



Draft Minutes of the September 2020 Council Meeting

Held by Zoom

Tuesday 15th September 2020, 7:45 pm

Note Recording of the meeting took place on Zoom

Chair: Phil Rowsell

Secretary: Russell Myers

Treasurer: Howard Jones

Recorder: Russell Myers

Meeting documentation

The Agenda was circulated by email to Council members on 4th September 2020

Three reports are included as appendix to these minutes.

All documents have been posted on the BCA web site after the meeting.

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Council Positions, Attendance and Report Status Table

Voting Positions

Position	Name & Initials		Atn (y/n)	Report Status	
				Last	New
BCA Executive					
Chairman (Acting) (2018- 2021) 3 years	Phil Rowsell	PJR	Y		
Secretary (Acting) (2019- 2022) 3 years	Russell Myers	RM	Y		
Treasurer (2017- 2020 - 3 years)	Howard Jones	HJJ	Y	15/09/2020	Yes
Group/Club Representatives					
Position 1 - (2019-2021 - 2 years)	Hellie Adams	HA	Y		
Position 2 - (2019-2021 - 2 years)	Josh White	JW	Y	18/08/2020	Yes
Position 3 - (2018-2020 - 2 years)	Rostam Namaghi	RM	Y		
Position 4 - (2018-2020 - 2 years)	Idris Williams	IW	Y		
Individual Member Representatives					
Position 1 - (2019-2021 - 2 years)	Phil Rowsell	PJR	Y		
Position 2 - (2019-2021 - 2 years)	Will Burn	WB	Y		
Position 3 - (2018-2020 - 2 years)	Andrew McLeod	AM	Y		
Position 4 - (2018-2020 - 2 years)	Jenny Potts	JP	Y		
Chairs of Standing Committees					
Training Officer (2018-2021 - 3 years)	Nigel Atkins	NA	Y		
Equipment and Techniques Officer (2017- 2020 -3 years)	Mark Sims	MS	N		
Conservation and Access Officer (2019 – 2022)	Will Burn	WB	Y	15/09/2020	
Regional Council Representatives					
Cambrian Caving Council	Stuart France	SF	N		
Council of Northern Caving Clubs	Andrew Hinde	AH	Y		

Council of Southern Caving Clubs	Linda Wilson	LW	Y		
Derbyshire Caving Association	Wayne Sheldon	WS	Y		
Devon and Cornwall Underground Council	David Jean	DJ	Y		
Constituent Body Representatives					
William Pengelly Cave Studies Trust	Richard Vooght	RV	Y		
Association of Caving Instructors	Stephan Natynczuk	SN	Y		
National Caving Scout Active Support Unit	Tony Radmall	TR	N		
British Cave Research Association	John Gunn	JG	Y		
National Association of Mining History Organisations	Steve Holding	SH	N		
Council of Higher Education Caving Clubs	David Botcherby	DB	Y		
Cave Diving Group	Claire Cohen	CC	N		
British Cave Rescue Council	Emma Porter	EP	N		

Non -Voting Positions

Position	Name & Initials	Atn (y/n)	Report Status	
			Last	New
BCA President Note for the record Mick died on Sunday 13 th September 2020	Mick Day MD			
Working Party Convenors				
Information Technology Annual	Ari Cooper-Davis ACD	Y	15/09/2020	
Youth and Development Annual	Josh White JW	Y	18/08/2020	
Publication and Information Annual	Rostam Namaghi RN	Y	15/09/2020	
CRoW Annual	David Rose DR	Y	15/09/2020	
Qualifications Management Committee (QMC) Annual	Juliet Parker Smith JPS	N	15/09/2020	
Vision Annual	Hellie Adams HA	Y		

Radon Annual	Gethin Thomas	GT	Y	15/09/2020	
Additional BCA Appointments					
Insurance Manager Annual	Howard Jones	HJJ	Y	15/09/2020	
Membership Administrator Contract	Wendy Williams	WW	N		
Safeguarding Officer Annual	Chris Boardman	CB	Y		
Training Administrator Contract	Mary Wilde	MW	N		
Library Representative Annual	Jenny Potts	JP	Y		
Newsletter Editor Annual	David Rose	DR	Y		
UIS representative Annual	Andy Eavis	AE	Y		
European Speleological Federation Rep Annual	Ged Campion	GC	Y		
Rope Testing Annual	Bob Mehew	BM	Y		
Artificial Cave Annual	Katie Eavis	KE	N		
Observers					
	Ed Waters		Y		
	Robert Scott		Y		

(1) Apologies for absence.

