Lincolnshire
POLICE & CRIME COMMISSIONER
SAFER TOGETHER

Lincolnshire Independent Custody Visiting Scheme

Election Procedure for Panel Chair and Vice Chair

1. Role of Chair and Vice Chair

1.1 The Chair plays a significant role in the organisation and oversight of their local Panel. He/she will provide leadership and have a pivotal role in team building. They will facilitate meetings and discussions between Panel members and form the interface between Visitors and the Scheme Manager. The Chair will also be invited to sit on the Selection Panel for appointing new Visitors and represent their Panel at national events.

1.2 The Vice Chair will support the Chair in his/her role and stand in for the Chair as required during periods of absence.

Note

To safeguard the integrity of local Panels, the Police and Crime Commissioner considers it to be good practice for the Chair and Vice Chair not to have any formal relationship to each other outside of the Panel (for example, being married, related or business partners).

2. Election Procedure

2.1 The Scheme Manager will write to Panel members inviting them to put their names forward if they are willing to be appointed to the position of Chair or Vice Chair (or either).

2.2 The Scheme Manager will prepare and distribute to all members of the Panel a ballot paper containing the names of candidates for election as Chair. A closing date for voting will be given and responses received after that date will not be counted. If for any reason a candidate withdraws from the election, the process will continue with the remaining candidates.

2.3 The Scheme Manager will write to Panel members to inform them of the name of the successful candidate who will be declared elected for a period of 3 years. In the event of a tied vote, the vote cast by the current Chair will be counted twice (as a casting vote) provided that person is not a candidate in the election. If the Chair is a candidate in the election or did not submit a vote, the Scheme Manager will organise a re-election using the same procedure.

2.4 When the Chair has been elected, the Scheme Manager will prepare and distribute a second ballot paper containing the names of candidates for election as Vice Chair. A closing date for voting will be given and responses received after that date will not be counted. If, for any reason, a candidate withdraws from the election, the process will continue with the remaining candidates.

2.5 The Scheme Manager will write to Panel members to inform them of the name of the successful candidate who will be declared elected for a period of 3 years. In the event of a tied vote, the vote cast by the member elected as Chair will be counted twice (as a casting vote). If the member did not submit a vote, the Scheme Manager will organise a re-election using the same procedure.

Note

If the number of candidates does not exceed the number of vacancies then those individuals will be declared as elected without the need for a vote.

3. Vacancy

3.1 In the event of a Panel Chair position becoming vacant, the Vice Chair will act as Chair whilst the election procedure for the Chair is undertaken as set out in section 2. However, should the Vice Chair put him/herself forward as a candidate for election as Chair, a member of the Panel who does not intend to stand for election will be selected by the Panel to act as Chair for the appointment of the new Chair only. (This is to avoid the Vice Chair being able to vote for him/herself in the event of a tied vote).

3.2 The Scheme Manager will write to Panel members inviting them to put their names forward if they are willing to be appointed to the position of Chair.

3.3 The Scheme Manager will prepare and distribute to all members of the Panel a ballot paper containing the names of candidates for election as Chair. A closing date for voting will be given and responses received after that date will not be counted.

3.4 The Scheme Administrator will write to Panel members to inform them of the name of the successful candidate who shall be declared elected for a period of 3 years. In the event of a tied vote, the vote cast by the Vice Chair (or by the member selected by the Panel to act as Chair) will be counted twice (as casting vote).

3.5 In the event that the Vice Chair is subsequently appointed as Chair, the Scheme Manager shall arrange the election of a replacement Vice Chair in accordance with the election procedure set out in section 2.