

# Nomination Form for BID Board Director



## Electing the BID Board

In June 2018, businesses in Colne voted by almost 3 to 1 in favour of the proposal for a new Business Improvement District (BID). The BID proposal for October 2018 – September 2023 sets out a business plan to deliver on the priorities identified through consultations with business owners and managers across the town. The Proposal also states that Colne BID will be managed by a new not-for-profit BID Company, with its own ring-fenced accounts, and with membership open to nomination and election from all eligible BID levy-paying businesses, organisations and individuals.

One of the first tasks in setting up the Colne BID company is to elect a Board of Directors through a process of nomination and, if needed, a ballot. Nominations are invited from those eligible to become members of the new company. This includes all Colne BID levy payers who will be automatically eligible for membership and, once registered, may vote at Annual & General Meetings including the inaugural meeting on **Tuesday 4 September 2018 at 5.45pm, Colne Town Hall.**

Membership registration forms will be available at the meeting and at [www.colnebid.co.uk](http://www.colnebid.co.uk)

The completion and submission of the Nomination Form cannot guarantee a seat on the Board of Directors. To ensure that a range of relevant sectors and skills are represented on the Board, candidates will need to set out their experience and their commitment to ensuring the success of the Colne BID.

If the number of nominees exceeds the proposed number of Directors' seats, then a ballot may be held. This should only be necessary to select between candidates representing specific sectors where these are over-represented, for example, if 3 nominees are small retailers but there are just 2 seats for small retailers on the Board then a ballot will be held to select 2 Directors from the 3 candidates (refer below). Voting will be by registered members only and the result determined by simple majority. In the event of a tie, the decision will be deferred pending the appointment of the Chair of the Board who will carry the casting vote.

## Purpose of the Board

The Colne BID Board will initially be composed of up to 10 Directors. It will be accountable for:

- Upholding and promoting the BID vision and objectives;
- Delivering the four priorities of the BID Proposal efficiently and effectively;
- Promoting the mutual and active support of businesses and partners.

This is a voluntary role, as none of the Directors will receive any remuneration. The Board is committed to meeting at least 4 times per year with meetings anticipated to last no more than two hours and held at times carefully planned to maximise attendance and minimise any inconvenience. Sub groups may meet more frequently, for example, to determine the detail of the marketing elements of the programme.

## Composition of the Board

The Colne BID Board will be composed of a cross-section of BID levy-paying businesses, organisations and individuals. Ideally the elected Directors of the Board should represent the following:

Sectors (size)	Number of director posts	Distribution
Small retail (typically local independents)	2	The BID Board should, wherever possible, seek to achieve membership from across the BID area.
Large retail (typically national or regional)	2	
Professional & financial services	1	
Hospitality, food & drink	2	
Charitable (including non-commercial)	1	
Other sectors	1	
Local authority (subject to invitation)	1	

In addition to the above, Board Directors may, at their discretion, agree to invite the following non-voting attendees:

- i) Persons with knowledge or information appropriate to the aims of the BID;
- ii) Persons with professional or technical expertise to advise the Board on specific matters.

The rules governing the conduct of BID Company Directors will be set out in the Company's Articles of Association – copies available on request by contacting Chris Kolek, Colne BID Co-ordinator by email: [manager@colnebid.co.uk](mailto:manager@colnebid.co.uk)

If you wish to stand for election to the Board, please complete the form below, providing the information requested and return it to the address below by **20 AUGUST 2018**.

*Completed forms should be returned to:*

*Paul Collins, Business Support Team Leader, Pendle Borough Council, Economic Development, Elliott House, 9 Market Square, Nelson BB9 0LX*

*Or email to: [manager@colnebid.co.uk](mailto:manager@colnebid.co.uk)*

**RETURN BY MONDAY 20 AUGUST 2018**

<p><b>NAME OF PERSON STANDING FOR ELECTION:</b> (Must be, or be a representative of, an eligible BID levy payer)</p>																
<p><b>NAME AND ADDRESS OF COMPANY OR ORGANISATION:</b></p>																
<p><b>BUSINESS SECTORS:</b> (Please tick all boxes that may apply to you)</p>	<table border="1"> <tr> <td data-bbox="727 1144 1307 1189">Small Retail</td> <td data-bbox="1310 1104 1497 1189"></td> </tr> <tr> <td data-bbox="727 1193 1307 1238">Large Retail</td> <td data-bbox="1310 1193 1497 1238"></td> </tr> <tr> <td data-bbox="727 1243 1307 1288">Professional &amp; financial services</td> <td data-bbox="1310 1243 1497 1288"></td> </tr> <tr> <td data-bbox="727 1292 1307 1337">Hospitality, food &amp; drink</td> <td data-bbox="1310 1292 1497 1337"></td> </tr> <tr> <td data-bbox="727 1341 1307 1386">Charitable</td> <td data-bbox="1310 1341 1497 1386"></td> </tr> <tr> <td data-bbox="727 1391 1307 1435">Other sectors</td> <td data-bbox="1310 1391 1497 1435"></td> </tr> <tr> <td data-bbox="727 1440 1307 1485">Local authority (to be appointed)</td> <td data-bbox="1310 1440 1497 1485"></td> </tr> </table>	Small Retail		Large Retail		Professional & financial services		Hospitality, food & drink		Charitable		Other sectors		Local authority (to be appointed)		
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<p><b>WHY DO YOU WISH TO STAND?</b> (In no more than 200 words, please explain your reasons for nomination and why you are committed to the success of the BID)</p>																

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**PLEASE TICK THIS BOX TO REGISTER AS A MEMBER OF COLNE BID.  
YOU MUST BE A MEMBER TO BE CONSIDERED FOR DIRECTORSHIP.**

Signed.....Date.....