**CUPLC Handover Mechanism**

The committee for the new academic year is normally elected at the club’s annual general meeting (AGM) during Easter Term. Candidates who decide to run for positions are asked to submit a manifesto prior to the AGM - the manifestos will have to be proposed and seconded by two other members of the club. Hustings are held in the AGM to allow candidates to formally introduce themselves to the club and put forward their reasons to be elected. Following this, a secret ballot is held online for members of CUPLC to vote for the new committee members. Executive committee members are voted in first, allowing candidates, who might not have gotten the role they originally applied for, to re-apply to general committee positions.

The handover process begins once the new committee members are elected. The new committee members will begin to take on their new roles while still being supported by the outgoing committee. Normally, the newly elected members are briefed by the outgoing members of their respective committee positions. The outgoing committee must review and update the committee member’s roles document for their respective position as a reference for the incoming committee. Important club documents and information are transferred over, and this includes the club’s annual accounts, social media information, and the club’s bank account details. Continuity of documentation is maintained via the clubs Google drive

The handover process above also applies when committee members are elected at times other than the AGM, although the circumstances in which this occurs are rare.