

## Q&A: Council Elections, Constituencies, Nominations, and Voting

In accordance with Bye-law 19 of the IFoA's constitution, the IFoA's Council is elected by members of the IFoA who are entitled to vote at general meetings, and shall be divided into two constituencies. This document seeks to explain how this works in practice, and what the implications are for relevant members. Answers to some frequently asked questions about standing for election to Council, and voting in Council elections, are also provided here.

### Constituencies

#### **How many constituencies are there?**

Two: the General constituency and the Scottish constituency. *This is set out in Bye-law 19.*

#### **Who are the constituencies applicable to?**

To Fellows, Honorary Fellows, and Associates of the IFoA. This is because only those members are entitled to vote in Council elections and at other general meetings (note: associates are excluded from voting on certain matters). *This is set out in Bye-laws 19 and 38.*

#### **How many constituencies can I be a member of?**

Only one. You may choose which, subject to meeting eligibility requirements for joining the Scottish constituency. *This is set out in Bye-law 20 and Rule 1.*

#### **What are the implications of being a member of a particular constituency?**

You will only be able to vote in the Council elections for candidates in the constituency of which you are a member.

#### **Which constituency am I in?**

In accordance with Rule 1 of the IFoA's constitution, 'Voting members' (Fellow, Honorary Fellows, and Associates) shall be members of the Scottish constituency if any of the following criteria are met:

- a) They were a member of the Faculty of Actuaries, at the time when the Faculty merged with the Institute of Actuaries (in 2010) to become the IFoA.
- b) They elect to join the Scottish constituency at a time when their home address or their normal place of business is in Scotland.
- c) On first becoming a voting member they elect to join the Scottish constituency, and at any time during their prior membership of the IFoA they had a home address or their normal place of business in Scotland.

If you were a member of the Institute of Actuaries prior to 2010, or if none of the above criteria apply to you, then you are a member of the General constituency.

Details on changing constituency are set out in the next question.

You can see which constituency you are a member of by logging into the IFoA's members area (<https://www.actuaries.org.uk/user>) and selecting the 'Change My Details' icon. Alternatively, you can email the IFoA's Membership team at [membership@actuaries.org.uk](mailto:membership@actuaries.org.uk) to ask for confirmation.

### **I'd like to change my constituency. What do I need to do?**

There are no restrictions on members leaving the Scottish constituency to join the General constituency. Members who wish to switch to the Scottish constituency, however, must fulfil one of the criteria detailed in the question above.

You can select to change your constituency by logging into the IFoA's members area (<https://www.actuaries.org.uk/user>) and selecting the 'Change My Details' icon. (We will contact you if we identify any issues with your request). Alternatively, you can email the IFoA's Membership team at [membership@actuaries.org.uk](mailto:membership@actuaries.org.uk) to make your request.

*Please note: any requests to change constituency that are received during the Council elections window will not be actioned until after the election window has closed. We take an 'electoral roll' for the Council elections, and this cannot be amended once the election window opens.*

### **I still have a query about a constituency matter – who can I contact?**

Please contact James Harrigan (Corporate Secretary) at [james.harrigan@actuaries.org.uk](mailto:james.harrigan@actuaries.org.uk).

## **Standing for election to Council, and voting in Council elections**

### **When do the Council elections take place?**

The Council elections process typically takes place between April and June each year, though this is ultimately influenced by the date on which the IFoA holds its Annual General Meeting (typically, this is in late June). Key timelines for the process are as follows:

- Candidates must submit their nomination at least 49 days before the AGM
- The election window must open at least 35 days before the AGM
- The election window must close two working days before the AGM.

### **Who can vote in the Council elections?**

Only Fellows, Honorary Fellows and Associates of the IFoA can vote.

Affiliate members, Student members, Student Actuarial Analyst members and Certified Actuarial Analyst members may not vote. *This is set out in Bye-law 38.*

### **Can I stand as a candidate for election to Council?**

Fellows and Associates can put themselves forward for election to Council. (Whilst Honorary Fellows can vote in Council elections, they cannot stand as candidates). *This is set out in Bye-law 4.*

### **I'm interested in standing for election. Which constituency can I stand for?**

You can only stand for election for the constituency of which you are a member. *This is set out in Bye-law 4.*

### **What is the process for submitting my candidacy for election to Council?**

The IFoA typically opens its 'nominations window' in early April. At that time, eligible members will receive an email from the IFoA's chosen electoral services provider, informing them that submissions of candidacy for election to Council are invited for the next three weeks. Links will be provided to the IFoA's dedicated Council elections website – every aspect of the election is administered electronically.

If you wish to stand as a candidate for election, you will need to complete the Nomination Form on the elections website.

It is important to note that you will need a Proposer and a Secunder to support your candidacy. Both must be Fellows, Honorary Fellows or Associates of the IFoA. However, they do not need to be members of the same constituency as you.

### **I have a query about the Council elections – who can I contact?**

Please contact James Harrigan (Corporate Secretary) at [james.harrigan@actuaries.org.uk](mailto:james.harrigan@actuaries.org.uk).