

Two separate proposals which require updating of BCA Statutes and By-laws are outlined below. The first changes the voting procedures for BCA Council elections. It requires updates to Statutes E4, D4, E2, the addition of a new Statute F5, updates to By-laws D3, E1, E2 and the addition of a new By-law E3. The second establishes and defines the remit and composition of a nominating committee, which requires updates to By-law E1.

Proposal 1: Changes to Voting Procedures in Council Elections

The BCA Council, following consultation with the membership, is proposing the following changes to the voting procedures to allow (and encourage) more of the membership to participate in elections. If approved, changes to the Statutes and By-laws will be necessary. The proposed wording is given below. If approved by vote at the AGM on April 12th these changes would take place immediately following the AGM.

Background

Currently BCA Council elections are held at the BCA Annual General Meeting (AGM), which normally takes place during the Spring Meeting. Consequently: (i) only BCA members present at the AGM may vote in the elections; (ii) the elections take up a significant amount of the allocated AGM running time and (iii) handover from outgoing to incoming Council members is rather rushed.

We propose changing from holding BCA Council elections at the AGM to holding elections ahead of the AGM with voting by electronic ballot.

This would maximise participation of the BCA membership in the elections, ensure that there is sufficient time at the AGM for discussion of reports and other matters, and allow a smoother transition of Council members at the Spring Meeting.

The proposed changes will bring forward the nomination deadline to September 30th, approximately 6 months prior to the AGM. Candidates would provide a written statement in support of their candidacy, accompanied by a very brief CV and a photograph. All statements would be published in the December issue of Crystallography News, which has a publication deadline of October 25th. The electronic ballot would open upon publication of the candidates' statements and remain open until January 31st.

The results of the elections will be announced by email to the full BCA membership and formally reported at the AGM. The terms served in office would be unchanged and would run from the end of the AGM following their election – as detailed in BCA Statute E4.

Changes to Statutes (requiring a vote at the AGM):

Statute E4: It is proposed that Statute E4, which reads

4. Elections shall take place as follows:

*(a) Elections of Officers, Ordinary Members and the Education and Outreach Coordinator shall take place **at an Annual General Meeting of the Association.***

*(b) Each elected member of Council shall serve from **the end of the Annual General Meeting at which the election took place until the end of the third Annual General Meeting following the election.***

- (c) *The President shall normally serve for one three-year term only.*
- (d) *No person shall serve more than two consecutive three-year terms in the same capacity.*
- (e) *No person may serve more than three consecutive three-year terms in any elected capacity, and may not accept nomination for a further elected office during the last two years of this nine-year period.*

will be replaced by

4. *Elections shall take place as follows:*

(a) *Elections of Officers, Ordinary Members and the Education and Outreach Coordinator shall take place **by an electronic ballot of the membership prior to, but within 3 months of, an Annual General Meeting of the Association.***

(b) *Each elected member of Council shall serve from **the end of the Annual General Meeting immediately following their election until the end of the third Annual General Meeting after that.***

(c) *The President shall normally serve for one three-year term only.*

(d) *No person shall serve more than two consecutive three-year terms in the same capacity.*

(e) *No person may serve more than three consecutive three-year terms in any elected capacity, and may not accept nomination for a further elected office during the last two years of this nine-year period.*

Statute D4: Approval of the change to Statute E4 requires a minor change in wording of Statute D4 (changes emphasised in bold), which currently reads:

4. *The Annual General Meeting shall have the following functions:*

(a) ***to elect the Officers and other members of the Council;***

(b) *to receive, and if thought fit approve, the annual report of the Council, the report and accounts of the Treasurer, and the report of the Auditors;*

(c) *to receive, and if thought fit, approve, the recommendations of the Council concerning membership, annual subscriptions and subventions [Statutes B3, 4, and 5];*

(d) *to amend the Statutes and By-Laws;*

(e) *to guide the Council and the Officers in their conduct of the work of the Association; and*

(f) *to establish Groups which will further the objects of the Association concerned with particular interests within the field of crystallography; and*

(g) *to consider, and if thought fit recommend action on, any matter related to the purposes of the Association.*

And will be replaced by:

4. *The Annual General Meeting shall have the following functions:*

(a) ***to report the election of the Officers and other members of the Council;***

(b) *to receive, and if thought fit approve, the annual report of the Council, the report and accounts of the Treasurer, and the report of the Auditors;*

(c) *to receive, and if thought fit, approve, the recommendations of the Council concerning membership, annual subscriptions and subventions [Statutes B3, 4, and 5];*

(d) *to amend the Statutes and By-Laws;*

(e) *to guide the Council and the Officers in their conduct of the work of the Association; and*

(f) to establish Groups which will further the objects of the Association concerned with particular interests within the field of crystallography; and
(g) to consider, and if thought fit recommend action on, any matter related to the purposes of the Association.