Stuart France
Tim Allen
Steve Holding
Allan Richardson

(2) Council appointment of roles, elections and new Group Members:

None

(3) Chair

Chair reported that he had received the sad news that Mick Day, BCA President had died on Sunday 13th September. The Secretary gave a resume of Mick's contribution to British Caving and the meeting joined in a period of silence to remember his passing. After, the Chair announced that once Mick's funeral arrangements became clear we would arrange something suitable to show our respects on behalf of BCA.

(4) Minutes from Council Meeting 18th August 2020

The minutes of the previous Council Meeting on 18th August 2020 were accepted unanimously on a proposal from the Executive Committee without amendment.

(5) Matters Arising.

None reported.

(6) Website

The IT Convenor AC-D presented a sample of the new website his team had been developing and demonstrated various elements to the meeting, pointing out key features:

- Email out news of events
- Newsletters people can sign up to receive along with past issues
- The website will include member login and allow them to update their details and manage their membership
- All members will be in the system.
- This will be a one-stop shop as a website.
- The Intention to approach all the different committees, groups and individual council members and ascertain how they would like to be presented.

(7) BCA Treasurer Update

Current bank balances: as at 03/09/2020 was £279,000. Of which £207,000 is in medium term interest bearing accounts and £10,000 is in a short term deposit account. I am holding more in the current account than usual due to potential CRoW legal fees.

Abnormal Cash outflow since last Council meeting:

Go membership costs of £500, Y&D training cost of £480

Budget 2020:

October 2019 Council meeting approved a budget for 2020 which had a deficit of £10,000. In January we approved significant expenditure on extra PL cover (£9k) and Adventure Academy project (£5k) and radon (£1k). Since then we approved £12,000 on the first batch of CRoW legal fees. If Council approve the next batch of CRoW legal fees and we lose the case (worst case scenario), the deficit for 2020 is likely to be in the order of £75k currently.

Regional accounts:

Nothing new to report. Only DCUC and CNCC have made claims so far this year. Other regions have held their AGMs but have yet to make a claim.

United Secure Bank

Is one of the banks BCA has a medium term savings account with. It recently decided to close all non-commercial accounts including ours. We are therefore in the process of claiming back our deposit and will move it to Redwood bank where there is headroom to invest and still be insured. This action appears to be drawing to a close, with yet another "final" request for information having been answered this week.

The Treasurer reported two small items to update from his report above.

1. Secure Trust Bank who in February did not want any non-corporate savings who have returned our money, which will be moved across to Redwood, another of our investment Banks.
2. Receipt of the 2019 claim from CCC for £409. Finance committee will review it this week and expect to pay it next week.

(8) Insurance Manager - Update

We have made some progress with helping the British Cave Rescue Council with an issue they are having with their current insurers. Its looking like a positive outcome with an anomaly covered that was previously not. When confirmed I will submit a full report.

9) Welsh Government Judicial Review Update

BCA CRoW Access Working Group Convenor, DR, reported that the Judge had refused us permission (to proceed - RM) on grounds of justiciability. Our lawyers were consulted and have now renewed the application, resulting in an oral hearing on the 9th October. If that hearing is lost, that will be the end of it because the argument of justiciability is not valid and there is no legally arguable case that the Act does include caving. We are hopeful that will not happen and will report back when we know more.

