**** 12 October 2022

Dear Member,

**Nominations for Section Committee 2022-2023**

The Annual General Meeting at which the Officers and Committee for next year will be appointed is to be held on 7 November 2023. A formal notice of the meeting accompanies this note, so I am now writing to invite nominations from those who may wish to serve on the BCS Committee.

In accordance with the BCS Rules and Processes for Member Groups, we are seeking to elect a minimum of six committee members, of which, three must be professional BCS members (MBCS / FBCS) including those of Chairman and Treasurer. The Officers of Chairman, Vice Chairman, Treasurer and Secretary are essential for the effective running of the Section and are to be specifically elected to their roles. The allocation of other roles, including the mandatory roles of Inclusion Officer and the Early Careers Advocate, is flexible and can be agreed amongst committee members. Such other roles may include those of Membership Secretary, Email Coordinator, Webmaster, Publicity Officer, Young Professional Group (YPG) Representative, and Events Coordinator.

A description of the responsibilities for each role are listed in the enclosed BCS document - Roles for Committee Members. Committee members can be flexible in sharing these duties amongst each other. Committee Meetings are typically held on the second Monday of each month, commencing at 7pm and lasting for 1 to 1½ hours. If more detail or time commitments are required for particular roles, then contact the chair – email: info@bcs.org.im

The Section operates as an Isle of Man Company Limited by Guarantee and a Registered Charity. The Officers of Chairman, Vice Chairman, Secretary and Treasurer must consent to fulfilling the obligations of Trustees of the Charity and Directors of BCS (Isle of Man) Ltd.. Committee members will be asked to become Guarantee Members of BCS (Isle of Man) Ltd. for the duration of their tenure.

Nominations must be made on the approved form (at Appendix A below) which must be signed by the nominee as well as two members supporting the nomination. Completed nomination forms should be sent to the Chair, or be handed to any Committee member, so that they are received no later than 31st October 2022. Where more than one nomination is received for a post, a ballot will be held and this will be conducted electronically via email. Any member, present at the AGM on 7th November 2022 who has not previously voted may vote at the meeting prior to announcement of the results. An attendee will act as the Returning Officer for any ballot which will be conducted in accordance with the rules in Appendix B.

The Chairman, Vice Chairman, Treasurer and Secretary are retiring this year and therefore we are seeking nominations for these positions. However, I am pleased to confirm that some members of the retiring committee have indicated their willingness to be nominated for the following positions:

|  |  |
| --- | --- |
| Chairman |  |
| Vice Chairman |  |
| Treasurer |  |
| Secretary |  |
| Committee Member | Graham Hurley MBCS CITP |

Yours sincerely,

Samantha Warren MBCS   
Secretary

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**Appendix A**

**Nominations for the Section Committee for 2022/2023**

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| *Please use* ***BLOCK CAPS*** *for this column* |
| Nomination for the position of:  Chair / Vice Chairman / Treasurer / Secretary / Committee Member\*  (\* please delete as applicable) |
| Nominator | Signature | Membership Number |
| Seconder | Signature | Membership Number |
| Nominee | Signature | Membership Number |
| Date |

The Nominee may wish to provide a short profile/bio of themselves

WHEN COMPLETED, THIS FORM MUST BE SUBMITTED SO THAT IT IS RECEIVED BY THE CHAIR AT LEAST SEVENDAYS BEFORE THE DATE FIXED FOR THE ANNUAL GENERAL MEETING. COMPLETED FORMS SHOULD BE SENT TO:

**BCS Isle of Man International Section**

**8 The Crofts**

**Castletown**

**IM9 1LW**

OR BE HANDED TO A MEMBER OF THE PRESENT COMMITTEE

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**Appendix B**

**Rules for Process of Selection and Appointment to Committee**

1. Where a single nomination is received for a post then the individual nominated shall be deemed to be appointed to the post immediately following the AGM.
2. Ballot papers must bear the voter’s BCS Membership Number.
3. Completed ballot papers will be checked against a list containing only valid Membership Numbers, created as above. This is to ensure validity to vote and to ensure that no member can vote more than once.
4. Members who have not submitted a ballot paper by post or electronically will, on request, be provided with a ballot paper at the AGM. All ballot papers must be completed and will be collected before any count commences.
5. Any ballot paper bearing an invalid membership number will be treated as a spoilt paper.
6. Should a duplicate ballot paper be detected (two or more ballot papers bearing the same Membership Number) then each one shall be treated as a spoilt paper.
7. Should there be a tie in the number of votes cast for a post, then the Chair will have the casting vote.
8. Where an individual is nominated for more than one post and gains the most votes for more than one post, then the individual shall be allowed the choice of which post to fill.
9. Where the individual gaining the most votes for a post does not fill that post, then the individual gaining the next highest number of votes shall fill the post.
10. Where any post remains unfilled, then the individual who has gained the most votes for any post without securing appointment will be invited to fill the post.