



*Advancing
Astronomy and
Geophysics*

ROYAL ASTRONOMICAL SOCIETY

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Minutes of the Council Meeting 11th December 2015

1. ATTENDANCE AND APOLOGIES

PRESENT

Professor John Zarnecki (Chair), Professor Ian Crawford, Dr Mandy Bailey, Professor Lyndsay Fletcher, Professor James Wild, Professor Mike Edmunds, Professor Paul Murdin, Dr Sarah Matthews, Professor Martin Bureau, Miss Jane MacArthur, Dr Stacey Habergham, Professor John Brown, Dr Sara Russel, Dr Simon Mitton, Dr Stephen Serjeant and Dr Joanna Barstow

IN ATTENDANCE: Ms Pamela Mortimer (Executive Director), Dr Robert Massey (Deputy Executive Director) and Michael Kyriakides (senior accountant, in attendance for agenda items 1 to 4.)

APOLOGIES

Apologies had been received from Professor Martin Barstow, Professor Mike Cruise, Professor Christine Pierce, Professor Don Kurtz, Professor Mike Bode and Dr Caitriona Jackman

Professor Zarnecki (President-Elect) welcomed everyone to the meeting and explained that he would be in the Chair as the President was at the Tim Peake launch. It was noted that as the Treasurer was also at the launch that the senior accountant was in attendance to talk to agenda item 4.

2. MINUTES AND MATTERS ARISING

2.1 The Minutes of the meeting of 12th October 2015 were approved with minor corrections.

The Executive Director updated Council on the following matters arising:

- The artist of '[Heaven's Carousel](#)' has been provided with plans of the Burlington House courtyard and is considering installation matters, such as Health and Safety. If feasible, it is very likely external funding would be required if there is agreement to install the 'display in the courtyard.
- The Executive Director plans to meet with Sarah Fray, her counterpart at the Geological Society of London, on the 7th January; to discuss amongst other matters the proposal of Associateship status and better ways of working together.

- The Treasurer has been in contact with the European Astronomical Society (EAS) in relation to payment of Veronika Razler's salary.
- Regulations on RAS Awards will be presented to Council for approval at the February meeting.
- Dr Sue Bowler hopes to launch the A&G website at the February Ordinary Meeting.
- The RAS Editorial Office Manager had brought the issue of unethical rick sampling raised by Sheila Peacock in February 2015 to the attention of the new Editor of GJI. Further discussion on the item would happen under Any Other Business.

It was noted that other matters arising will be dealt with under the following items:

- Management accounts and updated operations plan (Treasurers report)
- Bicentenary planning (agenda item 5.6)
- Patrick Moore Medal 2016 (agenda item 8.2)

3. PRESIDENT'S BUSINESS

The President –Elect updated Council on a couple of engagement events he had recently attended; the President and he had attended the Airbus Reception on the 8th December and he had attended the Parliamentary reception for Science and Engineering on the 10th December; both provided opportunities to engage with Ministers and MPs (including Nicola Blackwood MP, Chair of the Science and technology Committee and MP for Abingdon and Caroline Monaghan MP for Glasgow North West, a physics teacher.)

4. TREASURER'S BUSINESS

Mr. Michael Kyriakides introduced the items of business raised in the Treasurer's Report.

Finance Committee

Council noted that:

- the Finance Committee had met on November 19th and reviewed the new management reports, operations plan, balance sheet, cash flow plan and the annual investment review with Newton Investment Management (NIM).
- The portfolio that NIM manages for the Society has dropped by 4% against a market average drop of 9%. The Finance Committee was on the whole satisfied with the investment performance given the unfavourable environment.

Management Accounts

Council were pleased that the long held ambition to produce a range of management reports and other financial information automatically from the SAGE accounts has been realised. They considered the new Management Reports, which give an up to date picture of spend against budget for Society activities as at September 2015. It also provides an estimate of the end of year position for each activity.

