

Electoral College

The Electoral College is the body of electors that assess nominations for the role of BVA Junior Vice President and puts forward a candidate to BVA Council.

Terms of reference

- To receive and consider nominations and applications for the role of BVA Junior Vice President (JVP)
- To evaluate nominations and applications against the role profile, person specification and specific skills/experience as advertised
- To identify a top preferred candidate to be recommended to BVA Council
- To identify two reserve candidates in case a fall back should be required
- To carry out a gap analysis within the officer team for the following year and draw up a list of specific skills/experience to publicise during the nomination period
- To promote the process and encourage applications (though members of the Electoral College should not nominate individuals themselves)

Membership

- 1 independent (ie non-vet) chair (non-voting) to be appointed by BVA Board
- 3 elected members to be elected via the whole membership
- 3 current officers (President, SVP and JVP)
- 1 past president – the most senior past president serving on BVA Council
- 1 BVA Board Chair (non-voting) in an observer capacity

Process for Electoral College

In advance of the meeting the secretariat will circulate the nominations received to all members of the Electoral College (EC).

At the meeting

1. The meeting will be chaired by an independent chair appointed by BVA Board.
2. The Chair will invite members of the EC to declare any interests relating to the candidates, including professional and personal relationships.
3. The EC will discuss the particular skills and expertise required to complement the other officers in the team and agreed a broad set of requirements against which the candidates will be assessed.
4. If the list of nominations exceeds 10, a shortlist of 10 will be agreed, taking into account the balance of the officer team and the strengths of the nominees.
5. Each candidate will be discussed (in alphabetical order), with members of the EC invited to comment on potential strengths and weaknesses, as well as the balance of skills/expertise.

6. In a secret ballot, members of the EC will rank the nominees and the Chair will combine these to give an overall ranking. Note that the EC Chairman and the Chairman of the Board do not have a vote.
7. From this ranking, the top three nominees will be identified.
8. Each of the top three candidates will be discussed in turn, again observing potential strengths and weaknesses and how skills/expertise might complement the officer team.
9. Members of EC will vote in a secret ballot for their preferred nominee.
10. The ranking will be determined on a first-past-the-post-basis. In the event of a tie, members of the EC will re-vote in a secret ballot on the two tied candidates. If this result in a further tie, the President will have the casting vote.
11. This process will produce a final list of three in order of preference, to be approached by the President.
12. In the event of the position not being accepted by any of the top three nominees, the EC would be reconvened. The remaining seven nominees from the short list would be reconsidered and a new vote would be taken for order of preference. Nominees would be approached in order of preference. Should none of the nominees accept the invitation a third meeting of the EC would be held.
13. Copies of the paperwork will be held securely by the BVA secretariat.

Further information

See also: Electoral College elected member role profile available at www.bva.co.uk/elections

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