

SWANSEA CITY SUPPORTERS' TRUST ELECTION RULES PROCEDURE



1.0 PURPOSE

This document constitutes the Election Rules, Regulations and Procedure and is drafted in accordance with existing constitution of the Swansea City Football Club Supporters' Trust (The Model Rules). The purpose of the Procedure is to ensure that the elections for Trust Board Members are conducted in a democratic and unbiased manner in accordance with the Model Rules and the Trust's Procedures.

2.0 RESPONSIBILITIES

During all elections it shall be the responsibility of the Elections Working Group to ensure that the election period is run in accordance with this Election Rules Procedure on behalf of Swansea City Supporters Society Limited (hereafter referred to as "the Trust").

3.0 ELECTION CONTROL

Election Control shall be followed by the Elections Working Group in all aspects of the election process within this Procedure. The Elections Working Group comprise of an odd number of elected Trust Board Members (i.e. excluding Co-opted Board Members)- usually three, in case of any disagreement - who are half way through their two-year term.

3.1 Elections Working Group Members – Members serving on the Elections Working Group shall be eligible to nominate candidates, vote but not stand in the Elections.

3.2 Trust Secretary - Polling for the election is to be run by the Elections Working Group overseen, by the Trust Secretary. The results as determined by the Elections Working Group are final. It shall be noted that position of Trust Secretary is not an elected position.

3.3 Election Details - Election details shall be posted on the Trust Website and circulated, via email to Trust Members.

3.4 Polling Results - Polling results will be determined by the Elections Working Group with the total votes for each candidate given.

3.5 Results Announced - The results will be announced via the Trust Website and via email to Trust Members. However, this can only be upon confirmation of nominated eligibility as given below.

4.0 ELIGIBILITY & NOMINATION

Prior to all elections it shall be confirmed that:

- a. Nominees are Trust Members.
- b. Nominations are from Trust Members.
- c. Supporting Signatories are Swans Trust Members.

4.1 Candidates - Candidates must comply with eligibility and nomination form (see Appendix – Nomination Form) which will be circulated by the Trust Secretary to all Trust

SWANSEA CITY SUPPORTERS' TRUST ELECTION RULES PROCEDURE



Members at least three weeks before the Trust Election.

4.2 Candidates Responsibility - It is the candidate's responsibility to ensure their nominations are valid and submitted in accordance with the timetable. In the event of uncertainty, the decision of the Elections Working Group will be final.

4.3 Signatory Requirement - In signing the form, candidates are bound by the terms and conditions of this Procedure.

4.4 Alternative Form of Nomination – A signed letter or email of nomination from a Member is an acceptable substitute for manuscript signature on a candidates' nomination form.

4.5 Rule Compliance - Specifically, candidates are also self-certifying that they comply with the following two specific rules. No candidate can stand if they:

- a. are subject to a disqualification order under the Company Directors Disqualification Act.
- b. have been convicted of an indictable offence.

5.0 ELECTION RULES

The following rules shall be complied to without deference:

- I. During the election, the Elections Working Group or other serving Trust Board Members cannot provide advice to voting Members as to the suitability of any candidates on behalf of the Trust. Any opinion, or advice provided, should be taken as provided in a personal capacity.
- II. In the event that more acceptable candidates have applied to join the Trust Board than current vacancies allow, the Elections Working Group will invoke an electronic / online balloting process to request the Trust membership to submit votes, in order to select the incoming candidates.
- III. Candidates have the right of appeal to the Elections Working Group, and then through the complaints procedure detailed in s.123 of The Model Rules.
- IV. Complaints shall be made in writing to the Elections Working Group not later than three working days after the close of poll.
- V. All communication regarding Election Rules Procedure should be addressed to the Elections Working Group, via e-mail at "info@swanstrust.co.uk", or by letter addressed to the Elections Working Group at the Trust registered address.

SWANSEA CITY SUPPORTERS' TRUST ELECTION RULES PROCEDURE



- VI.** Should any candidates contravene the Election Rules Procedure, the Elections Working Group shall judge whether a disqualification shall apply, prior to announcement of election results and subsequently to the Trust Board.
- VII.** The Trust Board will decide what action, if appropriate, may be taken should disqualification occur.

6.0 MANIFESTOS AND CAMPAIGNING

- I.** All candidates can submit an election manifesto to the Elections Working Group by close of nominations. The candidate's name need not appear in these 250 words. Acronyms, pseudonyms, and slang will be at the discretion of the Elections Working Group. (However, in general should not be used, refer to sub-para V below.)
- II.** All the candidate's manifestos are to be received in written form, typed, and proof read before issue.
- III.** If a candidate's manifesto has more than the permitted 250 words, he / she will be asked to reduce it to a maximum of 250 words.
- IV.** Candidate's manifestos written in the third person shall be accepted.
- V.** Candidates and nominees can only put their real names on nomination documentation. No nicknames or alias will be accepted.
- VI.** A candidate's manifesto shall not contain the name of any of their nominators or any other candidate.
- VII.** Candidates must not in their manifestos: make threats, insults, derogatory, abusive, racist, sexist, or homophobic statements, or references towards other candidates.
- VIII.** The Elections Working Group shall publish a compilation document based on Candidates' Manifestos submitted with the nomination forms sent to the Trust Secretary
- IX.** The Elections Working Group will be responsible for circulation of the manifesto compilation document with ballot papers.
- X.** On a membership-wide basis, campaigning will be restricted to this publication. No further election campaigning material will be circulated to Trust Members. Personal campaigning is allowable.

