



Procedure for filling Council vacancies

British Educational Research Association

Company Limited by Guarantee

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Ordinary Members of Council

- 1 Currently, Council members are elected for a four-year term. The aim is to use the general elected position on a rolling basis with a balanced number of places elected per year so there is a regular turnover without losing too many people in any one year.
- 2 Elections for the four posts and any office holders will normally take place at the start of the calendar year to enable places to be appointed and new members to be inducted before taking up office in September.
- 3 Elections are conducted using the single transferable vote for single position elections and first-past-the post for multi-member elections.¹
- 4 If a position becomes vacant mid-term, then a by-election may be held of the vacant position until the end of the normal term.

So, for instance, if someone is elected in 2016 but resigns in May 2017, then we would run an election for that single position outside the normal election cycle. The term for that position would remain until September 2019 when the successful candidate would be eligible to stand for a full three-year term.

BERA Officers

- 5 With regards to the Treasurer who is elected for a four-year term, if a vacancy arises in the first two years of their appointment, then an election is conducted as soon as possible for the remaining part of their term.

If the vacancy arises in the second half of their term, Council will make a co-option from amongst its own membership or from the wider membership for the remaining part of the term with the position elected as part of the normal cycle at the end of the term.

- 6 If the Vice-Presidency becomes vacant in the period before that individual was due to assume the Presidency, then a full election is held as soon as possible for the remainder of that term plus the usual Presidential and final year of Vice-Presidency.

If the Vice-Presidency becomes vacant in the period after that individual has served as President, the vacancy is left unfilled. Instead, the incoming Vice President as elected in the usual way would join Council and the Officers' group as soon as their

¹ As agreed by Council in May 2015

election was confirmed or the vacancy arose (whoever is later) rather than wait until the AGM.

- 7 If the Presidency becomes vacant, it is proposed that the current Vice-President would assume the office immediately.

The question is how long their term of office should be.

- i. If that Vice-President has not yet served as President, their Presidential term would continue until it is scheduled to end and they would simply serve as President for a slightly longer period – from their ascension to the post until their normal term end.
 - ii. If the Presidency becomes vacant when the Vice President is the immediate past President, it is proposed that they would assume the Presidency until the subsequent AGM when their four-year term would come to an end.
 - iii. In these circumstances an election would be conducted as soon as possible for a new Vice President. The successful candidate would assume the post immediately and take over as President for the normal two year term at the next AGM.
- 8 If through any of these circumstances there is a vacancy on GPC, then Council may appoint one of its members to join the group for the period in which a vacancy remains.

Vacancies

- 9 Vacancies will arise if:

- A member of Council tenders their resignation in writing to the President;
- A member of Council is no longer a BERA member;

- 10 In addition, Council can designate a position vacant if a member of Council becomes inactive and fails to attend successive meetings of both Council and any committees on which they serve. In this scenario, Council would write to the member concerned and warn them that their position will be considered at the subsequent Council meeting if they have:

- Missed three successive meetings of Council and/ or their relevant committee unless in exceptional circumstances;
- Failed to respond to request for action or updates from the BERA Office, President or relevant committee chair;
- Deemed to have broken the Code of Conduct for Trustees.