



POLICY: ELECTION OF BOARD MEMBERS

Sections

1. Purpose and aim of the Policy
2. Expertise on the Board
3. Extensions to the nine-year rule
4. Nomination process
5. Election process
6. Resignations from the Board
7. Equality impact assessment/Protected characteristics
8. Consultation arrangements

Copies of this Policy can be made available in alternative formats on request.

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POLICY: ELECTION OF BOARD MEMBERS

All reference to 'we', 'our' or 'us' in this Policy should be read as meaning Sandbourne Housing Association.

1. Purpose and aim of the Policy

- 1.1 We recognise the need for regular fresh members on its Board to avoid stagnation in governance and also recognise the benefits of continuity and experience. The National Housing Federation Model Rules 2011 were adopted by the Board in June 2013 and should be referred to, if required.

2. Expertise on the Board

- 2.1 We regard it as essential that the Board should contain a mixture of skills, ideally with no more than two Board members coming primarily from one particular area of knowledge or experience.
- 2.2 Vacancies on the Board should be filled by individuals who can bring expertise in areas that the Board considers to be essential and/or desirable. Sandbourne do not allow their staff to be members.
- 2.3 The Board will identify the range of skills that it would ideally wish to see among its members.
- 2.4 For the avoidance of doubt, the NHF Model Rules 2011 should be the determining factor with Section D being the relevant section.

3. Extensions to the nine-year rule

- 3.1 Former Board members can be considered again after one year's break in office.
- 3.2 The Board will consider each application for an extension in the light of the factors set out in Section 2 above.

4. Nomination process

- 4.1 When there is a vacancy on the Board, the Board will identify the skill, or range of skills, that the Board currently needs and seek to find a suitable candidate to fill the vacancy. Advertisements for the post will be sent out in the normal way to identify suitable candidates. This may include existing shareholders, tenants and other residents, contacts in local businesses,

housing associations and local authorities, use of national bodies eg. The National Housing Federation.

- 4.2 The Chair and the CEO (or other interviewers as selected by the Board) will interview any suitable candidates who are willing to join the Board and make a recommendation to the Board about their appointment.
- 4.3 Our Rules state that no Board member may serve for more than nine continuous years. The Chair will serve a maximum term of three years and then retire as Chair at the Annual General Meeting.
- 4.4 We recognise that, in limited circumstances, it may be necessary to extend a Board member's tenure beyond this period. This extension may be granted for an additional one year in the first instance and will take into account the following:
 - (a) the conurbation in which it operates has a relatively small pool of individuals who are both suitably qualified and available for Board membership
 - (b) individuals may be prevented from serving as Board members due to potential or actual conflicts of interest
 - (c) the requirement for a balance of backgrounds as set out above.
- 4.5 If no other option can be found, a Board member may be re-nominated at the end of a year's extension or any subsequent extensions, but this must be clearly justified by the circumstances and be declared with a 'reasoned statement' in the annual accounts.
- 4.6 A member of staff who leave Sandbourne may be considered to become a Shareholder and member of the Board after a minimum of one year from their employment end date.
- 4.7 The final decision to accept any nomination is at the discretion of the Board.

5. Election process

- 5.1 The election process for appointing Board members is subject to our Rules and Standing Orders currently in force. All new members serve as co-opted members until elected at the next Annual General Meeting.

6. Resignations from the Board

- 6.1 If a Board member decides to retire from office during the year, his/her resignation can be submitted verbally or in writing either to the Chair, or the Chief Executive in that person's role as Secretary of the Board.
- 6.2 Resignations received will be reported at the next Board Meeting by the Chair of the Board.

6.3 A member who leaves the Board automatically ceases to become a shareholder unless there is a resolution to the Board agreeing that they remain a shareholder.

7. Equality impact assessment/Protected characteristics (as at 8 January 2019 or later amendments/additions)

7.1 Neutral.

8. Consultation arrangements

8.1 We will consult all residents and recognised residents' bodies on any substantive changes to this Policy and their views will be taken into account by the Board before approving it. Our staff will also be consulted on any substantive changes to this Policy and any reasonable suggestions will be taken into account before the Policy is approved by the Board.