It was noted that a few items show large differences between the actual and the budgeted amounts. It was explained that the differences mostly arise from the revised way that grant expenditure and publication income is recorded in the accounts. Council noted that a modest operating surplus is expected in addition to the large payments expected from OUP.

The Balance Sheet

Council noted the balance sheet that attests to sets out the Society's assets in a simple and straightforward way.

The Operations Plan

Council noted the revised operations plan and noted that these financial reports can now be prepared from the SAGE accounts semi-automatically and at any time that Council wishes.

Education Grants

Council noted that the Treasurer has been in discussion with the chair of the Education Committee on the subject of the appropriate annual budget for grants in education and outreach. The Treasurer supports the increase in the annual budget to £20K. This is considered further under agenda item 5.3.

Council noted the approximate figures for spending from the grants line are expected to be:

- | | |
|-------------------------------|-----------------------------------|
| a. February and August grants | £90k (£40k for summer bursaries). |
| b. Out of Town meetings | £20k |
| c. Education Grants | £20k |

Pensions

Council noted that that the new defined contribution pension scheme had been launched and will be compliant with the auto-enrolment requirements brought in by the government that the Society needs to comply with by January 2017 and that the defined benefit scheme will be revalued in January 2016. There are plans to wind up the defined benefits scheme in 2016..

Staff Salaries and Membership Subscriptions

There was a brief discussion on staff salaries and membership subscriptions. The Treasurer will provide a formal proposal for the agreement of Council in February 2016 and was seeking input from Council in advance of finalising this proposal.

The following was noted:

- In February each year the RAS updates salaries and membership subscriptions for the effects of inflation.
- RAS Staff salaries are currently formally linked (by the staff letter of appointment) to the price index, RPI.
- The "Retail Price Index" is no longer an official inflation index because the statistical methods used in compiling it are not adequately robust.
- A feature of the CPI compared to RPI is that it places less emphasis on housing costs. The RPI has been replaced by the CPI (Consumer Price Index) which normally runs 0.5% below RPI, although it is not clear what "normally" means in the current financial situation. In the past two years the Treasurer has

proposed indexation of the membership fees by the CPI, not the RPI, on the basis that the majority of the membership are less challenged by housing costs but this is not true of the RAS staff who are, on average, much younger than our membership and have a legal right to inflation adjustments by the RPI.

- Annual CPI figures will be available in February; it is currently estimated at - 0.1%.

Council noted that as the CPI change is so small the Treasurer plans to propose

- No change to the membership rates.
- Application of the RPI rate of inflation to RAS Staff salaries, currently 0.69%
- No change to honoraria.

Professor Murdin reminded Council that a salary comparability exercise is carried out every five years; the last was carried out in 2013.

The Executive Director explained that the wording in letters of appointment and the staff handbook is under review and that this is an opportune time to review the language on staff salary increases.

Council noted the costs incurred as part of the negotiation with the landlord over rental charges for accommodation in Burlington House.

5. ORGANISATION AND STRUCTURE

Governance Review

The Executive Director introduced a draft Code of Conduct for RAS members and thanked Officers and Professor Paul Murdin for their early comments. Council considered the draft and agreed that Dr Jacqueline Mitton should be asked to review a revised version taking into account comments made at Council, thereafter Council will be asked to approve the final version.

It was agreed that a letter from the President should introduce the Code of Conduct to the membership and that there should be an article in A&G.

There was discussion on the need for a Code of conduct as the National Astronomy Meeting; it was agreed that this would be considered separately.

Regulation on the Scrutiny of the RAS Ballot

The Executive Director introduced a draft Regulation on the Scrutiny of the RAS Ballot and reminded Council that this regulation was last reviewed in 2013 and was therefore up to date in regards to the mechanics of counting the votes according to the requirements set out the relevant byelaws at that time. The draft presented to Council updated the regulation to align with the revised byelaws 2015 and directs how the members of scrutiny panel are appointed, the authority and key tasks of the panel.

Council agreed the regulation with minor amendments.

