

# NORTH VIEW Housing Association

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*North View is a registered Scottish charity – charity registration number SC032963*

## POLICY AND PROCEDURE GUIDE

### ELECTION OF OFFICE BEARERS

Passed:-	27/08/2025	Review Date:-	July 2030
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All North View policies and publications can be made available on CD/data-to-voice, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us at [enquiries@nvha.org.uk](mailto:enquiries@nvha.org.uk)

#### 1.0 Introduction

- 1.1 The purpose of this Policy and Procedure Guide is to confirm the Office Bearers that the Association will have and establish procedures for the nomination and election of Committee Members to these posts.

#### 2.0 Office Bearers

- 2.1 There shall be four Office Bearer positions on North View's Management Committee. These will be:- Chairperson, Vice-Chairperson, Secretary, and Treasurer.
- 2.2 A Committee Member holding a position of Office Bearer will participate in the Office Bearers Group. This Group has its own Standing Orders and Remit of Delegated Authority and Responsibilities from the Management Committee.
- 2.3 A Committee Member may not hold more than one post of Office Bearers at any one time, but a Committee Member (including an Office Bearer) may be Chair of one or more Sub-Committees at any one time.

#### 3.0 Order of Selection

- 3.1 The Management Committee will elect Office Bearers at the first Committee Meeting held after the Annual General Meeting.
- 3.2 The meeting will be chaired by the person who was Chairperson for the year prior to the Annual General Meeting, until the Chairperson (for the year ahead) is elected.
- 3.3 The positions of Office Bearers shall be 'filled' in the order of Chairperson, then Vice Chairperson, then Secretary, then Treasurer.

#### 4.0 Appointment of Chairperson

- 4.1 The Chairperson (for the year prior to the Annual General Meeting) will seek a nomination from Committee Members for the position of Chairperson.

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- 4.2 Upon receiving a nomination, the Chairperson will ask the Committee Member that has been nominated to confirm whether or not they accept the nomination: if the person does not accept the nomination, the Chairperson will seek nominations for other Committee Members; if the person does accept the nomination the Chairperson will seek a Committee Member to second the nomination. If no Committee Member seconds the nomination, the Chairperson will seek nominations for other Committee Members; if a Committee Member seconds the nomination, the Chairperson will confirm the nominee for election to the position as Chairperson.
- 4.3 The Chairperson will then seek a nomination for others for the position. If a nomination is made, the procedure outlined in item 4.2 will be followed, and the process be repeated until there are no more nominations for the position.
- 4.4 If only one Committee Member is nominated for the position, that person will become Chairperson, but if more than one Committee Member is nominated for Chairperson, the appointment will be made through election.
- 4.5 Elections shall be conducted via secret ballot. Each Committee Member shall have one vote. The ballot process – including the vote count – shall be administered by a Senior Member of Staff, usually the Director. In the event of the Meeting being held virtually, individual Committee Members will submit their vote to the Director (via text or phone call). The Director will count the votes and inform Committee of the outcome.
- 4.6 The candidate gaining more than 50% of the number of votes cast will be elected as Chairperson.
- 4.7 If there are more than two candidates, the candidate with the highest number of votes must secure more than 50% of the votes cast to be elected as Chairperson. If they do not secure more than 50% of the vote, the person with the least number of votes will be eliminated and a ballot held of the remaining candidates.
- 4.8 In the event of two or more candidates tying with the least number of votes, a ballot will be held between these candidates to determine which candidate will be eliminated from the process; the candidate that polls the least number of votes will be eliminated. In the event of the Meeting being held virtually, individual Committee Members will submit their vote to the Director (via text or phone call). The Director will count the votes and inform Committee of the outcome.

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If the candidates tie, a second ballot will be held. In the event of the Meeting being held virtually, individual Committee Members will submit their vote to the Director (via text or phone call). The Director will count the votes and inform Committee of the outcome.

If a second ballot is also tied, the candidates will cut from a deck of cards; the candidate that cut the lower card will be eliminated from the process. If the meeting is held virtually, the Director will cut the cards in the presence of all attendees.

