



# 2023 CHELMSFORD STAR CO-OPERATIVE SOCIETY LTD ELECTIONS

## Board of Directors Nomination Form

### Completing your form

- Please complete all sections of the form fully and accurately.
- Write only information that you know to be correct.
- Sign and date the “Declaration” section to confirm the accuracy of the information you have provided. Electronic signatures are acceptable.
- Return completed and signed nomination forms, passport sized photograph and proof of ID (Passport, Driving Licence or Birth Certificate) by post or email to:  
*Ellen Tredwin, Secretary, Chelmsford Star Co-operative Society Ltd, 220 Moulsham Street, Chelmsford, Essex CM2 0LS*  
[ellen@chelmsfordstar.coop](mailto:ellen@chelmsfordstar.coop)
- Nominations need to be received by 4.00 pm on 27<sup>th</sup> March 2023.

## 2. Candidate's Details

Only your name will appear in the election materials, along with your statement and photograph.

<b>Surname</b>		<b>Title: (Mr, Mrs, Ms, Miss, Dr, etc.)</b>	
<b>Forename(s)</b>		<b>Commonly known as</b>	
<b>Membership No.</b>		<b>Date of Birth</b>	
<b>Current Address</b>			
	<b>Postcode:</b>		
<b>Home Telephone (include dialling code)</b>		<b>Mobile Number</b>	
<b>E-mail Address</b>			

Please list below all the addresses you have lived at, or been associated with, over the last five years, excluding your current address. For example, this might include buy-to-let properties.

<b>Dates:</b>	<b>Previous Address:</b>
	<b>Postcode:</b>
<b>Dates:</b>	<b>Previous Address:</b>
	<b>Postcode:</b>
<b>Dates:</b>	<b>Previous Address:</b>
	<b>Postcode:</b>
<b>Dates:</b>	<b>Previous Address:</b>
	<b>Postcode:</b>

## 2. Supporting Members

You must have a proposer and seconder who is a member of Chelmsford Star Co-operative Society Ltd (the Society).

Nomination Proposed by:

<b>Surname</b>		<b>Title: (Mr, Mrs, Ms, Miss, Dr, etc.)</b>	
<b>Forename(s)</b>			
<b>Membership No.</b>		<b>Signature</b>	
<b>Telephone:</b>		<b>Email:</b>	

Nomination Seconded by:

<b>Surname</b>		<b>Title: (Mr, Mrs, Ms, Miss, Dr, etc.)</b>	
<b>Forename(s)</b>			
<b>Membership No.</b>		<b>Signature</b>	
<b>Telephone:</b>		<b>Email:</b>	

If, due to Covid restrictions, you are unable to have your nominators sign this application form, the Secretary shall make direct contact with the members to gain their acceptance. Please ensure that your proposer and seconder consent to such contact.

## 3. Qualifying for Election

To be eligible to stand for election to the Board of Directors, you need to meet the following criteria. Please tick each box that applies to you.

- I am aged 16 years of age or over
- I have made purchases from the Society of at least £500 in the last year or have at least £250 share capital invested in the Society.
- I have not served consecutively more than nine years on the Board without taking at least a year's break.

#### 4. Conflict of Interest

I can confirm that:

- Neither I nor a close relative\* is engaged in a managerial capacity in the carrying on of any business trade or undertaking which competes with the Society.
- Neither I nor a close relative\* has any interest in any business which is trading with the Society, other than holding less than 1% of the issued shares of a company whose shares are listed on a stock exchange, or as a non-managerial member or employee of any Society or company which is trading with the Society.
- I am not a current member of the Society's Executive team.

*\*Close relative: Members living in the same family unit or related by blood or marriage/civil partnership.*

Are you aware of any conflict of interest that would prevent you from fairly and impartially carrying out your duties as a Director?

- No  Yes

If yes, please give details: .....

