

# ICAEW COUNCIL ELECTION REGULATIONS

**Version: 7 October 2026**

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# INTRODUCTION

### Application of these Regulations

1. ICAEW Council approved these Council Election Regulations ('Regulations') on 7 October 2026.
2. These Regulations apply to all Elections to ICAEW Council and are to be read in conjunction with the Principal Bye-laws.
3. It is advisable that Members intending to stand, nominate or vote in the Council Elections should first read these Regulations.
4. These Regulations will be reviewed every four years or more often as required.

### Definitions and Interpretation

5. Words and expressions defined in the Principal Bye-laws have the same meaning in these regulations and the terms below have the following meanings:

| Defined term | Definition |
|---|---|
| Affiliated Groups | Any group of Members funded, supported and/or resourced by ICAEW. |
| Ballot | The arrangements for a contested Election. |
| Ballot Paper | A webpage on which a constituent can cast a vote or votes in a contested Election. |
| Ballot Stage | A period of at least 14 days after issue of the Ballot Notice during which votes may be cast. |
| Candidate | A Member who has met all the requirements to stand as set out in these Election Regulations and has received confirmation that their candidacy has been reviewed and agreed by the Returning Officer. |
| Candidate Statement | The statement to be completed and submitted by a Candidate for Election at Phase One of the Nominations Stage. |
| Canvassing | The process of engaging with Members of a particular constituency. |
| Constituency | A group of voters in a specified area, listed in Schedule 1 to these Regulations. |
| Days | All references to Days in these Regulations are to Calendar Days. |
| Council | The Council of ICAEW. |
| Council Member | A current Member of ICAEW Council. |
| Election | The arrangements for the filling of a vacancy or vacancies among the elected members of Council. |

| Defined term | Definition |
|---|---|
| Election Materials | All matters required by the Returning Officer to support the eligibility of a Provisional Candidate or Candidate. Election Materials shall be in the form as defined by the Returning Officer and as set out in these Election Regulations. |
| Election Sensitivity Period | The period between the Notice of the Election and the closure of the Ballot during which rules are in place regarding communications between ICAEW staff, Provisional Candidates, Candidates and Members. |
| GAC | ICAEW Governance and Appointments Committee. |
| Member | A Member of ICAEW. |
| Nominations Stage | A period commencing on the date set out in the Notice of Election. The Nominations Stage shall consist of two phases: Phase One, for submission of the Candidate Statement and supporting information; and Phase Two, for submission of Nominator details. The Nominations Stage shall run for a period of at least 35 days following the Notice of Election and before the Notice of Ballot. |
| Notice of Ballot | A published announcement to members setting out the deadline for the closure of the Ballot. |
| Nominator | A Member of the constituency in which the Provisional Candidate is standing for Election and who has completed a Nominator Form. |
| Nominator Form | The form to be completed by each of the Provisional Candidate's nominators. |
| Notice of Election | The Notice of Election is a published announcement to members eligible to vote of the date on which the Nominations Stage opens and closes and includes the deadlines for Phases One and Two of the Nominations Stage. |
| Office-Holders | President, Deputy-President and Vice-President of ICAEW. |
| Provisional Candidate | A Member who has or intends to submit all the documentation required under these Election Regulations and is waiting for confirmation by the Returning Officer that they are a Candidate in the Election and can move forward to the Ballot Stage. |
| Publish | To make available online or by email. |
| Qualifying Date | The Qualifying Date is the date on which a Member must belong to a constituency to be eligible to stand, nominate and vote in any Election. It must be at least 10 days before the date of publication of the Notice of Election. Members will be advised of the Qualifying Date in advance. |
| Registered Address | The address that the Member has registered for the purpose of the ICAEW Council elections. |

| Defined term | Definition |
|---|---|
| Returning Officer | The Returning Officer Committee, a sub-committee of the Governance and Appointments Committee. |
| Scrutineers | The individual(s) or company appointed by the Returning Officer to administer a Ballot or Ballots. |
| Sign | Includes an electronic Signature. |
| Supporter | A Supporter of a Provisional Candidate or Candidate may be an individual Member, a Nominator or a group of Members. |

