

# Instructions

## for Proposing a Candidate

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### Ordinary Membership

1. These instructions have been laid down by the Managers and are in amplification of the election procedures set out in the Club Rules (Rule VI). They are intended for the use of the Proposer and Seconder
2. Normally the Proposer and Seconder should have been a Member for more than one year. No more than one candidate should be put forward to a Managers' Meeting having been proposed and seconded by the same pair of Members.
3. The Managers will not accept a Candidate who is the father, mother, son, daughter, brother or sister of one of his/her sponsors, although a more distant relationship e.g. nephew or cousin, will normally be acceptable.
4. The basis for proposing and seconding a Candidate must be a *personal* one and should not result from purely business or professional relationships between the Candidate and his/her Proposer and Seconder. Under Rule VI (a), only one of the Proposer or Seconder may be of the same profession, business or calling.
5. It must be clearly understood that the Proposer and Seconder have the sole responsibility for ensuring that their Candidate is supported by other Members *who know him/her personally* once his/her name has been entered in the Candidates Book. Thus, before proposing a Candidate, the Proposer and Seconder between them should ascertain that the Candidate will have the necessary support. However, Proposers should make it clear to the Candidate that any canvassing for support on his/her part could seriously prejudice, if not nullify, his/her candidature for election.
6. The Managers regard the Proposer and Seconder as having the principal responsibility for satisfying them as to the Candidate's suitability in all respects for membership.
7. Proposers and Seconders should read these instructions before completing the Proposal Form which should whenever possible be completed by one of them. Failure to abide by these instructions could result in delay in the procedures for the election of the Candidate, and could in some circumstances prejudice his/her election. If, after reading them, they require clarification on any aspect, they should seek it forthwith from the Secretary before proceeding further with the proposal.
8. In addition to the information given on the Candidate's Proposal Form, which should be sent to the Secretary on completion (by letter or scanned by e-mail), the Managers require that the Proposer and Seconder each write in the strictest confidence to the Chairman via the Secretary (by letter or e-mail) indicating why the Candidate is being proposed for membership and giving as much information about him/her personally as they can, thus enabling the Managers to assess whether the Candidate is an agreeable person in all senses of the term and one who would be welcomed by other Members of the Club. The Candidate's business or professional activities should be fully covered in the relevant section of the Proposal Form. The Managers regard what is written as being of very considerable importance and the information provided will have a significant bearing on the Candidate's ultimate election to the Club or otherwise. Proposers and Seconders are accordingly requested to take particular care over the terms of their letters or e-mails.
9. It should be understood that Managers have full discretion to decide if the support afforded to any Candidate is sufficient to justify election. Members may signify their support by signing in the Candidates Book (which can be done personally or by letter or e-mail to the Secretary).
10. Proposers and Seconders are reminded that a Candidate may be invited to the Club as a guest during the time his or her name is in the Candidates Book. However, Candidates should not be allowed to look inside the Candidates Book.

### Son and Daughter/Younger/Temporary Membership

11. The election procedures for Temporary, Son and Daughter Members and Younger Members are laid out in Rules X to XII respectively. The normal Proposal Form should be used.
12. The names of Temporary Member Candidates and Candidates who are under the age of 35 being the son, daughter, stepson or stepdaughter of an Ordinary/Associate Member are not entered in the Candidates Book. In both cases, the Managers have full discretion to decide on their admission.
13. Younger Candidates (that is under the age of 35 who are not so related to an Ordinary/Associate Member) are entered in the Candidates Book, where they require sufficient support to justify election.