

ALEP Election Policy and Procedure

1. Introduction

- i. This document sets out the Election Policy and Procedure of the Association of Leasehold Enfranchisement Practitioners (ALEP) and has been approved by the Committee in accordance with the Constitution and should be read in conjunction with it;
- ii. Unless stated otherwise defined terms in this document have the same meaning as in the Constitution;
- iii. The purpose of this policy and procedure is to ensure that elections for Committee membership of ALEP are conducted in a democratic and transparent manner.
- iv. The exercise of all and any voting rights in accordance with this policy are in respect of the vote accorded to each member organisation by virtue of its membership of ALEP and shall be exercised on its behalf by the nominated lead contact for that organisation.

2. Elections to the Committee

The Executive Committee ('EC') of ALEP will normally aim to set a date for a general meeting of the membership of ALEP (referred to as the 'AGM') within three months of the end of the Association's financial year end ('the Year End'). The Association's Year End is currently 31st May. The AGM is normally held in the first week of December in each year, but the EC reserves the right to change this subject to compliance with the above requirement.

The result of any elections to the Committee will normally be announced at the AGM and elections to the Committee will take place in accordance with this policy and procedure.

3. Election Participation

- i. The EC will ensure that the election timetable will allow for as full a participation of the membership as possible;
- ii. When vacancies arise on the Committee, the EC will advertise these at least ten weeks before the date on which the AGM will take place, with a clear election timetable including notification of the cut-off date for participation;
- iii. Only fully paid-up members of ALEP will be able to participate in such elections, both in fielding and supporting the nomination of any individual standing as a candidate and in exercising their vote on behalf of the member organisation.

4. Nomination Policy

It is the candidate's responsibility to ensure his/her nomination is valid and submitted in accordance with the election timetable. In the event of uncertainty, the decision of the EC will be final.

5. Nomination Procedure

- i. Not less than ten weeks before the AGM is due to take place, the EC will invite nominations for candidates from among the Association's membership to fill any vacancies on the Committee.
- ii. Candidates should normally be a practitioner of not less than five years' recognised standing in the field of leasehold enfranchisement and should be fully supportive of the aims and objectives of ALEP.
- iii. Any individual who is to be nominated must represent an organisation which is a fully paid up member of ALEP and must also consent to their own nomination.
- iv. Two member organisations of ALEP acting through their authorised representatives, must countersign the nomination form, or otherwise indicate to the Executive Committee that they support the nomination of the person nominated.
- v. Candidates will be invited to submit a written statement of not more than 500 words in support of their candidature, together with a photograph.

6. Election Procedure

- i. No later than four weeks before the date of the AGM, the EC will send ballot papers to all member organisations eligible to vote. The ballot paper will contain the names of all candidates whose nominations have been accepted and be accompanied by the written statements and photographs submitted by the candidates.
- ii. The ballot papers shall declare the number of vacancies and shall specify the date by which the completed ballot papers must be received and the means by which they must be returned so as to arrive at the registered address of ALEP, no later than seven days before the AGM.
- iii. The ballot paper shall be addressed to the nominated key contact for that organisation who shall be responsible for exercising the vote on behalf of the member organisation.
- iv. The EC if it so chooses nominate an independent person, who is not an officer of ALEP (but may be a member) to act as a scrutineer of the election count.
- v. In the absence of the nominated scrutineer, a representative from the AC shall be responsible for counting the votes and announcing the election result at the AGM

7. Election Complaints Procedure

- i. Candidates or any other affected members have the right to make written representations to the AC in the event that they consider that there has been a procedural irregularity;
- ii. Any complaint about the election process is to be made in writing to ALEP not later than three working days after the close of voting.

Definitions:

Constitution	the constitution of ALEP as published on its website from time to time
Committee	the Advisory Committee of ALEP.