Revised Terms and Conditions and Committee membership

The Executive Director had provided revised Terms of Reference (TORs) and current membership details for the following committees:

- Library Committee
- Heritage Committee
- Committee on Diversity for Astronomy and Geophysics
- Education and Outreach Committee
- International Committee

Council agreed the TORS Reference and current membership details with minor amendments to the Library, Heritage, Education and Outreach and International Committees. Final versions are available on the RAS website.

Council discussed the TORS of the Committee on Diversity for Astronomy and Geophysics; it was agreed that the TORS should be revised to include general statement on the membership reflecting gender, ethnic origin, and UK distribution. On membership the proposal to have a dedicated position for a Solid Earth Geophysics was not agreed. It was noted that Dr Mandy Baily is standing down and that Dr Stacey Habergham will join CDAG.

Other Committees

The Executive Director advised that as part of the ongoing governance review the regulation governing the making of Society Medals and Awards and the TORS and current membership of the Membership Committee will be reviewed next.

5.2 RAS Council Elections 2016

Council considered the ballot list for Council positions in 2016. The Senior Secretary reminded Council that they are required to review the list at the December meeting and take action before the February meeting if required to address diversity issues. Council considered the ballot list according to the direction set by Byelaw 25:

25. At the last Council meeting of calendar year the nominations will be scrutinised to achieve a viable, balanced and representative Balloting List. In the case that there are omissions in the range of candidates which would prevent Council from operating effectively Council may ask Officers to undertake such actions as it deems necessary to correct any imbalance, so that a revised Balloting List is available for discussion at the next meeting of Council. Any such action taken by Council members between the two Council meetings shall remain entirely confidential to Council.

5.3 Education and Outreach Grants

Council considered the proposal to increase the budget for public engagement grants to £20k per annum with the caveat that the Education and Outreach Committee need to provide better reporting to Council in future years including information on the proposals that are not funded. Carry over of funds not allocated in year will be permitted. They agreed the increase in funding and also to a change in process whereby grant applications in this area will be considered separately to the main ‘Grants for Studies in Astronomy and Geophysics’ route.

Council discussed the difficult in measuring the impact of outreach grants.

5.4 Education and Outreach Committee Minutes

Council noted the minutes of the Education and Outreach Committee held on the 22nd October 2015.

5.5 Minutes of the Committee on Diversity in Astronomy and Geophysics

Council noted the minutes of the Committee on Diversity in Astronomy and Geophysics held on the 17th November 2015 and that a new board level Diversity Champion will be required when Professor Jim Wild rolls off Council in May 2016.

5.6 RAS Bicentenary books

Council were reminded that Dr Simon Mitton is developing two options:

- (1) Production of an attractive commemorative volume showcasing some 40 – 60 objects and treasures that the Society owns: portraits, rare books, archives, and objects.
- (2) Publication of a new history of the Society, covering the 200 years and that he will provide a paper for consideration in February 2016.

ACTION: Dr Simon Mitton

Council noted that the Executive Director will meet with OUP colleagues early in the New Year to discuss options to publish a children's book celebrating the RAS history and treasures. She will provide a paper for consideration in February 2016.

ACTION: Executive Director

5.7 Burlington House

The Executive Director updated Council on the ongoing deliberations around the rental cost and lease for Burlington House. The detail of this discussion is confidential and is therefore not reproduced in this version of the minutes.

5.8 Valuation of heritage assets

The Executive Director introduced a paper on the valuation of heritage assets by the Accountant and Librarian and Archivist.

It was agreed that the highest priority items for valuations including two telescopes and three globes currently on display in the Council Room, and two rare books, *Atlas photographique de la lune*/Loewy and Puiseux (1896-1910) and *Ephemerides astronomicae*/Regiomontanus (1474) are valued as soon as possible at an estimated cost of £1000 plus VAT.

