



Cleveland Bay Horse Society

Registered Charity No. 293872
Registered Company No. 00022866

Bents Farm
Braithwaite
Summerbridge
Harrogate
HG3 4AN

Telephone: 07895 535147
Email: clevelandbayoffice@gmail.com
Website: www.clevelandbay.com

COUNCIL MEMBER NOMINATION PACK

Nomination for Election to the Council of the Cleveland Bay Horse Society

Welcome

Thank you for your interest in standing for election as a Council Member of the Cleveland Bay Horse Society. This nomination pack provides the information and documentation required to nominate a member for election to the Council of the Cleveland Bay Horse Society. Candidates are encouraged to read all guidance carefully before completing the enclosed forms.

Contents

1. Guidance Notes
2. Council Member Nomination Form
3. Council Member Code of Conduct Agreement



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GUIDANCE NOTES

1. Introduction

Council Members are responsible for the strategic direction, governance and long-term sustainability of the Society. They are responsible for ensuring that the Society fulfils its charitable objectives, operates in accordance with its governing documents and continues to protect, conserve and promote the Cleveland Bay Horse.

The Society welcomes nominations from members with a broad range of skills, knowledge and experience who are committed to supporting the long-term conservation, promotion and development of the Cleveland Bay Horse and the effective governance of the Society.

As the Society is both a registered charity and a company limited by guarantee, Council Members also undertake the legal responsibilities of charity trustees and company directors.

2. Eligibility

To stand for election you must:

- be a current member of the Cleveland Bay Horse Society;
- be committed to serve as a Council Member if elected;
- be eligible to act as both a charity trustee and a company director under current UK legislation;
- be willing and able to complete at your own expense, any identity verification required under UK legislation for your appointment as a company director;
- be prepared to comply with the Society's governing documents and policies, including the Council Member Code of Conduct.

3. Term of Office

Council Members are normally elected for a term of three years in accordance with the Society's Articles of Association.

4. Responsibilities of Council Members

Council Members are expected to:

- act in the best interests of the Society at all times;
- comply with the Society's Articles of Association, Rules and Regulations, Social Media Policy, and other governing documents;
- attend Council meetings regularly and contribute positively to discussion and decision-making;
- prepare for meetings by reading papers circulated in advance;
- maintain confidentiality where appropriate;
- declare any actual or potential conflicts of interest;
- support decisions made collectively by Council; and
- promote the charitable aims, objectives and reputation of the Society.

If a Council Member fails to attend three consecutive Council meetings without reasonable cause, they will vacate their position on Council.

5. Submission of Nominations

A completed nomination must include:

- a completed Council Member Nomination Form;
- a signed Council Member Code of Conduct Agreement; and
- any additional documentation requested by the Society.



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GUIDANCE NOTES

(continued)

Completed nomination packs must be received by the Society Office no later than the published closing date.

Incomplete nominations or nominations received after the published closing date may not be accepted.

6. Data Protection

Data provided in this nomination pack shall be processed in accordance with the Society's Privacy Notice, which can be found on the CBHS website (www.clevelandbay.com), and applicable UK data protection legislation.

7. Completing and Returning This Form

Please complete all sections in full. The form may be completed electronically or by hand and returned to CBHS, Bents Farm, Braithwaite, Summerbridge, Harrogate, HG3 4AN, or by email to clevelandbayoffice@gmail.com.

Which information is published to members

The candidate name and sections D, E, F, G and H (background, previous council service, skills and experience, contribution to council workload, and personal biography) WILL be circulated to members with the election papers. Information in section B, and the eligibility sections is for administrative purposes only and will not be published.



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COUNCIL MEMBER NOMINATION FORM

Candidate, Proposer, Secunder and Eligibility Details

Section A – Candidate Details

Name:		Membership No:	
Address:			
Telephone:		Email:	

Section B – Nomination (Proposer and Secunder)

Proposed by:		Membership No:	
Signature:		Date:	
Secundered by:		Membership No:	
Signature:		Date:	

Section C – Eligibility (not published – for administrative use)

- ☐ I am a current, fully paid-up member of the Cleveland Bay Horse Society.
- ☐ I am committed to serve as a Council Member if elected.
- ☐ I confirm that I am eligible to serve as a charity trustee under current legislation and am not disqualified from doing so.
- ☐ I confirm that I am eligible to act as a company director and am not disqualified from doing so under the Companies Act 2006.
- ☐ I am willing and able to carry out identity verification at my own expense, as required under UK law for company directors.
- ☐ I have declared any actual or potential conflicts of interest below.
- ☐ I have read and agree to be bound by the CBHS Council Member Code of Conduct Agreement set out at the end of this pack.



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COUNCIL MEMBER NOMINATION FORM

Nomination Form (continued)

Details of any actual or potential conflicts of interest (if none, please leave blank):

Information for Candidates

The information contained within Sections D, E, F, G and H will be circulated to members with the election papers.

Section D – Candidate Background

Please tick all that apply.

- | | |
|--|--|
| ☐ Pure Bred Breeder | ☐ Part Bred Breeder |
| ☐ Part-bred Owner | ☐ Stallion Owner |
| ☐ Mare Owner | ☐ Exhibitor |
| ☐ Judge | ☐ Society Volunteer |
| ☐ Other (please specify): | <div></div> |

Please provide a brief summary of your involvement with Cleveland Bay horses and with the Cleveland Bay Horse Society.

