



1. Timetable

Event	Time
Publication of Notice of Election outlining number of vacancies to be filled	By 31 December in the year preceding the AGM
Close of Nominations	1 March (or the last working day before this date) before the date of the AGM
Last date for candidate to withdraw	12 noon on the day 10 calendar weeks before the date of the AGM
Publication of Notice of AGM to include list of persons nominated	At least 21 clear days before the date of the AGM
Issue of voting papers	At least 21 clear days before the date of the AGM
Deadline for return of appointment of proxy	12 noon Friday before the date of the AGM
Deadline for return of voting papers	12 noon Friday before the date of the AGM
Declaration of result	At the AGM

2. Vacancies

- 2.1 At least three elected Council members must retire from office at each Annual General Meeting (AGM) (Byelaw 6.2). Council will determine the number of vacancies to be filled at each election having had regard to advice from the Nominations, Appointments and Governance Committee.
- 2.2 Additional vacancies to be filled by election may arise following the completion of the term of office of a member appointed to Council to fill a vacancy caused by the death or resignation of an elected member or by a serving member of Council being elected to the office of President or Treasurer. (Byelaw 6.7)

3. Notice of Election

- 3.1 Council must provide all members of the RHS with a Notice of Election by 31 December each year including the number of vacancies that Council has determined. are to be filled at the Annual General Meeting in the following year, the requirements for nomination and the closing date for nominations. (Byelaw 7.1)
- 3.2 The Notice of Election will be published in *The Garden* and published on the RHS website the wording having first been agreed by the Nominations and Appointments Committee.

4. Eligibility of Candidates

4.1 Any individual member of the RHS may seek election provided they are eligible. (Byelaw 6.3)

4.2 To be eligible for election, all candidates must:

- have been a member of the Society for three years prior to the date of nomination and remain a member at the date of nomination, the date of election and throughout their term of office but Council may waive the requirement for a person seeking election as an ordinary member of Council to have been an individual member of the Society for three years prior to the date of nomination where all of the following conditions are met:
 - i. there are circumstances regarded by Council as exceptional which justify the requirement being waived;
 - ii. Council includes in the notice of the election a written statement outlining the reasons why it is satisfied that there are exceptional circumstances which justify the requirement being waived; and
 - iii. Should the candidate be elected, there is a maximum of two ordinary members of Council that were members for less than one year at the date of nomination.
- be aged over 18 on the date of the AGM at which the election will take place
- be qualified under charity law to serve as a trustee of a charity and in particular -
 - not have been convicted of an offence involving dishonesty or deception, unless the conviction is spent
 - not be an undischarged bankrupt
 - not have been removed from trusteeship of a charity by the court or the Charity Commissioners
 - not be subject to a disqualification order under the Company Directors' Disqualification Act 1986
- not have already completed 10 years service as a member of Council (whether as a result of co-option, appointment, election as an ordinary member of Council or as serving as President or Treasurer) unless Council has recommended that an individual be made eligible to serve for one further term of up to five years (Byelaw 6.3)

5. Nomination Papers

5.1 Any member of the RHS wishing to stand for election to Council is required to deliver a nomination paper signed by a proposer, seconder and six other supporters – all of whom must be members of the RHS (Byelaw 6.3). Members of the RHS Nominations and Appointments

Committee are not permitted to subscribe the nomination paper of a candidate standing for election to Council under any circumstances.

- 5.2 The Secretary will, on request, provide any prospective candidate with a nomination paper for completion. The nomination paper will enable the candidate to submit additional information, including qualifications to serve as a member of Council, that will assist the Nominations and Appointments Committee to ensure the eligibility of the candidate and to make its recommendation on whether the candidate should be supported by Council.
- 5.3 The Nominations and Appointments Committee will agree the form of the nomination paper each year.
- 5.4 The Nominations and Appointments Committee may agree that the signatures of a candidate's proposer, seconder and supporters be included on a separate "Supporter Form" in a format determined by the Committee.

6. Delivery of Nomination Paper

- 6.1 Prospective candidates are required to submit their nomination paper by the 1 March (or last working day before this date) prior to the AGM at which the election will take place to The Secretary at 80 Vincent Square, London SW1P 2PE. (Byelaw 6.3) Papers may be submitted by post, fax or hand.

7. Withdrawal of Candidate

- 7.1 A candidate may withdraw his candidature at any time up until 12 noon on the day 10 calendar weeks before the date of the AGM. Notice of withdrawal should be submitted in writing to The Secretary at 80 Vincent Square, London SW1P 2PE.

8. Role of the Nominations and Appointments Committee

- 8.1 Council will appoint a Nominations and Appointments Committee to check the eligibility of all candidates to serve as a member of Council. The Committee is also empowered to make such enquiries as it deems necessary in order to recommend to Council the names of any candidates who should be supported at the election. (Byelaw 6.4)
- 8.2 To assist the Nominations and Appointments Committee in its task, the Committee will have the right to meet any or all candidates. Candidates who decline this invitation will not be eligible to receive the support of Council at the forthcoming election. Such candidates will, however, retain the right to stand for election provided they are eligible.
- 8.3 In the event that the Nominations and Appointments Committee finds a candidate does not meet the eligibility criteria set out at 4.2 above, that

candidate will not be permitted to pursue their candidacy. The candidate will be advised of the Nominations and Appointments Committee's findings in writing, this notification to be sent to the address for correspondence provided by the candidate on his nomination paper.