Council noted that the Librarian and Accountant are working on a priority list for an up-to-date valuation of the remaining instruments, manuscripts, printed books and artworks in the collection, and will obtain detailed quotes from booksellers and auction house valuers to provide to Council in 2016 for approval.

6. POLICY AND PUBLIC ENGAGEMENT

6.1 Progress Report: RAS 200 Sky and Earth

The Deputy Executive Director provided an update on RAS 200: Sky and Earth, in summary:

- For the duration of her maternity leave, Sheila Kanani has handed over responsibility for this area to Clare McLoughlin, temporary Education, Outreach and Diversity Officer
- Sarah Jenkins of Jenesys is carrying out the evaluation of the first tranche of 6 funded projects. She has met with the delivery partners and the Steering Group and provided initial feedback.
- Council noted that £50k had been set aside for evaluation of the RAS 200 projects and took the view that this should not be taken from the grants budget. Prof Steve Miller, who chairs the RAS 200 Steering Group, will prepare a paper on this for the February meeting of Council.

A further set of 'town hall meetings' is now expected to take place in the autumn of 2016, a year later than planned. The grants round will open towards the end of the year and close in early 2017, with the awards announced at the May 2017 AGM.

6.2 Consultations and briefings (Deputy Executive Director)

Council noted the following:

- House of Lords Science and Technology Committee: The Relationship between EU Membership and the Effectiveness of Science, Research and Innovation in the UK (see http://www.ras.org.uk/images/stories/ras_pdfs/House_of_Lords_Science_and_Technology_Committee_EU_final.pdf)
- Nurse Review (briefing note)
- Spending Review and Autumn Statement 2015 (briefing note)

7. PUBLICATIONS

7.1 Confidential proposal

Council had received a paper on an OUP commercial proposal that could pose conflict of interest matters with the contract that the Society has with them for publishing Monthly Notices, GJI and A&G. The details of the proposal are confidential and withheld from these minutes.

In summary, Council agreed that the relationship held with OUP is good and working well for both sides; in balance they were content to not voice any concerns over the commercial proposal made by OUP.

7.2 GJI Editorial Board Membership

Council approved the following new Editors for GJI:

- Dr Martin Schimmel (December) Institute of Earth Sciences, Barcelona. Main interest area: observational seismology.
- Dr Ludovic Métivier (December) CNRS (National Centre for Scientific Research), Grenoble. Main interest area: computational seismology.
- Prof. Georg Dresen (December) GFZ German Research Centre for Geosciences, Potsdam. His interests are in Geomechanics and Rheology.

Council noted, with thanks, the following departing editors:

Christine Thomas (January), Dan Shim (October), Yehuda Ben-Zion (November), Jun Korenaga (December) and Jeannot Trampert (December)

8. OTHER

8.1 Medals and Awards 2015, (Award Committee Chairs)

Council considered the reports of the 'A' and 'G' awards Committees and agreed the recommendations for medals and awards. Details are provided on the RAS website: <https://www.ras.org.uk/news-and-press/news-archive/264-news-2016/2760-ras-honours-leading-astronomers-and-geophysicists> .

It was noted that a good range of nominations were received for all but the honorary fellowship category for the 'G' Awards. Council agreed that it was not necessary to make awards in this category each year and that the Fellowship should be told that no nominations were received and encouraged to nominate people next year.

Professor Lyndsay Fletcher raised the issue of a sitting Council member being one of the Principle Investigators of a large Consortium nominated for the Group award, as is the case this year. Council decided that this meant that the nomination was ineligible under the current rules, and that the nomination should be held back for next year. The Awards guidelines are currently being rewritten and the issue of eligibility of large consortia will be considered within the rewrite.

Professor Jim Wild advised that following the decision taken at the Council meeting in March 2015 a sub-committee has been established to support a nomination for a National Award.

On behalf of the A' Awards Committee Professor Edmunds suggested that in order to achieve more nominations for the group award the Vice President in their first year of office (who will chair the committee in their second year) should be tasked with making informal enquiries to identify suitable groups.

