

## DUNDEE FC SUPPORTERS' SOCIETY LIMITED

### Election Rules Policy

March 2017

#### Introduction:

1. This document, along with the timetable and official ballot paper as specified hereunder in paragraph 7, constitute the Election Rules, Regulations and Procedure and is drafted in accordance with existing constitution of the Dundee FC Supporters' Society Limited. The purpose of the Election Rules Policy is to ensure that the elections for Society board members are conducted in a democratic and unbiased manner in accordance with this policy, the Society Rules, and any other policy in force.

2. Definitions:

AGM	Annual General Meeting
The Society	Dundee FC Supporters' Society Limited
EMG	Election Management Group
EMG Address	Election Management Group, c/o Dundee Football Club Ltd, Dens Park Stadium, Sandeman Street, Dundee, DD3 7JY
SB	Society Board
Society Website	<a href="http://www.dee4life.com">www.dee4life.com</a>

#### Election Control:

3. During the election period the EMG will ensure that the election is run in accordance with this Election Rules Policy on behalf of the members of the Society
4. The EMG will comprise of an odd number of persons and any decisions taken will be by majority vote and recorded.
5. The EMG will appoint a returning officer from its number who is not a member of the Society.
6. Society members serving on the EMG shall be eligible to nominate candidates, but may not vote or stand in the Election.
7. Polling for the election is to run by an independent Election Management Group, subject to this Election Rules Policy. The results as determined by the EMG and their interpretation of this policy, subject to any appeal as provided for herein are final.
8. Election details will be posted on the Society website. The timetable and official ballot paper will also be posted on the Society website and these will comprise part of the Election Rules, Regulations and Procedure.
9. The EMG Address must be a physical location (e.g. not a PO Box service) and a valid postal address in the UK.
10. All nominations must be made on the official nomination form made available to members, signed by the member, and must be delivered by post or by hand by the deadline specified in the timetable to the EMG Address. No nomination forms delivered after the deadline will be counted. A minimum of 2 proposers is required. Each member may only propose one candidate. A signed letter of nomination from a member is an acceptable substitute for manuscript signature on a candidate's nomination form.
11. All nomination forms shall be retrieved by a member of the EMG from the EMG Address at the close of the nomination period specified in the timetable.
12. The EMG will verify that nominations are from members and check for "multiple nominations". If multiple nominations are found then the candidate that submitted their nomination form first shall be accepted. Thereafter a nomination form containing a further Candidate nomination by the same member will be rejected.

13. In signing the nomination form or ballot paper, candidates and members are bound by the terms and conditions of the election rules and regulations.

14. Specifically candidates are also self-certifying that they comply with the following two rules of the constitution:

Rule 61 : No candidate can stand who is:

- is subject to a bankruptcy order or has in place a composition with their creditors;
- is subject to a disqualification order made under the Company Directors Disqualification Act;
- has been convicted on indictment for an offence (other than a spent conviction as defined by the rehabilitation of offenders Act 1974);
- is or may on the basis of medical evidence be suffering from mental disorder
- fails to abide by any rules for the conduct of elections made by the Society Board.

Rule 74:

Save for the exceptions referred in the Constitution, no Society Board member is to have any material financial interest personally or as a member of a firm or company or as a director or other officer of a business trading for profit or in any other way whatsoever in any contract or other transaction with the Society. For the purposes of this rule, an interest of a person who is connected with a Society Board member shall be treated as an interest of the Society Board member.

15. All votes must be cast on the official ballot paper made available to members, signed by the member, and must be received by post or hand delivery by the deadline specified in the timetable to the EMG Address. No ballot papers received after the deadline will be counted.

16. All ballot papers shall be retrieved by a member for the EMG from the EMG Address at the close of the ballot specified in the timetable.

17. The EMG will verify that votes are from members and check for 'multiple votes'. If multiple votes are found then the first vote submitted will be accepted. Thereafter a ballot paper containing a further vote by the same member will be rejected.

18. Election results will be determined by the EMG in line with the first past the post system.

19. The results will be communicated in writing to the Society Board by the returning officer and communicated to members on the Society website.

#### **Election Rules:**

20. During the election the EMG, or SB members, cannot provide advice in such a capacity to voting members as to the suitability of any candidates on behalf of the Society. Any opinion, or advice provided, should be taken as provided in a personal capacity.

21. Complainants have the right of appeal to the EMG, and then through the complaints procedure detailed in Society Rules.

22. Appeals must be made in writing to the EMG as detailed in rule 21, and must arrive at the email or postal address specified not later than three working days after the announcement of the ballot results to members.

23. All communication regarding Election Rules Policy and result should be addressed to the EMG, via email at "[contact@dee4life.com](mailto:contact@dee4life.com)", or by letter addressed to the EMG at the EMG Address.

24. Should any candidates contravene the election rules the EMG shall judge whether a disqualification shall apply.

25. The SB will decide what action, if appropriate, may be taken should disqualification occur.

26. Should the election not produce sufficient elected SB members to fill all vacancies on the SB, the casual vacancy rules shall apply.

27. All candidates shall leave their contact details with the EMG.

#### **Manifestos and Campaigning:**

28. The EMG shall publish a manifesto document based on candidates' manifestos submitted with the Nomination forms.

29. The EMG will be responsible for circulation of the manifesto document with ballot papers.

30. On a membership-wide basis, campaigning will be restricted to this publication, No further Election campaigning material will be circulated to all members. Other than this personal campaigning is allowable.

31. All candidates can submit an election manifesto of up to 200 words to the EMG by close of nominations. The Candidate's name need not appear in these works. Acronyms, pseudonyms, and slang will be at the discretion of the EMG.
32. All the candidates' manifestos are to be received in written form, typed, and proof read before issue. The number of words counted shall be decided using Microsoft Word.
33. If a candidate's manifesto has more than the permitted two hundred words, it will be truncated at 200 words and text will be inserted below stating: "The Candidate's Manifesto has exceeded the permitted two hundred words and has therefore been truncated".
34. Candidates' manifestos written in the third person shall be accepted.
35. Candidates and nominees can only put their real names on nomination documentation. No nicknames will be accepted.
36. Candidates must not in their manifestos: make threats or insults; use derogatory or abusive language; or make statements which discriminate by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

### Election Timetable March/April 2017:

Postal ballot rules & timetable available for inspection at <a href="http://www.dee4life.com">www.dee4life.com</a>	18 <sup>th</sup> Mar 2017
Notification of Election	18 <sup>th</sup> Mar 2017
Canvass nominations for elected posts	18 <sup>th</sup> Mar – 31 <sup>st</sup> Mar 2017
Deadline for receipt of nomination for elected posts	5pm on 31 <sup>st</sup> Mar 2017
Ballot papers available, along with manifesto documents*	5 <sup>th</sup> April 2017
Deadline for receipt of ballot papers	5pm on 12 <sup>th</sup> Apr 2017
Announcement of ballot results at AGM	15 <sup>th</sup> Apr 2017

\*If the number of candidates does not exceed the number of vacancies arising, there shall be no need for a ballot, the nominees shall be deemed to be appointed, and this will be communicated by the returning officer. Due to prohibitive postage costs ballot papers and manifesto documents will not be issued by post, but will be available to download from the society Website or in person from Dens Park, or by post from the EMG only if requested in writing to the EMG by 5pm, 31st March 2017.