

# THE PEGUINS CLUB

## REQUIRED CANDIDATE INFORMATION

### Presentation of Candidates for Election

#### 1. Introduction

This note is for the guidance of members who wish to propose or second a gentleman for election to the Club. It is not for the guidance of the candidate, for whom a leaflet Information for Candidates is available. It is an important principle that a candidate does not apply to join, he is proposed and supported in his candidacy by members, of their own volition.

An intending proposer should take no formal steps until he, and the seconder if appropriate, are confident the candidate would find the Club congenial and his fellow members would regard him as suitable.

#### 2. Categories of Membership

Ordinary Membership: A proposer and seconder are required, who should both know the candidate well (as a guide, for two years or more). Once elected in this capacity, an entrance fee will be payable and full entitlement to vote on Resolutions at the Annual General Meeting is conferred. Other than breach of Rules, membership is secure.

#### 3. Elements to proposal

A) The following five elements are required before a candidate's name can be considered by the Election Committee:

- Entry into the Candidates' Book: to become a candidate, the proposer must first enter his name into the Book, together with his address, occupation and four countries visited. The following should be given regard:
- Address should be the main address not company location (unless this could prove a security risk)
- Occupation should be sufficient to indicate his profession e.g. "lawyer" is sufficient, but "company director" or "researcher" is not
- Proposer's and seconder's signatures should be legible or if not the full name should be written beside the signature
- If a seconder (or proposer as appropriate) is not able to sign the Book immediately his name should be written pending the signature itself
- If the proposer or seconder is not able to come to the Clubhouse to make his entry personally, he may write to the Secretary to ask him to do so on his behalf; this is also applicable to members who wish to add their name in support on the page
- It is not expected that a member will propose a candidate until he has himself been a member for some two years

- It is not convention that a member will propose his own son, although he may second him; in cases of difficulty in this matter, please consult the Secretary.
- At least four clear weeks, excluding closure periods, must elapse following entry of a candidate's name before it can be put forward to the Election Committee.

#### B) Letters of Support

The proposer will write a letter of proposal for his candidate to the Chairman. This should include such details as how long he has known the candidate, whether socially or professionally, a little of his history, career and background, his character, family and interests. The seconder should write a letter of support including some or all of the above. The letter(s) and completed biographical notes must be with the Secretary at least 14 days before the date of the Election Committee at which the candidate's name is to be considered, for the information of its members.

#### C) Biographical Notes

The biographical notes form should be completed and signed by the proposer and returned to the Chairman; it is assumed that the proposer will know the candidate sufficiently well to complete the form himself.

#### D) Chairman's Reception

A proposer is requested to invite his candidate to attend a Chairman's Reception, to meet the Chairman and members of the Election Committee in an informal setting before the candidate's name is put forward to the Committee for consideration. The dates of the Receptions are listed on the notice boards in the Hall and on the website. In the exceptional circumstances that a candidate is not able to attend a Reception, please contact the Secretary to make alternative arrangements. The purpose of the Reception is to introduce the candidate to the Chairman and Committee, not to canvas openly for support.

#### E) Supporting Signatures

At least five supporting signatures, in addition to the proposer and seconder, must be obtained before a candidate's name can be considered by the Committee. It is helpful for proposers to introduce their candidate to their friends amongst the membership, who may sign their page if they consider them suitable, and further support can often be gained by meeting members at the Chairman's Reception. Proposers or seconders may invite a candidate to dine at the Centre Table.

#### 4. Conclusion

Members are encouraged to bring forward suitable candidates. If you have any queries about the procedure of proposal, please do not hesitate to contact the Club Secretary or Membership Secretary.