

**East of England Clinical Senate Council**

22<sup>nd</sup> October 2013

**FOR INFORMATION****TITLE OF PAPER: Nomination and Election of Senate Council Vice Chair**

**Paper submitted by:** Sue Edwards, Clinical Senate Manager

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**1 PURPOSE**

- 1.1 To set out the role of and process for nomination and election of Vice Chair for the East of England Clinical Senate Council.

**2 CONTEXT**

- 2.1 In the interests of good governance in the event that the Chair is unavailable or unable to participate in an item under discussion due to a conflict of interest, it is sensible to have a duly elected vice chair. The Vice Chair will also support the Chair in their other duties.
- 2.2 The matter was included on the agenda of Senate Council meeting of 3<sup>rd</sup> October 2013 where it was agreed to defer the vote in order that a formal process be developed, supported by a role description and clarity of remuneration. Deferral also enabled any members not present at the meeting to be able to put themselves forward.

**3. THE ROLE OF VICE CHAIR**

- 3.1 A formal role description has been developed and is attached to this paper. In addition to supporting the Chair in their role, the role of vice chair has been extended to take be more active and proactive in raising the profile of Senate Council.
- 3.2 Given the extended responsibility of the vice chair, it is appropriate to remunerate the elected post holder. The vice chair post holder will be supported with payment of four programmed activity (pa) sessions per calendar month. Details of payment type (e.g. secondment) will depend on the substantive position of the elected Vice Chair and agreed post-election.
- 3.3 The position of vice chair will be held by the post holder for a period of one year, they will be able to nominate and be re-appointed for a further two (consecutive) periods of office.

- 3.4 The Vice Chair will be accountable to the East of England Clinical Senate Chair. They do not have a formal line of accountability to the area team Medical Director.

#### **4. PROCESS FOR NOMINATION AND ELECTION OF VICE CHAIR**

- 4.1 In order to ensure openness and transparency, the position of vice chair will be determined through an open vote at the first Senate Council of each calendar year. It will be an annual process.
- 4.2 All Senate Council members who have a full year membership remaining, will be able to self-nominate and stand for election of the position. Members wishing to stand for election will be required to submit their statement of nomination to the Clinical Senate Manager before 1<sup>st</sup> December of the year preceding the election. The statement should express why they wish to stand and what they will bring to the role; it should be no more than 300 words. All the statements will be collated and sent to all Council members for their consideration prior to the vote. The vote will then take place at the first meeting of the calendar year (usually January).
- 4.3 Members not standing for the position and present in person at the meeting will be entitled to one vote (members not present will not be able to vote by proxy, electronically or otherwise).
- 4.4 The successful candidate will be determined by a majority vote, the majority only needing to be one vote more. In the event of an equal vote, where there are two candidates, the Chair will have a second and deciding vote. In the event of an equal vote for the top two where there are more than two candidates then the other candidates will step down and a second round of voting will take place for the two remaining candidates. The candidates that have stepped down will then be entitled to vote in that next round of voting. Should there be a further tie then the Chair will have a second and deciding vote. The number of votes for each candidate will be recorded in the notes of the meeting, it will not be necessary to record each individual's vote.
- 4.4 On completion of voting and declaration of outcome by the Chair, the newly elected Vice Chair will take up role with immediate effect.

#### **5. GOVERNANCE**

- 5.1 This document will be an addendum to the East of England Clinical Senate Council Terms of Reference.

**Author:**  
**Sue Edwards**  
**Clinical Senate Manager**  
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**Appendices: Vice Chair Role Description**