

**BF Election Timeline Chart for 2024 Election - (AGM date: Friday 11<sup>th</sup> October 2024 – to be confirmed)**

<p align="center">← <b>Total minimum lead time – about three-and-a-half months</b> →</p>								
<p align="center">&lt;QD to CD must be at least 30 working days, at most 3 months&gt;</p>								
↓ Min 1 Month ↓		↓ Max. 15 wkg. days ↓			↓ Min 15 wkg. days ↓			
<b>Board Meeting (or offline approval)</b>	<b>Announcement of the Nomination Date, the Qualifying Date &amp; the Closing Date</b>	<b>Nomination Date</b> (by which nominations must be received)	<b>Qualifying Date</b> (on which you must be a member in order to vote)	<b>Nomination Committee Meeting</b>	<b>Dispatch of Ballot Papers</b>	<b>Closing Date for voting.</b>	<b>Candidates notified of result of ballot</b>	<b>and result published on BF website</b>
To fix the Nomination Date, the Qualifying Date and the Closing Date.	By publication on the BF website. May also be in The Sword or by such other means as the Board decides.	Must be at least 1 month after the date on which the Nomination Date is announced		To produce a statement in accordance with Bye Law VI.4(a)(i) (as to whether candidates meet skills requirements and who nominated them)	Must be not more than 15 working days after the Nomination Date.	Must be: (i) not less than 15 working days after last date for dispatch of Ballot Papers; (ii) not less than 30 working days, and not more than 3 months, after the Qualifying Date; (iii) not more than 6 months before the next AGM.	Candidates must be notified by not later than 7 working days after Head Office is notified of the results.	Publication on website must be within 3 working days of date on which candidates are notified.
<b>(Agreed in writing)</b>  <b>30<sup>th</sup> May 2024</b>	<b>Announcement of ND, QD &amp; CD:</b>  <b>3<sup>rd</sup> June</b>  <b>Civica to distribute Nomination Forms at latest by 17<sup>th</sup> June</b>	<b>Nomination Date:</b>  <b>Tuesday 16th July</b>	<b>Qualifying Date:</b> <b>also Tuesday 16th July</b>	<b>Date:</b>  <b>Tuesday 23<sup>rd</sup> July</b>	<b>Last date for dispatch of ballot papers:</b>  <b>Monday 5<sup>th</sup> August</b>	<b>Closing date for voting:</b>  <b>Monday 9<sup>th</sup> September</b>	<b>Eg if Head Office notified on Tuesday 10<sup>th</sup> September, candidates to be informed no later than 19<sup>th</sup> September.</b>	<b>Announcement of Results:</b>  <b>Eg if results to Candidates: by 19<sup>th</sup> September</b> <b>Results posted on BF website by 23<sup>rd</sup> September)</b>