SCOTTISH CAMPAIGN FOR NUCLEAR DISARMAMENT

Annual General Meeting & Internal Elections

SCND Ethos

Scottish CND is open to all sections of society. It is our intention that all our policies and procedures are mindful of equality and fairness and seek to ensure that each member or employee feels respected and able to give of their best. We are committed to never discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

1. Annual General Meeting
2. Election of Office-Bearers
3. Election to the Executive Committee

1. Annual General Meeting

1.1 Responsibilities of the Executive Committee
1.1.1 The Executive Committee will arrange practical matters such as date, location, timing, notification, as well as advising members of the timetable for submission of resolutions and office-bearer nominations.
1.1.2 The Secretary will call an Annual General Meeting in the autumn of each year. At least EIGHT weeks notice of the date, time and place must be given to all Individual Members, Affiliated Organisations, Scottish CND Groups and Specialist Sections. Notice will be given by email or by post to those who opt in to a postal mailing.
1.1.3 The Executive Committee will set the agenda for the Meeting, ensuring that all members are aware of the meeting and that those who wish to participate are able to do so, taking account of mobility, other disabling factors and the issue of travel when the meeting is physical.
1.1.4 Only those attendees who are members of SCND or are delegates for affiliate organisations, registered Scottish CND Groups and specialist sections are eligible to vote. The Executive Committee will verify eligibility to vote.
1.1.5 All members will be given the means and instructions on how to vote in the Annual General Meeting, as set out below.

1.2 Resolutions and Amendments
1.2.1 Resolutions for the agenda of the Annual General Meeting may be submitted in accordance with Scottish CND's constitution.
1.2.2 The Executive Committee may rule that a resolution is not competent if it is at odds with the aims of Scottish CND, contains inaccuracies of fact or is outwith the capabilities of Scottish CND.
1.2.3 With the agreement of the proposers of a resolution, the Executive Committee may undertake an edit of a submitted resolution.
1.2.4 If two or more resolutions or amendments are seen to have similar objects, the Executive Committee will communicate with the proposers to agree on a single resolution.
1.2.5 All amendments to resolutions must be submitted in accordance with the set timetable.
1.2.6 Emergency resolutions and amendments may be submitted after the formal deadline for submissions, or during the Meeting, provided they have the signed support of at least TWENTY-FIVE Scottish CND members and/or affiliate organisations. It must relate to very
recent events and must be brief and specific. The Chair is not bound to accept an emergency resolution should the meeting timetable make that impossible. Clear and short amendments to emergency resolutions will be allowed. Standing orders will apply.

1.2.7 Each resolution must be formally proposed and seconded before any discussion or vote or else it falls. If there is no speech against a resolution the Chair may put it to the vote. If the author of the resolution is absent another member or delegate present may propose it.

1.2.8 The proposer of a resolution has the right to reply to the discussion before the vote is taken.

1.2.9 If a resolution is on the agenda it may not be withdrawn without the agreement of the meeting.

1.3 Voting at the Annual General Meeting
1.3.1 Voting entitlement at the Annual General Meeting must be verified at registration and overseen by the Secretary and will be as follows:

1.3.1.1 Individual Members of Scottish CND with THREE months unbroken, paid membership at the time of the Annual General Meeting are entitled to ONE vote each.

1.3.1.2 Registered Scottish CND Groups are entitled to TWO delegates who are both individual members of Scottish CND and are each entitled to ONE vote on behalf of that group.

1.3.1.3 Specialist Sections are entitled to TWO delegates who are individual members of Scottish CND and are each entitled to ONE vote on behalf of that section.

1.3.1.4 Affiliated Organisations are entitled to TWO delegates and are each entitled to ONE vote on behalf of that affiliate.

1.3.1.5 Any individual member can only be a delegate for one group, section or organisation.

1.3.2 The voting procedure will be confirmed by the Chair at the start of the meeting and agreed by a simple majority show of hands, this will include the way all votes will be carried out; whether by show of hands, cards or ballots. Any voting materials must be provided to all eligible voters at the start of the meeting and all voting is overseen by the Secretary with help from staff members and any other persons as agreed by the meeting. Should the meeting be required to take place online suitable substitutes for these voting methods will be arranged.

1.3.3 The following procedural resolutions may be put to a vote immediately with no discussion:

1.3.3.1 A motion to move to the next business will be carried by a simple majority.

1.3.3.2 A motion that the resolution is now put to the vote will be carried by a simple majority.

1.3.3.3 A motion that the resolution is not put to the vote will be carried by a simple majority.

1.3.3.4 A challenge to a ruling by the Chair, which will require a TWO-THIRDS majority.

1.3.3.5 A motion to suspend standing orders, will require a TWO-THIRDS majority to pass (see 1.4.3).

1.3.4 No other procedural resolutions are permitted.

1.3.5 Should any resolutions or amendments not be dealt with or resolved they are remitted to the next meeting of the Executive Committee.

1.4 Conduct and order of the meeting
1.4.1 Standing orders will be agreed by the members and delegates at the outset of the Annual General Meeting.

