

# **Society of Antiquaries of London**

## **Order 1, October 2015**

### **The conduct of Anniversary Elections for Officers and for Council Members**

#### **1. Nominations for Officer and Council posts**

1.1 The Council must consist of between 12 and 21 Fellows of the Society, as set out in the Charter and Statute 4.2.

1.2 Elections for Officers and Council Members take place on the day of the Anniversary Meeting (Statute 3.2.2(a) and (d)). At this meeting, there will be separate ballots for officer posts (if being vacated) and for at least one third of the ordinary Council members. Officers, once elected, automatically become Members of Council for their 3-year term (Statute 8.1).

1.3 Nominations for the Officer posts and ordinary Members' posts may be made either collectively by Council or by any five Fellows (Statute 4.7). An individual Fellow may nominate only one candidate for an ordinary Council post and one candidate for an Officer post. Nominations must be received by post or by electronic mail by the General Secretary at the latest by 1<sup>st</sup> March preceding the date of the Anniversary meeting (Statute 4.7.2)

1.4 Nominators' names, including the names of Council Members who have collectively put forward candidates, are not automatically counted as votes, and all nominators shall be eligible to cast votes for the candidates of their choice in the Anniversary Meeting election.

#### **2. The election of Officers**

2.1 Each of the four Officers will be elected to serve for a maximum term of three years, as per Statute 8.10.2. There will therefore be an election at the Anniversary Meeting to fill the Officer posts on only those occasions when the postholder has reached the end of his/her three-year term of office, or if the post has been vacated for any other reason before the end of a three-year term by its current holder. An Officer shall be eligible for re-election for a second three-year term of office, but at the conclusion of this must stand down, unless, in exceptional circumstances, Council recommends and a majority of Fellows voting agree that in the interests of the Society this rule should be disapplied in a given case (Statute 8.10.3)

#### **3. The election of Council Members**

3.1 Ordinary Members of Council will be expected to serve for three years with one third of them (or the number nearest one third) retiring each year and new members being elected in their place. There will therefore be an election each year only to fill the posts being vacated by the members who are standing down, and to fill any other vacancies for Council members which may have arisen during the year. Council Members who stand down because their three-year term of office has expired will be ineligible to stand for election again for one year, unless, in exceptional circumstances, Council recommends and a majority of Fellows voting agree that in the interests of the Society this rule should be disapplied in a given case (Statute 4.4 and 4.5)

#### **4. General provisions**

4.1 Ballot papers for the election to the vacated Officer posts and the ordinary Council Member posts will be circulated to all Fellows at least seven days in advance of the Anniversary Meeting.

4.2 Where the number of nominations (whether by Council or from the Fellowship) for the Officer posts or for ordinary Council Members is equal to the number of vacancies, the relevant ballot(s) will not be held, but the names of the candidates put forward will be circulated to Fellows with the papers for the Anniversary meeting.

4.3 Where a ballot for the Officer post(s) or for the Council Member posts, or both, is to be held, the General Secretary and delegated staff will act as returning officers.

4.4 If a candidate has to withdraw between being nominated and the ballot papers being printed and mailed to Fellows, the candidate's name shall, if possible, be removed from the ballot paper. If the withdrawn candidate is nevertheless deemed elected because the number of candidates was equal to the number of vacancies, a replacement will be co-opted by Council under Statute 4.9 as soon as practicable after the Anniversary Meeting.

4.5 Postal and electronic votes must be sent in to Burlington House to arrive at the latest by the day before the Anniversary Meeting. They are counted by the General Secretary and delegated staff, and a record of Fellows who have voted by post is made. This record, together with the ballot papers received, is used by the General Secretary and delegated staff to check against the names of Fellows voting in person.

4.6 Any ties in voting will be determined by lot.

4.7 The General Secretary and delegated staff must not disclose the contents of any of the ballot papers to any of the candidates for election.

4.8 The results of the election are read out by the President at the main Anniversary meeting.

Resolved by the Society of Antiquaries Council

October 2015

Signed

President

# **Society of Antiquaries of London**

## **Order 2, October 2015**

### **On the provision of postal or electronic voting for Anniversary Elections and other matters for the Society's Fellowship**

#### **1. Background**

1.1 The Charter and Statutes make provision for votes to be cast by the Fellowship on a number of issues, but until now some of the voting has to be done in person at a meeting of the Society rather than by post or online. The Society already has the capacity to raise certificates for the proposal of new Fellows and to vote on their election to the Society in person, by post and online, and this facility needs to be extended to most matters on which the Fellowship may be asked to vote.

#### **2. Extension of postal and electronic voting**

2.1 This Order extends the use of postal voting and voting by electronic means (as appropriate to the needs of individual Fellows) to the following matters for determination by the Fellowship as set out in the Statutes dated October 2015:

- The election of Officers (Statute 3.2.2a, and 8.10.4)
- The election of Members of Council (Statute 3.2.2d, and 4.6)
- Formal votes on making, constituting and establishing, or varying, altering and revoking Statutes, Rules, Orders, Bylaws and Constitutions or any other resolutions put before a General Meeting of the Society (under the Charter and under Statutes 3.2.2g, 3.2.6, 3.3.4, 3.4.2, 6.5.10, 9.6, and Statute 18)

#### **3. Exceptions**

3.1 In view of the sensitivity of the matters, and the need to hear the arguments made in person, including any accusation or defence, this provision for online or postal voting is not at present to be extended to the removal of a Fellow on grounds of misconduct (Statute 2.5.4), or to the removal of a Member of Council (Statute 4.8.7 and 4.8.8).