(10) Radon Working Group

The Radon WG Convenor, Gethin Thomas GT referred to his report, with key elements highlighted below. (see Appendix for full report)

- Radon Underground third instalment has been published with a raft of guidance together with all the data gathered, which is accessible on the BCA website.
- There are 66 caves and mines systems around UK where three sets of data have been gathered over summer and autumn, which reflects change in guidance for seasonal understanding of radon in caves and mines.
- Data is still outstanding from spring because of the Covid pandemic and aim to complete that by next spring, restrictions permitting.
- A more accessible document is required but more help will be required to produce this.
- The document has been reviewed by a radon protection adviser who has accepted it. HSE have also scrutinised it and been supportive of the work.
- GT requested help drafting a summary and acknowledged help from the MOD and the Association Heads of Education Centres for approximately one third of the information.
- In summing up, GT posed the question of whether we want to continue radon sampling. From the Chair, there was general agreement that the subject required a more detailed discussion in Council and GT was tasked with putting the key remaining issues together for an agenda item at the next Council Meeting. I thought he was going to come back with a proposal to council.

(11) QMC report to Council – September 2020.

QMC Chair Juliet Parker-Smith (JP-S) outlined her report and where QMC have developed from through BCA and formerly NCA with a leadership instructor scheme from the late 60s and probably 70s. It aimed to try to pull in common practice and good training for those leading mainly young people and guiding other clients in the underground environment. (see Appendix for full report)

(12) Conservation and Access Committee

The Conservation and Access Officer, Will Burn (WB) introduced his report outlining the contents. (See Appendix for full report)

(13) The Constitution and Operational Work Group

The Chair (PR) gave a verbal report on the development of this Work Group. He has put forward terms of reference to council for comment, and acceptance. These were accepted unanimously. (See Appendix for the Terms of Reference)

(14) BCA Membership and Demographics

TA produced a report about demographics and data collection but unfortunately, TA was unable to attend, so the Chair promoted the discussion. The following points arose from that discussion.

- Statistics not just on age but other issues will help BCA make decisions about its membership.
- P&I will take over membership analysis of a data service of all the different branches of the BCA.
- Demographic data will be published every year but should be able to opinion poll our membership more easily.
- Plans to put together a historical model to see how many cavers there have been and produce a statistical model to show the sort of waxing and waning of caving.
- Development of a national idea of what works and any looming demographic data and composition of committees and large organisations.
- The new website will facilitate the collection of data for statistical analysis and report production of demographics to influence decision making.

(15) AGM Update

The Chair (PR) described how the Exec had decided to hold an AGM despite these unusual times from the effect of Covid 19 because the Exec believe the electorate would want an AGM. It has not been a smooth process for the Exec and he apologised for mistakes, which have been made. The Exec are trying their best under the current situation and will rectify them. One important one was the issue of Group Representatives, dealt with below.

A lengthy discussion took place when the following matters arose:

- There are upto 24 reports to consider and these should be forwarded to the Secretary as soon as possible after this meeting.

- It was established that there are two Group Representatives open to election for a two year period ending in 2022 with one nomination already received. Following a vote by a majority with three abstentions, it was agreed to advertise the two Group Representative positions for nominations to be received by the Secretary until midnight on Wednesday 30th September to be voted on at the AGM.
- The election of Individual Representatives is clearer as there are currently four nominations for two positions. PR as the holder of one Individual Representative position expiring in 2021, announced he would stand down from it at the AGM leaving three positions open to election from four candidates. On a point of clarification, it was felt these positions had been open for nominations from the announcement of an interim AGM Agenda earlier in the year not to warrant further advertising.
- The election of Chair of Equipment and Techniques had been also overlooked and the proposal from the Executive to allow the incumbent, Mark Simms (MS) to continue holding the post to be co-opted at the following Council Meeting after the AGM was seconded by Nigel Atkins (NA). The proposal was accepted unanimously.
- There are 18 proposals for the AGM to consider, the Chair pointed out that the Constitution and Operations WG, chaired by him, would consider the issues raised by these proposals during the course of the Group's review. In view of this, he appealed to those submitting the proposals to withdraw them in the interests of time and efficiency.

A detailed discussion about amendments/motions from the floor resulted in a proposal not to take any amendments/motions from the floor and all voting will be undertaken electronically after the AGM – agreed with two abstentions.

It was agreed on a proposal from Linda Wilson (LW) seconded Idris Williams (IW) that upto 100 places would be available on the Zoom platform based on pre-registration also verifying current membership for those who had a reason to speak. Agreed with one against and three abstentions.

Following on from this point, everyone not wishing to attend the Zoom Meeting would have a live stream available via the BCA Facebook site to view proceedings but it will not be interactive. IT Convenor to arrange.

