



**Leeds United Supporters' Trust
Election Pack 2020**



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LEEDS UNITED SUPPORTERS' TRUST
AGM NOTICE

Notice is hereby given that the 2020 Annual General Meeting of the Leeds United Supporters' Trust will be held on Saturday, 12th December 2020 (the morning of the West Ham game) via a Zoom call due to current government guidelines.

The AGM should commence at 10am with the agenda to be shared on 30th November 2020.

** Fully paid-up Members on or before 24th November 2020 are entitled to Stand for Election, vote in the Board Elections and attend the AGM. Those who were NOT members before the 24th are not entitled to stand or vote but can attend. If you are not a member and would like to join the Leeds United Supporters' Trust please email info@leedsunitedtrust.com

Applicants will need to be seconded by at least two fully paid up members of the Trust. Those nominating will need to email election@leedsunitedtrust.com with the subject "Nomination" and include the name of the member they wish to nominate



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LEEDS UNITED SUPPORTERS' TRUST ELECTION TIMELINE

22 nd November	Election Announcement
30 th November	Nominations for Board close
5 th December	Potential Ballot Announcement
10 th December	Email Proxy Vote closes
12 th December	AGM

16th November - Election announcement for AGM

The Trust will post the formal election calling notice on the website. This will include:

- Side policy publication
- Board Member nomination form, 5 elected positions available.
- Board member role applications to be submitted to the Election Management group – election@leedsunitedtrust.com

30th November – Nominations for Board Member and Applications for Secretary roles close.

Nominations submitted will be counted and if the number of Nominations exceeds the available board positions a ballot will take place at AGM on 12th December.

5th December – Ballot

We will announce on this date whether a ballot is needed. A ballot paper will be shared if this is the case. Candidate details will then be published on the Trust website with individual statements and pictures. All members are notified of the election and will be directed to candidate profiles. Voting will take place online at AGM (12th December) or proxy votes can be submitted via email to the Election before 10th December.

To this please request a ballot paper by emailing election@leedsunitedtrust.com

A ballot form will then be emailed and is then to be returned to pete.emmerson@leedsunitedtrust.com with the subject “PROXY VOTE”. Due to the nature of this year’s AGM, proxy votes will only be able to be submitted to the Chairman, Peter Emmerson, and no other member will be able to carry a proxy.

10th December – Cut-off date for proxy votes by email

12th December – AGM

Voting takes place in person and the proxy votes will be added to the votes counted. No member will be allowed to vote twice. Should there have be no ballot due to the number of nominations either being the same as, or less than, the number of vacancies then the Board Appointments will be ratified by an official vote by those attending. If there is a ballot, then those elected will be announced within two weeks via our website.



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LEEDS UNITED SUPPORTERS' TRUST
ELECTION POLICY

1. Introduction

- 1.1. This document is drafted in accordance with the existing Rules of the Leeds United Supporters' Trust. The purpose of the Election Policy is to ensure that the elections for the Trust Board members are conducted in a democratic and unbiased manner and the process and results are accepted as free and fair by all participants.

2. Definitions

- 2.1 "AGM" means the annual general meeting of the Trust.
- 2.2 "Election Period" means the period from the date each year on which the Secretary issues nomination forms to Members until 3 days after the announcement of the result of the election to which the nomination forms relate.
- 2.3 "Trust" means Leeds United Supporters' Trust.
- 2.4 "Trust Board Member(s)" means an elected or Co-opted Member(s) of the Trust.
- 2.5 "Election Policy" means the terms and conditions laid out in this document.
- 2.6 "EMG" means the Election Management Group.
- 2.7 "Board Membership and Conduct Policy" means a detailed set of rules and regulations of the Trust set out in a separate policy statement.
- 2.8 "Co-opted Member(s)" means a person(s) who has/have been elected to the Trust Board by Trust Board Members but not elected by the Members.
- 2.9 "Indictable Offence" means a criminal offence (other than a spent conviction as defined by the rehabilitation of Offenders Act 1974) for dishonesty, fraud or dealing in drugs.
- 2.10 "Rules" means the rules and regulations of the Trust laid out in the separate Rules document
- 2.11 "Secretary" means the Secretary of the Trust.
- 2.12 "Member(s)" means a member(s) of the Trust.

2.13 “Trust Board means the elected Board of the Trust including any co-opted Trust Board Members.