Resolved by the Society of Antiquaries Council

October 2015

Signed

President



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London W1J 0BE

## SOCIETY OF ANTIQUARIES OF LONDON

### Order 3, April 2016

## The Conduct of Elections and Admissions to the Society for Ordinary and Honorary Fellows

### 1. Ordinary Fellows

1.1 Candidates for Fellowship must be nominated by an existing Fellow and elected at a ballot open to the whole Fellowship. All existing Fellows are entitled to propose a candidate, with the support of at least four and up to eleven additional Fellows (making a minimum of five and a maximum of twelve). There is no limit to the number of candidates that a Fellow may nominate or support.

1.2 The Statutes require that any person admitted to the Fellowship of the Society must be distinguished in the fields of archaeology, architectural or art history, or other antiquarian subject matters across the academic, charitable, heritage and private sectors.

### 2. Nomination of Fellows

2.1 A Fellow (the sponsor) may nominate a candidate either in writing or online; this procedure is known as 'taking out a Blue Paper'. The sponsor must ensure that the candidate is willing to be nominated for election, is aware of the financial implications of Fellowship and can conform to the aims and obligations of the Society.

2.2 *In writing.* The sponsor should contact the General Secretary by post or email, providing brief details of the reason for the candidate's nomination, and request a nomination paper ('Blue Paper'). If the General Secretary validates the reasons given for the nomination, the sponsor will be sent a Blue Paper: the date that this is sent will be the date of registration. The sponsor must complete the Blue Paper and ask other Fellows who have personal knowledge of the candidate to sign in support. To avoid the loss of Blue Papers in the post, sponsors are encouraged not to send the original Blue Paper to fellow signatories. Full instructions on how to seek supporting signatures are sent out to the sponsor with the Blue Paper.

2.3 *Online.* The sponsor should log in on the Society's website ([www.sal.org.uk](http://www.sal.org.uk)) and visit the balloting area to 'Take out a new Blue Paper', fill in the form and 'Submit for registration'. Once the General Secretary has validated and registered the Blue Paper, the sponsor will receive a confirmatory email asking him/her electronically to collect signatures from other Fellows who have personal knowledge of the candidate. The date of registration will be the date at which the submitted Blue Paper is validated by the General Secretary.

2.4 There can sometimes be a considerable gap in time between taking out a Blue Paper and gathering all the signatures needed for it to be submitted. If a Blue Paper has not been completed and submitted within two years from the date of registration, it will be deemed to be null and void.

### 3. Describing a candidate for Fellowship

3.1 The statement about a candidate's suitability for the Fellowship, whether in hard copy or online, must include information about their current position, their career history and the major publications or other achievements and distinctions that qualify them to be considered for admission to the Fellowship.

### 4. The handling of submitted Blue Papers

4.1 Hard-copy Blue Papers are returned by the sponsor to the General Secretary. Online Blue Papers are submitted electronically by the sponsor. All completed Blue Papers are dealt with strictly in the order in which they are received fully completed and are included in the earliest available ballot.

4.2 The names and brief qualifications of candidates for the Fellowship whose Blue Papers have been received by the General Secretary are announced at an Ordinary Meeting. Fellows present are asked if they agree to their being 'suspended in the usual manner', and if agreed, they are put on display at Burlington House for inspection, and copies may be sent on request to Fellows. The Blue Papers will also be available for inspection on the Fellows' area of the website when the online ballot is opened.

## **5. Voting on new Fellows**

5.1 All Fellows will receive ballot papers by post for all new candidates for Fellowship. These notifications will specify the date and times of the ballots, which may be on days when there is no Ordinary Meeting. Voting is also available online, and the ballot papers may be returned by post.

5.2 Ballots will usually be held on Thursdays. Where an Ordinary Meeting beginning at 5pm is due to take place on the same day, Fellows may vote in person between 4.00pm and 4.20pm. On days when no Ordinary Meeting is planned to occur, the times allocated for voting will be set out clearly on the ballot paper. Fellows can vote in person, by returning the ballot paper by post, or online. It is a requirement of the postal and online ballot that the voter has read the Blue Paper either in hard copy or online. On the day, votes are cast in person in a voting box to which the Blue Paper for each candidate is attached. A voter is supplied with one ball at a time to ensure that they do not vote more than once for the same candidate. Those who have signed the Blue Paper are counted as having already cast their vote for the candidate, and cannot vote again for that candidate in the ballot.

5.3 After balloting closes, the votes cast in person by Fellows are added to the postal and online votes and those supporters who have signed the Blue Paper, and the result is declared by the presiding Officer (usually the President). In order for a new Fellow to be elected, there must be a majority of two-thirds of the Fellows voting in favour. The result is declared at the next available Ordinary Meeting by the presiding Officer, and also posted online.

## **6. Honorary Fellows**

6.1 Anyone 'of outstanding reputation or learning in the area of interests of the Society' may be proposed for election as an Honorary Fellow in a written submission signed by at least five Fellows. The proposal has to be approved by the President and Council before going to ballot according to the procedure set out in Sections 3-5 above. The maximum of Honorary Fellows is one hundred, and no more than three Honorary Fellows may be elected in any single year.

6.2 In order to ensure that the Society proposes the three most appropriate candidates in any given year, Council will approve nominations for Honorary Fellowship at the last Council meeting of the calendar year.

Resolved by the Society of Antiquaries Council

March 2016

Signed



President