Statute Section F: Approval of the change to Statute E4 requires an additional Statute in section F (Voting) to clarify that elections to the BCA Council will normally be conducted by electronic ballot. It is proposed that the following item is added as Statute F.5

5. Voting for elections to the BCA Council will normally be conducted by electronic ballot of the BCA membership.

Statute E2. Approval of the change to Statute E4 requires a minor change in wording of Statute E2 (changes emphasised in bold), which currently reads:

2. The Council of the Association shall consist of the following:

(a) The Officers as defined in Statute E. 1.

(b) The Education and Outreach Coordinator.

(c) One Representative nominated by each Group of the Association approved under Statute B.4 or established under Statute D.4(f). Such Representatives must be members of the relevant Group Committee, duly elected at an Annual General Meeting of that Group.

(d) Three further Ordinary Members **who shall be elected at Annual General Meetings of the Association.**

(e) Such further persons not exceeding four in number that the Council shall from time to time Co-Opt.

(f) The immediate Past President who shall serve for one year following the end of his or her elected term of office as President as defined in Statute E.4(c).

And will be replaced by

The Council of the Association shall consist of the following:

(a) The Officers as defined in Statute E. 1.

(b) The Education and Outreach Coordinator.

(c) One Representative nominated by each Group of the Association approved under Statute B.4 or established under Statute D.4(f). Such Representatives must be members of the relevant Group Committee, duly elected at an Annual General Meeting of that Group.

(d) Three further Ordinary Members **who shall be elected by vote of the membership of the Association.**

(e) Such further persons not exceeding four in number that the Council shall from time to time Co-Opt.

(f) The immediate Past President who shall serve for one year following the end of his or her elected term of office as President as defined in Statute E.4(c).

Changes to By-laws (requiring a vote at the AGM):

By-law D3. Approval of the change to Statute E4 requires a minor change in wording of By-law D3 items (i) and (j). We also propose to remove the gender-specific language in D3(a) (changes emphasised in bold), which currently reads:

3. The agenda for an Annual General Meeting shall include at least the following items:
- (a) Appointment of a **chairman**, if neither the President nor the Vice-President is present.
 - (b) Approval of the agenda. With the consent of the meeting, the order of business may be re-arranged, and items not requiring notice may be added.
 - (c) Approval of the Minutes of the previous meeting, after correction if necessary.
 - (d) Report of the Council for the period since the previous Annual General Meeting.
 - (e) Report of the Treasurer.
 - (f) Consideration of the accounts and of the Auditors' report.
 - (g) Approval of the accounts if found to be in order.
 - (h) Consideration, and, if thought fit, approval of the recommendations of the Council regarding subscriptions for the calendar year next following the Annual General Meeting.
 - (i) **Election of Officers.**
 - (j) **Election of further Council members.**
 - (k) Appointment of Auditors.
 - (l) Any other business not requiring notice.

The proposed new wording is:

3. The agenda for an Annual General Meeting shall include at least the following items:
- (a) Appointment of a **chair**, if neither the President nor the Vice-President is present.
 - (b) Approval of the agenda. With the consent of the meeting, the order of business may be re-arranged, and items not requiring notice may be added.
 - (c) Approval of the Minutes of the previous meeting, after correction if necessary.
 - (d) Report of the Council for the period since the previous Annual General Meeting.
 - (e) Report of the Treasurer.
 - (f) Consideration of the accounts and of the Auditors' report.
 - (g) Approval of the accounts if found to be in order.
 - (h) Consideration, and, if thought fit, approval of the recommendations of the Council regarding subscriptions for the calendar year next following the Annual General Meeting.
 - (i) **Report results of elections of Officers.**
 - (j) **Report results of elections of further Council members.**
 - (k) Appointment of Auditors.
 - (l) Any other business not requiring notice.