## CONSTITUENCIES

6. Schedule 1 to these Regulations sets out:
    a. The constituencies where elections are held.
    b. The Constituency or constituencies where elections are not held; and
    c. the area or composition of each Constituency.
7. Except where otherwise stated, each Constituency listed in the schedule to these Election Regulations is entitled to elect one Member to Council.
8. The following shall apply for geographic Constituencies holding elections only:
    a. a Constituency of 1,000 or more Members with a Registered Address in that constituency as at the Qualifying Date, is entitled to elect one member to Council.
    b. if a Constituency has 4,000 or more Members with a Registered Address in that constituency as at the Qualifying Date, it may elect two members to Council.
    c. if a Constituency has 8,000 or more Members with a Registered Address in that constituency as at the Qualifying Date, it may elect three members to Council.
    d. if a Constituency has 13,000 or more Members with a Registered Address in that constituency as at the Qualifying Date, it may elect four members to Council.
    e. once a Constituency has 13,000 members it may elect one additional member to Council for every 5,000 additional Members with a Registered Address in that constituency as at the Qualifying Date**.**

## CASUAL VACANCIES

9. If a Council Member resigns, dies or is otherwise removed from Council, leaving the relevant constituency without a single Council Member, then:
    a. GAC may decide to hold a by-election.
    b. GAC may recommend to Council that a Member of that constituency be co-opted to Council; otherwise.
    c. the seat shall remain vacant until the next Election following the Ballot.

## TERM OF OFFICE

10. An elected Council Member shall normally serve for a four-year term commencing from the Annual General Meeting in the year in which they are elected. GAC may determine that a reduced term is served to ensure continuity within a Constituency, provided this reduced term is set out in the Notice of Election.

11. If vacancies exist in a Constituency with different terms of office, the Returning Officer shall determine the terms of office for which successful Candidates shall serve in this way:

    a. In the case of a contested election,

        i. Candidates shall be elected in order ensuring that the Candidates with the highest number of votes are elected for the longest periods; and

        ii. if the voting methodology does not produce a winner, lots shall be drawn by the Returning Officer to determine the term(s) of office that shall be served by such Candidates.

    b. In the case of an uncontested election,

        i. Where there is only one Candidate that Candidate shall serve for the longest period for which a vacancy exists, and

        ii. where there are two or more Candidates lots shall be drawn by the Returning Officer.

## ELIGIBILITY

12. Only members of ICAEW may stand for Election to Council.

13. Membership of a Constituency confers eligibility to participate in Elections and is fixed at the relevant Qualifying Date. Unless otherwise stated below a Member is eligible to stand for election, nominate a member for election or vote in a constituency when:

    a. In the case of a geographic Constituency their Registered Address is in that Constituency at the Qualifying Date.

    b. In the case of an election for a community or faculty seat, they are a registered member of the relevant community or faculty Constituency at the Qualifying Date.

14. Members may not simultaneously stand for election in more than one Constituency.

15. Members may only make one nomination in one Constituency in any Election.

16. It is the responsibility of Members intending to stand or nominate a Member for election, to check their eligibility to do so. If in doubt, the Governance Office will assist.

17. Members of the GAC may not nominate a Candidate in an Election.

18. A member of the ICAEW Board may stand for election to Council but must resign from the Board on or before the commencement of their term of office on Council, and failure to do so shall disqualify their Election to Council.

19. Council Members may stand for re-election for an unlimited number of terms.

## DISQUALIFICATION FROM ELECTION

20. A Member shall not be eligible for Election as a Council Member if:

    a. within the period of 10 years prior to such proposed Election an adverse finding, other than a finding with an order that no further action be taken, has been made against them under the Accountancy Scheme, Audit Enforcement Procedure or the Disciplinary Bye-laws or any equivalent provision previously or subsequently in force; and/or

    b. they have received an adverse finding under the Active Member Conduct Procedure confirming that they may not stand for Election to Council for the period of the Election; and

    c. a Member shall have their eligibility reviewed by the Returning Officer if they hold office or a position of influence in a competitor organisation or an organisation whose Strategy, Objectives and Values are incompatible with those of ICAEW.

## NOTICE OF ELECTION

21. The Returning Officer shall issue a Notice of Election to all Members eligible to vote in an Election which shall specify:

    a. the name of the Constituency or Constituencies, the number of vacancies and the reason for the vacancies.

    b. length of the term or terms of office and the starting date thereof; and

    c. the timetable for the Election Period, specifying the date (at least 35 days after the date of the Notice of Election) by which all required documentation and nominations must be received from each Provisional Candidate.

## NOMINATIONS STAGE – TWO PHASES

22. The Nominations Stage shall consist of two sequential phases. Phase One to enable a Provisional Candidate to submit the Election Materials set out at Paragraph 23 and at Phase Two, to enable Nominators to submit their Nominator Forms (see Paragraph 33).

