

The attention of Fellows in Dental Surgery is drawn to the business concerning nominations for the election of:

## DEAN OF THE FACULTY OF DENTAL SURGERY

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### Summary

In September 2023 a vacancy will arise due to the retirement of the Dean of the Faculty of Dental Surgery:

Professor Philip Taylor

Nominations, using the attached nomination form should be sent to the College at [dental@rcsed.ac.uk](mailto:dental@rcsed.ac.uk) for the attention of the Secretary to the Faculty of Dental Surgery.

The deadline for receipt of nominations is **09:00 on Monday 27 March 2023**.

The successful candidate will take up their position at the Dental AGM to be held in Autumn 2023.

### Eligibility Criteria

Nominees must be a past or present elected member of Dental Council, a Dental Fellow of The Royal College of Surgeons of Edinburgh, in good standing with the College and their regulator and eligible to stand for election under the provisions of Rule 3.1 of the Dental Regulations.

### Election Process

Individuals matching the criteria above and wishing to seek nomination for this elected role must submit the following documentation by **09:00 on Monday 27 March 2023** to [dental@rcsed.ac.uk](mailto:dental@rcsed.ac.uk):

- a) A signed nomination form including a 150-word supporting statement and detailing a proposer and seconder who must both be RCSEd Fellows in good standing
- b) A signed note of support from your main employer

Please note that any nominations submitted beyond the stipulated closing date shall be declared null and void.

Where the number of valid nominees is equal to the number of vacancies, the nominees will be declared to have been duly elected.

In the event that there are more than two valid nominees, an election will be held and all nominees will be informed.

Please note that, should an election be required, a ballot of Dental Council will be conducted and papers for the election of the Dental Dean will be issued in March 2023, and the election conducted in accordance with Law 71 of the Laws of the College.

### **Period of Office**

The successful candidate shall take office as Dean of the Faculty of Dental Surgery for a three-year term from the date of the Dental AGM in 2023. This term of office shall expire upon the date of the Dental Faculty AGM three years thereafter. In exceptional circumstances they shall be eligible for re-election for one additional year at the invitation of the Dental Council.

### **Time Commitment**

The time commitment is estimated to be around 3 days per week. The Dental Dean is expected to attend meetings of the Dental Council and College Council, meetings of the Dental Executive, diploma ceremonies and other College and inter-collegiate committee meetings as required.

For further information about the duties of the role and time commitment, please contact [dental@rcsed.ac.uk](mailto:dental@rcsed.ac.uk)

*The College's membership is diverse, and we aspire to ensure that this diversity is represented through our internal governance and decision-making structures, whether this be via appointed or elected positions. In all cases, we particularly welcome applications or nominations from suitably qualified individuals from protected characteristic groups that are currently underrepresented on College boards, committees or groups, who may bring different experiences, skills and perspectives to our discussions and decision-making. Reasonable adjustments for disability will be implemented for those who require them.*

## **EXTRACT FROM COLLEGE LAWS**

### **The Dean of the Faculty of Dental Surgery**

69. The Dean of the Faculty of Dental Surgery shall be a past or present member of the Dental Council. Any Fellow so qualified may be nominated with his/her consent by two Fellows who shall sign the nomination paper and return it to the Secretary of the Faculty of Dental Surgery before the closing date for the receipt of nominations. The Dean shall be elected by ballot of the Dental Council from those nominated. He/She shall hold office for a period of three years. In exceptional circumstances he/she shall be eligible for re-election for one additional year at the invitation of the Dental Council, but shall not thereafter be eligible for election as the Dean of the Faculty of Dental Surgery. He/She shall be a member, *ex officio*, of the Dental Council for one year after demitting office. When for any reason the Dean of the Faculty of Dental Surgery ceases to serve as the Dean before his/her term of office ends, the vacancy so arising shall be filled by a Fellow in Dental Surgery appointed in accordance with the provisions of this Law. Such Fellow in Dental Surgery shall take office immediately upon election and his/her term of office shall extend for a period of three years from the date of the Annual Meeting of Fellows in Dental Surgery co-incident with or next following the date of his/her election.

70. The Dean of the Faculty of Dental Surgery shall serve as a member, *ex officio*, of the Council of the College.

## **EXTRACT FROM DENTAL REGULATIONS**

### **Eligibility to stand as Dean of the Faculty of Dental Surgery**

- 3.1 Only members of Dental Council, whether past or present, who are in good standing and who have been **elected by ballot** of the Dental Fellowship and Dental Membership, are eligible to stand as Dean of the Faculty of Dental Surgery. In addition, no Fellow shall be permitted to stand for election as Dean where he/she is also an elected or *ex officio* member/Office-Bearer of, or has an interest which would be declarable in terms of Regulation 28 below, in, the Dental Council of any sister College, or where any person connected with him/her by virtue of section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 is such a member or has such an interest, unless the interest is such that it cannot reasonably be regarded as likely to give rise to a conflict of interest. (For the avoidance of doubt, 'Sister College' in this capacity is defined as either a UK or the Irish Royal Surgical or Dental College.)
- 3.2 In order to fulfil the eligibility criteria, all those eligible shall be contacted by the College and those who wish their name to be put forward shall be responsible for securing the appropriate supporting signatures from two Fellows of the College in good standing.