Professor Mike Edmunds also proposed that consideration should be given to awarding the Jackson-Gwilt medal to a history of Astronomy specialist every three years as opposed to every five years as current practice.

It was agreed that the above two points should be considered as part of the review of the regulation on Awards.

Council thanked the Award Committees Chairs, members and Annette Webb, the OEB manager for all their hard work on Awards this year.

8.2 Patrick Moore Medal

Council approved the recommendation for the winner and runner up of the Patrick Moore Medal. Details of the winner are provided on the RAS website.

8.3 Officers Reports

Council approved the following candidates as Fellows of the Society.

Surname	First Name	Town/University	Sponsor
Alves Bastista	Rafael	Oxford	R.L Davis
Bali	Raj	Jaipur	Membership Committee
Barcenilla Garcia	Rebeca	Glastonbury	Ian Crawford
Bedford	Candice	Milton keynes	Susanne Schwenzer
Bhargava	Sunayana	Middlesex	Ian Howarth
Boorman	Peter	Southhampton	Poshak Ghandi
Bugden	Samuel	Berkshire	Petar Gyurov
Campbell-White	Justyn	Kent	Prof Michael D Smith
Carnielli	Gianluca	London	Marina Galand
Chinnery	Hannah	Milton Keynes	Monica Grady
Cliffe	Alexander	Lincolnshire	C Barclay
Cooper	Joseph	Shropshire	Andrew Norton
Crowder	Emily	Old Aberdeen	David Cornwell
Davies	Andrew	Leicestershire	Stephen Serjeant
Dennis	Sandra	London	Roger O'Brien
Denton	Richard	Nottingham	Andrew Norton
Dewberry	Janosz	Cambridge	Gordon Ogilvie
Dilley	Christopher	Nottingham	Alan Wood
Dillon	Maya	Stevenage	Adam Hill
Dyer	Martin	Berkshire	Vikram Dhillon
Eakin	Caroline	Southhampton	Derek Kier
Frietsch	Michael	London	David Cornwell
Gerosa	Davide	Cambridge	John D.Barrow
Grice	Jonathon	Oxford	Neil Bowles
Griffith	Helen	Herts	Ian Howarth
Hale	Catherine	Oxfordhsire	Jocelyn Bell Burnell
Hardwick	Robert	Newton Abbot	David Wands
Heritier	Kevin	London	Marina Galand
Herlingshaw	Katie	Leicester	Stephen Milan
Howard	David	Bucils	I A Crawford
Jain	Rekha	Sheffield	Clive Tadhunter
Jeffrey	Niall	London	Ian Howarth
Kieokaew	Rungploypphan	Exeter	Claire Foulton
Kitamura	Jessica	Liverpool	David Bersier
Kotler	Ian	New York	Michael Inglis
Lawal	Hammed	Leicester	Steven Milan
Lewis	Matthew	Milton Keynes	Andrew Norton
Leyser	Roger	Leicester	Suzanne Imber
Liddell	Mitchell	Oxford	Jennifer Taylor
Lockyer	Neil	Glasgow	Andrew Norton
Loumou	Konstantina	Glasgow	Dr Ian Hannah
Macneil	Allan	Surrey	Christopher Owen
Manley	Steven	Bristol	S. Phillipps
Martin	Carley	Lancashire	Dr C. S Arridge
McCollister	Christian	Gauting	Barbara Hassall
McGee	Sean	Birmingham	Sarah Mulroy
McNaught	Robert	Lymington	Douglas R. Biswell
Morris	David	Northants	Andrew Norton