23. By the deadline for Phase One of the Nominations Stage as specified in the Notice of Election, a Provisional Candidate must submit the following Election Materials through the Council election website:

    a. full name and membership number.

    b. confirmation that they are members of the Constituency they are standing in.

    c. current principal practice or business appointment (if any).

    d. firm, company or employer (if any).

    e. their Registered Address as at the Qualifying Date.

    f. any declarations as set out in these Regulations together with a signed declaration of interest form.

g. a Candidate Statement, such statement to use the standard template available on the Election website.

h. confirmation that they understand and will adhere to the role of the Council Member (as set out in the role profile) should they be elected; and

i. agreement to the terms and conditions (including consent to their contact details being made available to their constituents).

24. By the deadline for Phase Two as specified in the Notice of Election, Nominator Forms must be submitted through the Council election website. **Paragraph 33** of these Regulations lists the information required from each Nominator. In accordance with these Regulations a Provisional Candidate must collect at least five and not more than seven nominations.

25. Each Provisional Candidate shall, on or before the close of Phase One of the Nominations Stage, disclose in writing to the Returning Officer:

    a. Any current criminal proceedings before any court in any jurisdiction

    b. Any regulatory and/or disciplinary proceeding within or outside ICAEW to which they are subject

    c. Any complaint made against them under the Active Member Conduct Procedure

    d. Any other matter which could, if known adversely affect the reputation of ICAEW

    Such information shall be held confidential and may be used to monitor whether the Provisional Candidate, Candidate or Council Member remains eligible to be a member of Council during the Election Period.

26. ICAEW shall carry out a disciplinary check on each Provisional Candidate to ensure there are no adverse findings in the last 10 years that might disqualify the Member from standing for Council.

27. When the checks are complete without issue, the Provisional Candidate's name shall appear on the Election website. In the event of any issues, the Provisional Candidate shall be notified, and the Returning Officer will be informed.

**CANDIDATE STATEMENT**

28. Each Provisional Candidate and Candidate is personally responsible for the documents and information they provide and must ensure these comply with the Regulations.

29. The Returning Officer may request any evidence they think necessary to be satisfied that the materials supplied are genuine.

30. The Returning Officer shall not accept any Election Materials:

    a. that are incomplete or which are received after the deadline for nominations.

    b. that are, in its opinion, defamatory or likely to damage the reputation of ICAEW.

    c. that indicate that, if elected, the Provisional Candidate may be subject to a conflict of interest that may make them unable to fulfil the role of a Council Member to the standard that shall be reasonably expected by Members of ICAEW; or

    d. that are factually inaccurate.

31. In such cases, the Provisional Candidate shall be informed of the Returning Officer's decision and, to the extent practicable in the context of the timetable for the Election, shall have the opportunity to submit a revised Candidate Statement.

32. Each Provisional Candidate agrees that through the submission of their Candidate Statement the Returning Officer may make such amendments as necessary to correct any factual inaccuracies. The Provisional Candidate shall be informed of such amendments prior to publication.

### NOMINATORS

33. During Phase Two of the Nominations Stage (see Paragraph 24), each Nominator must by the deadline outlined in the Notice of Election confirm:

    a. their full name and Membership number.

    b. their current principal practice or business appointment (if any).

    c. their firm, company or employer (if any).

    d. their membership of the relevant Constituency at the Qualifying Date.

    e. that they are eligible to nominate the Provisional Candidate and accept the terms and conditions as set out.

### END OF NOMINATIONS STAGE

34. At the end of the Nominations Stage, the Returning Officer shall consider and confirm whether a Provisional Candidate may become a Candidate and take part in the Ballot Stage. Successful and unsuccessful Provisional Candidates will be informed of the Returning Officer's decisions.

35. At the discretion of the Returning Officer, if the Notice of Election has been published but the deadline for nominations has not passed and additional vacancies arise, these may be published at icaew.com/councilelections and included in the Election.

36. If no nomination for a Constituency included in the Election Notice has been received by the end of the Nominations Stage, the GAC may recommend to Council that a Member be co-opted to the vacant position until the next Election, otherwise the position shall remain vacant until the next Election.

## THE BALLOT STAGE

### CANVASSING AND PROMOTION (INCLUDING DATA PROTECTION) AT NOMINATIONS STAGE

37. Canvassing activity must only be conducted in accordance with these Regulations.

38. Provisional Candidates and Candidates must act professionally and observe the Code of Ethics, Active Member Code of Conduct and these Regulations.