- 4.9 Having eliminated one candidate from the election process, a ballot of for the remaining candidates will be held, and the processes described in item 4.8 be repeated until either one candidate polls more than 50% of the votes cast, or two candidates remain.
- 4.10 In the event of two candidates remaining, a ballot will be held; the candidate that polls the greater number of votes will be elected as Chairperson. If the ballot is tied, a second ballot will be held. If that too is tied, the candidates will cut from a deck of cards; the candidate that cuts the highest card will become Chairperson. If the meeting is held virtually, the Director will cut the cards in the presence of all attendees.
- 4.11 The newly elected Chairperson will assume the Chair for the remainder of the Meeting.

### 5.0 Appointment of Vice-Chairperson

- 5.1 The Chairperson will seek a nomination from Committee Members for the position of Vice-Chairperson.
- 5.2 Upon receiving a nomination, the Chairperson will ask the Committee Member that has been nominated to confirm whether or not they accept the nomination: if the person does not accept the nomination, the Chairperson will seek nominations for other Committee Members; if the person does accept the nomination the Chairperson will seek a Committee Member to second the nomination. If no Committee Member seconds the nomination, the Chairperson will seek nominations for other Committee Members; if a Committee Member seconds the nomination, the Chairperson will confirm the nominee for election to the position as Vice-Chairperson.

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- 5.3 The Chairperson will then seek a nomination for others for the position. If a nomination is made, the procedure outlined in item 5.2 will be followed, and the process be repeated until there are no more nominations for the position.
- 5.4 If only one Committee Member is nominated for the position, that person will become Vice-Chairperson, but if more than one Committee Member is nominated for Vice-Chairperson, the appointment will be made through election. In the event of the Meeting being held virtually, individual Committee Members will submit their vote to the Director (via text or phone call). The Director will count the votes and inform Committee of the outcome.
- 5.5 Elections shall be conducted via secret ballot. Each Committee Member shall have one vote. The ballot process – including the vote count – shall be administered by a Senior Member of Staff, usually the Director.
- 5.6 The candidate gaining more than 50% of the number of votes cast will be elected as Vice-Chairperson.
- 5.7 If there are more than two candidates, the candidate with the highest number of votes must secure more than 50% of the votes cast to be elected as Vice-Chairperson. If they do not secure more than 50% of the vote, the person with the least number of votes will be eliminated and a ballot held of the remaining candidates.
- 5.8 In the event of two or more candidates tying with the least number of votes, a ballot will be held between these candidates to determine which will be eliminated from the process; the candidate that polls the least number of votes will be eliminated.
- If the candidates tie, the Chairperson may exercise his/her casting vote. If the Chairperson does not wish to exercise his/her casting vote, the candidates will cut from a deck of cards; the candidate(s) that draw the highest card will go forward to the next stage in the process.
- 5.9 Having eliminated one candidate from the election process, a ballot of for the remaining candidates will be held, and the processes described in item 5.8 will be repeated until either one candidate polls more than 50% of the votes cast, or two candidates remain.

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- 5.10 In the event of two candidates remaining, a ballot will be held; the candidate that polls more votes will be elected as Chairperson. If this ballot is tied, the Chairperson may exercise his/her casting vote. If the Chairperson does not wish to exercise his/her casting vote, the candidates will cut from a deck of cards; the candidate that cuts the highest card will become Vice-Chairperson.

#### 6.0 Appointment of Secretary

- 6.1 The procedure for the appointment of Secretary will be the same as that for the appointment of the Vice-Chairperson (as outlined in items 5.1 to 5.10).

#### 7.0 Appointment of Treasurer

- 7.1 The procedure for the appointment of Treasurer will be the same as that for the appointment of the Vice-Chairperson (as outlined in items 5.1 to 5.10).

#### 8.0 Duration of Appointment

- 8.1 It is intended that the appointees hold Office until the next Annual General Meeting. If any appointee leaves Office before the next Annual General Meeting, another Committee Member shall be elected to the vacated position.

In such circumstances, the procedures outlined above will be followed.

Any of the other three Office Bearers may stand for the vacated position as long as they resign their position prior to nominations being sought for the vacated position.

**End**

#### **Review and amendments**

18/6/97	-	Policy established.
21/6/00	-	Procedure reviewed.
30/5/07	-	Policy and Procedure reviewed and amalgamated.
27/5/15	-	Small amendments.
28/8/20	-	Process amended to include virtual election of Office Bearers.
27/8/25	-	policy reviewed

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