

Council of Management and Committee Structure Rules

The Ladder Association Council of Management (Council) shall be made up of 10 members elected from representatives of member companies, plus the Executive Director of the Association. The minimum number of Manufacturing Members will be one half of the elected members of Council. The remaining members will be elected from Supplier and Training Members.

Members of Council are elected for a two year term of office prior to the Annual Members' Meeting each year. Council members are elected from representatives of the voting members of the Association. Candidates for Council are required to complete and submit a Nomination Form, in the format prescribed from time to time by the Association.

The term of office of the Chair of the Association shall be three years, and in normal circumstances will be succeeded at the end of the term of office by the Deputy Chair, who will in turn be succeeded by the Vice Chair (if there be one). A vacancy in the office of Deputy or Vice Chair (if there be one) shall be filled by nomination from members of Council, generally at the meeting following the vacancy arising.

One half of the Council will retire in rotation each year, with the exception of the Immediate Past Chair, the Chair and Deputy and / or Vice Chair (if there be one) who are exempt from the need to stand down. Retiring members, if they remain eligible, may offer themselves for re-election. In the event that there are more candidates than there are vacancies, a ballot amongst members will be held, with the candidates polling the most votes being duly elected.

Members are expected to attend all meetings of Council, or if they are unavoidably unable to attend, to ask an alternate to attend on their behalf to represent their views and those of the organisation they represent. In the event that a Council member is absent from three meetings in succession, the Chair of the Association may declare their seat vacant if a satisfactory explanation for non-attendance is not forthcoming.

The Executive Committee shall consist *ex officio* of the Immediate Past Chair, the Chair, the Deputy and / or Vice Chair and the Executive Director.

Members of Council (and Committees) represent the member organisation by whom they have been nominated, and the member organisation may nominate an alternative at any time to represent them. Officers are elected on an individual and personal basis and in the event of their resigning or no longer representing the nominating member organisation, the office to which they have been elected will be declared vacant.

The specific interests of member categories are to be met by the formation of appropriate committees, currently as stated below:

Manufacturers' Technical Committee
Training Committee

Nominations and elections to the chair of each committee shall take place in advance of the Association Annual Members' Meeting. This will ensure that the appropriate number of vacancies for each of the membership categories is intimated to all voting members, from whom nominations to Council for the remaining places will be sought.

Generally, the Chairs of committees are elected for a two year term of office by the members of the committee, who in the meeting immediately after the Annual Members' Meeting will elect a Vice Chair who will, in normal circumstances, assume the Chair at the next election. During their terms of

office, both Chair and Vice Chair are exempt from having to step down and offer themselves for re-election.

The Chairs of all committees are subject to ratification by the Council of the Association which may, at its sole discretion, reject the nominated Chair and require that the committee select a new Chair.

Generally, the Chairs of all committees are co-opted onto Council to represent the interests and the views of their respective committees and are actively encouraged to attend Council meetings to ensure the views of their committees are accurately represented.

The business and activities of Committees shall be conducted according to the Association's *Guidance for Committees* (q.v.) and the *Terms of Reference* of each Committee which will clearly state the principal objects and responsibilities of the Committee.

In order to avoid the possibility of one company, or group of companies, from having an undue and disproportionate influence on the Association, the following rules shall apply:

- a. No company or group of companies shall have more than one representative on Council.
- b. Whilst the chairman of the Association may also chair a sub-committee, no company or group of companies may chair more than one committee or sub-committee, with the single exception of 'ad hoc' committees, formed to address a particular issue and with a limited duration.

However, member companies may have one delegate on as many committees and/or sub-committees, as they feel necessary to represent their company's interests.