Clarification of amendments, proposals and motions arising from the floor.

The Chair stated he would like clarification about dealing with amendments, proposals and motions arising from the floor in the interests of the smooth running of the AGM. From the following discussion, it emerged that custom and practice was to consider:

- proposals as per those submitted in advance through established rules
- amendments as changes from the floor to those proposals already submitted
- motions are points of procedure

Succinctly, recognising the unprecedented times and situation we find ourselves in, the consensus from this meeting was the Chair had discretion to accept or reject any of the issues arising at the AGM.

The Chair specifically asked if all those in attendance this evening were in agreement with this and if there were any objections. There were no objections

(16) How we are going to vote in our post voting procedure proposed by Rostam Namaghi (RN)

An intriguing discussion and debate took place about the voting procedure with various options being considered. At the end of it, a proposal by Andrew McLeod AMcL was agreed, seconded by the Secretary with one abstention and no votes against.

See Appendix for more detail of the voting procedure

(17) Any other business

1. Council was briefed on a recent issue requiring a swift response regarding help to CHECC with training events coming up which required addressing issues to meet Covid safety requirements initially at training venues. A small working group had formed including BM, DB and the Secretary to address these matters, which included considering risk assessments and guidance. BM gave an overview of the situation to date and explained that the first target training date was only a short time away. From the discussion following this the wider implications were considered and notably to include QMC in the team.
2. A request for membership of BCA by a canyoning group was deferred as we were running out of time.
3. Next Council Meeting will be after the AGM on 4th November 2020.

The Chair closed the meeting thanking everyone for their attendance and contributions resulting in very productive outcomes.

(19) Action Plan from the 15th September 2020 Council Meeting

Issue	Who	By when	Signed off
Prepare a plan to address all potential outcomes from the CRoW legal action.	CRoW Working Group	ASAP	
Establish a Working Group to review the Constitution and Manual of Operations and produce terms of reference	Chair – Phil Rowsell	By the next Council Meeting in September	15 th September
Consider Rostam Namaghi's Voting Procedure report at the September Council Meeting	Rostam Namaghi	By the next Council Meeting in September	15 th September
Co-opt the current Equipment and Techniques Chair into post at the October council Meeting	Mark Simms	04/11/2020	
Consideration of the Canyoning Group joining BCA	Secretary	04/11/2020	
Covid group - national guidelines	Secretary	04/11/2020	
Radon group - forward plan.	GT	04/11/2020	
BCA Membership and Statistical Data - P&I to develop suitable graphs etc.	RN	04/11/2020	

The Radon Working Group Report

The Radon Working group was re-activated with the remit to update the Radon Underground document reflecting changes in the regulations relating to radon.

One of the key changes in the regulations is the need to gather an annual average of radon. To manage this a significant project conducting sampling over Spring, Summer, Autumn and Winter took place funded by the BCA, MoD, AHOEC and various regional groups/providers.

Our work is largely done, however COVID has stalled one last phase of important work sampling during Spring. This work will now take place in the Spring of 2021 at which point the document will need some minor amending. Radon Underground Version 3 is available to download from the BCA website (look under publications) together with the supporting sampling results.

As a group we are in the process of drafting an “executive summary” of the document which we hope will be of value to cavers and mine explorers to help us all assess the risk of radon exposure (and the potential risk of developing of lung cancer as a result). This work is still in progress however we hope to have it produced by the end of October.

The change in regulations highlight the need to be mindful regarding radon when exploring caves and mines, however some relatively simple steps (such as avoiding some venues during the Summer months) should assist cave and mine explorer in reducing our dose. It's worth highlighting there is no safe dose of radon, however as radon is abundant in our homes, places of work and even outdoors we cannot avoid it.

One of the key benefactors to this work has undoubtedly been those working under the Local Cave and Mine Leader Award or Cave Instructor Certificate who must comply with the regulations. That the document has been reviewed and accepted by a Radon Protection Adviser and scrutinised by HSE has not only given an added level of credibility to the document but also given the award scheme significant support. The document will be used by QMC to support award holders and providers in the years to come.