7.0 ELECTION PROCESS FOR BOARD OFFICERS

- I.** Once elected to the Trust Board, anyone wishing to stand for a position as an officer should express their interest to the Trust Secretary up to three days before the first board meeting of the year, which is usually held in August.
- II.** There are FIVE officer positions on the Trust Board: Chair, Vice Chair, Supporter Director, Associate Director and Treasurer.
- III.** A maximum of 350 words should be submitted to the Trust Secretary outlining their suitability and aims for the role, including experience in the role(s).

SWANSEA CITY SUPPORTERS' TRUST ELECTION RULES PROCEDURE



- IV. In the meeting they will be allotted sufficient time to address the board to confirm their suitability and aims for the role.
- V. The Trust Secretary will then hold an anonymous ballot utilising WhatsApp, where members can vote for one candidate for each officer position, ensuring that their votes are returned to the Trust Secretary, and NOT the Trust Board WhatsApp Group.
- VI. The Trust Secretary will tally the votes and announce the successful candidates to each officer role.

Appendices -

- 1. Election to the Swansea City Supporters' Trust Board – Nomination Form.
- 2. Guidance for Serving as a Board Member

SWANSEA CITY SUPPORTERS' TRUST ELECTION RULES PROCEDURE



Appendices



SWANSEA CITY SUPPORTERS' TRUST
Stadium, Landore, Swansea SA1 2FA
www.swanstrust.co.uk
Trust Secretary: xxx@swanstrust.co.uk

ELECTION TO THE SWANSEA CITY SUPPORTERS' TRUST BOARD – NOMINATION FORM – *Date*

I (insert full name) _____ of (insert full address) _____

Postcode _____

being a current full member of the Swansea City Supporters' Trust on or before **xx Date** wish to stand for election to the Trust Board in the forthcoming election. There are **xx** vacancies & each nomination should be supported by **six** sponsors who were full members of the Swans Trust on 1st of August for the year preceding the date of nomination. Please use the Trust Guidance for serving as a Board Member and also complete a brief statement (**max. 250 words**) explaining what skills/relevant experience that you are able to bring to the Trust; e.g., IT/Personal communications etc.

(Note: Swans Trust database information will be used to check the authenticity of the candidate & the supporting full members)

Signature _____ Date _____

*I support the nomination of the above candidate to stand in the forthcoming election to the Trust Board for a period of **one or two** years if successfully elected:*

	Name & address of Swans Trust member	Signature
1		
2		
3		
4		
5		
6		

Please email this completed form & your supporting statement to the Trust Secretary xx@swanstrust.co.uk or alternatively return by post to the Registered Office of the Swans Trust to arrive **by no later than Monday xx Date**.

Any nomination forms received after this date will not be processed.

Only applications on the approved nomination forms will be accepted, including scanned and emailed versions.

Swansea City Supporters Trust, Stadium, Landore, Swansea SA1 2FA.

Email: info@swanstrust.co.uk Website: www.swanstrust.co.uk Swansea City Supporters Society Ltd

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Guidance for Serving as a Board Member

Thank you for expressing an interest in serving as a member of the Supporters' Trust board. The future of the Trust and our ownership and involvement with Swansea City Football Club is dependent on the commitment, goodwill, time and dedication of our members.

As a Director of the Swans Trust, you will need to be prepared to commit some time and expertise to the running of the Trust. By putting yourself forward for election you will be expected to provide input and carry out duties in a professional and confidential manner. Please read the following guidelines as to what your role may entail to ensure that the commitment is right for both you and the Supporters' Trust board.

1. By joining the Swansea City Supporters' Trust board, you will be making a commitment to uphold the values and integrity of our community association.
2. When you join you will be assigned a 'mentor' for the first six months of your tenure who will be in a position to support and guide you through the requirements of your role.
3. The Trust board meets once a month, either in person or virtually, and you would be expected to attend every meeting where possible.
 - a. If you are unable to attend a meeting you should notify the Trust Secretary three days in advance to offer your apologies.
 - b. The Trust board holds the right to accept or decline said apologies. Repeated absences could result in you being asked to step down from the board.
 - c. In addition, the Trust holds an AGM, members forums, supporter engagement events and possibly further general meetings which you would be expected to attend where appropriate.
4. The Trust maintains a Kiosk outside the Swansea.com stadium where we meet our members and supporters on match days. You would be expected to help staff the pod for some of these games. We will produce a rota at the beginning of the season and if everyone is available it would involve engaging with fans and handing out relevant information to supporters around one in every three or four games.
5. The Trust has a variety of sub groups to ensure the efficient running of our community organisation. You would be expected to be actively involved in **at least** one of these sub groups and attend virtual or in person meetings wherever possible plus help deliver any agreed outcomes.
6. All information discussed in meetings, with other board members or with representatives of Swansea City AFC shall be classed as confidential until (or unless) published on our Trust website. You will be expected to maintain professional levels of confidentiality. This includes both your time serving on the Trust board and in the future after you have stepped away from your role.
7. You must notify the Trust board upon election, and at the beginning of each term of office, of any possible conflicts of interest with both the Trust and the club. You will also be asked to sign a document to this effect.
8. The Trust's Model Rules and other key documents are held on our website. It is important that you read these to understand the role of the Supporters' Trust. They can be found at the following link:
<https://www.swanstrust.co.uk/about/trust-documents/trust-rules-and-policies/>

Thank you for taking the time to read this guidance and if successful we look forward to welcoming you as part of the Swansea City Supporters' Trust board of directors.

Swansea City Supporters' Trust Board