3. Election control

- 3.1. In advance of the commencement of the election, the Trust Board will appoint members of the Trust (who with the exception of the Secretary [or acting Secretary] may not include serving Trust board members) to form the EMG. This group shall be chaired by an independent person who is not a member of the Trust. The Secretary may be a member of this group. In the event that it is not possible to agree the identity of the Independent chair, Supporters Direct will select the Independent chair.
- 3.2. No members of the Trust Board whose positions are due to be offered for election shall play any part in determining the composition of the EMG or any aspect regarding the conduct of the elections. No friends or acquaintances of existing board members (with the exception of the Secretary) shall form part of the EMG.
- 3.3. Members of the EMG shall not be eligible to nominate candidates nor be a candidate themselves and shall ensure that they are not associated closely with any candidates and have proper regard to maintaining the integrity of the election process.
- 3.4. During the Election Period the EMG will ensure that the election is run in accordance with this policy.
- 3.5. The EMG shall make the final decision as the eligibility of candidates, nominations and valid votes. They shall conduct the count and the result, as determined by them is final. Any decisions taken will be by majority vote and recorded. The Chair of the EMG shall have a casting vote in the event of a tie.

4. Timetable

- 4.1. The AGM will take place within the period laid down in the Trust’s Rules, and the exact date shall be decided by the Trust Board by the end of the preceding financial year.
- 4.2. The Board shall agree the number of vacancies to be elected; if the numbers to be elected differs from the numbers elected in previous years, or changes the number of places to be elected in total on the Trust Board, then the reasons why the change has been made shall be communicated to members in the form soliciting nominations.
- 4.3. The Secretary will circulate a nomination form with advance notice of the AGM at least three weeks before the AGM.
- 4.4. The Trust Board shall ensure that the membership of the EMG has been agreed by the Trust Board before the Secretary circulates nominations forms.
- 4.5. During the Election Period, the EMG shall manage the process, with the assistance of the Secretary as required.

5. Nominations and eligibility

- 5.1. Any person wishing to be a candidate for election to the Trust Board must be a fully paid-up member of the Trust and be nominated by at least two fully paid-up members of the Trust.

- 5.2. The EMG will verify that nominations are from members of the Trust. Trust members can nominate as many candidates as they wish.
- 5.3. A signed letter of nomination from a member, or email from the address a member has given the Secretary for receiving Trust communications, are acceptable substitutes for a signature on the candidate's nomination form.
- 5.4. It is the candidate's responsibility to ensure that their nomination is valid and submitted in accordance with the election timetable. In order to ensure that candidates can confirm the validity of their nominees, the EMG and Secretary should arrange for candidates to be able to check in advance whether those nominating them are fully paid-up members.
- 5.5. Decisions over the validity of nominations shall be a matter for the EMG having due regard for the Secretary's assessment of the membership status of an individual nominating a candidate. Any decision by the EMG not to accept a nomination as valid should be notified to the candidate as soon as possible in order that the situation may be rectified or an appeal heard.
- 5.6. Candidates must also submit a statement in support of their nomination and may also submit a photograph for publication with their statement (see section 6 below for more details). The statement must follow the structure published along with the election timetable.
- 5.7. The names of those nominating candidates shall be appended to each candidate's statement.
- 5.8. By submitting a nomination, Candidates will be deemed to have accepted this Election Policy, the Trust's Rules, and any other policies and rules adopted by the Trust Board and the membership and agreed to be bound by them.
- 5.9. Specifically, candidates are also self-certifying that they comply with the Trust Rules and Board Membership and Conduct Policy relating to eligibility to serve on the Board. In particular, no person can be a member of the Trust Board:
 - (with the exception of Co-opted Members co-opted onto the Trust Board under Rule [67] of the Rules) who ceases to be a Member of the Trust;
 - who has been a member of the Board for 12 consecutive years;
 - who is subject to a bankruptcy order or has in place a composition with his/her creditors;
 - who is subject to a disqualification order made under the Company Directors Disqualification Act 1986;
 - fails to abide by any rules for the conduct of elections made by the Trust Board.
 - who has a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974);
 - in relation to whom a registered medical practitioner who is treating them gives a written opinion to the Trust stating that they have become physically or mentally incapable of acting as a Director and may remain so for more than three months;
 - in relation to whom by reason of their mental health, a court makes an order which wholly or partly prevents them from personally exercising any powers or rights which that person would otherwise have;
- 5.10. All candidates shall leave full contact details with the EMG including email address