1.4.2 No changes or additions to the order of business are permitted except by the suspension of standing orders, or by a proposal from the Chair, supported by the Vice-Chairs.
1.4.3 Any of the standing orders may be suspended during the Meeting if passed by a TWO-
THIRDS majority vote. The proposer of a suspension will have a minute to explain the
reason for the suspension. The Chair may then speak or invite one of the Vice-Chairs to do
so. This speech is also restricted to one minute, after which the motion will be put to the
vote.
1.4.4 Time limits for speeches will be announced by the Chair at the beginning of the
meeting and maybe further reduced should time become pressing.
1.4.5 The Chair will select from those indicating a wish to speak in order to provide a
balanced discussion between different viewpoints. The Chair will if possible, allow speeches
in turn from alternate standpoints. The Chair will ensure a gender balance in the discussion.
1.4.6 Whenever the Chair speaks, or a point of order is raised the person speaking must
immediately give way.
1.4.7 A point of order is a query as to whether a correct procedure is being followed and is
introduced by the words “Point of Order”. The person raising the point of order must then
refer to the relevant standing order and may not speak to it for more than a minute. No point
of order can be raised between the summing up by the proposer of a resolution and the vote
being taken. No-one may raise more than one point of order during the Meeting.
1.4.8 All reports to the Annual General Meeting are presented in advance in written form, but
time may be allowed for questions from the floor and all or part of a report may be referred
back to the Executive Committee if the Meeting wishes by means of a simple majority.

2. Election of Office-Bearers

2.1 List of Office-Bearers
The following office-bearers will be directly elected by the membership of Scottish CND
every 12 months:
Chair
Two Vice-Chairs
Secretary
Assistant Secretary
Treasurer
2.2 Eligibility
Any member with THREE Months unbroken paid membership of Scottish CND can stand for
any office-bearer position.

2.3 Nominations. Nominations should be submitted at least 28 days before the meeting.
2.3.1 Members can only stand for one office-bearer position at any one time and must be
nominated by two current members of Scottish CND with at least THREE months unbroken
paid membership. One proposing and one seconding the nominee.
2.3.2 Nominations will be submitted to the Scottish CND Secretary and include a brief
statement (maximum of TWO HUNDRED words) from the candidate with confirmation of
their eligibility to stand and those of the members nominating them.
2.3.3 Nominations for the position of Secretary must be sent to the Chair of Scottish CND to
avoid any conflict of interest.
2.3.4 Members of Scottish CND can only propose one candidate and second one other to
any office bearer position.

2.4 Use of Scottish CND Resources

2.4.1 No one should use privileged access to a member’s personal data as stored by
Scottish CND or any other Scottish CND documents to get contact details of members for
canvassing purposes. This rules out telephone canvassing.
2.4.2 No current officer of Scottish CND, at any level, may send an email from an official
Scottish CND email account or one used for such purposes to solicit votes.
2.4.3 Office-bearers should not prejudice any election in 'official' or public announcements, including through channels routinely used for such announcements.

2.5 Process
2.5.1 The Scottish CND Executive Committee will be responsible for all aspects of the internal election process; receiving nominations; verifying eligibility; publishing lists of candidates; receiving votes; counting and verifying votes; declaring a successful candidate for each office-bearer position.
2.5.2 Once nominations have been received and verified, all Scottish CND members will have TWENTY-ONE days to vote on the office-bearer positions. That date should be before the date of the Annual General Meeting. This vote will be conducted by an electronic method to be devised by the Executive Committee except for those members who do not have electronic access and who will receive a paper ballot.
2.5.3 Any office-bearer standing for re-election will also have their Executive Committee meeting attendance record for the past TWELVE months included at the end of their candidate statement. This will be verified by the Secretary, apart from the current secretary if standing for re-election, when it will be verified by the Chair.
2.5.4 All candidates will be informed of the results of the internal elections privately by email before the announcement of the results to the membership at the Annual General Meeting.
2.5.5 Where a position has not been contested, the appointment shall be subject to approval by the Annual General Meeting.

3. Election to the Executive Committee

3.1 Ordinary Member positions on the Executive Committee
SIX ordinary member positions will be elected by a simple majority at the Annual General Meeting. Once elected these positions are held for TWELVE months or until the next Annual General Meeting.
3.2 Eligibility
Candidates must have at least THREE months unbroken paid membership of Scottish CND and present at the Annual General Meeting. Any unsuccessful candidates for office bearer positions can stand in this election.
3.3 Nominations: Nominations for the Executive Committee shall be notified to the Secretary of Scottish CND not later than 28 days before the AGM. Nominations for the Scottish CND Executive Committee should be made by a SCND Individual Member in good standing and seconded by another Individual Member in good standing. Two nominations for the same candidate will count as nomination and seconding.

3.4 Process
3.4.1 All members present at the meeting are eligible to vote.
3.4.2 Each eligible nominee in a randomised order is allowed up to TWO minutes to introduce themselves to the meeting.
3.4.3 If there are SIX or fewer candidates a show of hands for a simple majority is needed to decide the election of each candidate standing.
3.4.4 If there are more than SIX candidates standing, a ballot must be held. Each member present is allowed SIX votes and in secret indicates to the Scottish CND Secretary which SIX nominees they wish to vote for. The process for this must be agreed by the office-bearers, explained to the meeting and approved by a simple majority vote.
3.4.5 The Scottish CND Secretary is responsible for collating the votes, verifying them and presenting the results first in private to the candidates and then to the Annual General Meeting.
3.4.6 In the event of a tie, both candidates are elected to the Executive.
3.4.7 The Executive Committee can co-opt up to an additional SIX members to the committee. Unsuccessful candidates are not prohibited from this but, like all potential co-opted members they must be agreed by a majority of all office-bearers and directly elected committee members. Co-options are solely for the purpose of providing the Committee with skills or perspectives that are otherwise missing.

3.48. In the case of an online Annual General Meeting the voting method will be arranged by the Executive Committee.