

## The following by-laws were passed at the AGM on 8<sup>th</sup> April 2017 (Bristol):

### 1. Succession planning

#### BALEAP Chair

**Current situation** – BALEAP Chair (Deputy Chair). The BALEAP Chair takes on the deputy role prior to and following their tenure as Chair. Total commitment is therefore 5 years with 3 years in the role of Chair. The BALEAP Chair is proposed and elected by the BALEAP membership as with most executive roles.

**Proposal** – Name change from Deputy Chair to Incoming Chair and Outgoing Chair to reflect variations in the role. The BALEAP Chair is elected from the BALEAP membership the year before they undertake the role.

**Rationale for change** – To clarify the nature of the learning and supporting nature of the role at the beginning and end of the term.

#### BAS Chair

**Current situation** – The current BAS Chair has been re-elected for a further 2 years (the maximum length of a second term as currently stated in the BAS handbook). Currently, there is no succession planning for this role.

The BAS Chair is proposed by the active cohort of BAS assessors and must be from amongst this number. The BAS Chair is then elected by the wider BALEAP membership.

**Proposal** – For the purpose of succession planning there should be an overlap of one year between the incoming and outgoing BAS Chair. The incoming BAS Chair must be elected one year prior to undertaking the role so they can shadow. The second term for BAS Chair to be changed to 3 years to be in line with all other roles on the executive committee.

**Rationale for change** – Succession planning.

#### TEAP Officer

**Current situation** – The TEAP Officer is nominated from and elected by the wider membership. The TEAP Officer can put themselves forward for a second three-year term.

**Proposal** – The TEAP Officer should be nominated from within the pool of TEAP Scheme Fellows and Senior Fellows. For the purpose of succession planning there should be an overlap of one year between the incoming and outgoing TEAP Officer. The incoming TEAP Officer must be elected one year prior to undertaking the role so they can shadow. The TEAP Officer can stand for a second term.

**Rationale for change** – As with the BAS scheme, this role requires a particular knowledge base and as we now have a core of members with Fellow or Senior Fellow TEAP accreditation it is proposed this would normally be the pool for TEAP Officer nominations.

### 2. Quorum

The quorum for the transaction of business of the Executive is to be fixed at one half plus one (or rounded up to the next full number, according to Article 17.3).

### 3. Expenses

BALEAP follows the guidelines provided by the Charity Commission for England and Wales:

Guidance – Trustee expenses and payments (CC11)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/590642/CC11.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/590642/CC11.pdf)

That is, BALEAP covers reasonable costs for travel, accommodation and subsistence to enable the execution of essential activities for the running of the charity. The treasurer shall provide new members with a benchmark of what is reasonable.