**V1**

**National Rifle Association**

**Guide to Procedures for Meetings, Elections, Selection and Appointments**

**Adopted by Council on 17th August 2024**

1. **Introduction**
   1. It is important that the NRA follows published procedures and processes to promote transparency and good governance.
   2. This Guide is designed to assist those responsible for organising meetings and recruiting, selecting or appointing (together referred to in the Guide as “engaging”) employees, Trustees and members of General Council and its Principal Committees.
   3. Words and expressions defined in the Second Schedule have the same meaning in this Guide. References to paragraph numbers in footnotes are to paragraphs of the Second Schedule.
   4. This Guide has been prepared in light of *Finding new trustees: what charities need to know (CC30)* published by the Charity Commission and will be updated from time to time to reflect learning and best practice.
2. **General Matters**
   1. This section applies to all engagements undertaken by the NRA. It does not apply to the National Shooting Centre Limited. The terms of the Second Schedule take precedence over anything in this Guide and prevail over this Guide if there is any inconsistency.
   2. The Guide reflects the commitment of the NRA to have an open and fair recruitment and election processes which are of paramount importance in fostering a diverse and inclusive workforce, promoting equal opportunities, and ensuring meritocracy in organisations. By embracing transparency and inclusivity throughout the recruitment process, the NRA aims to tap into a wider talent pool and harness the power of diverse perspectives, experiences, and skills.
   3. It is important that there is a “job description” for every engagement or recruitment, from volunteers to Trustees. A well-crafted job description and personal specification are crucial elements in and open and fair recruitment process, serving as a roadmap for attracting and selecting the most suitable candidates. This applies whatever the role and regardless of the size of the electorate.
   4. A comprehensive job description clearly outlines the roles, responsibilities, and expectations associated with a particular position. It provides potential applicants with a clear understanding of the expectations and requirements, enabling them to assess their fit and suitability for the role prior to applying. Furthermore, a personal specification outlines the essential skills, qualifications, and attributes required of candidates. It helps the NRA to assess applicants objectively and ensures that selection decisions are based on merit.
   5. All selections and appointments (but not recruitment) involve General Council. General Council only meets three times each year and it is important that all selection and appointment processes are timed so they can be announced at a General Council Meeting. The current practice of General Council is to elect and approve candidates by electronic ballot so that all members have an opportunity to vote.
   6. This Guide does not cover the use of external recruitment agents. In many cases the cost of this will not be worthwhile but it should be considered by Council in each case, especially for major roles.
   7. To assist in ensuring the process is fair, it will often be appropriate to limit information such as CVs and application forms to the members of the working group formed to deal with the relevant engagement. However, Council does not have the power to prevent any Trustee obtaining any document or information relating to the charity. Trustees who obtain documents and information should not advocate in support of any candidate and should make all comments in writing to the chair of the working group in the interests of transparency.
   8. Is important that timetables are published and followed. For example, allowing late applications is not fair to those who have complied with the time limits.
   9. Candidates should be informed that failure to complete application forms in full in the manner specified in the form is likely to result in the application being rejected. This is to avoid candidates not completing an application form because they believe they are so well-known that the application form would not be of value or not observing requirements such as word limits.
3. **Electronic Ballots**
   1. Electronic ballots are used wherever possible to make it as easy as possible for the relevant constituency to vote. Paper ballots are sent to any person who has not provided an address for electronic communication[[1]](#footnote-1).
4. **Trustee Recruitment**
   1. Charity Commission guidance makes it clear that existing trustees are responsible for the recruitment of new trustees. Trustees of charities that employ staff can delegate some aspects of recruitment to staff, but they must ensure that they retain overall responsibility and control of the recruitment, selection and induction processes.
   2. In recruiting new trustees, the existing Trustees must act in the best interests of the charity. In order to ensure this is the case, and that they are in a position to explain to new Trustees what is required of them, existing Trustees need to be clear in their own minds about the purposes and aims of the charity, as well as their broader duties and responsibilities as trustees. A clear job description and personal skills specification are an integral part of this process. The Trustees will also have a current Skills Audit to identify desirable skills in a candidate.
   3. The Trustees have no control over the selection of ex officio Trustees, as ex officio Trustees are selected by the relevant Principal Committee under the powers given to them in the Second Schedule. The Trustees are responsible for ensuring that the members of the Committee electing an ex officio Trustee are aware of the needs of the charity and that the candidates for election have the same information on their role and responsibility as a Trustee as if they have been selected by the Trustees. It is prudent for each Principal Committee to vet candidates to ensure that each candidate is qualified to hold the position of Trustee. A Chairman of a Principal Committee who was not qualified to act as a Trustee would still hold the post of Chairman (since the Second Schedule does not impose any restrictions) but would not be able to act as a member of Council.
5. **Publicity**
   1. The starting point is that all vacancies should be advertised in the Journal, on the website and by email to the constituency for the election or other process. Vacancies for Chairman and Treasurer should be advertised to all NRA members to ensure the widest pool of candidates.
6. **Vetting** 
   1. All candidates for Trustee positions must be vetted in line with Charity Commission Guidance. The Secretary General is responsible for organising the vetting process. The purpose of vetting is to identify any risks to the NRA that might arise from engaging the candidate, especially financial and reputational risk. The vetting process is not intended to be used to promote any candidate.
   2. The vetting will include:
7. Disclosure & Barring Service (Basic) search;
8. Bankruptcy search;
9. Crown Court Judgment search;
10. Google search;
11. Social media review;
12. Companies House Register of Disqualified Directors;
13. NRA Membership Database; and
14. Candidate Materials.
15. **Candidate Materials**
    1. Each candidate for election may provide a curriculum vitae in a form approved by Council from time to time including a photo if desired. The Secretary General will review each CV to ensure that it complies with the requirements of the form eg word count, but the NRA is not responsible for the contents of the CV and will not check any statements made by a candidate. Each candidate is solely responsible for the contents of the CV submitted by that candidate. No candidate is required to provide a CV but it is good practice to provide one as part of good governance.
    2. The Secretary General shall circulate each CV to the relevant electorate. Council may vary the word count from time to time, but it shall be the same for each election so that each candidate in that election is allowed the same number of words. Council may also specify different word counts for CVs used in different circumstances. For example, the word count for a CV to approve a Co-opted Trustee appointment may be longer because members of General Council may be unfamiliar with the person proposed for co-option. Candidates will also receive any documents they are required to sign if they are selected eg confidentiality undertakings.
16. **Conflicts of Interest**
    1. All candidates should be asked to declare actual or potential conflicts of interest. To assist candidates, we should explain what an “actual or potential conflict of interest” means and provide examples so that people properly understand what needs to be declared.
17. **Dates and Timings**
    1. All dates and timings for elections may be set by Council except those that are specified in the Second Schedule.
18. **Team Captain Selection**
    1. The selection of Captains of Touring Teams is dealt with in a separate document and is not covered by this Guide.

