



We Own Our Football Club

Exeter City AFC Supporters' Society Limited

Trustee Election Pack - Re-Run 2023

Nominations Close: Friday, 29th December 2023 at 12:00 noon

Results Announced: Saturday, 20th January 2024 at 10:30am

Venue: The Grecian Centre, St James Park

Dear Member,

Thank you for your continued membership of the Exeter City AFC Supporters Society Ltd (the Trust), which has ensured we remain at the forefront of supporter owned Football Clubs and continue to provide a sustainable model of ownership.

As you may already be aware, it has become necessary to re-run the 2023 Exeter City Supporters' Trust Board election. This is due to a data transfer error that occurred when compiling the list of those members who were entitled to vote. Never wishing to disfranchise any member and in the spirit of full transparency and openness, the Trust Board, on the recommendation of the Election Review Group, voted to declare the previous election null and void and to re-run the election in its entirety.

We are therefore seeking candidate nominations and should an election be necessary, asking members to participate fully in the re-run election.

The results of any election will be announced on Saturday 20th January 2024 at 10:30am in The Grecian Centre, St James, prior to the home game v Cambridge United.

The following Trustees have reached the end of their three year term in 2023 and as required by the Trust Rules are required to seek nomination (or not) for re-election

Nick Hawker

Doug Gillard

Kayleigh Jade-West

Mark Cordell

To assist in helping you to decide if you wish to stand for election, I enclose an information pack that explains the role of a Trust Board member and the Election Campaigning Policy.

Any member aged of 16 or over can stand to become a Trustee providing they are able to pass the English Football League fit and proper test. I should advise however, that it is a time consuming and often challenging role, but equally, can be extremely rewarding.

It is the Trust's aim to have a diverse Board, with a broad range of skill sets. It would enhance the Board effectiveness, if you can offer experience in any of the following fields:

Law	Commercial & business management
Marketing; PR; Social Media	Corporate Law; GDPR
IT	Financial management

If you feel you possess the necessary skills and can devote some time to the role, I encourage you to put your name forward.

All the details and a nomination form follow in this pack. If you have any questions or would like further information, please email the Trust at trust.secretary@ecfcst.org.uk or call the Club reception on 01392 411243 who will pass on a message.

Many thanks again.

The Exeter City Supporters' Trust
Exeter City AFC Supporters Society Ltd

2. Election to the Trust Board of Trustees (Trust Board)

If you would like to stand for election as a Trustee of the Exeter City AFC Supporters Society Ltd you will find the nomination form later in this pack – however, we would urge you to read the pack in full as it will explain what might be expected of you should you be elected, the rules of campaigning for election, and of course, what you need to do to be nominated.

If you have any queries or concerns around this pack, please do not hesitate to contact the Trust Secretary:

Dean Matthews
Trust Secretary
Exeter City AFC Supporters Society Ltd
St James Park
Stadium Way
EXETER
EX4 6PT

e-mail: trust.secretary@ecfcst.org.uk

Queries or concerns relating to the election process may be directed to the Secretary (as above) or our Returning Officer, Ben Thomas of Mi-Voice:

Ben Thomas
Director
First Floor, The Arch Building
Gaters Mill
Mansbridge Road
Swaythling
Southampton
SO18 3HW

Ben Thomas: support@mi-voice.com

We thank you for your interest and look forward to hearing from you.

Kind regards

Dean Matthews

Trust Secretary

3. Potential Trustee - Briefing Paper

The Trust Board is the formal management body of the Exeter City AFC Supporters Society Ltd.

The Trust Board shall consist of not fewer than nine (9) and not more than fifteen (15) Trustees

Under the constitution, it may consist of a maximum of 15 members, this may include up to 5 co-opted members together with several appointed officers (Treasurer, Secretary, Public Relations and Communications Officer, etc.)

The Trust Board is seeking to achieve 12 elected members.

The primary responsibilities of the Trustees are:

- *To ensure that the Trust is continually working towards achieving its aims and objectives and fulfilling the Trust Strategic Plan*
- *To monitor the management of the Exeter City Football Club through pre-defined procedures*
- *To contribute towards the development of Trust policy*
- *To contribute towards the development of the Trust and the Football Club within the community*

This is achieved by monitoring the management of ECFC. The Trust Board is organised to formally meet on a monthly basis with 4 standing sub-groups tasked with achieving the practical outcomes required by the Strategic Plan.

The sub-groups are:

- **Trust Finance Group (TFG)**
- **Ownership & Membership (OMWG)**
- **Community (CWG)**
- **Communications and Engagement Group (CEWG)**

All Individual Trustees are expected to be active in at least one of these sub-groups, and will involve attending regular meetings, carrying out research; writing and presenting proposal documents; implementing and managing action plans and taking ownership to achieve positive outcomes.

