

STAGE 3: FINAL SELECTION

Stage 3 allows the opportunity for members to choose their candidate

- ✓ Arrange a general meeting of members in the ward/division being selected.
- ✓ Ask an association officer to chair the meeting.
- ✓ Ensure there is an accurate list of qualifying members available.
- ✓ Note how many members attend the meeting.
- ✓ Prepare ballot papers for the first round - and spares for potential additional rounds.
- ✓ Best practice would be to invite each candidate to speak, followed by questions. Ensure that each candidate is offered the same amount of time. The candidates shouldn't listen to each other. Members should vote directly after the last candidate without discussion.
- ✓ Members have the same number of votes as vacancies being selected.
- ✓ If selecting for a single seat, or where the number of candidates is the same as the number of seats, to be selected a candidate must receive more than 50% of the vote. In multi-member wards/divisions, you should vote on each candidate in turn. If, in a multi member ward/division there is more candidates than seats the method outlined below should be used.
- ✓ If 15 or more members attend the meeting the Executive should be informed that the meeting has selected a candidate.
- ✓ If fewer than 15 members attend the Executive should be told the recommendation of the branch at the next meeting - the Executive shall take the final decision.

BEST PRACTICE



Selecting multi member wards

When selecting multi-member wards members have the same amount of votes as candidates.

Members can only cast one vote for each candidate. The candidate with the fewest votes is eliminated in each round.

Selecting multi-member wards can be more complex. Where there are more candidates than vacancies the following method should be used. It will require rounds of voting – but the method will ensure that the majority of members support the winning candidates.

All members must use all their possible votes in each round of voting.

Example 1

If 19 members attend the meeting and are selecting 3 candidates the total number of vote cast in each round will be 57.

In this example T. Shal is not automatically selected in round 1. The lowest is eliminated.

Candidate	Voting Round 1	Round 2	
J. Bloggs	5	Eliminated	
M. Smith	15	19	Selected
A. Doe	9	11	Selected
M. Bloggins	9	9	Eliminated
T. Shal	19	18	Selected
Total Votes	57	57	



Example 2

If 24 members attend the meeting and are selecting 2 candidates. The total number of votes cast in each round will be 48. In this example a fourth round vote is not held as the elimination of T. Shal leaves only two candidates.

Candidate	Round 1	Round 2	Round 3	
J. Bloggs	10	12	18	Selected
M. Smith	14	14	16	Selected
A. Doe	8	8	Eliminated	Eliminated
M. Bloggins	6	Eliminated	Eliminated	Eliminated
T. Shal	10	14	14	Eliminated
Total Votes	48	48	48	

Example 3

If 20 members attend the meeting and are selecting 2 candidates. The total number of votes cast in each round will be 40.

In this example at the end of round 1 two candidates are eliminated as they have the same number of votes. At the end of round 2 the same situation occurs - the same method cannot be used as this reduces the list from 3 to 1 (and 2 candidates are being selected) the same cannot happen. Instead there is an additional vote as a run-off. As this is only choosing 1 candidate members only get 1 vote. Where a draw occurs again best practice is to invite the two candidates back to the meeting, one at a time, to speak to the members and answer any additional questions. In the situation that this ballot results in a tie a decision can be made by a flip of a coin.

Candidate	Round 1	Round 2	Round 3	Round 4	
J. Bloggs	6	Eliminated	Eliminated	Eliminated	
M. Smith	10	16	Selected	Selected	Selected
A. Doe	10	12	10	12	Selected
M. Bloggins	6	Eliminated	Eliminated	Eliminated	
T. Shal	8	12	10	8	
Total Votes	40	40	20	20	

TOP TIP

Appeals

Appeals can only be made because of a procedure not followed - no one can appeal because they are unhappy with the decision that is made.

Any appeal should be made within 14 days to the Chairman of the Association. This appeal should be in writing and specify which procedure wasn't followed. The appeal will be heard by the Executive Council of the Association - any Executive council member who was a part of the Approvals Committee

may not hear an appeal. The Chairman should investigate the process and prepare a report for the Executive. They can appoint someone to carry out the investigation if they wish.

If the individual making the appeal is unsatisfied with the decision of the Executive they may refer the matter to the Area Management Executive within 14 days of the Executive Council meeting. The Area Management Team will appoint a lead to look in to the complaint. They will ensure this individual isn't conflicted by links to the Association, council or applicant.

