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**CIVINET UK & Ireland Network: Management Committee election procedures**

**Management Committee composition and remit**

The CIVINET UK & Ireland Management Committee consists of 5-10 members. Observers may also be appointed. The Management Committee meets at least every six months. More than half the Committee members are required to be present to take decisions.

The Committee has collective responsibility for the following key tasks:

* Development of the Network’s policies and procedures
* Managing the Network’s budget
* Overall approval of annual programmes and activities
* External representation of the Network
* Development and approval of the Network’s communications strategy.

The Management Committee may set up subcommittees and specialist groups to further the Network’s objectives. Committee members elect one of their number to be National Network Manager (NNM). The NNM chairs Committee meetings. The Management Committee is supported by a Secretariat, Transport & Travel Research Ltd.

The first Management Committee was formed by the Network founders and remained in place until the first Annual General Meeting (AGM). Thereafter the Committee is elected at each AGM, which normally takes place in the spring.

**Nominations**

Any Full Member of the Network (i.e. from a local authority) may be nominated for election to the Management Committee. Nominations must be made on a form, including confirmation from the nominee of his/her willingness to serve and confirmation of support from two other Members. (A Member may nominate him/herself as long as he/she receives the support of two other Members.) The nomination form will be emailed to Members. Nominations shall reach the Secretariat by the published deadline for nominations, which shall be no less than four weeks before the AGM.

**Elections**

If the number of nominations is less than or equals the upper limit of 10 places on the Management Committee, all nominees will be declared elected at the AGM.

If insufficient nominations are received to meet the minimum of 5 places on the Management Committee, the existing NNM will seek to co-opt additional members onto the Committee.

If the number of nominations exceeds the upper limit of 10 places on the Management Committee, voting papers will be emailed to Full Members of the Network, together with candidate statements, not less than one week after the closure of nominations. The deadline for return of voting papers will be one week before the AGM. Elections will be based on simple majorities of votes cast and the results will be announced at the AGM.

**The new Management Committee**

The new Management Committee will meet directly after the AGM.