It is expected that Trust Board members will encourage supporter volunteers to help with the work of the Trust Board and the sub-groups.

The Trust and the Football Club

Working relationships between members of the Trust and Club boards are promoted and encouraged for mutual benefit and there are procedures in place to ensure that all contacts and information flows are positive, effective, and efficient.

Personal Commitment

The Trust Board & sub-groups typically hold meetings on a weekday evening. The Trust Board currently meets every month and the sub-groups meet monthly or as required.

A Trustee is expected to attend all appropriate meetings; failure to attend on three consecutive meetings, without good cause, may result in expulsion.

In addition, the Trust Board support the Club on match-days in the Board Room, typically entertaining visiting team directors and of course, the Trust 'Director for the Day' winner. This is done on a rota basis, as is attending to the Trust Stall/Office in Red Square.

You need to be aware that for a Trustee to be effective this work is likely to require a considerable and continuous time commitment.

4. Guidelines for Trust Board Membership

Members of the Trust Board must not:

- be less than 16 years of age at the date of their election. (The election date is deemed to be the date of the AGM)
- benefit financially, directly, or indirectly, from any working relationship that is established in the course of duties undertaken or contacts made on behalf Exeter City AFC Supporters Society Ltd;
- be subject to a bankruptcy order or has in place a composition with their creditors;
- be subject to a disqualification order made under the Company Directors Disqualification Act;
- have a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974);
- become incapable by reason of mental disorder, illness or injury of performing the duties reasonably expected of a Society Trust Board Member;
- fail to abide by any rules for the conduct of elections made by the Society Trust Board
- must pass the EFL owners and directors fit and proper test – More info here: [EFL Official Website - Appendix 3 - Owners' and Directors' Test](#)

5. Trust Membership Eligibility

Participation in the 2023 re-run Trust Board Election is limited to current Exeter City Supporters Trust Members. The cut off date for membership for the re-run Trust Board Election was midnight on the **9th of December 2023**. Participation includes the following activities:

- Proposing a Trust member for election for the re-run 2023 Trust Board Election.
- Standing for election in the re-run 2023 Trust Board Election.
- Voting in the re-run 2023 Trust Board Election.

Individual members can propose multiple candidates for election up to the number of vacancies which this year is 4.

GUIDELINES FOR BEHAVIOUR

CODE OF CONDUCT FOR TRUSTEES AND OTHER OFFICERS OF THE TRUST

This Code of Conduct sets ethical standards for the Trustees of Exeter City AFC Supporters Society Ltd.

Trustees will pursue the highest standards of ethical conduct in the interests of Members of the Trust, Exeter City Football Club, employees, creditors and all other stakeholders.

The word Trustee in this Code shall also be taken to include Officers of the Trust

The following principles govern their conduct.

Honesty, Integrity and Commitment

- Trustees shall act honestly and with integrity in all of their dealings on behalf of Exeter City AFC Supporters Society Ltd.
- Trustees will make their best endeavours to attend meetings of the Trust Board of Society of Exeter City AFC Supporters Society Ltd, and not be absent without good reason.
- Trustees will devote sufficient time and attention to the Society in order to fulfil their duties as a Trustee.
- Trustees will not discriminate on the grounds of people's race, religion, gender, marital status or disability.
- Trustees will not make promises or commitments that the Trust Board does not intend, or would be unable, to honour.
- Trustees have collective responsibility. They are bound by the decisions of the Trust Board and when representing the Trust will support those decisions outside the Trust Board environment.
- Trustees' conduct, at all times, will be such that their honesty is beyond question.
- Trustees' conduct, at all times, will be such that it upholds the reputation and good name of the Trust.
- Trustees shall adhere to the truth, and not mislead directly or indirectly nor make false statements, nor mislead by omission.
- Trustees shall treat everyone with whom they have dealings as a Trustee with personal respect and politeness.

Personal Transactions

- Trustees' personal or other business dealings will be kept separate from their dealings as a Trustee of Exeter City AFC Supporters Society Ltd.
- Trustees shall not use the name of Exeter City AFC Supporters Society Ltd or Exeter City A.F.C. Limited to further any personal or other business transaction not related to Exeter City F.C. Supporters Trust or Exeter City A.F.C. Limited or its business interests.

- Trustees shall use goods, services and facilities provided to them by Exeter City AFC Supporters Society Ltd, Exeter City A.F.C. Limited or associated business, strictly in accordance with the terms on which they are provided.

Confidentiality of Information

- Trustees will ensure that confidential information (or any information that could be considered to be of a sensitive nature) relating to the Trust Board or the Football Club's operations, its customers, employees, creditors or associated businesses is not given either inadvertently or deliberately to third parties unless that information is required by law or a regulatory body.
- Trustees will not use information obtained by them as a Trustee of the Exeter City AFC Supporters Society Ltd for personal financial gain, nor will that information be used to obtain financial benefit for any other person or business.
- Trustees shall respect the privacy of others.

