



CIEH Board of Trustees: How does the election process work?

The Board has directed that the Chief Executive is responsible for the conduct of the elections, acting as Returning Officer. The Returning Officer may appoint agents for the purposes of assisting with an election and to this end, CIEH are working with UK Engage to manage the voting process.

Ensuring transparency and fairness

Our Trustee election procedures are guided by core principles, including:

- All members (regardless of grade of membership) should be encouraged to participate in elections, in the interests of inclusion, equality and to promote diversity on the Board.
- Any member of CIEH can apply to stand for election*.
- Each candidate in the election must provide a brief biography and statement to support their candidacy – this ensures that members can make an informed choice about who they wish to be on the Board of Trustees.
- All members will be able to vote for their chosen candidates in the election.
- The election process is objective. Procedures should be applied impartially and consistently.
- The administration of the election is transparent. Procedures and criteria will be written in clear English and available to all.

Timeframe

Notice of elections	7 February 2025
Closing date for nominations and statements	7 March 2025
Voting opens	14 March 2025
Closing of votes	14 April 2025
Announcement of results	16 April 2024
New Trustees take up office	1 st of May or 15 July 2025

To ensure a planned and sequenced succession for Board membership, the vacancies for elected trustees carry with them varying term lengths, as provided for in our election rules:

- 1st in vote – Appointed 1 May for a three year term.
- 2nd in vote – Appointed 1 May for a three year term.
- 3rd in vote – Appointed 15 July for a three year term.

This will help ensure that two elected trustee vacancies come up for election in each future year. This is consistent with the Board's election procedures, which are designed to be a fair way of deciding the terms of office for each successful candidate, in elections where there are more than two vacancies.

It is important that our new elected trustees can take up office as soon as possible, albeit that elected trustees normally take up office in January of each year. In order to preserve this pattern, these trustees will be appointed in May or July 2025, but (only for the purposes of calculating their term length and maximum terms of office), each will be recorded from 1st January 2026. That means each Trustee will serve for a few months longer than the three years term as set out above, which is provided for in our Election Rules.

What to expect

For those who have not taken part in trustee elections before, below is a summary of what to expect:

- Notice of elections will be given via email and on the CIEH website at least one month prior to the closing date.
- Nomination forms will be made available to members online and will also be e-mailed to members on request. Any nomination must be proposed and seconded by other CIEH members.
- Voting instructions will be emailed at least four weeks before the closing date for voting.
- Voting is administered by Mi-Voice and independent organisation specialising in election services and operating a secure digital platform.
- At the closing date for nominations the names of the candidates will be made public, and each member entitled to vote shall be allocated as many votes as there are vacancies for which an election is being held.
- Counting will be finalised and results shared as soon as possible after the close of voting.

Visit our website for our [election operational procedures](#) – the regulations on which this document is based.

*Any trustee who has served six years in office is ineligible to seek election or appointment to the Board until a period of three years has passed between the end of that six-year term and the date on which they would take up a new appointment to the Board. There are some other exceptions including unspent criminal convictions and bankruptcy, as set out in the election procedures linked above.