6. Statements and Campaigning

- 6.1. Campaigning under the auspices of the Trust will be restricted to the statements submitted by the candidates and to any hustings organised by the Trust.
- 6.2. All candidates' statements are to be sent by email to the designated EMG email address. These will be gathered together and issued with the ballot papers, and include the photograph (if submitted) of the candidate and a list of the members who have nominated them.
- 6.3. Candidate statements should be at least 400 words long and no longer than 1000 words. If a candidate's statement has more than 1000 words, it will be truncated and text will be inserted below stating "The candidate's statement has exceeded the permitted amount and has therefore been truncated". The number of words counted shall be decided using Microsoft Word.
- 6.4. Candidates shall not in their statements make threats, insults or derogatory, abusive, racist, sexist or homophobic statements. The EMG will reserve the right to edit any statement to ensure that it does not breach these rules.
- 6.5. In agreeing to be nominated and so accepting this Policy, candidates shall agree to indemnify the Trust for the cost of meeting any liability of the Trust that may arise as a result of the contents of their statement.
- 6.6. During the election neither the EMG nor the Trust Board may provide advice to voting members as to the suitability of any candidate nor issue any voting advice to members collectively. Individual Trust board members who indicate a preference in public must make it clear that they do not speak on behalf of the Trust board and express a purely personal opinion.

7. Appeals

- 7.1. Candidates or complainants shall raise matters with the EMG whose decision is final.
- 7.2. Complaints after voting has closed shall be made to the EMG not later than three working days after the close of poll. Any complaint received after this date shall be ruled out of order.
- 7.3. If any candidate should contravene the Election Policy, the EMG shall judge whether a disqualification should apply and their decision is final.
- 7.4. Any appeal against the decision of the EMG shall be made through and governed by the disputes procedure as set out in the Trust Rules.

8. Result

- 8.1. If there are more candidates than places available on the Trust Board
 - 8.1.1 If Hustings are held before the AGM, the following procedure shall be followed;
 - 8.1.1.1 The EMG will issue postal ballot papers and copies of candidates' statements with the notice sent convening the AGM.
 - 8.1.1.2 Votes may be submitted by post or email up to the day of the AGM, and also deposited at the start of the AGM. The Count shall be made

during the AGM, and the result announced before the close of the AGM.

8.1.2 If Hustings are held at the AGM

8.1.2.1 The EMG shall arrange for candidates to address the AGM and field questions from the floor. The EMG will then issue ballot papers and copies of candidates' statements. Votes shall then be deposited at the AGM. Those unable to attend will be given the opportunity to submit votes via email, with at least 1 week notice.

8.1.2.2 The election result shall be announced within 4 weeks of the date of the AGM starting

- 8.2 The highest placed candidates in terms of total votes as equal to number of places available for election declared by the Board shall be deemed elected.
- 8.3 If there are as many or fewer candidates than there are places, an affirmative ballot shall be held at the AGM. Each successfully nominated candidate will be put before the meeting for the approval of members. Any candidate not receiving the support of more than half of those present in person and by proxy shall be deemed to have not been elected. The exception shall be that should the failure to elect any of the validly nominated candidates leave the Board below the minimum required under the Rules for them to act, all validly nominated candidates shall be deemed elected by the EMG and this declared at the AGM.
- 8.4 The result shall be communicated to members on the Trust's website and in the Trust's newsletter and at the AGM or next members' meeting (if it is possible to complete the count at the AGM in question).
- 8.5 Successful candidates shall become full members of the Trust Board upon receipt of their signed acceptance of the Board Membership and Conduct Policy.
- 8.6 The Trust Secretary will issue the Board Membership and Conduct Policy to the successful candidates upon the result of the election and should any successful candidate not return the Board Membership and Conduct Policy duly signed in whichever way the Secretary asks for it to be returned within one calendar month, without an acceptable reason for the lateness in returning the document, the election of that candidate will be declared null and void and a vacant position will be created. For the avoidance of doubt, the onus for returning the signed Board Membership and Conduct Policy shall be on the successful candidate not the Trust Secretary



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LEEDS UNITED SUPPORTERS' TRUST
PROPOSED POSITIONS

Full role descriptions and requirements will be posted on the website shortly.

Outside of our elected board roles, we are always looking for additional volunteers who would like to lend a hand from time to time, whilst you won't sit on the board, if you feel you've a specific skill / talent we could benefit from – drop us a separate note at info@leedsunitedtrust.com



LEEDS UNITED SUPPORTERS' TRUST
ELECTION NOMINATION FORM

1) Name:

2) Email address:

3) Email used to sign up to the trust:

4) Why do you want to join the Trust Board? (No more than 100 words):

5) What can you offer the Trust Board? (No more than 100 words):

6) Preferred Board position & why:

7) Names and Email Addresses of two Nominators (Nominators must be paid up members)

Please email to election@leedsunitedtrust.com

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