



Appointment process for the Chairman of the Joint Committee

Before the Meeting

The first item of business, after introduction and objectives, on the agenda should be election of Chairman to serve until the second annual meeting after appointment.

At the meeting

The Chairman and the Vice-Chairman of the Joint Committee will be elected at the start of the meeting.

The first item on the agenda will be the election of the Chairman with the second being the election of the Vice-Chairman.

If the Chairman is not going to be present at that meeting then the Vice-Chairman will take the Chair for the meeting. If neither are present then a temporary Chairman will be elected for the meeting.

No one can be elected Chairman unless they have got a majority of the votes of those present and voting.

Appointment Process

The Clerk to the Joint Committee will open the meeting and call for nominations for Chairman. Nominations must be proposed and seconded by a member of the Committee (or their substitute).

If there is only one nominee then there should be a vote to elect that person as Chairman.

If there are two nominees then you take for votes for each nominee (each member of the committee has one vote – they cannot vote for both nominees). If one nominee gets a majority of votes of those present and voting then they are elected as Chairman.

If there are more than two nominees you should take votes for each nominee (again each member can only vote for one candidate). If one gets a majority of those present and voting then they are elected as Chairman. If not then the one with the lowest number of votes is eliminated and the Committee votes again (again, everyone has one vote), until one nominee gets a majority of those present and voting.

The newly elected Chairman then takes the Chair and they proceed on to election of the Vice-Chairman. This will follow the same process as above.

Future appointments

In two years' time the Clerk will oversee the appointment of the new Chairman.