Community Pharmacy IT Group: 2021 Chair and Vice Chair Elections

About CP ITG: The Group was formed in 2017 by PSNC, NPA, RPS, CCA and AIMp. The meetings are attended by members representing the five organisations and representatives from pharmacy system suppliers, NHSBSA, NHS Digital, NHSE&I, and NHSX. Further information on the group can be found on the PSNC website.

Terms of Reference

CP ITG Terms of Reference set out that regular elections for Chair and Vice Chair will occur:

"Chair and Vice Chair
2a. At its first meeting, the Representatives or their deputies shall appoint a Chair and a Vice-chair from amongst the Representatives, by simple majority vote. The Chair and Vice-chair will remain in post for TWO years, after which time the representatives will again appoint a Chair and Vice-chair from amongst the Representatives.

Voting process

Planning for the vote:

1. Nominations will open on 13th May 2021. Group members may contact the secretariat (Daniel.Ah-Thion@psnc.org.uk) after this point if standing or nominating a member (for one/both positions), or can stand/nominate at the meeting where the vote will take place. Candidates may stand for one or both of: Chair and Vice Chair.
2. A group voting member's meeting will occur just after the main CP ITG June 2021 meeting.
3. Group members will be updated and reminded about the election at least a few times before the meeting and again at least one week before the vote they should be advised that:
   o if they cannot vote anonymously, they may cast a private vote electronically (e.g. via email to the secretariat or within a private call to the secretariat. The vote will be treated anonymously.
   o People standing for election will be asked to share a brief written statement by email and/or via the Zoom chat feature, and will be able to make a brief verbal statement during the election meeting. Statements should relate to chairing experience, and pharmacy IT.

The vote for the chair:

a) Final nominations will be collected by the secretariat.
b) The vote for the position will occur first by a separate vote.
c) The secretariat will issue ballot papers to group members electronically so that they are able to cast a private vote (via private Zoom poll, or via receipt of a call or electronic message (e.g. email, or text message to the secretariat). The vote will be treated as anonymous.
d) In the event of a draw, if there are more than three candidates for a position then there will be a further vote for the two candidates with the most votes.
e) The position will be filled.

The vote for the Vice Chair will take place after the vote for the Chair. The CP ITG ToR also set out that *"The Chair and Vice-chair shall not be from the same Member organisations"*.

f) Final nominations will be collected by the secretariat for the position of Vice Chair. The process will be used as above (a-e).
g) Group members can nominate another person to vote by informing the secretariat that this will be done (e.g. group members that rarely attend the meeting may nominate a person that regularly attends the meeting).