39. Any canvassing activity undertaken is at the personal expense of each Provisional Candidate or Candidate and must comply with the ICAEW's Code of Conduct and the ICAEW's Anti-fraud, Bribery and Corruption Policy and Corporate Gifts Policy and any additional guidance provided by the Returning Officer.

40. Each Provisional Candidate and Candidate may canvass for support via relevant channels but must not state or imply support by ICAEW or ICAEW-affiliated groups for their candidacy.
41. ICAEW shall promote the Elections on ICAEW.com and via other relevant channels. ICAEW shall offer equality of opportunity to Provisional Candidates and Candidates wishing to publish links to canvassing materials on their personal web pages or sites.
42. ICAEW shall not host canvassing material produced by a Provisional Candidate or Candidate.
43. Any misuse of ICAEW Member information by a Provisional Candidate, Candidate, Nominator or Supporter of a Candidate, including the use of mass mailings/data lists of Members that a Candidate does not know in a personal capacity and / or where each Member on such list has not directly provided consent to be contacted for these purposes, could result in the invalidation of a Provisional Candidate or Candidate's candidacy as determined by the Returning Officer.
44. It is the responsibility of each Provisional Candidate, Candidate, their Nominators or other Supporters involved in the Election to ensure compliance with the UK data protection legislation and to avoid sending unsolicited communications/mass mailings to Members that the Candidate does not know personally. Any party carrying out canvassing must know the Member they are contacting on an individual and personal basis. Cold calling/cold canvassing by any party is not allowed and may constitute a breach of these Regulations.
45. During the Election Sensitivity Period, certain publicity restrictions are put in place and shall be observed during this period. These restrictions prevent ICAEW or affiliated groups publicising events or other communications that may place one Candidate at an advantage over another.
46. It is the responsibility of each Provisional Candidate or Candidate to notify ICAEW of any communication or other publication that they have written that is due to be circulated to the Members or any ICAEW or affiliated event that they are to attend where they are to give a presentation. Communication knowingly or unknowingly sent by an ICAEW affiliated group on behalf of a Provisional Candidate or Candidate could constitute a breach of the Regulations.
47. ICAEW shall not be held responsible for any indirect promotion of a Provisional Candidate or Candidate in any form of media where it was not made aware that the Provisional Candidate or Candidate is taking part in the Council Election.

## NOTICE OF BALLOT: CONTESTED AND UNCONTESTED SEATS

48. In any constituency:
    a. if the number of Candidates does not exceed the number of vacancies, the Election shall be uncontested, and the nominated Candidates shall be deemed to be elected.
    b. if the number of Candidates exceeds the number of vacancies, the Election shall be contested by Ballot; and
    c. the Single Transferable Voting (STV, ERS 97) system shall be used for a contested Ballot.
49. The Returning Officer shall issue a Notice of Ballot to all Members eligible to vote in an Election.
50. The Returning Officer shall decide the form of the Ballot Paper and Notice of Ballot.

### THE BALLOT PAPER

51. For each contested Election the Ballot Paper must include:
    a. the name of the Constituencies and number of vacancies in each Constituency.
    b. the name, current principal practice or business appointment, and firm, company or employer (if any) of each Candidate.
    c. the Candidate Statement in the form of the template.
    d. the name and current principal practice or business appointment, and firm, company or employer (if any) of each Nominator.
    e. details of how the Ballot Paper must be completed; and
    f. the deadline by which votes must be cast (which must be at least 14 days after the publication or issue of the Ballot Paper).
52. The order of Candidates' names on the Ballot Paper shall be in random order, and this shall be stated on the Ballot Paper.

### CANVASSING AND PROMOTION AT BALLOT STAGE

53. Canvassing and promotion at Ballot Stage must follow the same rules as set out above at the Nominations Stage.

### VALIDITY OF VOTES

54. For votes to be valid, the Scrutineers must receive them by the end of the Ballot Stage.
55. The Scrutineers shall reject any votes that they receive after the end of the Ballot Stage. They shall reject any Ballot paper that a Member has completed incorrectly. The Scrutineers may request any evidence they consider necessary to be satisfied that any vote is genuine.

## ANNOUNCEMENT OF RESULTS

56. The Scrutineers' report shall be conclusive evidence of the result of any Election.
57. Following each Ballot, the Returning Officer shall:
    a. announce the provisional results to the Candidates of the ballot within 48 hours of the close of the ballot.
    b. publish the result signed by the Scrutineers on ICAEW's website, including the votes cast for each Candidate, 7 days after the end of the Ballot Stage or after the closure of any pending appeals received in each constituency whichever is later; and
    c. report the result to the next ICAEW Annual Meeting.