Mummery	Benjamin	Liverpool	Simon Prentice
Munton	Ian	Milton Keynes	Andrew Norton
Nicholson	Rhana	Liverpool	Stacey Habbergham
Pishiris	Katerina	London	Francisco Diego
Poon	Sanson	London	James Emerson
Price	Oliver	Dorking	Geraint H Jones
Reidy	Jade	Southampton	Dr Robert Fear
Ridley	Malcolm	Essex	Michael Dworetzky
Roberts	Dean	Bedfordshire	Andrew Norton
Rugheimer	Sarah	Fife	Claire Cousins
Short	Lawrence	Liverpool	David Bersier
Sorba	Arianna	London	Ian Howarth
Stabbins	Roger	Surry	A.J. Coates
Stockdale	Shannon	Milton Keynes	M.M Grady
Swan	Andrew	London	James Emerson
Tamimi	Naser	Golden	Membership Committee
Tang	Tianheng	London	J.P Emerson
Timoney	Ryan	Glasgow	Patrick Harkness
Tindale	Elizabeth	Coventry	S.C Chapman
Topper	Mark	London	Ian Crawford
Turnpenney	Sam	Leicester	Jonathan Nichols
Urbano Mayorgas	Juan Jose	Torrejón de Ardoz, Madrid	Bruno Rodriguez
Vale	Elliot	Dyfed	Balazs Pinter
Varasteanu	Andreea - Alexandra	London	Stephen J. Boyle
Varatharajan	Indhu	London	Ian Crawford
Vaughan	Sam	Oxford	S.Jocelyn Bell Burnell
Welikala	Niraj	Keble road, Oxford	R L Davies
Woods	Magnus	Guilford	Louise Harra
Wright	Timothy	Nottingham	Prof Peter J Sarre
Yao	Zhonghua	Surrey	Christopher Owen

9. AOB

a) Queen's birthday celebrations

The Executive Director advised that there will be a street party in the summer 2016 to celebrate the Queens 90th birthday party and that all bodies to whom she is Patron have been invited to purchase tickets. A proposal for raffling the tickets available to the Fellowship at cost (£150) will be brought to Council.

ACTION: Executive Director

b) Demographic Survey of UK Astronomy and Geophysics

Professor Paul Murdin asked when the Society will repeat the Demographic Survey it carried out from 2010-11. The Deputy Executive Director explained that this had been discussed by CDAG, but that the cost (around £15k) will require a full proposal and Council approval.

ACTION: Deputy Executive Director to work with Oxford Research and Consulting and present a proposal to the February meeting of Council.

c) Ethical Rock Sampling

The background to this issue originally raised by Dr Sheila Peacock was briefly discussed. It was noted that the new Editor of GJI had agreed to consider the matter again at the next board meeting that would be held on the 16th December 2015.

[POST COUNCIL NOTE: The GJI Editorial Board members were in agreement that it is the responsibility of the researchers, employers, and funding providers to educate and ensure that data is collected ethically. They are disinclined to amend the existing publication policy.]

d) Science Writing workshop at NAM

Dr Jo Barstow will bring a paper on a proposal to run a science writing workshop at NAM to Council in February 2016.

Council rose at 15:00



.....
Professor M. Barstow

12th February 2016

REGULATION FOR THE CONDUCT OF THE RAS BALLOT
(Approved by Council December 2015)

GOVERNANCE

The RAS Byelaws (2015) allow Council to establish committees and other bodies to forward the objective of the Society. The group of Fellows established by Council annually to scrutinise the election of Council is one such other body, known as the scrutiny panel.

Section XII: Committees and other bodies (byelaw 50) directs the following:

Council may establish committees and other bodies (such as scrutineers, working groups) to forward the object of the Society. Reports from each meeting should be promptly submitted to Council. The Council may appoint persons not Members of the Society to serve on a Committee or other body; such persons shall have an equal voice with the other members of the Committee or other body. The membership of each Committee shall include at least one member of Council. The Council may impose conditions when delegating powers, including the conditions that:

a) the relevant powers are to be exercised exclusively by the Committee to which they are delegated;

b) no expenditure may be incurred except in accordance with a budget previously agreed with the Council.

The Council may revoke or alter a delegated power or an action taken under a delegated power.

SECTION III. General Meetings (byelaw 12) directs the following:

On behalf of Council, the President shall appoint two or more Fellows, as Scrutineers of the ballot for the elections to Council, who shall report the result of the ballot to the Meeting.

