

- 2 The importance of succession planning
 - 2.1 It is also important to keep an eye out for those who would be a good committee member and encourage them to put themselves forward. Face to face conversation is often the best way to encourage members to become involved.
 - 2.2 At the same time, though, be careful not to exclude others. The RCN is a very diverse organisation and seeks to be inclusive in its approach to everything.
- 3 At the AGM itself
 - 3.1 If there is only one candidate for each role, should be read out, or an announcement made about the arrangements for the vote.
 - 3.2 If there is a vote each candidate will be invited to make a short statement of why they think they are the right person to fulfil the role. The vote will then take place by secret ballot. A ballot paper will be distributed, see [Appendix A](#). Members will place their completed paper in a ballot box. The candidates with the highest numbers of votes would be elected. Rather than hold up the meeting the votes could be counted whilst the meeting carries on as announced at the end.
 - 3.3 Note - all branch members taking part in the AGM are eligible to vote.
4. What if no-one stands?
 - 4.1 It is sometimes difficult to encourage people to put themselves forward. If no-one has put themselves forward before the AGM, then you could invite them to do so at the AGM itself.
 - 4.2 If fewer than three people are willing to stand the country or regional office agree interim arrangements, usually for a period not exceeding six months, until a full committee can be elected, or a decision is made to wind up the branch.
- 5 What if someone steps down mid-term?
 - 5.1 If someone steps down from the committee mid-term you should advertise the vacancy and invite expressions of interest, giving a closing date.
 - 5.2 If only one person puts themselves forward, they can be appointed to the role for the duration of the term of office. If more than one person puts themselves forward, there will need to be an election. This can be done at the next branch meeting (in the manner described in paragraph [3.2 above](#)) or by email ballot if that is easier.
 - 5.3 However, if the term of office for the vacancy is due to come to an end very soon, for example in less than three months, it is more practical to wait until your next AGM.

- 6 After the election or appointment
 - 6.1 Set aside some time to induct your new committee member/officer. The induction should include information about forthcoming meetings and branch activity.
 - 6.2 You must also let your country or regional office know so that they can update the RCN database with the details. You should also confirm in writing to your new committee member when their term of office concludes.

Approved by RCN Council 3 December 2015

Light-touch review to update factual inaccuracies, August 2024

Full review of this policy will commence Autumn 2024

Linked documents [RCN governance documents | Royal College of Nursing](#)

1. Regulation on Branches
2. RCN code of conduct
3. RCN Respect charter
4. Election policy and processes for branch committee members
5. Branch meetings guidance