## RETURNING OFFICER POWERS

58. The Returning Officer has the power to take such steps as necessary to progress the Election, enforce compliance with the Regulations or remedy acts or omissions that arise in the course of the Elections.

59. Where there is a dispute in relation to the interpretation of these Regulations, the Returning Officer's decision is final.

60. Misconduct that constitutes a breach of these Regulations is defined by the Returning Officer and may include:

    a. A breach of the ICAEW Code of Ethics or Active Member Code of Conduct (which may be reported to Professional Standards)

    b. Election behaviour breaches under these regulations

## SCRUTINEERS

61. In the event of a contested Election, the Returning Officer shall appoint Scrutineers who shall be independent of any Provisional Candidate, Candidate or any firm which has a connection with a Provisional Candidate or Candidate.

## APPEALS

62. Appeals can be made at either the Nominations Stage or the Ballot Stage.

63. The Returning Officer shall review the candidacy of each Provisional Candidate or Candidate and consider any appeals and whether any breach of these Regulations has occurred.

64. A Provisional Candidate and Candidate may at any time during the Nominations Stage or Ballot Stage respectively, raise an appeal in writing as to the conduct of another Provisional Candidate, Candidate or action/omission by a Member, not otherwise involved in the Elections, no later than 48 hours after the close of the Nominations Stage or 7 days after the close of the Ballot by contacting the Returning Officer in writing at governance.office@icaew.com setting out clearly the reasoning for such an appeal.

65. A Provisional Candidate or Candidate may at any time during the Nominations or Ballot Stage respectively, raise an appeal in writing as to the process and/or conduct followed by the Scrutineers or ICAEW staff involved in the Election process.

66. For an appeal to be successful, it is for the Provisional Candidate or Candidate making the appeal to satisfy the Returning Officer, on the balance of probabilities, that a breach of the Regulations has occurred.

67. A summary of the decision of the Returning Officer shall be communicated, on a confidential basis, to the Candidates concerned within 7 days of the Returning Officer's consideration of the appeal.

68. The Returning Officer shall not set aside the result of any Election unless it is considered that, on the balance of probabilities:

    a. the alleged defect complained of affected the result of the Ballot; or

    b. the Election was not conducted substantially in accordance with these Election Regulations.

69. The Returning Officer shall, if it sets aside the result of an Election, give directions about the conduct and timetable for the new Election to be held, and the relevant provisions of these Regulations shall apply to the new Election in accordance with those directions.

70. The decision of the Returning Officer shall be final.

## COMMUNICATION AND DOCUMENTS

71. A communication is validly delivered by ICAEW if it is made available on the following website: icaew.com/councilelections.

72. A failure to make any communication available on a website throughout the Election Sensitivity Period shall be disregarded if: (a) it is made available on the website for part of that period; and (b) the failure to make it available throughout that period is wholly attributable to circumstances outside ICAEW's control.

# SCHEDULE 1 TO THE REGULATIONS

### Geographical Constituencies Where Elections Are Held

The areas of the Geographical Constituencies for Election to Council shall be as follows:

**Africa**

Algeria, Angola, Benin, Botswana, British Overseas Territories of Saint Helena, Ascension and Tristan Da Cunha, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Comoros, Congo, Cote d'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Eswatini (formerly Swaziland), Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mayotte, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Reunion, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Togo, Tunisia, Uganda, United Republic of Tanzania, Western Sahara, Zambia, Zimbabwe

**Australia**

The Australian State of New South Wales and the Australian Capital Territory (ACT)

**Australasia**

Australia (excluding New South Wales and ACT) and New Zealand, islands of the South Pacific, all of Oceania including the regions of Polynesia, Melanesia, and Micronesia

**Canada**

Canada, Greenland, Saint Pierre and Miquelon

**Cyprus**

The constituent country of Cyprus

**Europe and Eurasia**

Includes the Aland Islands, Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Faroe Islands, Finland, France, Georgia, Germany, Gibraltar, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Republic of Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Svalbard & Jan Mayen Islands, Sweden, Switzerland, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan, Vatican City State

**Greater China**

China, Hong Kong Special Administrative Region, Macao Special Administrative Region

**Malaysia**

The country of Malaysia

**Middle East**

Afghanistan, Bahrain, Iran, Iraq, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, State of Palestine, Syrian Arab Republic, United Arab Emirates and Dubai

