or remotely via Skype/teleconference) during which the election of the President takes place.
4. In the event that there is only one candidate nominated, the Assembly will be asked to confirm that the person is duly elected. The confirmation process shall be as per the process for confirming the second year of a term of office outlined at 5.1.1 in the Regulations.
5. The voting shall be reported to the Assembly and recorded in the minutes.
6. Once the elections have been completed, the name of the candidate and the address submitted by the successful presidential candidate will be published.

### **Nominations**

1. Candidates must be nominated by an Assembly member and be seconded by another Assembly member. All nominations must be received in writing (by letter or email) by the Chief Executive at least 11 calendar days before the Assembly meeting following the AGM, with a Friday 12 noon deadline. The specific closing date for nominations in a given year will be communicated to Assembly members by the Chief Executive after the effective dates.
2. Candidates for the President are required to produce an address of up to 1,000 words to demonstrate how they meet the requirements of the role and to set out their policies. This must be received by the time and date specified as the deadline for nominations. The address must be in plain text and not include any photos, images, graphics, website addresses or urls.
3. The names of those nominated and the names of the nominators, will be circulated with the text of addresses to reach Assembly members by the following Tuesday, one week before the Assembly meeting.
4. Voting will follow the procedure set out below.

### **Voting procedure**

1. Assembly members who know they will be absent from that part of the meeting when the election takes place and who wish to vote should send a written statement to this effect to be received by the Chief Executive by 12 noon on the day before the date of the election. Assembly members should list those candidate(s) they wish to vote for in order of preference.

An Assembly member who has voted in this way will not be permitted to join the meeting until voting has been completed.

2. The Society's Legal Counsel or another appropriate member of staff will be present at the meeting to provide clarity on any part of the process if necessary.
3. The use of mobile devices and/or laptops will not be permitted at the meeting for the duration of the election process.
4. The Chief Executive will take the chair for this item and read the names of the candidates. Each member of the Assembly will then write the name of the candidate for whom they wish to vote on the ballot paper. The papers will then be collected. The Chief Executive will vote on behalf of any absent Assembly member(s), casting vote(s) in favour of the highest preference candidate on the absent member(s) list.
5. If one candidate has received more votes than the total of votes awarded to all other candidates, that person will be deemed to have been elected to the office concerned.
6. In the event that no candidate receives a majority of all votes cast in the first ballot, the candidate given the least number of votes in that ballot will be eliminated and the procedure as set out in 3-6 above will be repeated. This procedure will be repeated until one candidate receives the majority of votes cast.
7. If, in any ballot in which one candidate does not receive a majority of all votes cast, two or more candidates tie with the lowest number of votes, a separate ballot involving only those candidates will be held under the procedure as set out in 3-6 above to decide which of these candidates is to be eliminated from the next ballot.
8. If, when there are only two candidates for a post, there is a tie in the ballot, a further ballot will be held under the procedure set out in 3-6 above. If there is still a tie after this second ballot, the Assembly meeting will be adjourned for five minutes and on its resumption nominations for the post concerned will again be called for.
9. The newly elected President may make a short statement following election.
10. The content of the presidential addresses will be confidential to the Assembly until after the election has taken place.
11. The address of the successful Presidential candidate and the names of all the nominees will be sent to the editors of pharmacy publications.

#### **Procedure for the election of the Treasurer**

The Procedure for the election of the President and voting procedure above shall apply to the nomination and election of the Treasurer.



**CONFIRMATION OF POSTS**

Assembly members are asked to action the following in relation to the specific posts:

**i) President**

Assembly members are asked to confirm the second year of office of the current President. As per Regulation 5.1.1:

*Confirmation of the second year of office shall be automatic unless a vote of no confidence in the President is passed by the Assembly*

**ii) Pharmaceutical Scientist**

Assembly members are asked to confirm the second year in office of the current Pharmaceutical Scientist member. As per Regulation 6.2 this follows the process set out for the Officers of the Society and therefore:

*Confirmation of the second year of office shall be automatic unless a vote of no confidence... is passed by the Assembly*

**iii) Lay Member**

Assembly members are asked to confirm the final year in office of the current Lay member. As per Regulation 6.1 this follows the process set out for the Officers of the Society and therefore:

*Confirmation of the second year of office shall be automatic unless a vote of no confidence... is passed by the Assembly*

**iv) Academic Member**

Assembly members are asked to note that Ruth Edwards will continue in post at present as the Academic member for a second term of office. As per Regulation 6.3:

*The academic or Pharmacy School Council member on the Assembly is selected by the Pharmacy School Council from amongst their number taking account of the criteria that their representative should be a pharmacist and either a current or ex-head of a Pharmacy School).*

**Alison Douglas  
Governance Manager  
July 2024**