This regulation sets out the requirement, both in terms of establishment of the Scrutiny panel and tasks required of the panel.

MEMBERSHIP

Council will appoint between 2 and 4 Fellows to serve on the scrutiny panel.

Term of Appointment

Whilst Council do not wish to impose a fixed term length for Fellows willing to serve on the scrutiny panel, at least one new member should be invited to serve every two years at which time a longer serving Fellow will stand down.

Other attendance

A RAS staff member with responsibility for membership matters shall attend all meetings of the scrutiny panel as required.

Approval of appointment to the Committee

Council will be asked to approve the membership of the Scrutiny panel at the February Council meeting.

AUTHORITY AND OPERATION

Authority

The Scrutiny panel shall operate under delegated authority from Council.

Delegated authority

The Scrutiny panel has delegated authority to perform the following functions:

- Count the votes cast for positions on Council
- Ensure that the votes cast have been done in accordance with the relevant byelaws on the Election of the Council (SECTION VI)
- Report the result of the ballot to the General Meeting.

Details of how to perform these functions are set out at attachment A.

Operation

- On behalf of Council the Executive Director will invite Fellows to serve on the scrutiny panel; the membership will be approved by Council.
- The RAS Information and IT Manager will be responsible for the management of the electronic voting system software. They will provide data to the scrutiny panel.
- Scrutiny panel members are encouraged to vote but their votes must be received before the start of the scrutiny process, that is, no later than noon on the day before the Annual General Meeting.
- The Chair of the Scrutiny panel shall ensure that a written record on the breakdown of the results of the ballot is provided to the Executive Director within one month of the General meeting. The format of this report will be dictated by Council and advised in advance of the General Meeting. Council will review the breakdown of the results of the ballot.

Attachment to the Regulation for the Conduct of the RAS Ballot

The Scrutiny panel has delegated authority to perform the following functions:

- Count the votes cast for positions on Council
- Ensure that the votes cast have been done in accordance with the relevant byelaws on the Election of the Council (SECTION VI)
- Report the result of the ballot to the General Meeting.

Details of how to perform these functions are set out below.

Preamble

The Byelaws direct the following:

- Balloting arrangements are finalised at the February Council meeting and dispatched to Fellows soon thereafter.
- The Ballot is held on the day of the Annual General Meeting (AGM), normally the second Friday of May.

In addition the Fellowship will be advised that:

- For electronic votes (E-votes), the deadline is at noon on the day before the AGM; while for postal votes the deadline is noon on the day of the AGM; also ballot papers will be accepted at the start of the AGM.
- If they choose to vote on paper by post there must not be anything else written on the ballot paper and the balloting list must arrive in a sealed envelope (that is provided) which must bear on the flap the signature and printed full name of the Fellow and their membership number.
- Should they mistakenly return both a postal and an E-vote, the E-vote will take precedence and the postal vote will be destroyed.

Prior to count and scrutiny of the ballot RAS staff will ensure that:

- E-voting is encouraged via a secure web link.
- Every Fellow whose membership has been confirmed by the RAS staff and for whom an email address is available, will be sent an email containing a unique link to their copy of the electronic form of the ballot paper, whose rubric will state the maximum number of votes to be cast, and the deadline. When the form has been completed it will be stored on a secure server.
- Ballot papers will also be sent to the Fellowship to accommodate those who prefer to vote by post.
- Returned ballot papers will be held unopened in safekeeping and the envelopes sorted alphabetically and put into bundles of 20.
- If ballot papers are returned in different envelopes, or any balloting envelopes that cannot be satisfactorily identified, these will be kept in a separate bundle, for the attention of the Scrutiny panel on the day of the AGM.
- Provide an up to date list of Fellows to the members of the Scrutiny panel.
- Provide the scrutiny panel with a list of current members of Council including those retiring at the AGM, with details of the category (A or G) of each and their terms of office.

