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## ROYAL TUNBRIDGE WELLS TOWN FORUM

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**From:** Goodwin, Matt

**Sent:** 26 May 2011

**To:** Robert Hardy – TWBC Interim Head of Policy & Partnerships

**cc:** Michael Holman; Catherine Mayhew; Jane Fenwick; Altan Omer; John Forster; Katharina Bech;

**Subject:** Town Forum election (2011/2012)

Robert,

the TF constitutional working group met last night to thrash out the process for the elections - our intent is to kick start the nomination process at this evening's meeting (26 May 2011) and that the elections themselves should be held at the **June meeting** (30 June 2011).

We are very aware that the detailed process for the elections was not set out in the revised constitution and therefore that there is scope for nit-picking but this is our proposal for how to handle it:

1. we need to check first of all whether Peter Crawford is happy to continue as vice Chair, or whether he wishes to stand either down or for re-election;
2. depending upon Peter's answer, there will be either two or three positions available;
3. nominations for the positions are to be submitted to Robert Hardy at TWBC by midday on Friday 10 June;
4. nominees for the positions must be appropriately nominated representatives of member organisations or eligible councillors;
5. nominations must be accompanied by details of the proposer and seconder and also must include a short written "election statement" - it is axiomatic that no individual may nominate themselves but otherwise they may freely nominate any eligible Town Forum representative;
6. the elections at the June meeting will be in two stages, the first stage being election of the Chair and the second of the one/two Vice Chairs depending upon Peter Crawford's decision;
7. just as a reminder, the role of Chair may only be held by a representative from a Residents' Association but eligible candidates may stand for both Chair and/or Vice Chair;
8. we propose for this first election only under the new Constitution that one representative from each member organisation, whether the principal nominee or the substitute, be entitled to vote in the elections irrespective of attendance record; the same applies for councillors;
9. the nominations for the positions will be circulated with the agenda for the June meeting together with the candidates' election statements;
10. the elections will be by secret ballot and will be managed by Robert Hardy.

We may need an addendum to, or minor amendment of, the constituent document in due course to codify these proposals.

Finally, the working group would like to urge representatives to put themselves forward for election to these positions - the role of Chair had become really very broad over the last couple of years but it is expected that the new management structure agreed in the revised constitution will make the role of the Chair considerably less onerous but equally will enable it to be more focused and effective.