9. List of Persons Nominated

- 9.1 The Secretary will arrange for a list of all candidates validly nominated, together with details of their qualifications and the names of their proposer, seconder and supporters, to be issued to all members of the RHS not less than 21 clear days before the date of the AGM with the Notice for that meeting. (Byelaw 12.1) [See also rule 14.4 below]
- 9.2 Names of candidates included on the list will be in alphabetical order by last name. Where two or more candidates share the same last name, these candidates will be listed alphabetically by first, or where necessary second, name.
- 9.3 In the event that a Nomination Paper includes the names of more than 6 supporters, The Secretary will include the first six valid signatures on the list of persons nominated.

10. Uncontested Election

- 10.1 In the event that the number of candidates does not exceed the number of vacancies, these candidates will be declared elected unopposed at the AGM. (Byelaw 6.5) If the vacancies are for differing lengths of office, it will be for Council to determine which candidates fill which vacancies after taking advice from the Nominations and Appointments Committee.

11. Unfilled Vacancies

- 11.1 In the event that there are insufficient candidates to fill the vacancies, Council will make appointments to fill the vacancies until the date of the Annual General Meeting in the following year. A member appointed to serve on Council must have been a member of the Society for at least three years prior to the date of appointment, remain a member throughout their period of office, be aged over 18 and not be disqualified as acting as a charity trustee by virtue of section 178 of the Charities Act 2011. (Byelaws 6.7 and 6.8) The names of any appointed members of Council will be announced by the President at the AGM or as soon after any appointments are made where this occurs after the date of the AGM.

12. Contested Election

- 12.1 In the event that there are more candidates than the number of vacancies, there will be a contested election. (Byelaw 6.5)

13. Method of Election

13.1 A contested election will be conducted by postal ballot of the RHS membership. (Byelaw 7.1)

14. Election Address

14.1 Council requires each candidate to submit an address to the membership of the RHS to support his or her candidature. This address may be up to 200 words in length and will be provided by the candidate with his nomination paper.

14.2 Council also requires that the date of birth and a photograph of the candidate accompany the election address together with the names of the candidate's proposer, seconder and other supporters. The Nominations and Appointments Committee may provide such further guidance for the content and length of the address as it considers appropriate.

14.3 Each candidate will be given an opportunity to approve and/or make further amendment to his or her address before its publication.

14.4 The election address of each candidate will be issued to RHS members at the same time as the list of candidates nominated irrespective of whether the election is contested [See Rule 9.1 above].

15. Form of Voting Papers

15.1 Voting papers for the election will be prepared in a form similar to that shown in the appendix.

15.2 The names of the validly nominated candidates will be listed alphabetically by last name. In the event of two or more candidates having the same last name, those candidates will be listed alphabetically by first, and if necessary second, name.

15.3 The voting paper will be accompanied by instructions to RHS members on how the paper should be completed and returned.

16. Appointment of Proxy

16.1 The voting paper will include provision for an RHS member to appoint the President of the Society to vote on their behalf as Proxy. (Byelaw 7.1)

16.2 An RHS member appointing the President as Proxy must sign the appropriate instruction on the voting paper, as directed, to confirm this fact. If someone other than the RHS member signs the appointment, a power of attorney or letter of authority must be delivered to The Secretary at 80 Vincent Square, London SW1P 2PE by 12 noon on the Friday prior to the date of the AGM at which the election will take place.

16.3 Once an RHS member has appointed the President to act as proxy, this authority cannot be withdrawn. A vote given by a proxy shall be valid

notwithstanding the death of the individual member or a member organisation ceasing to exist before the date of the close of poll.

17. Issue of Voting Papers

- 17.1 The Notice of the AGM, including any voting paper together with the election address of each candidate will be issued to members not less than 21 clear days before the date of the AGM (i.e. 21 calendar days excluding the day of the meeting and the day of issue) at which the election will take place.
- 17.2 The accidental failure to issue any document relating to the election or the non-receipt of a voting paper will not invalidate the election. (Byelaw 7.2)

18. Issue of a Duplicate Voting Paper

- 18.1 In the event of The Secretary being advised to his satisfaction that a voting paper has been spoilt or not received, he will arrange for the issue of a duplicate voting paper.

19. Return of Voting Papers

- 19.1 RHS members wishing to vote at the election must complete the voting paper and return it online, by post or by hand to The Secretary at 80 Vincent Square, London SW1P 2PE, or to such other address advised on the voting paper, by 12 noon on the Friday prior to the date of the AGM.
- 19.2 The Society may, at its discretion, make arrangements to pay the postage costs that would otherwise be incurred by the RHS member returning a completed voting paper. This may be done by the provision of a postage paid return envelope, a freepost address or such other method as the Society determines.

