

# 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