



# **Procedure for Management Committee Members' rotation/ re-election on to the Management Committee**

June 2009

## **Procedure for Management Committee Members' rotation/re-election on to the Management Committee**

- In April each year (commencing from April 2010), Management Committee members must complete the questionnaire attached to this procedure at Appendix 1.
- The Management Committee member must identify their intention in terms of whether they wish to continue on the Management Committee or whether they are prepared to stand for re-election.
- One third (5 people) of the Management Committee must either stand down or stand for re-election every year. If a Management Committee member stands down during the course of the year then this can be counted towards the third.
- Anyone who has replaced a person that stands down will only be co-opted on to the Management Committee and will need to stand for re-election at the appropriate time.
- Every Management Committee member must either stand down or stand for re-election every three years and this can only happen for a maximum of 3 terms (equating to no more than nine years on the Management Committee).
- If a Management Committee member decides to stand down from the Management Committee then the process for special interest group representatives is that an approach will be made to the countywide organisation representing that group to ask them to nominate and elect another representative.
- The process for district representatives is that the general membership living in the relevant district will be approached to

see if anyone wants to be nominated for election. The procedure for elections will then be followed.

- If a member is co-opted on to the Management Committee during the year and they are representing a special interest group, then the countywide organisation representing that group will decide whether to nominate and elect the co-opted person on to the Management Committee.
- If a member is co-opted on to the Management Committee during the year and they are representing a district, then they will have to stand for election. The procedure for elections will then be followed.
- If a Management Committee member agrees to stand down but wishes to be re-elected and represents a special interest group, then the countywide organisation representing that group will decide whether to nominate and re-elect that person on to the Management Committee.
- If a Management Committee member agrees to stand down but wishes to be re-elected and represents a district, then they will have to stand for election. The procedure for elections will be followed.

**Questionnaire for Management Committee Members**  
**April – year XXXX**

Name:

Area representing:

What do you feel has gone well so far?

What do you feel hasn't gone so well?

How do you feel you have contributed?

The Management Committee was set up to look at Governance and not to do the main work of the LINK. Do you feel that this is something that you would like to continue with?

Would you prefer to be involved in working groups/task groups?

If so, do you intend to stand down from the Management Committee?

Do you wish to continue on the Management Committee?

If yes, are you prepared to stand down and put your name forward for re-election?

Are you prepared to commit the time necessary to be a member of the Management Committee?

Any other comments?

Would you like to comment on the Host's performance to date?

Signed:

Date:

**Must be returned to the Host by 31st May year XXXX**