Nomination Procedures 2016

Note: Nominations need to be received by midnight on Monday 30 May 2016

Eligibility
- A candidate for election to any Committee or to the Board of Trustees must be a fully paid up SCI Member in good standing at the time of submitting the Nomination Form. **Please note e-Members are not eligible to stand for elected posts.**

- There are legal restrictions on who may be a Charity Trustee. A Declaration of Eligibility form must be completed and signed by the candidate for any role on the Board of Trustees. This form can be downloaded from the Call for Nominations page on the website or be obtained by emailing: **AGM2016@soci.org**. Please note current Trustees do not need to fill in an eligibility form if they are standing or re-standing as a candidate for any role on the Board of Trustees.

Completing the Nomination Form
- Please read carefully the reference documents required for the governance positions. This is important as we are asking prospective candidates to take into account their fit against the role they are applying for.

- We strongly encourage you to type up your nomination as this is the best way to ensure that your form is legible and meets the word count restrictions (100 words per candidate statement section). Your text can then be used in the candidate biographies without the need for editing. (If you are unable to type your nomination directly onto the Word document please contact AGM support staff at **AGM2016@soci.org**).

- We need a high resolution jpeg photo image for the candidate's biography profile to be used for promotion in the voting packs and in the delegate packs on the day of the AGM. To check whether or not we already have your photo on file, please contact AGM support staff as soon as possible on **020 7598 1500** or **AGM2016@soci.org**. If you do need to supply a photo, please include it with your Nomination Form.

- Please check your Nomination Form before submission. Any incomplete or incorrectly filled-in Forms will be marked as invalid and returned to the candidate.

How to submit your Nomination Form
- **By E mail :** When you have completed the Nomination Form, please email the form to **AGM2016@soci.org**. Remember to send your photo.

  By Post : Alternatively print the Nomination Form and post it, with your photo to the address below (marked exactly as shown to avoid risk of loss).
  SCI 2016 AGM Nomination, 14/15 Belgrave Square, London, SW1X 8PS.

- Please include "**SCI 2016 AGM Nomination**" on the envelope or in the subject header of the email.

- Nominations by e mail must be sent directly to AGM2016@soci.org by **midnight** on **Monday 30th May 2016**. Nominations received after this date cannot be considered.

- Nominations sent by post need to be sent in time to be **received by midnight on the 30th May 2016.** Nominations received after this date cannot be considered.

**Note: Deadline is midnight on Monday 30 May 2016
for receipt of your Nomination Form**