Specific tasks for the Scrutiny Panel

a) Day before the AGM

- On the day before the AGM, after the closure of electronic voting, at least two members of the scrutiny panel, the RAS Information and IT Manager and RAS staff member with responsibility for membership matters will meet in Burlington House and download the names and membership numbers of those who have voted electronically from the secure web site.
- Those who have voted electronically will have their names marked off on the up-to-date list of Fellows.
- The names of those who have voted by post will be checked against the same list, and if any double votes are detected the postal vote will be destroyed.
- The number of such destroyed votes will be noted to inform the report on the ballot.
- The envelopes will be repackaged into bundles of 20 and taken into safekeeping overnight (in a locked room in Burlington House) together with the checked list of Fellows referred to above.

b) Day of the AGM

On the day of the AGM the Scrutiny panel will:

- meet in the morning, in a room in Burlington House free from disturbance, and elect their own Chair.
- carry out the count in the following manner
 - I. The bundles of envelopes and the checked list of Fellows will be collected from secure storage
 - II. The bundle of envelopes that have been regarded as questionable will be set aside.
 - III. The envelopes will be opened and put into bundles of 20, (RAS staff may assist in this.)
 - IV. The panel will count the votes in sets of 20, recording the results of every set on a separate form.
 - V. Each panel member will put aside any papers whose validity they consider is or may be questionable for any reason, drawing replacements from the top-up bundle to restore the number in the set to 20.
 - VI. Every set must be checked both horizontally and vertically, as the Chair will explain.
 - VII. Once any envelopes have been opened, a minimum of two panel members must remain in the room with them at all times.
 - VIII. At the end of the count, the panel members will consider those papers that they themselves have put aside, probably for a variety of reasons; and also the bundle of postal votes whose envelopes were not satisfactorily identified on arrival. Together the panel will reach a consensus as to which ballots (if any) are to be discarded as spoiled or invalid. Those that are acceptable will be added to the count.
 - IX. To determine the final counts the individual record forms have to be combined and the E-votes added, in the presence of all the Scrutineers.
 - X. In assessing the result, when the count is completed, the panel must make sure that the overall effect of the Ballot will satisfy all the applicable Bye-laws, as summarized in the Appendix.
 - XI. The panel will agree the result of the Ballot, subject to any votes cast at the AGM, perhaps highlighting any noteworthy features.

c. At the AGM.

- Members of the scrutiny panel will attend the start of the General meeting to collect any further balloting papers that will be handled as above and the result will be finalised.
- When invited to do so, the Chair will announce the names of the new Council to the meeting, giving the total numbers of votes cast, the periods of office of the candidates elected, the number of Fellows who have returned balloting papers or E-votes, and other relevant or interesting statistics.

The number of votes cast for each candidate will be communicated to the Executive Director who may disclose their individual result (only) to any candidate who requests this information.

d. After the AGM

- RAS staff will ensure that the list of Fellows used for checking votes is shredded so that no record is kept of those who have voted.
- The Chair of the panel will provide a fuller report on the breakdown of the results for the consideration of Council that will decide how best to promulgate this information.

Appendix to the Annex of the Regulations for the conduct of the RAS Ballot

At the conclusion of the count, the Scrutiny panel is required to apply the provisions of the relevant Bye-laws which are as follows:

- (1) The new Council shall contain at least four Fellows who have not served on the previous Council.
- (2) The new Council shall contain the following:
 - 2 Vice-Presidents nominated A
 - 2 Vice-Presidents nominated G
 - 1 Secretary nominated A
 - 1 Secretary nominated G
 - at least 4 Councillors nominated A
 - at least 4 Councillors nominated G.
- (3) Of the 2 Vice-Presidents elected to the new Council, one shall be in Category A and one in Category G
Of the 4 Councillors elected to the new Council, at least one shall be in Category A and at least one in Category G.
- (4) Any partial terms of office are to be assigned to those receiving the smallest number of votes.