Disclosure of Interests

- Trustees shall fully disclose promptly any private or other business interests or any other matters, which may lead to potential or actual conflicts of interest.

Abiding by the Law

- Trustees shall abide by the law at all times.

Payments, Gifts, Entertainment and Travel

- Trustees shall not use their status as a Trustee of Exeter City AFC Supporters Society Ltd to seek personal gain from those doing business or seeking to do business with the Club. Trustees shall not accept any personal gain of any material significance if offered.

FAILURE TO ABIDE BY THE CODE OF CONDUCT

- Trustees whose behaviour or actions are contrary to the spirit of this Code may be subject to such disciplinary sanctions as imposed by the Trust Board after due process and, if appropriate, appeal or arbitration.
- Any allegation of Trustee's failure to honour the Code must be made in writing to the Chairman of the Trust Board, or if relating to the Chairman of the Trust Board, to the Secretary. The accused Trustee will be given written notice of the allegation and asked to respond within 14 days. However, should the complaint relate to personal behaviour during a formal meeting of the Trust or any properly constituted committee, then the meeting can consider a verbal motion to exclude the offender from the rest of the meeting without notice.
- The Trust Board, or any properly appointed sub-committee, will make such enquiries as deemed necessary, including the right to call a hearing of all interested parties and will rule on the outcome of those enquiries and report the findings to the Trust Board for ratification and/or further action. In the case of calling a hearing, all parties will receive 14 days-notice of the date, place and time of such a hearing.
- Sanctions available to the Trust Board will include formal reprimand, orders of specific performance, suspension and ultimately, recommend expulsion from the Trust Board.

6. Getting Nominated

The final pages of this pack contain the nomination form and manifesto statement. The nomination form is also available on the trust website. These should be detached, completed, and returned in accordance with the deadlines set in the election timetable.

The quickest and easiest way to submit your nomination is online. The online form is easier to complete, automatically ensures you comply with the maximum word count and costs you less as there are no postage costs.

Nominations should be submitted electronically (www.mi-nomination.com/exetercityfcst) or sent to our Returning Officer, Ben Thomas of Mi-Voice:

Ben Thomas
Director
First Floor, The Arch Building
Gaters Mill
Mansbridge Road
Swaythling
Southampton
SO18 3HW

Ben Thomas: support@mi-voice.com

The Trust will again accept the return of completed nomination forms with electronic signatures for both the Candidate and the Proposers by email. As before the e-mail address of each Proposer must be that as recorded against that member's details on the Trust database. Unless the form is completed in paper format (where there is the option to include the nominator's signature), each nominator should email their agreement to act as a nominator direct to the Returning Officer, Ben Thomas: support@mi-voice.com **prior to the nominations deadline at noon on the 29th December 2023**

Nominations, either by post or electronically, should be despatched to arrive no later than **noon on the 29th December 2023**. We urge potential candidates to submit nominations at the earliest opportunity.

Potential proposers can double check their trust membership details by contacting the Trust Membership Secretary via trust.membership@ecfc.co.uk.an automated email confirming receipt. Please note that this is NOT an acknowledgement that your nomination is valid. You will receive an e-mail from the Returning Officer after the nomination closing time and date confirming the validity of your nomination.

By submitting a nomination, candidates will be deemed to have accepted the election policy and rules as described in this pack and have agreed to be bound by them.

A check will be made against the Candidate and Proposers to ensure that they are current members of the Trust as at the closing date for ballots.

Proposers should not normally be serving Trustees, officers, or members of the Club Board.

7. Policy on Election Campaigning

Introduction

The Supporters Trust have a policy that clearly defines the parameters to which an election campaign is carried out. This policy is enforceable and any restrictions capable

of speedy and accurate evaluation. Elections should be vibrant, and members should have a sense of their importance and they should not send out a message of bureaucratic duty or irrelevance to the issues.

The Supporters Trust will provide additional opportunities for members to communicate directly with candidates, where members can ask questions of candidates.

This could be through a set-piece debate event or, and as well as, an on-line Q&A. Members will be made aware of such activities via on-line promotion and in official Election documentation sent to the members.

Candidates may engage with the membership for the purposes of election campaigning using any social media or online platform, provided that they inform the trust secretary and Returning Officer of their intention to do so and name all platforms or forums they intend to use.

Typically, the Supporters Trust may seek to arrange an 'in-person' debate to which members could attend or submit written questions for consideration. Arrangements can also be made for an on-line 'forum' style Q&A to run throughout the election period.

Funding

Candidates may produce, at their own cost – up to a limit of £100, literature in support of their candidacy. There is a limit of 1,000 words on content for printed literature (flyers etc.) for campaigning purposes.

