

Election Code of Conduct

Integrity is one of IMechE's key values and we therefore strive to run an election which is fair, transparent and affords all members the same and equal opportunities. The conduct guidelines for members and staff as set out below will assist us in this endeavour. This code of conduct applies to Trustee and Council IMechE elections, and all candidates shall agree to abide by it when submitting their application.

1. Returning Officer

- The Trustee Board delegate the role of Returning Officer to the Chief Executive.

2. Nomination Process

- The nomination process is administered by IMechE staff, Nomination Committee and an external election provider. All shall act in a strictly neutral manner.
- Nominations are only accepted using the prescribed format as agreed or amended by Nomination Committee which will be communicated to all members eligible to stand for election
- There is a strict closing date for applications and any nomination received after this time is invalid. Applications cannot be altered after this closing date. In the unlikely event of a technical issue with the election portal, late submissions can be authorised at the discretion of the Returning Officer
- All candidates are required to complete a declaration of interest form upon application which will be available on the election portal. Any activities or interests which may impact or where there is a perception it may impact on a candidate's ability to fulfil the role they have applied for must be declared. Failure to declare a key issue may result in the application being withdrawn at the discretion of the Returning Officer and the rationale communicated to Trustee Board and Nominations Committee
- Candidates for Trustee positions will be required to declare that they are a ["fit and proper person"](#) and that they know of no reason that they cannot fulfil the legal function of Trustee of IMechE. Failure to comply with this may result in an application being withdrawn at the discretion of the Returning Officer and the rationale communicated to Trustee Board and Nominations Committee.

3. Voting period

- Eligibility to vote is outlined within the By-Laws.
- Communications from IMechE during the election and voting period must be strictly neutral.

4. Counting of votes and results

- Counting of votes is undertaken by the independent election provider. IMechE staff or volunteers will have no role in the counting of votes.
- Where possible, the results of the elections will be confidentially communicated to each candidate individually in advance of the full announcement. The full results including number of votes cast will be announced at the Annual Meeting and available on the website.

5. Canvassing

- Canvassing using any IMechE distribution lists or any IMechE capability (eg at an IMechE Committee meeting) is prohibited due to the unfair advantage it gives those already volunteering at the Institution. Should candidates do so, their application may be withdrawn at the discretion of the Returning Officer and the rationale communicated to Trustee Board and Nominations Committee
- Candidates are free to utilise their own social media (LinkedIn, Twitter etc) or contact friends/colleagues to promote their campaign. Canvassing is not prohibited by the Royal Charter and By-Laws.
- Whilst using one's own social media is allowed, posting derogatory comments about others standing is strictly prohibited. Should candidates do this, their application may be withdrawn at the discretion of the Returning Officer and the rationale communicated to Trustee Board and Nominations Committee

6. Disputes

- Candidates and members who wish to raise a complaint about the conduct of an election may do so in writing to the Returning Officer, who shall have the authority to act, including disqualifying candidates should a candidate be deemed to have broken this code of conduct or engaged in conduct prejudicial to a fair election.