

EXTRACT FROM FACULTY OF SURGICAL TRAINERS STANDING ORDERS (ELECTIONS)**3. Election and Appointment of Members of FST's Executive Committee**

- 3.1. The appointment of the Surgical Director shall be by an open competition determined by an Appointment Panel comprising up to three members of the FST Executive Committee, a member of College Council and the Chief Executive or their nominee.
- 3.2. Elections shall be held for up to two Deputy Surgical Directors from within the full Membership and Fellowship of the FST.
- 3.3. Individuals appointed or elected to the roles referred to in paragraphs 3.1 and 3.2 of this Standing Order shall hold office for a period of three years and, subsequently, shall be eligible for re-appointment or re-election on an annual basis for up to a further two years. Thereafter, they will be ineligible for re-appointment or re-election to that role.
- 3.4. Any individual standing for election may be nominated, with their consent, by two other members of the FST who shall sign the nomination paper and return it to the Returning Officer before the closing date for the receipt of nominations.
- 3.5. Appointment processes shall be held for the roles of Honorary Treasurer and Honorary Secretary. They shall be appointed by the Executive Committee and hold office for an initial period of three years and, subsequently, shall be eligible for annual reappointment for up to a further two years. Thereafter, they will be ineligible for re-appoint to that role.
- 3.6. Persons proposed for election or appointment to the Executive Committee, other than those representatives appointed by HSET, must be Members or Fellows of the FST in good standing.
- 3.7. The Executive Committee shall ensure, so far as they are able, that members elected or appointed to the Executive Committee shall take office on a date set so as to allow a handover period of no more than three months between the incoming and outgoing members as appropriate.
- 3.8. Any member of the Executive Committee who ceases to be a Member or Fellow of the FST shall cease to hold office.
- 3.9. In the event of an Executive Committee position becoming vacant an election or appointment process, as appropriate, should be held as soon as is practicable in order to elect a member of the FST to fill the vacancy.

6. Eligibility for FST Elections

- 6.1. By giving their consent to be nominated, candidates for FST elections declare themselves eligible for election. The Returning Officer shall be responsible for checking the eligibility of each candidate. Any candidate who does not fulfil the criteria shall not be entered into the election. If an individual is elected to office and

the question of eligibility is raised after the election, it shall be for HSET to decide whether or not s/he shall be disqualified from office in the first instance, subject to Clause 6.3.

6.2. Similarly, should any matter come to light and/or a candidate's circumstances change which renders them ineligible to hold the office to which they have been nominated, whether that ineligibility is immediate or whether it is known that they will become or are likely to become ineligible during the proposed period of office, then that candidate shall be withdrawn and take no further part in the election process, subject to Clause 6.3.

6.3. Notwithstanding Clauses 6.1 and 6.2 above, before any candidate can be disqualified from office or withdrawn from the election process, the candidate must be invited to attend a meeting, convened on giving reasonable notice, with the Returning Officer and representatives from HSET to discuss the candidate's eligibility and give the candidate an opportunity to make representations. The Returning Officer and HSET must provide a written reasoned decision for disqualifying the candidate or withdrawing the candidate from the election process. The decision can be escalated to be determined by the College, whose decision shall be final and binding.

6.4. Potential candidates must provide, in writing, evidence of support from their chief employer in undertaking the role to which they are being nominated.

7. Election Process

7.1. FST elections shall be conducted using the 'First Past the Post' methodology and may be conducted electronically or by a paper-based system as determined by the Returning Officer.

7.2. At least four weeks before the closing date the Returning Officer shall send to those eligible to vote in the election a 'call for nominations document'. This document shall include information regarding the number of vacancies and shall invite nominations to fill these positions.

7.3. All nominations for elections shall be made in writing on a FST nomination form only. Each candidate must be proposed and seconded and confirm in writing a willingness to serve if elected. Proposers and seconders must be members of the FST in good standing. Nominations must be received by the Returning Officer by the stated closing date. Any nomination which reaches the Returning Officer outside the stipulated period shall be null and void.

7.4. In the event of the number of candidates being equal to the number of posts available, the Returning Officer shall declare the candidate(s) to have been duly elected, uncontested, and the election process shall be deemed to have been concluded at that point.

7.5. Should there be more candidates than the number of posts available, following the closing date for nominations, candidates shall be invited to submit a statement of up to 500 words on a FST template provided for this purpose by the deadline advised on the invitation from the Returning Officer. The template shall detail the information to be covered. Should any statements be submitted which exceed the 500 word length,

or are considered by the Returning Officer to require amendment for some other reason (for example where they include factually incorrect information) they shall, if time allows, be returned to the candidate for amendment and re-submission by the closing date. Should there be insufficient time for the submission to be returned to the candidate, or should an amended response not be received by the deadline, the Returning Officer shall be entitled to make such changes to the statement as they deem appropriate.

7.6. A ballot card and details, as given on the nomination form, together with their proposers and seconders and the statement from each candidate, shall be sent electronically or by post to all members of the FST, not less than four weeks before the deadline date for the return of ballot papers.

7.7. Ballots shall be returned so as to reach the Returning Officer before the closing date and in accordance with any directions specified on the ballot paper, failing which any votes cast on it shall be null and void.

8. Election Results

8.1. Returned ballots shall be kept in the custody of the Returning Officer until the ballot count.

8.2. A Returning Committee, chaired by the Surgical Director of the FST or their nominated deputy, shall meet at a time to be arranged for the purpose of counting the ballots. The Returning Committee shall comprise of members of the Executive Committee supported by FST/College staff as required. Any member of the Executive Committee, including the Surgical Director, who is a candidate for the election shall be ineligible to serve on the Returning Committee. In their absence, another member of the Executive Committee shall be invited to take their place.

8.3. All members of the Returning Committee must agree to treat the information on the returned ballot papers as strictly confidential and for the purpose of that ballot count only.

8.4. The candidate(s) with the greatest number of votes in each voting category shall be declared elected and, in the event of a tie, the Surgical Director (or, in their absence, the next most senior member of the Executive Committee on the Returning Committee) shall have the casting vote.

8.5. The Returning Officer shall inform the candidates of the outcome of the election no later than one week following the election count. The results of the election will be announced once all candidates have been informed or one week after the dispatch of correspondence to candidates informing them of the outcome.

8.6. Election results are strictly private and confidential until such time as they are publically released by the FST.

8.7. Any queries or disputes in relation to either the election process as contained in this Standing Order or any FST election shall be referred to HSET in the first instance. If thought necessary, the matter can be escalated to be determined by the College, whose decision shall be final and binding.