Moving forwards there's the question of the future of the working group. BCA may want to consider providing a fund for those that control access to caves and mines as well as cavers and mine explorers to enable sampling (together with advice on how to conduct the sampling) with the view to developing a data base of radon for many caves or mines across the UK.

The intension now is to hibernate (for want of a better word!) the working group until next Spring until the final round of sampling is required.

Gethin Thomas

Radon Working Group Convener

15/09/2020

Report QMC – who are we?

QMC are a BCA working group who manage and administer the BCA leader and instructor award schemes. It comprises of Chair, Deputy, the Trainer/Assessor Area Liaison Officer (ALO) for each caving region, CIC chair + one other panel member, BCA training officer, two representatives from BCA council – currently these are Phil Rowsell and Chris Boardman, a representative from the voluntary sector and a representative from AHOEC (Association of Heads of Outdoor Education Centres).

A potted history of the BCA award schemes

With the rise in popularity of caving as an adventure activity offered to young people in outdoor centres set up in the late 1960s onwards and in voluntary organisations, the NCA (as it was then) created leader and instructor award schemes to provide a common syllabus for those working in the outdoors, promoting safety and best practice.

The Local Cave/Mine Leader Award has been designed for those wishing to lead groups in specified venues, in the areas which they are familiar. Most award holders are certified to lead in a few basic venues in their local area, which they know well. Assessment of those with more experience reflects the added demands of more complex venues or the addition of other areas. Further training and assessment is undertaken for leaders who wish to work in caves with pitches; venues are restricted to caves and mines with pitches of less than 18m, with the group using ladders for ascending. The leader can opt to take an extra module, to assess their ability to use SRT for personal progression – most candidates go down this route. Thus the award, although at first glance seeming a little complex, allows candidates to get an assessment which is personalised to their needs.

Attaining a Cave Instructor Certificate (CIC) is quite a big technical ‘jump’. The CIC is aimed at experienced cavers who wish to lead clients in more complex systems – vertical or horizontal, in any of the UKs caving regions. Aspirants who wish to go down this route, require a vertical cave leader award and extensive experience prior to booking onto a training course. Individual review and action plan dictate the length and nature of consolidation, which is followed by a five day assessment with two different assessors.

In order to maintain validity of an award, instructors/leaders are required to attend an update workshop (every five years for LCMLA award holders and every 3 years for CICs), the purpose of which is to share current best practice and lessen the incidence of ‘skill fade’.

Over the years we have had well in excess of a hundred instructors going through the CIC scheme and several thousand LCMLA award holders; presently we are managing about 80 active CICs and 700+ LCMLAs. The awards have been operating now for decades, and during the interim years much of the information contained within the handbooks has become inaccurate and outdated, and the data bases which the training administrator is tasked to use, unwieldy – presently Mary Wilde is working from three separate data bases. Thus, five years ago, QMC was set up to tackle some of these issues.

Projects undertaken:

Go Membership. As far back as 2009, Mary Wilde identified that the data bases that she was struggling to work with needed to be replaced by a system which was more efficient and reliable. A working

group comprising of members from Council, IT working party and QMC set out to find an acceptable solution. The system finally chosen as the most favourable platform to operate the schemes from, is Go membership. A huge amount of work over the past few months, by QMC members – project managed by Gethin Thomas, our deputy chair – has brought this project to fruition. The final package, I think, is fantastic and a credit to the BCA. We plan to launch this new on-line system to award holders on September 7th

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Radon.

The introduction of the updated Ionising Radiation Regulations (IRR17) caused much uncertainty for award holders, with regards to their HSE responsibilities and how they could prove compliance. Thus, QMC supported the work led by the Radon Working Group, in updating the Radon Underground document, and producing guidance for recording potential radon exposure. Public Health England advised us to measure each venue used by groups which may breach safe working levels, at least four times over the year. Many Trainer/assessors volunteered to assist in placing monitors; a complex and time consuming exercise. Despite the Covid 19 lockdown interfering with the final round of sampling, we now have a bank of information which will be invaluable to award holders.

Resources.