A copy of any such literature is supplied in hard copy or electronically, to the Trust Secretary and Returning Officer prior to its distribution to members.

No free of charge benefits, are to be incurred by any candidate in relation to campaign literature or advertising.

Negative Campaigning

Candidates should respectfully refrain from implicitly or explicitly referring to other candidates to prevent the political practice of negative campaigning. This is to protect everyone's interests, to prevent defamatory statements and so that successfully elected candidates can work together without the prejudices being created at a campaigning stage.

Election Manifesto

All candidates will be required to submit an election manifesto not exceeding 400 words with their application. This manifesto must conform to the conditions included within this policy and will be published by the Trust on its Website.

Candidates should further submit a short 100-word summary of their manifesto, together with an electronic passport style photograph in PNG or jpeg format, for inclusion in the Electronic Voting System and the Trust Website.

Both the 100 and 400 word manifestos along with the photograph must be submitted to the Returning Officer at the same time as a completed Candidate nomination form.

Hustings

Candidate attendance at the hustings is voluntary and non-attendance does not preclude a candidate from the election process.

The Hustings will be the initial event of the election campaign and the voting period will not commence until after the hustings.

The hustings will allow for candidates to answer questions that will be given in advance to the candidates. The hustings will be filmed and uploaded to the Trust YouTube channel for viewing by members unable to view on the day.

These questions will be drawn from the Trust membership and selected by the Trust Secretary. Time permitting, questions from the audience may be allowed.

Breaching the Rules

Any breach of the above rules will be considered within 14 days by the Trust Board. Sanctions available to the Trust Board may include a written warning or should the breach be considered serious enough the candidate may be removed from the election process. A two thirds majority vote of the Trust Board will be required for a candidate to be removed.

In any event the Trust membership will be informed of this breach through the Trust Website.

8. Proposed Trustee Election Timetable

Notice of Details of Re-Run Election	18/12/2023
Deadline for submitting a nomination form (12:00 noon)	29/12/2023
Hustings 10.30am Grecian Centre, SJP (Home to Carlisle, after which voting will open)	06/01/2024
Deadline for receipt of ballot papers (12:00 noon)	19/01/2024
Election Result Announced 10.30am (Home to Cambridge)	20/01/2024

Candidate Manifesto 2023

All candidates are required to submit an election manifesto not exceeding 400 words as part of their submission. This manifesto must conform to the conditions included within this policy and will be published by the Trust.

In addition, each candidate must upload a passport style photo in PNG or jpeg format as part of their submission (there is an upload facility within the nomination platform - www.mi-nomination.com/exetercityfcst).

Candidates must also submit a 100-word summary of their manifesto, together with an electronic passport-style photograph, for inclusion in the Ballot Pack.

If you intend to submit a hard copy nomination, then you must complete the form that accompanies this pack, plus a passport photograph, a 100 word summary of your manifesto and the full 400 word manifesto, to arrive with the Returning Officer before midday on the 29 December.

The views contained within these statements will be the individual views of the candidates and not those of the Exeter City AFC Supporters Society Ltd.

Candidates should provide information which addresses the following information:

- i) Experience or past involvement in football, which you consider may be relevant to your nomination, or which could be useful to the Trust if elected.
- ii) Outline how you might be able to use any skills, knowledge or experience you have which may benefit the work of the Trust Board.
- iii) What would be your aims & interests if elected?
- iv) What are your views on any current issues which affect the welfare and interests of the football supporter?

**Exeter City AFC Supporters Society Ltd Elections
Nomination Form for election as Trustee.****CANDIDATE** (Full Name) - Please PRINT:

Candidate Date of Birth: _____

Candidate Membership Number: _____

Contact telephone no _____

Contact email _____

I hereby agree to my nomination for an elected place on the Trust Board and I agree to be bound by the provisions of the Trust Rules and the Trust Board Membership & Conduct Policy.

I confirm that I have read and understood the Trustees duties and responsibilities letter.

Signed: _____

Date: _____

Proposers

- All sections must be completed to be valid
- Copies of the Trust rules can be accessed via the Trust's website www.weownexetercityfc.co.uk or by e-mailing the Secretary at trust.secretary@ecfst.org.uk.

	Name of Proposer Please PRINT	Member Priority No.	Proposer signature or Email Address <i>If the nominee is unable to obtain the original signatures of their Proposer, then please refer to the e-mail procedures in this pack.</i>	Date
1				
2				
3				

This page, together with both the short and long form Candidate Manifesto Statements and electronic photograph, must be returned to:

Returning Officer, Ben Thomas of Mi-Voice:

Ben Thomas
Director
First Floor, The Arch Building
Gaters Mill
Mansbridge Road
Swaythling
Southampton
SO18 3HW

Ben Thomas: support@mi-voice.com

by post as an original with original candidate signature or via email with electronic signatures by 12.00 noon on 29/12/2023