

BF Election Timeline Chart for 2025 Election - (AGM date: Saturday 18th October 2025 – to be confirmed)

		← Total minimum lead time – about three-and-a-half months →						
		<QD to CD must be at least 30 working days, at most 3 months>						
		↓ Min 1 Month ↓↓		Max. 15 wkg. days		↓↓ Min 15 wkg. days ↓		
Board Meeting (or offline approval)	Announcement of the Nomination Date, the Qualifying Date & the Closing Date	Nomination Date (by which nominations must be received)	Qualifying Date (on which you must be a member in order to vote)	Nomination Committee Meeting	Dispatch of Ballot Papers	Closing Date for voting.	Candidates notified of result of ballot	and result published on BF website
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.
(Agreed in writing) 30th May 2025	Announcement of ND, QD & CD: 3rd June Civica to distribute Nomination Forms at latest by 17th June	Nomination Date: Wednesday 16th July	Qualifying Date: also Wednesday 16th July	Date: Wednesday 23rd July	Last date for dispatch of ballot papers: Tuesday 5th August	Closing date for voting: Tuesday 9th September	Eg if Head Office notified on 10th September, candidates to be informed no later than 19th September.	Announcement of Results: Eg if results to Candidates: by 19th September Results posted on BF website by 23rd September)