

**Procedure for the Election of Deputy Chairman, as set out within
Standing Order 30**

30. Deputy Chairman

1. Each Committee, with the exception of the Policy and Resources Committee, shall have a Deputy Chairman who will, in the absence of the Chairman, have the powers, duties and rights of the Chairman.
2. The Policy and Resources Committee shall have three Deputy Chairmen, one of whom in the absence of the Chairman would have the “statutory Deputy Chairman” role, i.e. to approve decisions under the delegated authority procedures, the urgency procedures and to act in place of the Chairman.
3. In the case of all Committees:-
 - a. the immediate past Chairmen, if in Common Council and if willing to serve, will be Deputy Chairman for the first year upon the election of a new Chairman;
 - b. if the immediate past Chairman is not in Common Council or is not willing to serve in the office, the Deputy Chairman (or Deputy Chairmen in the case of the Policy and Resources Committee) will be elected in accordance with Standing Order Number 30 (5);
 - c. when the immediate past Chairman has completed his year of office as Deputy Chairman, all the Members of the Committee with the exception of the said Deputy Chairman and those who are ineligible by virtue of Standing Order Number 30 (4), are eligible to seek election as Deputy Chairman.
4. A Member is ineligible to seek election as Deputy Chairman of a Ward or Non-Ward Committee (other than a specially appointed Reception Committee) in the following circumstances:-

PLEASE NOTE: All Members of the Board are eligible to be Deputy Chairman

- a. no Member who is resident in, or a tenant of, any property owned by the City of London Corporation is eligible to be Deputy Chairman of the Committee or Sub-Committee having control of such property;
 - b. no ex-officio Member of a Committee is eligible to be Deputy Chairman of that Committee except in the case of the immediate past Chairman for the first year upon election of a new Chairman.
5. At the first meeting of each Committee following the annual appointment, the Town Clerk will read out a list of Members eligible for election as Deputy Chairman (or Deputy Chairmen in the case of the Policy and Resources Committee). The names shall be read out alphabetically and each of those Members present will be asked if he is willing to serve. However, in respect of Policy and Resources Committee in the final year of the Chairman’s term of office, Standing Order No. 30 (9) will be applied where there is any inconsistency between this Standing Order No. 30 (5) and Standing Order No. 30 (9).

6. A Member unable to be present may previously express in writing to the Town Clerk his willingness to serve.
7. The names of those who are willing to serve will be voted on by Ballot, with the exception of the Policy and Resources Committee. The successful candidate will require a majority of the votes cast.
8. The election of the three Deputy Chairmen of the Policy and Resources Committee shall be undertaken as follows:-
 - Where the number of candidates is less than or matches the number of vacancies (i.e. three) the candidates will automatically be treated as being elected to office.
 - Where there are more candidates than vacancies, a ballot will be undertaken with Members indicating their preferred candidate(s). in the case of multiple vacancies, Members can choose not to vote for the maximum number of candidates.
 - Once votes have been cast and counted, any candidate having 50% or more of the number of votes will be elected.
 - Unless the candidates each secure 50% of the vote, the candidate with the least number of votes will drop-out automatically. If there is more than one candidate securing the least but identical number of votes then a ballot will be held between those candidates to determine which one will drop-out. Other candidates may also elect to withdraw at this stage.
 - A further ballot will be held amongst the remaining candidates and any candidate securing 50% or more of the vote will be elected. This process will be repeated until all vacancies are filled

There may come a point in the process where a candidate or candidates with the least number of votes drops out, leaving a number of candidates that matches the number of vacancies. In those circumstances, no further ballot is necessary as the candidates will automatically be treated as being elected to office (without having to secure 50% of the vote).

However, in respect of Policy and Resources Committee in the final year of the Chairman's term of office, Standing Order No. 30 (9) will be applied where there is any inconsistency between this Standing Order No. 30 (8) and Standing Order No. 30 (9).

9. In respect of Policy and Resources Committee in the final year of the Chairman's term of office the election of the Deputy Chairmen will be undertaken by way of a two stage process as agreed and set out in the Protocol for the Election of Deputy Chairmen of the Policy and Resources Committee.
10. Ex-officio Members of a Committee are not eligible to vote in the election of Deputy Chairman of that Committee other than in the case of the following Committees:-

Policy & Resources

Investment (such right being restricted to the Chairman and Deputy Chairman of the Policy & Resources and Finance Committees who have ex-officio places on the Committee)