

From: Norbert Lieckfeldt (Corporate Governance Manager)

To: Council of Governors

Date: 22 November 2018

Subject: Elections to Assistant Deputy Chair

1.0 Purpose of the Report

- 1.1 To update the Council on the upcoming elections to the position of Assistant Deputy Chair (ADC).

2.0 Background

- 2.1 The Assistant Deputy Chair assists the Deputy Chair and deputises for him or her in their absence.
- 2.2 In addition, the ADC is an ex-officio member and Vice-Chair of the Significant Business Committee
- 2.2 The Deputy Chair is currently on maternity leave so the Assistant Deputy Chair will deputise for her until her return.
- 2.3 The most recent elections saw Keith Williams and Rubina Shaikh elected as joint Assistant Deputy Chairs. RS's term of office ended on the 31 October, and KW's new term started on 1 November.
- 2.4 The office of the ADC **ends with the current term** of the office holder so this results in a vacancy.

3.0 Election Timetable

- 3.1 The election guidelines state that the Membership Office must receive the candidate statements ten working days before the Council meeting, but also leave three weeks to submit a candidature.
- 3.2 With the new term of office starting on November 1 and only three weeks until the first Council Meeting where candidates are expected to give a short presentation, it was therefore not possible to organise these elections by the 22 November.
- 3.3 Self-nominations will be requested before the Christmas break so that the process will be completed in time for the January 2019 Council Meeting. Candidates will have the opportunity to present to the Council at this meeting.

- 3.4 In the meantime, we are asking the Council to confirm Keith Williams as *Acting* Assistant Deputy Chair until the elections are completed.

4.0 Action Being Requested

- 4.1 The Council of Governors is asked

- a) to **RECEIVE** and **NOTE** the report
- b) to **CONFIRM** Keith Williams as Acting Assistant Deputy Chair until the elections.