

Schedule 3

Procedures for taking the Assents of the Fellows to the Election of New Fellows

1. Election

- (1) Where Board has taken a decision (hereafter: the decision of Board) to propose candidates for election to Fellowship, (hereafter: the proposed elections), it shall invite the Fellows to grant their Assent to the proposed elections pursuant to the procedures in this Schedule.

2. Taking Assents

- (1) Provided that the Fellows shall have at least 10 days in which to consider the issue and return their Assents, Board shall set
 - (a) a return date and appointed time by which the Fellows shall return their Assents,
 - (b) a return address to which they shall return their Assents, and
 - (c) the date on or by which the Assents shall be counted.
- (2) The Chancellor and Provost together shall act as Scrutineers of the process of the taking of the Fellows' Assents, and the Registrar shall oversee the process, and they shall do all such acts and things as may be necessary for its conduct.
- (3) In particular, as soon as practicable after the decision of Board, the Registrar shall
 - (a) notify the Scrutineers of this process,
 - (b) procure an empty ballot box and lock it securely, and
 - (c) send to every Fellow, in an envelope clearly marked as containing Assent papers
 - (i) Assent papers in the form for the time being approved by Fellows and Board, and
 - (ii) an envelope marked with the return address (hereafter: a voting envelope).
- (4) Fellows wishing to indicate their Assent to the proposed elections shall return their signed Assent Forms in the envelope provided on or before the return date and appointed time.
- (5) The Registrar shall cause
 - (a) all voting envelopes arriving at the return address before the appointed time on the return date to be marked with the date and time upon which they were received and then placed into the locked ballot box,
 - (b) the voting slot in the ballot box to be closed and locked at the appointed time on the return date, and

- (c) all voting envelopes arriving at the return address after the appointed time on the return date to be marked with the date and time upon which they were received and stored unopened in safe keeping.

3. Count

- (1) On the date of the count, and in the presence of the Scrutineers, the Registrar shall
 - (a) unlock the ballot box,
 - (b) consider all and only the Assent Forms in the stamped envelopes contained therein,
 - (c) determine and record the number of Fellows who have Assented to the proposed elections,
 - (d) cause all of the envelopes and Assent Forms which have been thus considered, and all of the envelopes which arrived late and were stored in safe keeping, to be placed in the ballot box, and
 - (e) cause that box to be re-locked and stored in safe keeping.
- (2) The Registrar shall cause all voting envelopes arriving at the return address after appointed time on the return date but before the date and time on which Board considers the result of the count (hereafter: the further envelopes) to be marked with the date and time upon which they were received and stored unopened in safe keeping.

4. Result

- (1) The Scrutineers shall declare the result to Board, which shall
 - (a) give directions relating to the locked ballot box and the further envelopes, and
 - (b) if necessary, proceed to the election of Fellows.