20. Voting by Member Organisations

- 20.1 An appointed representative of a member organisation may vote at the election, provided that the representative signs the voting paper as directed in the accompanying instructions.

21. Use of Proxy Votes by the President

- 21.1 The President may cast his proxy votes as he thinks fit but must vote for the maximum number of candidates that a member is eligible to vote for.
- 21.2 When considering how to exercise his proxy votes, the President may seek the views of Council. However, the President is not obliged to vote for any of the candidates suggested and/or supported by Council.

21.3 Details of the candidates for whom the President intends to use his proxy votes will be included in the papers issued to RHS members with the voting paper.

22. Arrangements for Counting the Votes Cast

22.1 Council has agreed that the Society should make use of an independent scrutineer to count the votes cast in the postal ballot.

23. Spoilt Voting Papers

23.1 A voting paper may be treated as spoilt and therefore not counted if

- the voter has voted for more candidates than he or she is entitled
- a voting paper contains no votes
- the intentions of the voter are unclear
- the voter includes names on the voting paper other than his own or the names of the candidates

24. Determining the Result of the Ballot

24.1 The independent scrutineer will deliver the result of the ballot to The Secretary to the RHS by 9am on the day of the AGM at the latest. The independent scrutineer will also provide The Secretary with details of the number of RHS members that have appointed the President as their proxy.

24.2 The Secretary will inform the President of the number of proxy votes awarded to him and request the President to confirm in writing how he wishes to cast those votes.

24.3 On receipt of the President's written instructions, The Secretary will add the total number of proxy votes cast for each candidate to the number of votes that each candidate received in the ballot in order to calculate the result of the election. The Secretary will then pass details of the result of the election to the President in readiness for the declaration of the result.

24.4 The result of the election will not be disclosed to any individual or organisation prior to its formal declaration at the AGM other than to Members of Council, the Director General and to the candidates standing at the election.

25. Equality of Votes

25.1 In the event that there is an equality of votes between candidates for any vacancy, the President will determine the successful candidate by lot.

26. Objections as to the right of an RHS member to vote

26.1 Any objection to the right of a member to vote in the ballot must be made at the AGM and prior to the declaration of the result of the election. The

President or Chairman of the AGM will decide whether any disputed vote should be included or excluded from the ballot. The decision of the President or Chairman will be final.

27. Death of a Candidate

- 27.1 Council will decide what action should be taken in the event that a candidate should die between the closing date for nominations and the date of election. Such action may, if necessary, include the abandonment of the ballot.

28. Declaration of Result

- 28.1 Whether contested or not, the President or Chairman will declare the result of the election at the Annual General Meeting. (Byelaw 7.1)
- 28.2 The number of votes cast by RHS members and proxy votes cast by the President may be disclosed separately.

29. Term of Office

- 29.1 Candidates elected to Council will usually serve for a period of 5 years. However, any member elected to fill a casual vacancy will, assuming that they are elected at a succeeding AGM as provided in Bye-law 6.7, serve for a term expiring at the end of the AGM in the fifth year following their appointment under Bye-law 6.7.
- 29.2 Where an election includes vacancies with differing terms of office, the candidate(s) with the highest number of votes will be elected to fill the vacancy(ies) with the longest term of office. The candidate(s) with the next highest number of votes will fill the vacancy(ies) with the next longest term of office.

30. Commencement of Office

- 30.1 A newly elected member of Council takes office from the end of the AGM at which his election is announced. (Byelaw 6.9)

31. Disposal of documents

- 31.1 The Secretary will arrange for all documents relating to an election, including voting papers, to be retained for a period of at least six months after the declaration of the result.

VOTING PAPER
for
Council Election
[year]

Name (capitals)..... Membership No. [][][][][][][][][][]
(as shown on your membership card)

Address (capitals)

Signature.....

(if signing on behalf of a member organisation, name of society or organisation
.....)

EITHER

QUICKVOTE – I WISH THE PRESIDENT TO CAST MY VOTE AT HIS DISCRETION

On the advice of the RHS Nominations Committee, Council has decided to give its support to the following candidates: Candidate A, Candidate B, Candidate D. The President has indicated that he expects to cast his discretionary votes for these candidates.

If you wish The President to cast your vote at his discretion, please place a cross [X] in the adjacent box	[]
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Note: Only complete this section if you wish to appoint the President to vote on your behalf.

OR

I WISH TO VOTE FOR THE FOLLOWING CANDIDATES

Place a cross [X] against up to [insert number of vacancies] candidates of your choice. Do not vote for more than [insert number of vacancies] candidates or your paper will be invalid. Candidates appear in alphabetical order:

- Candidate A - []
- Candidate B - []
- Candidate C - []
- Candidate D - []

Note: Only complete this section if you do **not** wish to appoint the President to vote on your behalf.

This voting paper must be received by The Secretary [insert address] not later than noon on [insert date for receipt of ballot papers]