

English Pharmacy Board 16 April 2008

PUBLIC BUSINESS

Procedure for Election of Chairman and Vice-Chairman

Purpose

To note the procedures that will be followed for electing the Chairman and Vice-Chairman of the English Pharmacy Board for the term July 2008-June 2009.

Strategic objective domains

- An organisation that consistently performs as a regulator, professional representative leader and publisher

Action required

The English Pharmacy Board is asked to note the procedures.

1. Background

The term of office of the current Chairman and Vice-Chairman ends at the first formal meeting of the Board following the annual election of members to fill vacant places.

2. Election Procedures for Election of Chairman

Candidates for the position of Chairman should be nominated by a Board member and seconded by another Board member. These nominations must be made in writing (letter or email) and received by the Secretary to the Board by noon on Friday 20 June 2008.

Candidates for the position of Chairman are required to produce an address of up to 1000 words outlining how they measure up to the job requirements and setting out their vision and objectives. This must also be received by noon on Friday 20 June 2008.

The names of those nominated and the names of the nominators will be circulated with the text of the addresses to reach Board members one week before the Board meeting.

The identity of candidates and the content of the addresses will be confidential to the Board until after the election has taken place.

2. 2 July 2008 Meeting

The Secretary to the Board will take the Chair for the beginning of the meeting due to be held on 2 July 2008 until after the election has taken place. The Secretary will read out the names of the candidates and members will be asked to write the name of his/her preferred candidate on a blank ballot paper.

In the event that no candidate receives a majority of all votes cast in the first ballot, the candidate receiving the lowest number of votes in that ballot will be eliminated and the procedures repeated.

In the event that there is only one candidate nominated for the post of Chairman the Board will be asked to affirm that the person is duly elected.

3. Election of Vice-Chairman

The newly elected Chairman will take the Chair and can make a short statement following election. At the Chairman's discretion there may be a break of up to 15 minutes before nominations are invited for the position of Vice-Chairman.

Candidates for the position of Vice-Chairman should be nominated by a Board member and seconded by another Board member. There will be no supporting speeches for this position.

Voting will follow the same procedures as for the Chairman.

The newly elected Vice-Chairman may make a short statement following election.

4. Press

The name of the newly elected Chairman and Vice-Chairman and the names of all nominees will be circulated to the pharmacy press.

5. Risk Implications

There are no risk implications.

6. Resource Implications

There are no resource implications.

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