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#### 5. Criminal or Civil Proceedings/Disciplinary Actions

Have you ever been subject to penalties for tax evasion?	No Yes (If yes, please give details)
Do you have any unspent convictions for any offences?	No Yes (If yes, please give details)
Do you have any pending criminal or civil proceedings against you?	No Yes (If yes, please give details)
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.	No Yes (If yes, please give details)

Have you, in connection with the formation or management of any undertaking, been adjudged by a court to be liable for any fraud, breach of law, wrongful trading or other misconduct?	No                      Yes (If yes, please give details)
Have you ever, at any time, been made bankrupt or served on the Board of any corporate body immediately before it went into insolvent liquidation, receivership or administration?	No                      Yes (If yes, please give details)
In the past five years, have you had any defaults, County Court Judgements (CCJs) or Individual Voluntary Arrangements (IVAs)?	No                      Yes (If yes, please give details)
Have you ever been dismissed from previous employment/appointment as a result of any allegation or conviction involving fraud, dishonesty, violence or misconduct?	No                      Yes (If yes, please give details)
Have you ever been disqualified from being a Company Director?	No                      Yes (If yes, please give details)

## 6. Your Election Statement

You have up to 300 words for your election statement. This is your opportunity to outline the reasons why members should vote for you.

You may wish to refer to how you believe you can fulfil the role, the skills and experience that you have to offer, any relevant training you have undertaken and other voluntary bodies that you have served on.

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In addition, you have the opportunity to highlight any relevant skills, knowledge or experience, in no more than ten words per bullet point;

1.	
2.	
3.	

## 7. Photograph

Candidates should submit a colour, passport-sized 'head and shoulders' style photograph for use in the election materials and this may also be submitted electronically, if preferred. All photographs are required to be less than 12 months old at the time of nomination.

The image provided will be used on election material, including (but not limited to) the ballot paper, election statement booklet, instore posters, the Society's website and social media pages.

## 8. Declaration & Next Steps

I declare that:

- The information I have supplied is accurate.
- I comply with the eligibility requirements relating to the elections.
- I have read the Society Rules and understand the duties & responsibilities of being a Director.
- I have read the Code of Conduct for the Board of Directors.
- I have read the Canvassing Code of Practice.
- I have read and understood the Deed of Trust, limiting any compensation for loss of office.
- I have undertaken my own thorough examination of the Society to satisfy that I have confidence in and will be well suited to working with the Society.

I understand that the Secretary may make whatever enquiries are deemed appropriate to satisfy the Society that my nomination complies with the requirements of the Society Rules.

If elected, I agree to:

- Commit to maintaining and to upholding co-operative values and principles.
- Abide by the terms of the Code of Conduct which applies to elected members.
- Meet any requirements to undertake training and development during my term of office.
- Sign the Deed of Trust to limit compensation for loss of office.

### Your Information

- Your information will be processed and stored in a secure format by the Society.
- The Secretary will retain control of the information and ensure that it remains confidential and is not used for any other purposes other than this nomination.
- Your information will be secured and at all times we will endeavour to comply with Data Protection and other privacy regulations.
- Under the Data Protection Act, you are entitled to request a copy of information we hold about you.

### Giving Your Consent

By completing and submitting this form you are confirming that:

- You understand that the Society may use your information as outlined above.
- You understand that if during our searches and checks we receive information considered to be unsatisfactory to the Society, this will be brought to the attention of the Board.

What Happens Next with My Nomination?

Following the closing date for nominations, the Society Secretary acting as the Returning Officer will review your nomination form.

The Returning Officer is entitled to request further information from you if not fully satisfied through your nomination form and initial screening results that all eligibility requirements have been met.

If the Returning Officer is not satisfied that the eligibility requirements have been met, they are entitled to decide that you may not go forward on to the ballot or proceed in the election process. You will be informed of the decision and given reasons in writing.

If at any time after the confirmation of the ballot to the declaration of the election result, the Returning Officer is provided with the information through due diligence that eligibility requirements have not been met or maintained by a candidate, they are entitled to decide that you may not proceed in the election process and will be withdrawn from the ballot. You will be informed of the decision and given reasons in writing.

I confirm that I have read and understood all sections of this Form and give my consent for all searches and checks to be carried out by the Society.

<b>Signed</b>	
<b>Print Name</b>	<b>Date</b>

- Appendix 1 Society Rules
- Appendix 2 Code of Conduct for Directors
- Appendix 3 Example Deed of Trust
- Appendix 4 Canvassing Code of Practice