Maximum recommended length: 300 words.



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COUNCIL MEMBER NOMINATION FORM

Section E – Previous Council Service

Have you previously served on Council?

☐ Yes

☐ No

If yes, meetings attended in last term:

out of

meetings held

Please summarise your principal contributions during your previous term:

Maximum recommended length: 300 words.



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COUNCIL MEMBER NOMINATION – CANDIDATE STATEMENT

Section F – Skills and Experience

Please describe the knowledge, skills and experience that you would bring to the Council of the Cleveland Bay Horse Society.

You may wish to include experience gained through:

- breeding or owning Cleveland Bay horses;
- business, charity or commercial organisations;
- finance, legal or governance;
- marketing, communications or public relations;
- fundraising or sponsorship;
- education, training or mentoring;
- event management;
- project management;
- volunteer leadership; or
- any other experience that you believe would benefit the Society.

Maximum recommended length: 500 words.



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COUNCIL MEMBER NOMINATION – CANDIDATE STATEMENT (continued)

Section G – Contribution to Council Workload

If elected, how do you hope to contribute to the work of Council during your term of office?

You may wish to outline:

- the areas of the Society's work in which you have a particular interest;
- priorities you believe are important;
- how you intend to contribute to the work of Council and its committees; and
- how your experience will assist the Society in achieving its charitable objectives.

Maximum recommended length: 500 words.



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COUNCIL MEMBER NOMINATION – CANDIDATE STATEMENT (continued)

Section H – Candidate Statement / Biography

Please provide a personal statement for circulation to members with the election papers.

This statement should introduce you to the membership and may include:

- your involvement with Cleveland Bay horses;
- your involvement with the Society;
- your reasons for standing for election; and
- any other information you consider relevant to your nomination.

Maximum recommended length: 500 words.



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COUNCIL MEMBER NOMINATION FORM

Candidate Declaration

I declare that the information provided in this nomination pack is true and complete to the best of my knowledge. I agree to stand for election as a Council Member of the Cleveland Bay Horse Society and, if elected, undertake to comply with the Society's Articles of Association, Rules and Regulations, Code of Conduct, and applicable charity and company law, including any identity verification requirements applicable to company directors. I understand that, if elected, my appointment is subject to any legal requirements applicable to charity trustees and company directors.

Signature: _____

Date:

Print name:

Office Use Only

- ☐ Membership confirmed
- ☐ All sections completed
- ☐ Eligibility confirmed
- ☐ Proposer verified
- ☐ Secunder verified
- ☐ Nomination accepted

Confirmed by:

Date received:



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CODE OF CONDUCT AGREEMENT

Trustee Code of Conduct – The Cleveland Bay Horse Society

Purpose

This Code of Conduct outlines the standards of behaviour expected of Council Members, as Trustees, of The Cleveland Bay Horse Society. Council Members are entrusted with the stewardship of the Society and are expected to act with integrity, diligence, and in the best interests of the organisation and its beneficiaries.

Responsibilities

Council Members shall:

1. Legal and Governance Compliance

- Act in accordance with the Society's governing documents and all applicable laws and regulations.
- Maintain a thorough understanding of the legal framework and constitutional provisions governing the Society.

2. Duty to the Organisation

- Prioritise the best interests of The Cleveland Bay Horse Society as a whole.
- Avoid actions or statements that may bring the Society into disrepute.

3. Conflict of Interest Management

- Declare and appropriately manage any actual or potential conflicts of interest.
- Refrain from deriving personal financial or material gain from their position unless explicitly authorised.

4. Confidentiality

- Respect and maintain the confidentiality of sensitive information relating to the Society, its Council / Committees, and its Members, and all stakeholders.
- Understand and uphold confidentiality obligations in practice.

5. Organisational Knowledge

- Maintain an up-to-date and comprehensive understanding of the Society's operations, objectives, and external environment in which it operates.

6. Engagement and Attendance

- Attend scheduled meetings and appointments or provide timely apologies when unable to do so.

7. Preparation and Diligence

- Review meeting materials in advance and seek clarification on any matters requiring further understanding.
- Contribute thoughtfully and constructively to discussions and decision-making processes.

8. Participation and Conduct

- Engage actively in meetings through discussion, debate, and voting.
- Demonstrate respectful listening, constructive challenge, and collegial collaboration.

9. Collective Decision-Making

- Support decisions made collectively by the Council, regardless of personal stance.
- Refrain from acting independently unless specifically authorised.



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CODE OF CONDUCT AGREEMENT

Trustee Code of Conduct (continued)

10. Respect and Inclusivity

- Foster a culture of respect, inclusivity, and professionalism.
- Recognise and honour diverse perspectives, roles, and boundaries.

11. Transition and Handover

- Upon resignation or retirement, return all Society-related materials.
- Provide a written summary of ongoing matters and relevant contacts to ensure a smooth transition.

Commitment

Council Members are expected to uphold both the letter and spirit of this Code of Conduct in all aspects of their role.

Signature: _____

Date:

Name: