

## **Royal Geographical Society (with IBG) Postgraduate Forum – Process for Elections**

Please refer also to the most recent version of the Postgraduate Forum's constitution, last updated in January 2019. These notes accompany that document and are intended to provide further guidance on the process and timeline for elections to the committee of the RGS-IBG Postgraduate Forum.

### **The Committee**

The Postgraduate Forum (PGF) is comprised of all current Postgraduate Fellows of the RGS-IBG, along with other postgraduates who have chosen to join the group directly. More information about how to join the Society as a Postgraduate Fellow, along with details of the benefits of membership, is available here: <https://www.rgs.org/join-us/postgraduate-fellowship/>.

The PGF elects from among its membership a committee, who then direct, support, and organise the work of the PGF. Its activities include organising events such as the mid-term conference and PGF-ACTS, sharing news and updates with PGF members, and representing postgraduates within the RGS-IBG, and so on. Elected committee members must be current Postgraduate Fellows of the RGS-IBG.

Some committee roles, such as Chair and Secretary, are specified in the PGF constitution. The committee can also co-opt additional ordinary members into specific roles, without these needing to be added to the constitution. We (RHED) recommend that where the PGF is looking to add new and/or particularly innovative roles to the committee, they contact RHED first for guidance and support.

Terms on the PGF committee last for one year, and run from one PGF AGM to the next (i.e., from spring to spring). For some roles, such as PGF-ACTS organiser or annual conference sessions coordinator, we recommend that these be considered two-year roles and that there are two people serving in that role at any one time, offset by a year. That is, for example, you first join the committee as 'junior' PGF-ACTS organiser, supporting the 'senior' PGF-ACTS organiser in the role, and then taking over as 'senior' organiser in your second term of office. This allows the new person to join the committee when preparations are already underway for one annual conference, to learn from the experience of their paired committee member, and then to carry that experience over to leading on organising the event the following year.

Committee members are permitted to stand for up to four terms of office. Committee members can also move between roles on the committee (e.g. a year as mid-term organiser, followed by a year as Secretary or as Chair, and so on).

Prior to their election, the Chair should have already served for at least one term on the PGF committee in another role. The Chair also takes a position as Postgraduate Representative on the RGS-IBG Council, from June following their election at the AGM. They must be a current Postgraduate Fellow of the RGS-IBG.

### **The AGM**

Elections to all committee roles are held around the PGF Annual General Meeting (AGM), which takes place at the PGF mid-term conference, held in March/April each year at a

different host university. The organisers of the mid-term conference must include a suitable slot of at least an hour in the conference timetable for the AGM. We (RHED) also recommend that this not take place at the very end of the conference.

All vacant positions should be advertised in writing (electronically is fine) at least 30 days prior to the AGM. The PGF should post a notice of election on the PGF website and disseminate information via social media. The RGS-IBG will also share the notice of election through their channels.

Prospective candidates for election should submit a nomination to the current Chair and Secretary, including details of the role they are standing for, a short statement of why they believe themselves to be suitable for the position (100-200 words), and details of two supporting Postgraduate Fellows. (Self-nominations are fine, but should still be accompanied by details of an independent proposer and seconder). These nominations can be received prior to the AGM or during the AGM itself.

At the AGM, hustings will take place, in which all candidates should speak briefly as to why they are standing for the role. An electronic election will then be held online subsequent to the AGM, supported by RHED at the Society. The online poll will include copies of the submitted statements by all candidates for roles. This will open on the next working day following the AGM and remain open for 10 days. Details of the election will be circulated widely by the PGF and by the Society. Current Postgraduate Fellows of the RGS-IBG can vote.