



Leeds Fans CBS Limited,
3 Landmark Court, Revie Road
Leeds, LS11 8JT

Election Policy V1.05

1. Purpose

This is the process for election of Directors of the Leeds Fans Community Benefit Society approved by the Board of the Society in accordance with section 57 of the Society's rules on 31st January 2019.

2. Notification of election

Notification of the election will be sent to members by email.

A copy of this procedure will be put on the LFU website.

3. Number of Directors

The Society's rules allow for a minimum board size of four members; currently the board size is five and the Society's policy is to maintain that number at present.

4. Explanation of LFU, CBS, LFU Ltd and Exec differences

It is important that candidates understand the differences between the three committees that exist under the Leeds Fans Utd (LFU) banner.

"CBS" is shorthand for Leeds Fans Utd Community Benefit Society Ltd or Leeds Fans Utd CBS, a legally registered company. The current officers (directors) of CBS are Sharon Reid, Philip Robinson, Brendan Meehan, Andrew Curtis, and Mike Thornton (Company Secretary).

"LFU Ltd" is shorthand for Leeds Fans Utd Ltd, a legally incorporated company. The current officers of LFU Ltd are Sharon Reid, Dylan Thwaites, Philip Robinson, Brendan Meehan, Andrew Curtis and Mike Thornton (Secretary).

"The Exec" is shorthand for a committee of people selected, by agreement, from the officers of these two companies. It is the Exec that carries out the day to day management of LFU. All current Exec members, including any retiring CBS directors will retain their posts on the Exec by dint of directorship of Leeds Fans Utd Ltd.

"LFU" is shorthand for Leeds Fans Utd and covers the group formed by the collaboration of CBS, LFU Ltd and the Exec. LFU does not have any legal basis other than formal agreements between the two companies.

This election is for directors of Leeds Fans Utd CBS. Directors for LFU Ltd serve under different rules and those posts are not up for election. This election is not for direct election to the Exec committee but see below for further information regarding Exec members.

5. Confirmation that this election for CBS directors does not also mean a seat on the Exec Committee.

This is not an election to the Exec committee. It is an election to the board of the CBS.

The rules of the CBS call for any CBS directors who have been in office for more than three years since they were elected to retire at the next annual general meeting (AGM) and stand again for election should they so wish to do so. This requirement does not apply to LFU Ltd or the Exec. Additionally, one CBS director from the initial elected directors must retire and re-stand for election should they wish to do so.

Mike Thornton have been chosen by lot from the initially elected directors to retire at the March 2019 AGM; he has indicated he wishes to re-stand.



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Directors elected to the board of the CBS will normally serve for 3 years.

A director of the CBS will only serve on the Exec with joint agreement of the board of the CBS and the board of LFU Ltd.

6. Responsibilities of a director

All directors of Leeds Fans CBS are bound by a set of laws and can be subject to personal penalties (fines and/or imprisonment) if such laws are broken. Similarly, directors can be held responsible collectively for the actions of others. Leeds Fans Utd CBS urges every person considering standing for election to research director's responsibilities and take legal advice if they are unsure of anything.

Leeds Fans Utd CBS suggests that at the barest minimum candidates read the information available from ICAEW

<https://www.icaew.com>

and possibly from Certified Accountants Educational Trust

<http://www.accaglobal.com>

Note, however, that Leeds Fans Utd CBS is governed by the Co-operative and Community Benefit Societies Act 2014 which encompasses provisions of the Companies Acts 1985 and 2006; you may want to familiarise yourself with this.

As a director of Leeds Fans Utd CBS you will be expected to agree to other rules such as collective responsibility, strict confidentiality of LFU business, responsible media usage, etc. Failure to do so could result in your suspension or expulsion from the Society. The full CBS policy on directors' conduct can be read on the LFU website at <https://leedsfanscbs.co.uk/directorspolicy>

7. Time considerations

It is impossible to be exact as to how much time you will need to devote to LFU matters.

Directors of Leeds Fans Utd CBS will not need to devote much time other than at occasional board meetings and the Annual General Meeting since the day to day working is ceded to the Exec committee. However, directors of Leeds Fans Utd CBS who hold an office such as Chairman, CEO or Treasurer may need to devote many hours or full working days to the office each week as determined by the workload at the time.

At certain periods members of the Exec committee have found that they have had to devote themselves to LFU business during working hours as well as weekends and evenings; however, there are also quiet periods where events move slowly. Candidates should ideally be flexible in making themselves available at short notice but expect periods lacking fruitful action. It is not necessary to be based in or around Leeds; where possible routine business is conducted electronically.

8. Skills required

General directors elected to Leeds Fans CBS may have any skill set; however, the posts of Treasurer or Legal may require specialist knowledge to perform the work required. The directors of LFU will not vet a candidate's skills and it is up to the candidate to ensure they have the necessary skills to perform the tasks for which they stand as candidate.



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The current directors recommend, as a minimum, that the board is composed of people with skills in the following areas:

Finance, legal, media, marketing, IT, administration, personnel, sales, negotiation, fundraising.

9. Remuneration and expenses

Candidates should note that there is no remuneration (salary, wages, bonus or any other such payment) with this post and you will not be classed as employed.

Candidates should also note that personal expenses are not normally refunded. Up to the present, directors have covered their own costs incurred while representing LFU including travel, hotels, food and other subsistence. This includes travel, lodging and subsistence to meetings or any other business.

Similarly, other expenses such as postage, notebooks, pens etc have not been refunded.

It has never happened so far but a specific project may be minimally funded if absolutely necessary and approved in advance.