By-laws section E: Approval of the change to Statute E4 requires a minor change in wording of section E of the By-laws. Note that the version proposed here may be altered by a subsequent vote at the AGM related to a Nominating Committee, but it is presented here independently in case the other vote is not passed. We also propose to correct the reference to Statute E.2, which currently reads E.3, and clarify what is meant by balanced representation (changes emphasised in bold).
Current wording:

1. The Council shall take account of the terms of office of its existing members and, if appropriate, may then make nominations for each vacancy, subject to **Statute E.3**, and with a view to ensuring a **balanced representation of fields of interest and geographical areas**. The

*nominations of Council shall be circulated to members at least **two weeks before the date of the Annual General Meeting, preferably with the agenda paper.***

*2. Any two Members may make nominations for any vacancy. Such nominations shall be accompanied by the written consent of the candidate to serve if elected, and must be received by the Secretary **not less than two days before the Annual General Meeting.***

Proposed new wording, and addition of by-law E.3

*1. The Council shall take account of the terms of office of its existing members and, if appropriate, may then make nominations for each vacancy, subject to **Statute E.2**, and with a view to ensuring a **balanced representation of fields of interest, geographical areas and the diversity of the BCA membership.** The nominations of Council shall be circulated to members at least **two weeks before the nomination deadline.***

*2. Any two Members may make nominations for any vacancy. Such nominations shall be accompanied by the written consent of the candidate to serve if elected, and must be received by the Secretary by **the nomination deadline.***

3. The nomination deadline will be 30th September in the calendar year before the AGM, unless an alternative deadline is proposed and approved at an AGM.

Establishment of BCA Nominating Committee

The BCA Council proposes establishing a BCA Nominating Committee with the purpose of ensuring BCA members are presented with a choice of candidates for all elections to BCA Council. If approved these changes would take place immediately following the current AGM.

Committee members will normally serve for a 3-year term from the end of one AGM to the end of the third AGM after appointment. Committee members will be eligible for re-appointment to one additional (consecutive or non-consecutive) 3-year term.

The Nominating Committee shall consist of 5 members, normally the Past-President of the BCA and one member from each of the BSG, CCG, IG and PCG groups. Terms of membership will be staggered over a 3-year cycle such that in one year the Past-President will be replaced and in the other years two of the other four members will be replaced. The Past-President will be limited to one 3-year term.

Members of the Nominating Committee must be members of the BCA and are not eligible to stand for election to Council during their membership term. Current members of the BCA Council are not eligible to serve on the Nominating Committee.

The Committee has the remit to secure nominations for two candidates for each open position on BCA Council irrespective of any nominations by other routes.

The current route allowing any two members to nominate a candidate for election to BCA Council will remain open.

All nominations will continue to be made to the Secretary of the BCA accompanied by the written consent of the candidate to serve if elected, as per By-law E2. The secretary will continue to be responsible for communicating information about the nominated candidates to BCA members.

Separately, we propose that supporters of the nominations will not be identified on the ballot – either for nominations coming from members or from the nominating committee – to ensure that all candidates will be presented equally. Nomination information will be recorded in the BCA Council minutes and reported at the AGM.

Change to a by-law (requiring a vote at the AGM)

It is proposed that By-law E1, is completely replaced with a new By-law which defines the remit and composition of the Nominating Committee. These changes also correct the reference to statute E.2, which is written as E.3 in the current By-laws, and clarify what is meant by balanced representation. If approved by vote at the AGM on April 12th these changes would take place immediately following the AGM.

1. The Council shall appoint a Nominating Committee whose role shall be to secure the nomination of two candidates for each Council vacancy, subject to Statute E.2, and with a view to ensuring a balanced representation of fields of interest, geographical areas and the diversity of the BCA membership. The nominations should be accompanied by the written consent of the candidates and shall be sent to the Secretary by the nomination deadline. The Nominating Committee shall consist of 5 members, normally the Past-President of the BCA and one member from each of the BSG, CCG, IG and PCG groups. Terms of membership will be staggered over a 3-year cycle such that in one year the Past-President will be replaced and in the other years two of the other four members will be replaced. The Past-President will be limited to one 3-year term. Members of the nominating committee are not eligible for nomination to any position on BCA Council until after the AGM following the completion of their term on the committee. Current members of the BCA Council are not eligible to serve on the Nominating Committee.