

Process for filling casual vacancies to roles on RCN Council, boards and committees

Introduction

Casual vacancies arise when a member leaves an elected or appointed role before the end of their term of office.

This document specifies the process for filling casual vacancies on RCN Council, boards and committees.

The definition of whether or not a role on RCN Council becomes vacant is set out in Rule 1 in the Schedule of Rules which is appended to the RCN's Royal Charter.

The principles in this Rule will also be applied to determine whether or not a vacancy has arisen on a committee or board.

It should be noted that all casual vacancies will be filled for the duration of the scheduled term of office and will not extend beyond that.

Process for filling a casual vacancy on Council

Filling a vacant role on RCN Council is provided for in the RCN's Standing Orders. In line with trade union legislation all vacancies on Council are filled by election irrespective of when the term of office concludes.

The election process itself is set out in the RCN's Guide to Election procedures which forms part of the regulations and will follow the timeline and stages in that guide.

If it is determined that the vacancy occurs at such a time to make the election and subsequent term of office impractical then a decision may be made to defer that election until the next scheduled elections for that office. This decision will be made by the Chair of Council in consultation with the Director of Governance Support.

As a guide, however, where the election timeline enables an elected office to take up the role for six months or more, an election will be held.

Process for filling a casual vacancy on boards and committees

The process for filling casual vacancies on RCN boards and all other committees is as follows:

For an elected role an election will be held if the duration of the remaining term of office is greater than two years. The election will be held following the timeline and processes set out in the RCN's Guide to Election Procedures.

If the duration of the term of office is less than two years the role will be filled by appointment in line with the agreed process for appointments.

For all appointed roles, whatever the duration of the term of office, the vacancy will be filled in line with the agreed process for appointments.

If it is determined that the vacancy occurs at such a time to make the election or appointment and subsequent term of office impractical, then a decision may be made to defer that election/appointment until the next scheduled elections/appointments. This decision will be made by the chair of the board or committee in consultation with the Director of Governance Support and, in the case of country and regional boards, the Country or Regional Director and, in the case of UK forums, with the Head of Nursing.

As a guide, however, where the election/appointment timeline enables the role to be taken up for six months or more, an election/appointments process will be held.

Agreed by RCN Council, March 2013.