Several CIC holders have been involved in preparing resources to support various parts of the LCMLA and CIC syllabuses. These are available on the BCA website and may be of interest not just to award holders, but to the caving population at large. They can be found in PDF format on the BCA website: <https://british-caving.org.uk/wiki3/doku.php?id=training:downloads> Currently published are: Guides to LCMLA rope-work and life-lining systems, Weather and Flooding and Water Safety. Cave geology and Hazards/Risk Assessment documents are nearing completion.

Additional modules.

A bank of work has been undertaken looking at Tyroleans, as it was recognised that CIC holders are occasionally asked for technical advice for Gorge Walking activities. Tyroleans are also occasionally found in abandoned mines. An optional training and assessment module has been produced for CICs and Vertical Cave Leaders who may have an interest in this field.

Equipment.

As changes occur in recommended use of technical equipment, we strive to stay abreast of accepted best practice, liaising with equipment manufacturers and advising award holders of developments. A recent example of this was the work done looking at belay devices which are considered appropriate for use by LCMLAs when belaying ladder pitches.

Voluntary sector subsidy.

BCA offer support to cave leaders who use their award to work in the voluntary sector. As discussed at previous council meetings we are set to launch this subsidy as a grant honouring Nigel Ball and Dave Elliot, two inspirational characters within the caver training world, who sadly passed away last year. We hope that formalising this small bursary will assist in publicising it to those who generously give their time to work with young people voluntarily.

Mines Inspectorate.

Recently, changes within HSE saw responsibility for monitoring safety of group use of abandoned mines move from AALS (Adventure Activities Licensing Service) to the Mines Inspectorate. Award holders were duly contacted by the Mines Inspectorate earlier this year with many additional complex demands. A small working party have since arranged video conferencing meetings with HSE in an attempt to find a satisfactory procedure.

Juliet Parker-Smith

QMC Chair

15/09/2020

Conservation and Access Report: Ongoing work

The terms of reference of the C&A is below, along with some notes on how I intend to fulfil them:

1. Produce guidelines and promotional materials to encourage conservation of underground environments. The body of work supporting conservation in the UK is good, but could do with some improvements, especially in terms of how it is presented online. I am thus endeavouring to update the literature available and will be involving outside expertise to do so
2. Assist regional councils when requested. It is my intention to keep in regular contact with the regional councils.

I am available at any time and aim to be prompt in my response.

3. Campaign nationally to encourage conservation and improved access in line with BCA policy and constitution. We will support the current relevant campaigns. In my opinion, it is (currently) hard to persuade non-cavers, including various government bodies and NGOs, that caving is of value to the wider community.

I intend to collect and collate data and material so that we may be more persuasive when we argue this.

My aim is fair, equal access for all sections of the caving community, an issue I intend to pursue.

4. Undertake other conservation or access related work as may be agreed by the committee. Addressed on an ongoing basis.

It should be noted that I won't be doing this alone: I am happy to work with others and very open to suggestions.

Will Burn
(Acting) Conservation and Access Officer
conservation@british-caving.org.uk

15/09/2020

Terms of Reference

for the

Constitution and Operations Working Group

i. Purpose

- i. The aim of the group is to conduct a complete review of the BCA Constitution and BCA Manual of Operations and re-write both documents for ratification at BCA council, and subsequent presentation to the 2021 AGM.
- ii. An additional aim is to produce roles and responsibilities / help guides and minimum expectations for key officers (to assist them when new to their post).

ii. Membership

- i. Members are to be invited by the Constitution and Operations Officer.
- ii. The convenor of the group will be the Constitution and Operations Officer.
- iii. Membership should be reviewed on an annual basis and its members re-invited.
- iv. There will not be any restrictions on numbers in these terms of reference, to allow it to reach an organic operable size.

iii. Accountability

- i. The Constitution and Operations Officer will report back to Council at meetings.
- ii. There will be quarterly reports detailing the working group's activities and progress.
- iii. Complaints are to follow BCA procedure and brought to Council.

iv. Review

- i. The re-written documents will be presented to council two meetings prior to the 2021 AGM for consideration, discussion and ratification. On ratification to be presented to the 2021 AGM for member acceptance.

v. Methods

- i. Focus groups will be formed to look at specific parts of both documents and bring their ideas to the working group for discussion and agreement.
- ii. Official meetings will occur by whatever suitable medium at least quarterly with regular discussions between members of the working group occurring in between.
- iii. The minutes will be published on the BCA website promptly.
- iv. The convenor of the group will prepare the agenda.