**South East Asia and Pacific**

Brunei Darussalam, Cambodia, Democratic People's Republic of Korea, Indonesia, Japan, Laos, Myanmar, Philippines, Republic of Korea, Singapore, Thailand, Timor-Leste, Vietnam

**UK, Beds, Bucks & Herts**

The counties of Bedfordshire (including the borough of Luton), Buckinghamshire (including the borough of Milton Keynes), less the district of Wycombe and the former district of Beaconsfield, and Hertfordshire

**UK, Birmingham & West Midlands**

In the former metropolitan county of the West Midlands, the cities of Birmingham and Coventry, and the boroughs of Sandwell, Solihull and Walsall, less the ward of Willenhall; in the borough of Dudley, the wards of Halesowen and Stourbridge; the counties of Worcester and Warwickshire; the unitary Council of Hereford; and, in the county of Staffordshire, the borough of Tamworth and the district of Lichfield

**UK, Crown Dependencies**

The Channel Islands and the Isle of Man

**UK, Croydon and District**

In the former metropolitan county of Greater London and in the county of Surrey, the postal districts of Streatham, Norwood, South Norwood and West Norwood, the post towns of Banstead, Carshalton, Caterham, Coulsdon, Croydon, Godstone, Kenley, Mitcham, Oxted, Purley, Redhill, Reigate, South Croydon, the Sutton postal districts SM1 and SM2, Tadworth, Thornton Heath, Wallington, Warlingham and Whyteleafe

**UK, East Anglian**

The counties of Norfolk, Suffolk and Cambridgeshire, less the city of Peterborough; and, in the county of Essex, the borough of Colchester and the districts of Braintree, Tendring and Uttlesford

**UK, Humberside, and District**

The former county of Humberside (including the East Riding of Yorkshire, the city of Kingston upon Hull, and the unitary Councils of North and North East Lincolnshire); in the county of Lincolnshire, the former district of East Lindsey; and in the county of North Yorkshire, the borough of Scarborough.

**UK, Leicestershire, and Northamptonshire**

The counties of Leicestershire (including the city of Leicester) and Northamptonshire; the unitary Council of Rutland; and, in the county of Cambridgeshire, the city of Peterborough.

**UK, Liverpool**

The former metropolitan county of Merseyside (including the boroughs of Halton, Knowsley, St Helens, Sefton, Warrington and Wirral); the city of Liverpool; in the former metropolitan county of Greater Manchester, the borough of Wigan; the county of Cheshire, less the boroughs of Congleton and Macclesfield; in the county of Lancashire, the district of West Lancashire; the former county of Clwyd (including the boroughs of Conwy and Wrexham and the counties of Denbighshire and Flintshire); and the unitary authorities of the Isle of Anglesey and Gwynedd, Northern Ireland

**UK, London, and District**

The former metropolitan county of Greater London, less the boroughs of Barking & Dagenham, Havering, Newham, Redbridge and Waltham Forest, and less the postal districts of Streatham, Norwood, South Norwood and West Norwood, and less the post towns CR4, SM1, SM5 and SM6 and areas within post towns CR0, CR2, CR3, SM2 and SM7; in the county of Surrey, the boroughs

of Elmbridge, Epsom and Ewell, Runnymede, and Spelthorne, and in the district of the Mole Valley, the parishes of Ashtead, Great and Little Bookham, Fetcham, Headley, Leatherhead, and Mickleham, and in the borough of Reigate and Banstead, the postal districts of KT17 and KT18

**UK, Manchester**

The former metropolitan county of Manchester (including the boroughs of Bolton, Bury, Oldham, Rochdale, Stockport and Tameside, the city borough of Manchester, and the city of Salford), less the borough of Wigan; in the county of Cheshire, the borough of Macclesfield; and, in the county of Derbyshire, the borough of High Peak

**UK, Lancashire, and South Lakeland (formerly North West)**

The county of Lancashire (including the boroughs of Blackburn with Darwen and Blackpool), less the district of West Lancashire; and, in the county of Cumbria, the borough of Barrow-in-Furness and the district of South Lakeland

**UK, Northern**

The counties of Northumberland, Durham, and Cumbria, less the borough of Barrow in Furness and the district of South Lakeland; the former metropolitan counties of Tyne and Wear (including the boroughs of Gateshead and North and South Tyneside, the city of Newcastle-upon-Tyne, and the city borough of Sunderland) and Cleveland (including the boroughs of Darlington and Stockton-on-Tees, and the unitary Councils of Hartlepool, Middlesbrough, and Redcar and Cleveland); and, in the county of North Yorkshire, the districts of Richmondshire and Hambleton, except for that part of the district of Hambleton which is south of the A61 road and the A170 road. Skipton-on-Swale, Carlton Miniott, Thirsk and Sutton-under-Whitestonecliffe are not in the area.