### **4. Procedure for the Election of the Dean of the Faculty of Dental Surgery – Law 69**

- 4.1 Dental Council elects the Dean of the Faculty of Dental Surgery. The Alternative Vote System (AVS) shall be used for the election of the Dean. Under this system, the successful candidate needs at least 50% of the votes. Voters rank candidates 1, 2, 3, etc. If a single candidate achieves 50% of the vote, he/she is duly elected. If no candidate has a majority vote, the lowest placed candidate is eliminated and the votes for the eliminated candidate are re-examined and allocated according to second preferences. The procedure is repeated, eliminating in turn the lowest ranked candidate until a single candidate achieves at least 50% of the votes. Further details on the AVS system can be found on the ERS website ([www.electoral-reform.org.uk](http://www.electoral-reform.org.uk)).
- 4.2 The timetable for the election shall be as follows:
- Mid November Call for nominations
  - Early January Closing date for receipt of nominations
  - Early February Election information posted/circulated
  - End Feb/Early March Ballot count of Dean's election
- 4.3 The Secretary of the Faculty shall act as Returning Officer for the election process, assisted by the Chief Executive (or their nominee), as required. In the event that the Secretary is absent or otherwise unable to act, another Office-Bearer shall deputise. In the event of no such party being available to act or themselves being candidates, then the Chief Executive of the College shall assume the role. No nominee for the role of Dean or Vice Dean may take any part in overseeing the election process.
- 4.4 The Returning Officer shall be responsible for ensuring that the eligibility criteria and the closing date and time for the receipt of nominations are publicised suitably and

appropriately. Potential candidates must provide a letter of support from their chief employer (where relevant) confirming that they will be released, as required, to fulfil the role of Dean.

- 4.5 By giving their consent to be nominated, the nominee is declaring himself / herself eligible for election. The Returning Officer shall be responsible for checking the eligibility of each nominee. Any nominee who does not fulfil the criteria shall not be entered into the election. If an individual is elected to office and the question of eligibility is raised after the election, it will be for Dental Council to decide whether or not he/she is disqualified from office.
- 4.6 Similarly, should any matter come to light and/or a nominee's circumstances change which renders him/her ineligible to be Dean, whether that eligibility is immediate or whether it is known that he/she will become or is likely to become ineligible during the proposed period of office, then that candidate shall be withdrawn and take no further part in the election process.
- 4.7 In the event of there being only one eligible nominee, the Returning Officer shall declare that candidate to have been duly elected, uncontested, and the election process shall be deemed to have been concluded at that point.
- 4.8 In the case of multiple eligible nominations being received, the following procedure shall be followed:
- 4.9 Consistent with the timetable in 4.2, ballot papers containing the names of nominees, together with their proposers and seconders, shall be despatched to all members of Dental Council.
- 4.10 Enclosed with the ballot paper(s) shall be a pre-addressed envelope, to the Returning Officer of the Dental Faculty of the College, marked with the letter 'B' (to indicate 'Ballot').
- 4.11 Envelopes containing ballot papers received from members of Dental Council shall be held, unopened and securely, until required at the count. The Returning Officer shall be responsible for the safekeeping of all ballot papers.
- 4.12 In all but exceptional circumstances, the timetable in 4.2 should be followed. In the event of a change to the timetable, a minimum period of three weeks shall elapse between despatch of ballot papers and the deadline for returns.
- 4.13 If, due to prolonged absence outwith the UK, any member of Dental Council is unable to return their ballot paper within the timescale, then he/she should contact the Chief Executive who shall be authorised to receive their voting preferences by a suitable alternative method e.g. email, text.
- 4.14 A Returning Committee comprising the Dean, Vice Dean, Secretary and at least one other Office-Bearer shall meet at a time to be arranged for the purpose of opening the envelopes containing the ballot papers and counting the votes, including any votes received in accordance with 4.13. The Chief Executive or their nominee shall be in attendance to advise on the application of the Alternative Vote System. In the event of any one or more of these Office-Bearers being a candidate for the Office of the Dean or Office of the Vice Dean, he/she shall be ineligible to serve on the Returning Committee and the immediate Past Dean or, if more than one of these Office-Bearers

is ineligible to serve on the Returning Committee, the immediate Past Dean and the Chief Executive shall be invited to take those places.

- 4.15 All members of the Returning Committee must agree to treat the information on the returned ballot papers as strictly confidential and for the purpose of the election count only.
- 4.16 In the event of a tie, the Dean shall have the casting vote, unless they are running for re-election. In that case, the President accepts the responsibility.
- 4.17 Successful and unsuccessful candidates shall be notified as soon as practicable. Thereafter, an announcement will be made firstly to Dental Council and College Council, then to College staff and the membership. Save for the purpose of seeking professional legal advice, under no circumstances should information about the number of votes cast for each candidate be released to anyone outwith the Returning Committee.
- 4.18 The outcome of the election shall be recorded formally in the Minutes of the next Dental Council meeting following the counting of the votes.
- 4.19 The name of the Fellow elected as Dean shall be included in papers calling the Annual General Meeting of Dental Fellows and Members.
- 4.20 The installation of the Dean shall take place at the appropriate Annual Meeting of Dental Fellows and Members.