**ELECTIONS AND APPOINTMENTS**

**Co-option of Trustees**

|  |  |
| --- | --- |
| **Step** | **Timetable** |
| Council appoints a working group to conduct the selection process | D-90 |
| Council approves a job description and application pack[[2]](#footnote-2) prepared by the working group | D-70 |
| Job description is published by the Secretary General as directed by the working group | D-60 |
| Working group reviews all applications and short-lists candidates for interview | D-50 |
| Working group notifies those applicants who are not being interviewed | D-40 |
| Working group holds interviews using standard interview questions | D-45 |
| Working group prepares a written recommendation for circulation to Council | D-21 |
| Council meeting to select the Co-opted Trustees to put forward for approval | D-14 |
| Electronic ballot of General Council to approve the Co-opted Trustees commences | D-Day |
| Ballot closes | D+14 |
| The Chairman notifies the successful applicants that they have been appointed | D+17 |
| Each co-opted Trustee attends a Trustee Induction | D+30 |

**Elections to Council by General Council**

|  |  |
| --- | --- |
| **Step** | **Timetable** |
| Announce vacancies and invite applications | D-90 |
| Council approves a job description and application pack[[3]](#footnote-3) | D-45 |
| Applications close | D-30 |
| Applications are vetted to ensure applicants are able to serve as trustees eg can make all necessary applications | D-21 |
| Ballot of General Council to elect candidates is launched | D-day |
| Ballot closes | D+14 |
| Announcement of ballot results | D+16 |

**Election of Chairman and Treasurer by General Council**

|  |  |
| --- | --- |
| Announce vacancy and invite applications by email to all NRA members | D-120 |
| Applications close | D-30 |
| Applications are vetted to ensure applicants are able to serve as trustees eg can make all necessary applications | D-21 |
| Ballot of General Council to elect candidates is launched | D-day |
| Ballot closes | D+14 |

**Elections to General Council by NRA Members**

|  |  |
| --- | --- |
| Announce vacancies and invite applications with job description of relevant GC position | Advertise in Winter & Spring Journals and on NRA website.  Email all NRA members by 31/01 |
| Applications close | 30th April |
| Ballot of General Council to elect candidates is launched | D-Day(by 31st May) |
| Ballot closes | 15th July |
| Announcement of ballot results | Close date + 2 |

**Co-option to General Council**

|  |  |
| --- | --- |
| Ballot of General Council to approve co-option is announced | D-day |
| Ballot closes | D+14 |
| Announcement of ballot results | D+16 |

**CONDUCT OF MEETINGS**

Meetings are conducted in accordance with the rules set down by Council, the General Council or the relevant Committee. Each such body has the power to set its own rules for the conduct of meetings, except to the extent Council has mandated the use of a particular rule or the Second Schedule specifies a rule. The tables in this section are a recommendation from Council as to best practice.