Candidates should therefore expect that volunteering with LFU may subject them to some personal costs.

10. Request for candidates

All candidates must be members of the Society as at 31st January 2019.

Leeds Fans Utd CBS requests all candidates wishing to be elected to its board to complete the attached Candidate Statement and return it to the Secretary at election@leedsfanscbs.com either copied into the body of the email or as an attached pdf. All candidates will receive a confirmation email. Candidates not receiving a confirmation email will not be included in the ballot and, in such an event, it is the candidates' responsibility to contact Leeds Fans Utd CBS to rectify this.

This Candidate Statement requires candidates to agree to abide by the Conduct of Directors detailed in the document "Board Membership and Conduct Policy" both during the election procedure and their tenure should they be successful.

CBS Members should submit their willingness to be a candidate before noon ?? February 2019 and they will be announced by ?? February 2019.

11. Request for manifesto or personal statement

Candidates will be asked to submit a manifesto or "personal statement" of up to 500 words. A photograph is optional.

This statement will be posted on the LFU website when received. Statements may be edited by LFUI if they exceed 500 words.



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12. Guide to manifesto (personal statement)

Each applicant is able to write anything they so choose in their manifesto or personal statement (with due regard to point 13).

However, as a guide intended to help, Leeds Fans Utd CBS Ltd suggests thought is given to:

- the candidate's personal background
- their location
- the time they have available to devote to LFU
- their connection to Leeds United
- the skills they would bring to LFU
- the skills required by the post they are applying for
- how their skills match the skills required for the post they are applying for
- their particular areas of expertise (see clause 7 above)
- why they want to be a director of CBS or member of LFU Exec
- how they would want the CBS/LFU to develop in the future.

13. Candidates right to self-promotion

Candidates will be free to conduct their campaign for election however they so choose. The CBS will not be responsible for enabling or conducting these campaigns.

Candidates making statements that are untrue, against the rules of the Society, offensive or deemed to be to the detriment of the Society or Leeds United Football Club may be removed from the election.

No expenses incurred by candidates will be reimbursed.

14. Members' questions for Candidates

Leeds Fans Utd CBS Ltd will provide a means on the LFU website where members can ask questions of all or specific candidates. All questions and answers will be published on the website.

Leeds Fans Utd CBS Ltd reserves the right to reject questions that are offensive, making untrue statements or deemed to be to the detriment of the Society or Leeds United Football Club.



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15. Explanation of how the election will run

The election will be open for members registered before 31st January 2019 to stand or to vote. Members may cast one vote for the candidate they would like to see represent them on the CBS board. The candidate receiving the most votes will be declared elected. Successful candidates will normally serve for 3 years.

Members will not be able to change their votes after they have been recorded.

In the event of there being only one candidate at the final date for inclusion in the ballot then no ballot will be held and that candidate will be elected unopposed at the AGM. In the event of there being fewer than one director declared elected at the AGM the directors may take action under the Society's rules.

The ballot will be online and will be conducted using SurveyMonkey. Reminders will be sent periodically by email to members who haven't yet voted. In exceptional circumstances, such as SurveyMonkey failing to allow a successful vote, the Secretary may agree an alternative method.

Emails allowing members to vote will be sent commencing 20th February 2019 and the ballot will cease at noon on 27th February 2019. Every member is responsible for keeping their registered details up-to-date and the Society accepts no responsibility for members who do not receive a ballot email due to incorrect details. A successful delivery as indicated by Survey Monkey will be taken as proof of notice having been duly served. Members are responsible for ensuring emails are not lost due to settings or requirements of their email providers or lost due to settings or otherwise of their email filters.

16. Dates of the ballot

The final date for candidates to notify Leeds Fans CBS Ltd for inclusion in the ballot is noon 13th February 2019.

The ballot will start 20th February 2019.

The ballot will end 27th February 2019.

17. Date of the announcement of the result

The result will be announced as soon as possible once the votes have been verified.

The announcement of the election result will be made by email to members.

Approved by the Board 31st January 2019,

A handwritten signature in blue ink, appearing to be 'Mike Thornton', written over a blue scribble.

Mike Thornton, Secretary. On behalf of Leeds Fans Utd CBS Ltd.

The Candidate Statement is on the next page.



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Candidate Statement to confirm a member wishes to be a candidate in the election to the board of Leeds Fans CBS Ltd.

*** NOTE – either complete this page (using an extra page for the manifesto if required) and email as a PDF to election@leedsfanscbs.com or copy this page (including the declaration) into the body of an email and send to election@leedsfanscbs.com

This election is only open to people who were members of the Society at 31st January 2019.

Name:

Membership Number:

Address:

Telephone number:

Email address used for membership:

I understand that submitting this statement to election@leedsfanscbs.com confirms that I wish to stand as a candidate in the January 2018 election for directors of Leeds Fans CBS Ltd and also confirms that I have read and agree to abide by the CBS policy on conduct of directors (the Board Membership and Conduct Policy) during the election and subsequently should I be elected to the board of directors. [The policy can be viewed here: <https://leedsfanscbs.co.uk/directorspolicy>]

NOTE: the membership status of prospective candidates will be checked and confirmed by email to the email address we hold on file for the member. You will not be entered as a candidate until the CBS is satisfied your details are valid.

Return this statement before noon 13th February 2019 to be included in the election.

MANIFESTO (Personal statement) – please make a personal statement to be used during your campaign for election. Please keep to 500 words maximum.



PROMOTING FAN OWNERSHIP AT LEEDS UNITED

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