

Worcester City Council Allotments: Site Coordinator Election Protocol

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1. [Introduction]

When a Vacancy arises for a Site Coordinator on an Allotment site the following process will be put into effect to determine the next Site Coordinator for that Site.

For clarity the following points are noted:

- 1.1 Site Coordinator elections will take place on a three yearly cycle. This will be introduced gradually and staggered to allow resources to support.
- 1.2 There can only ever be one Site Coordinator per site.
- 1.3 Other representatives of sites, such as a Deputy, or Assistants can be nominated by the Site Coordinator, if required at their discretion. These are not 'elected' positions.
- 1.4 A Vacancy arises when an existing Site Coordinator stands down for any reason, at the end of 3 years, or the post is otherwise vacated – including (at the present time) existing vacancies.
- 1.5 If a Tenant or Tenants request an election on the grounds of no confidence, they will need to contact the Allotment Officer with supporting evidence and submit a case to be reviewed by the council. The Council will have final say as to whether the supporting evidence is valid, and an election is to take place. The process of identifying prospective candidates and running any election will be managed by the Council. This is to ensure that the process is run & managed fairly. This will also include any petition that is received and supporting evidence will need to be given as to why an election needs to take place.

2. [Process]

- 2.1 The Council writes to all Tenants on the Site to advise that the Site is seeking a new Site Coordinator and inviting current Tenants to nominate themselves as a prospective Candidate for the post.
- 2.2 A 2-week deadline is allowed for expressions of interest.
- 2.3 If only one candidate is nominated, then that Candidate is elected by default and the results will be published in accordance with Paragraph 4.
- 2.4 If there are no candidates nominated, the election will not take place and the current Site Coordinator will remain, for a further term of 3 years, unless they withdraw from the role
- 2.5 Where there are two or more candidates an election will need to take place. The process for such election shall be as follows.

- 2.6 The Council will contact all candidates & ask for personal statements to introduce them to the other Tenants (7-day deadline).
- 2.7 The Council will write to all Tenants on the Site providing the following.
- Notice of election
 - Ballot Paper
 - Details of election candidates (personal statements)
 - Instructions on voting procedure
 - Closing date / election date for ballot paper to be returned (14-day deadline)
 - Details of where to send ballot paper either by hand or post.
 - Type of voting mark to be placed on ballot paper.
 - Returned election envelopes / ballot papers to be stored in a secure place prior to the closing date.
- 2.8 Returned election envelopes / ballot papers will be stored in a secure place prior to the closing date.
- 2.9 On closing date at 12.00 noon election envelopes to be opened and ballot papers to be sorted and counted by the Council. This process will be completed by 2 members of staff from the Council.

3. [Results]

Once all the votes have been counted, the candidate with the most votes, will be the successful candidate. The Council will advise the Candidates and Tenants of the site the results in the following manner:

- 3.1 The Council will advise the candidate(s) of the result, then pass the results of the election and the new Coordinators details to the Tenants of that site formally welcoming them.
- 3.2 The Council will advise all the Site's Tenants of outcome of ballot by means of a poster on the site notice board.
- 3.3 The Council will collate the "Site Coordinators Pack", which (will) contain(s) all relevant information, policy documents etc. needed to carry out the Site Coordinators role, including an Announcement Notice of the appointment of the new Site Coordinator for the Site's Notice Board. This will be given to the new Site Coordinator at their induction, also to be arranged by the council.
- 3.4 The Council will store the Ballot papers in a secure place for one year; and retain the details of the Candidates, and votes cast for each of them for a period of not less than 5 years.

4. Related Documents

- Volunteer Site Coordinator Handbook
- Volunteer Agreement
- Volunteer Site Coordinator Role Profile
- Volunteer Person Specification
- Site Coordinator Guidelines and Procedure