**General Council Meetings**

|  |  |
| --- | --- |
| General Council determines dates for meetings | Last General Council meeting in preceding year |
| Email to all NRA members notifying them of the meeting and inviting them to send questions to GC members | D-45 |
| Closing date for Agenda items | D-14 clear days[[4]](#footnote-4) |
| Agenda and documents circulated | D-5 clear days[[5]](#footnote-5) |
| Meeting held | D-day |
| Draft Minutes circulated | D+14 |
| Minutes Approved | D+28 |
| Minutes posted on website and emailed to Council and General Council | D+30 |

**Council Meetings**

|  |  |
| --- | --- |
| Agenda and supporting documents circulated | D-14 |
| Meeting held | D-day |
| Draft minutes circulated | D+14 |
| Minutes approved | D+21 |
| Open Session minutes posted on website and emailed to General Council | D+30 |

**Membership Committee Meetings**

|  |  |
| --- | --- |
| Agenda and documents circulated | D-14 |
| Meeting held | D-day |
| Draft minutes circulated | D+14 |
| Minutes approved | D+30 |
| Minutes circulated to Council and General Council | D+45 |

**Shooting Committee Meetings**

|  |  |
| --- | --- |
| Agenda and documents circulated | D-14 |
| Meeting held | D-day |
| Draft minutes emailed to attendees | D+14 |
| Minutes approved | D+30 |
| Minutes emailed to Council and General Council | D+45 |

**Annual General Meeting**

|  |  |
| --- | --- |
| Date for AGM set by Council | Last meeting in preceding year |
|  |  |
| Annual Accounts published | D-30 |
| Date of AGM published by email, website and Journal[[6]](#footnote-6) | Advertised in Winter & Spring Journals & NRA website  Email to all NRA members by 31/12 and reminder 31/3 |
| Closing date for written questions | D-14 |
| Agenda circulated | D-14[[7]](#footnote-7) |
| Meeting held | D-day |
| Draft minutes circulated to Chairman, Treasurer and Secretary General for approval | D+14 |
| Minutes signed and posted on website | D+30 |

**Bisley General Meeting**

|  |  |
| --- | --- |
|  |  |
| Date of BGM published by email, website and Journal | Advertised in Winter & Spring Journals & NRA website  Email to all NRA members by 31/12 and reminder 31/3 |
| Agenda posted on Noticeboard | First Saturday of Imperial Meeting[[8]](#footnote-8) |
| Meeting held | D-day (last Wednesday of the Imperial Meeting) |
| Draft minutes circulated to Chairman, Treasurer and Secretary General for approval | D+14 |
| Minutes signed and posted on website | D+30 |

**EMPLOYMENT**

**Recruitment of Employees**

The decision to recruit a new NRA employee is made by the Secretary General. Council encourages the Secretary General to consult Council in relation to recruiting members of the senior management team. All staff are employed by the NRA and are seconded as needed to the National Shooting Centre Limited.

**Director of National Shooting Centre Limited (“NSC”)**

The NRA is the sole shareholder of NSC. The NRA has the power to appoint directors and to remove directors at any time on giving notice to the NSC[[9]](#footnote-9)

1. Para 16(e) Second Schedule [↑](#footnote-ref-1)
2. To include all declarations Trustees are required to make under Charity Commission guidance and updated Skills Audit [↑](#footnote-ref-2)
3. To include all declarations Trustees are required to make under Charity Commission guidance and updated Skills Audit [↑](#footnote-ref-3)
4. See para 8(k)(ii) [↑](#footnote-ref-4)
5. See para 8(k)(iii) [↑](#footnote-ref-5)
6. See para 14 of the Second Schedule [↑](#footnote-ref-6)
7. See para 9(a)(iii) of the Second Schedule [↑](#footnote-ref-7)
8. See para 9(a)(iv) of the Second Schedule [↑](#footnote-ref-8)
9. Article 2 of the NSC Articles of Association [↑](#footnote-ref-9)