



Procedure for Nominating and Electing Trustees at a CEC AGM

1. A call for nominations should be circulated to CEC Trustees and Members at least one month before the AGM. This should also carry advice as to any gaps in diversity so that CEC has a balanced Board.
2. Nominations will close two weeks before the AGM. Those retiring Trustees seeking re-nomination must also indicate their willingness to serve in writing by this deadline.
3. Each new nomination must be seen or known to at least two trustees so that the Board can be satisfied that they meet the fit and proper person criteria demanded by the Charity Commission. They must be proposed/seconded and also indicate their willingness to serve in writing.
4. At the moment there is no upper limit for the number of trustees CEC may have. If a stage is reached when that is needed, then the Board should set this before the annual nomination process starts. If there are more candidates than places, then it will be necessary for a ballot to be held at the AGM. Proxy votes may be claimed.
5. All candidates, whether new or re-nominated, must submit a paper no more than one side of A4 indicating a summary of their background plus any information indicating how they feel they can be of assistance to CEC.

Mark Robinson

Trustee, Council for Education in the Commonwealth

07 March 2019