**UK, Nottingham, Derby and Lincoln**

The county of Nottinghamshire (including the city of Nottingham), less the district of Bassetlaw; the county of Lincolnshire, less the former district of East Lindsey; in the county of Derbyshire, the borough of Erewash, the districts of Amber Valley and South Derbyshire, and the city of Derby; and, in the county of Staffordshire, the borough of East Staffordshire

**UK, Scotland**

The UK constituent country of Scotland

**UK, Sheffield**

The former metropolitan county of South Yorkshire (including the boroughs of Barnsley, Doncaster and Rotherham, and the city of Sheffield); in the county of Derbyshire, the borough of Chesterfield, the districts of Bolsover and North East Derbyshire, and the former district of West Derbyshire; and, in the county of Nottinghamshire, the district of Bassetlaw.

**UK, South Eastern**

The county of Kent (including the unitary Council of Medway); the counties of East and West Sussex (including the borough of Brighton and Hove); and, in the county of Surrey, the boroughs of Guildford, Surrey Heath, Waverley and Woking; the district of Mole Valley, less the parishes of Ashtead, Great and Little Bookham, Fetcham, Leatherhead, Headley and Mickleham; in the district of Tandridge, the parishes of Burstow, Crowhurst, Felbridge, Horne, Lingfield and Nutfield, less the post towns of Oxted, Godstone and Redhill

**UK, South Essex**

The London boroughs of Barking and Dagenham, Havering, Newham, Redbridge and Waltham Forest; and the county of Essex (including the boroughs of Southend and Thurrock), less the borough of Colchester and the districts of Braintree, Colchester, Tendring and Uttlesford

**UK, South Wales**

The former counties of Dyfed, Gwent, Powys, and of South, West and Mid-Glamorgan (including the county boroughs of Blaenau Gwent, Bridgend, Caerphilly, Merthyr Tydfil, Neath Port Talbot, Newport, Rhondda Cynon Taff, Torfaen and Vale of Glamorgan, the cities and counties of Cardiff and Swansea, and the counties of Carmarthenshire, Ceredigion, Monmouthshire, Pembrokeshire and Powys)

**UK, South Western**

The counties of Cornwall (including the Isles of Scilly), Devon (including the city of Plymouth and the borough of Torbay) and Somerset, less the district of Mendip.

**UK, Southern**

The counties of Dorset (including the boroughs of Bournemouth and Poole) and Hampshire (including the cities of Portsmouth and Southampton and the unitary Council of the Isle of Wight); and, in the county of Wiltshire, the district of Salisbury.

**UK, Staffs, Salop & Wolverhampton**

In the former metropolitan county of West Midlands, the boroughs of Wolverhampton and Dudley, less the wards of Halesowen and Stourbridge, and in the borough of Walsall, the ward of Willenhall; the county of Shropshire (including the unitary Council of Telford and Wrekin); the county of Staffordshire (including the city of Stoke-on-Trent), less the boroughs of East Staffordshire and Tamworth, and the borough of Lichfield; and, in the county of Cheshire, the borough of Congleton

**UK, Thames Valley**

The former county of Berkshire (including the boroughs of Bracknell Forest, Slough, Reading, and Windsor and Maidenhead, and the unitary Councils of West Berkshire and Wokingham); the county of Oxfordshire; and, in the county of Buckinghamshire, the district of Wycombe and the former district of Beaconsfield.

**UK, West of England**

The former county of Avon (including the city of Bristol and the unitary Councils of Bath and North-East Somerset, North Somerset and South Gloucestershire); the counties of Gloucestershire and Wiltshire (including the borough of Swindon), less the district of Salisbury; and, in the county of Somerset, the district of Mendip.

**UK, West Yorkshire**

The former metropolitan county of West Yorkshire (including the boroughs of Calderdale and Kirklees, the city of York, and the cities of Bradford, Leeds and Wakefield); and the county of North Yorkshire, less the borough of Scarborough, the district of Richmondshire, and that part of the district of Hambleton which is north of the A61 road and the A170 road. Skipton-on-Swale, Carlton Miniott, Thirsk and Sutton-under-Whitestonecliffe are in the area.