Phil Rowsell

Constitution and Operations Working Group Convenor

15/09/2020

BCA Membership and Demographics

An explanation of the electronic voting system

Multiple non-transferable vote, plus one addition to allow people to 'vote against'. Where only one position is available, multiple non-transferable vote become First Past the Post. The same will apply for single and multiple position ballots with one vote per available position, which is indicated with a cross. Added to the ballot paper is 'leave position vacant' to allow 'voting against'.

Single position example:

If there is only one position available (e.g. for the Chair) either mark zero checkboxes (abstaining) or vote for a candidate (by marking with a cross). A 'leave position vacant' option is added; one per position available is needed. An explicit 'abstain' option is also available.

The ballot would look like this:

Vote by marking your chosen candidate with a cross. You can vote ONCE.

You do not have to vote. If you would like to vote against all candidates, you can vote to 'leave the position vacant'.

For the position of BCA Chair:

Candidate 1 []

Candidate 2 []

Candidate 3 []

Abstain []

Leave position vacant []

In this case, anyone who doesn't vote is treated as an abstention and the 'Leave position vacant' is treated as if it were a candidate.

The candidate with the most votes wins.

If 'Leave position vacant' receives more votes than all candidates, then the position is left vacant.

Multiple position example:

If there are multiple positions available (e.g. for the individual member representatives) you can vote up to once per position available. For example, if there were three individual member representative positions available, you could vote 0, 1, 2 or 3 times, marking each with a cross. One 'leave position vacant' box per position available is added, so for three positions available there would be three boxes to check. One 'abstain' box per position is also added.

The ballot (for three positions) would look like this:

Vote by marking your chosen candidate(s) with a cross.

You can vote UP TO THREE times.

You do not have to vote.

If you would like to vote against candidates you have not voted for, you can use your remaining votes to vote to 'leave the position vacant' options.

For the positions of Individual Member Representative (three available):

Candidate 1 []

Candidate 2 ☐

Candidate 3 ☐

Candidate 4 ☐

Candidate 5 ☐

Abstain ☐ ☐ ☐

Leave position(s) vacant ☐ ☐ ☐

In this case, anyone who doesn't vote is treated as an abstention, and the three 'Leave position vacant' boxes are treated as if they were three imaginary candidates.

The first imaginary candidate gets a vote from the first time people vote for 'leave positions vacant' (i.e. where people tick at least one of the three checkboxes), the second imaginary candidate gets a vote from the second time people vote for 'leave positions vacant' (i.e. where people tick at least two of the three checkboxes) and the third imaginary candidate gets a vote from the third time people vote for 'leave positions vacant' (i.e. where people tick at least three of the three checkboxes).

Therefore, if people like the first two of the candidates, but dislike the other three, they can vote for the first two then use their third vote for 'Leave position vacant'.

If almost everyone did that, the end ranking might be:

- 1: Candidate 1
- 2: Candidate 2
- 3: Leave position vacant (first)
- 4: Candidate 3
- 5: Candidate 4
- 6: Candidate 5
- 7: Leave position vacant (second)
- 8: Leave position vacant (third)

You would thus elect Candidates 1 and 2, but since more people voted to leave a position vacant than voted for Candidates 4 and 5, they are not elected. The result could also be:

- 1: Candidate 1
 - 2: Leave position vacant (first)
 - 3: Candidate 2
 - 4: Candidate 3
- etc.

Candidates 1 and 2 should still be elected (anyone in the top 3 is elected). This could happen if everyone voted Candidate 1, Candidate 2, Leave position vacant except for one person who voted Candidate 1, Leave position vacant, Leave position vacant. In this case most people are voting against Candidates 3+ and that is what the high 'leave position vacant' result means, so Candidate 2 still deserves to be elected.

Short summary: Multiple non-transferable vote where up to one vote per position available for voting and there is no requirement to vote. One imaginary candidate per position available is added and voted for in order (i.e. the third can only be voted for if the first and second have also been voted for), and you elect the top three results. A victory by an imaginary candidate indicates that a position will be left unfilled.

Andrew McLeod 15/09/2020