

GUIDANCE NOTES AND PRINCIPLES FOR THE COMPLETION OF NOMINATION FORMS FOR ELECTION TO COUNCIL AND FOR THE CONDUCT OF ELECTIONS

1.		Please read this note carefully before completing the nomination form. If you require additional information or assistance, please contact the Corporate Affairs Manager at the address below, before submitting your form.
2.		Your completed form must be received by e-mail, by post, by fax or by hand, by the Corporate Affairs Manager no later than 13.00 GMT on the advertised closing date. Any nomination forms received after this time and date will not be accepted.
3.		The Corporate Affairs department will acknowledge receipt of the nomination form promptly, either through an automated process or by individual acknowledgement. It is however the candidate's responsibility to ensure that his/her form has been received. In order to avoid uncertainty, it is recommended that, you do not receive such confirmation, you contact the Corporate Affairs department directly (email: corporate.affairs@aicpa-cima.com) BEFORE the closing date, to actively seek such confirmation.
4.		Your completed form can be submitted by email or by post at the address provided on the nomination form prior to the closing date. Scanned copies of the signed and completed form are acceptable.
5.		Please ensure a mobile / daytime telephone number is provided at which you may be contacted in the event that there are any queries about the detail on your nomination paper.
6.		To be a candidates for the election you should: <ul style="list-style-type: none"> a) be a Fellow of the Chartered Institute of Management Accountants (FCMA); b) have a registered address in the constituency for which you are standing; c) have nominations from six members, three of whom must be Fellows. All nominators must have a registered address in the same constituency for which you are standing; d) abide by CIMA's Code of Conduct for members of Council and Committees, and, e) be of a good standing. (Regulation RIV.13 of CIMA's Charter, Byelaws and Regulations)
7.		If you are elected to Council you must complete and sign the following forms before taking office: <ul style="list-style-type: none"> a) the CIMA Code of Conduct b) declaration of compliance c) declaration of interests d) confidentiality undertaking

8.		As a professional body CIMA believes in high professional standards and ethics, and indeed enforces these within its own membership. Similar ethical and professional standards are applied to the election processes.
9.		Biographical details
	(i)	As part of the nomination process, you are invited to write a 300-word biographical statement. The statement may include the following: <ul style="list-style-type: none"> • Personal and professional information to provide a brief summary of your background and achievement • A summary of your specific skills and experience against the backdrop of CIMA's strategic direction • Proficiencies you bring to Council and to the benefit of CIMA globally.
	(ii)	The word count is strictly applied to ensure equal opportunity for all candidates to promote themselves while keeping the statements brief and to the point for the benefit of the electorate.
	(iii)	In the unlikely event that these standards are not adhered to or disregarded, or if the rules are breached, a member of the Corporate Affairs team will coordinate with you to edit and agree on the final statement.
	(iv)	If, you refuse to amend your statement or an agreement is not reached, the matter will be referred to the Chairman of the Appointments Committee, who will be authorised to take proportional action to ensure compliance. In the event agreement or compliance cannot be reached, the ultimate sanction will be disbarring you from the election.
10.		Fairness to Candidates
	(i)	All candidates will be treated equally.
	(ii)	You will not be permitted to speak adversely about other candidates.
	(iii)	It is essential that if you stand for election you conduct yourself professionally and appropriately during the course of the election process, particularly if the election is contested.
11,		Canvassing
	(i)	Canvassing can be defined as initiation of direct contact with a target group of individuals, either personally or via social media platforms.
	(ii)	As far as CIMA elections are concerned, limited canvassing may be performed within the parameters outlined below (11.(iii)) to achieve a combination of the following objectives:

	(a)	Identifying issues of concern
	(b)	Encouraging members to vote
	(c)	Promoting the candidate to solicit votes
(iii)		Limited canvassing will be permitted but only within the following parameters:
	(a)	You may not canvass in advance of the acceptance of your nomination form.
	(b)	Neither CIMA staff nor resources can be utilised in any way for canvassing; nor private funds made available which may result in one or more candidates benefitting over and above others.
	(c)	You must not make any promises, offer any undertakings or imply any inducement in relation to a candidature for possible election. As a general rule therefore, declarations such as 'if elected, ,,,,,' or 'when elected' are not acceptable.
	(d)	You may not accept any offers of assistance or funding to promote yourself or procure the election to the detriment of the electoral prospects of another candidate.
	(e)	You must not make any reference to the other candidates' character and /or abilities which could adversely reflect on CIMA's professional status and reputation.
	(f)	You should not include comments on the Institute nor include any content either within the biographical statement or otherwise, which is defamatory, false or otherwise offensive.
	(g)	Any supporters you may have are required to observe the same courtesies.
	(h)	You may not use the CIMA, Association or the CGMA social media sites or pages to promote your candidacy. In respect of other social media platforms, you may engage in promoting your candidacy, subject to compliance with all CIMA rules.
	(i)	If you are in any doubt you should contact the Corporate Affairs department at CIMA for further guidance.
	(j)	Should either the rules / guidance outlined in this document be contravened, the matter will be referred, via the Corporate Affairs department, to the Chair of Appointments Committee who may consult CIMA's Appointments Committee in the first instance. This is likely to result in you being disqualified from the current and possibly future elections and your actions along with those of any other member(s) involved being reviewed for possible disciplinary action.

		The decision or ruling of the Chair of Appointments Committee on any matters will be deemed final.
12.		The elections will be run by an external service provider who will send candidate and voting details to each member within the area where an election is to be held. Members will be given instructions on how to vote. The external service provider will advise the Corporate Affairs department of the results.
13.		The Corporate Affairs department will advise all candidates of the results and Corporate Affairs, on behalf of the Chairman of the Appointments Committee, will email each member of Council with the results.