**USA (East Coast) and the Caribbean**

US States on the East Coast [*New Jersey, New York, Pennsylvania, Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, Delaware, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, District of Columbia*], Caribbean Islands [*Anguilla, Aruba, Cuba, Dominica, Grenada, Haiti, Martinique, Montserrat, Saint Martin, Saint-Barthelemy, Sint Maarten, Antigua and Barbuda, Bahamas, Barbados, Bonaire, Sint Eustatius and Saba, British Virgin Islands, Cayman Islands, Dominican Republic, Jamaica, Puerto Rico, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, US Virgin Islands, Curacao, Guadeloupe*], and the British Overseas Territory of Bermuda

**USA (Central, South and West Coast) and Central and South America**

US States in Central, South and West Coast [*Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, Wyoming, Washington, Oregon, California, Alaska, Hawaii, North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Minnesota, Iowa, Missouri, Arkansas, Louisiana, Wisconsin, Illinois, Indiana, Michigan, Ohio, West Virginia, Alabama, Kentucky, Mississippi, Tennessee*]; and Central and South America [*Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Falkland Islands, French Guiana, Guatemala, Guyana, Honduras, Nicaragua, Mexico, Paraguay, Panama, Peru, Suriname, Uruguay, Venezuela*].

## GEOGRAPHICAL CONSTITUENCIES WHERE ELECTIONS ARE NOT HELD

**The following Geographical Constituencies shall not be subject to these Regulations; member(s) will be co-opted by Council to serve as Council member(s) on terms approved by Council:**

**South Asia**

Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka

**COMMUNITY CONSTITUENCIES**

In March 2024, eligible members of each of the following communities were approved as Community Constituencies:

**Corporate Governance**

**Public Sector**

**Global trade**

**Data analytics (including Excel)**

**Sustainability and climate change**

**Diversity and Inclusion**

**Personal Financial Planning**

**FACULTY CONSTITUENCIES**

Eligible members of each of the following ICAEW faculties form a Faculty Constituency:

**Audit and Assurance Faculty**

**Corporate Finance Faculty**

**Corporate Reporting Faculty**

**Financial Services Faculty**

**Tax Faculty**

# SCHEDULE 2 TO THE REGULATIONS

## CANVASSING GUIDANCE FROM THE RETURNING OFFICER 2025

### 1. Introduction

This document provides additional guidance on canvassing for candidates in the ICAEW Council Elections, as discussed in the (ROC) meeting on 3 February 2025. It supplements *Council Election Regulations* guidance on ICAEW communications and canvassing rules to ensure clarity and consistency.

### 2. Reference to Council Election Regulations on Canvassing

As per the ICAEW Council Election Regulations, the following principles apply to candidate canvassing:

- Candidates must adhere to the ICAEW Code of Ethics and Active Member Code of Conduct.
- ICAEW does not endorse or promote any candidate.
- Canvassing is limited to personal networks; mass mailings, cold calling, or unsolicited emails are not permitted.
- Misuse of member data can result in disqualification.
- Candidates may not use ICAEW-affiliated platforms to solicit votes.

For full details, candidates are advised to review the ICAEW Council Election Regulations.

### 3. Further Canvassing Guidance

### 3.1. Scheduled and Usual Communications

- Candidates may continue participating in scheduled business as usual ICAEW events and routine communications during the election period.
- However, they must not use these events to promote their candidacy or solicit votes.

### 3.2. Use of Social Media

- Candidates may announce and promote their candidacy on their personal social media pages.

- Candidates may also post announcements in ICAEW-hosted or moderated groups (e.g. ICAEW Community Groups on LinkedIn), ***provided these posts are strictly limited to announcing candidacy and directing members to their personal campaign materials*** (e.g., a LinkedIn profile link).

### 3.3. Direct Communications

- Candidates may contact individuals within their existing personal networks.
- Candidates **must not** send unsolicited messages or emails to ICAEW members they do not personally know.
- Any breach of data protection rules or misuse of member data may result in disqualification.

### 3.4. Ethical Conduct and Compliance

Negative canvassing, false or misleading statements, or any action that may bring ICAEW into disrepute are prohibited.

### 3.5. Support from the Governance Office

The Governance Office is available to assist candidates with:

- Clarifications on the Regulations.
- Guidance on permissible canvassing activities.
- Procedural inquiries.
- Handling of disputes or appeals (with referral to the Returning Officer Committee if necessary).

For further assistance, candidates may contact: council.elections@icaew.com