

Kennington Community Forum Core Group

Standing Order 1

Election of Chair, Secretary, Treasurer & Ordinary Members

1) Composition of Kennington Community Forum Core Group

- a) The Core Group (CG) of the Kennington Community Forum (KCF) is comprised of up to twelve members: Chair, Secretary, Treasurer and up to nine Ordinary Members.
- b) Members of the CG are elected annually by the public present at the Annual General Meeting (AGM). All members of the CG serve for up to one year until the date of the next AGM.
- c) To stand for election for Chair, Secretary, or Treasurer candidates must have attended at least two public meetings of KCF since the previous AGM; must be aged 18 or above at the date of the election; and either be resident in the area which KCF represents or be a nominated representative of a stakeholder group participating in KCF.
- d) To stand for election as an Ordinary Member candidates must be aged 18 or above at the date of the election; and either be resident in the area which KCF represents or be a nominated representative of a stakeholder group participating in KCF.

2) Nomination

- a) Any person wishing to stand for election must complete a nomination paper, and return it to KCF's liaison officer at Ashford Borough Council at least five working days before the date of the AGM.
- b) A candidate may opt to stand for any or all of the positions of Chair, Secretary, Treasurer or Ordinary Member.
- c) The CG will agree the form of the nomination paper each year. The CG may require each candidate to submit a brief written statement in support of their candidacy, and this may be made public for all candidates should the CG require.

- d) For nomination papers and information, contact ABC's Liaison Officer :
Michelle Byrne
Ashford Borough Council,
Civic Centre
Tannery Lane
Ashford TN23 1PL
Telephone: 01233 331111
Email: kencf@ashford.gov.uk

3) List of Persons Nominated

- a) The Secretary will arrange for the list of all candidates validly nominated to be issued to all members of the CG, be available on KCF's website, and be available on request from ABC's liaison officer, two working days before the date of the AGM. The Secretary will also arrange for the list of all candidates validly nominated to be available to all those present at the AGM.

4) Method of Election

- a) Each position will be determined by simple majority vote of those present at the AGM using a secret ballot. Voting will be overseen by ABC's Liaison Officer, or other independent person agreed in advance with by ABC's Liaison Officer.
- b) The position of the Chair will be decided first, followed by the Secretary, then the Treasurer.
- c) In the event that there is more than one candidate for any position, there will be a contested election.
- d) In the event that there is an equal number of votes between candidates for any position, ABC's Liaison Officer will determine the successful candidate by lot.
- e) If a candidate is successfully elected to any of these positions, his or her candidacy for any other position will be withdrawn.
- f) In the event that there is no candidate for any of the positions of Chair, Secretary, or Treasurer, the CG shall appoint members to these positions as soon as practicable after the completion of the AGM.

- g) Once the positions of Chair, Secretary and Treasurer have been determined, the positions of Ordinary Members will be determined. If the number of candidates does not exceed nine, the candidates will be declared elected unopposed, otherwise they will be determined by secret ballot and the nine candidates with the highest number of votes will be elected.
- h) Proxy voting is not permitted.

5) Co-opted Members

- a) In the event that there are insufficient candidates to fill the vacancies, the CG may choose to fill vacancies by co-opting members to serve until the date of the next AGM.
- b) Co-opted Members must be aged 18 or above at the date of the election; and either be resident in the area which KCF represents or be a nominated representative of a stakeholder group participating in KCF, or have specialist skills or knowledge which would be of advantage to KCF in fulfilling its objectives.
- c) Appointment of Co-opted members must be approved by simple majority vote of the CG. The names of any Co-opted members of CG will be announced by the Chair at the next meeting of the Forum.

6) Precedence

- a) In the event of a conflict between this standing order and the approved Constitution of the Kennington Community Forum, the Constitution shall have precedence.

This standing order is approved by the Core Group

Chair: _____ Secretary: _____

Date: _____ Date: _____