



# EVERTON FAN ADVISORY BOARD

## Everton Football Club Fan Advisory Board

### Constitution

#### Preamble

The Everton Fan Advisory Board (FAB) was formally convened in June 2022, following an election held by fans, who voted directly for four independent representatives, as well as elections held by six representative fan groups, who, in turn, voted for a single member to represent their group on the FAB. It became English football's first ever independently elected FAB. It held its first formal meeting with Everton Football Club on 7 July 2022, at the Club's headquarters, in the Royal Liver Building, Liverpool. In attendance, along with the ten elected members and members of the Everton Stakeholder Steering Group (ESSG), who had convened in 2021 to begin the process of forming a FAB, were the Club's CEO, Denise Barrett-Baxendale, Club Director (and former player) Graeme Sharp, and members of the senior leadership and legal teams. At that meeting, Club officials were asked to leave the boardroom, so that three Officers could be elected by FAB members; a Chair, a Vice-chair and a Secretary.

Subsequently, the first FAB-only meeting took place on 12 July, wherein it was agreed that the FAB would publish a Constitution, along with Terms of Reference and associated governance processes and procedures, such as a Code of Conduct, etc. The initial associated documents were based on those agreed by the ESSG and amended accordingly. The Constitution was wholly authored and agreed by the FAB in November 2022 and is subject to annual review, with amendments made only by votes at a quorate meeting of the FAB.

We, the members of this organisation, establish the Constitution for the government of our board.

#### 1. Name and Definitions

- 1.1 The name of this organisation shall be the "Fan Advisory Board"; herein referred to as the "FAB".
- 1.2 Throughout the Constitution, "Everton Football Club Company Limited" and "Everton Football Club Women Limited" shall be referred to as "EFC".
- 1.3 Appendices included within the Constitution, containing FAB governance processes and procedures, are referenced "Appx 1, Appx 2", etc.

#### 2. Purpose

- 2.1 The purpose of the FAB shall be to focus on in-depth consultation with the EFC hierarchy, concerning long-term strategic issues. Consultation will focus on:
  - (a) EFC's strategic vision and objectives;
  - (b) Any plans relating to EFC heritage;

- (c) EFC’s plans for broader supporter engagement;
- (d) Escalation, as agreed, of issues from organisations that have separate structured dialogue with EFC;
- (e) Stadium relocation and the Goodison legacy project;
- (f) Finance and revenue generation; and
- (g) Governance, regulation and compliance.

Consultation on matters directly affecting fans will be meaningful and will be achieved through a process of structured dialogue. EFC may refer to such consultation following agreement with the FAB.

### 3. Membership

3.1 Members will be eligible following an election process, the details of which are contained within Appx 3 of the Constitution.

3.2 The FAB will comprise of eleven members, each over the age of 18, who represent the diversity of the fanbase; none of whom may receive any payment, benefit or preferential treatment from EFC.

3.3 The following six established fan organisations will hold a ‘reserved group’ position, and will elect a single member, along with a deputy, each year to represent them on the FAB.

- (a) Everton Disabled Supporters’ Association (EDSA) one-year tenure;
- (b) Everton Fans’ Forum (EFF) one-year tenure;
- (c) EFC United Kingdom Regional Supporters’ Clubs Committee (SCC) one-year tenure;
- (d) Everton Heritage Society (EHS) one-year tenure;
- (f) Everton Women Supporters’ Club (EWSC) one-year tenure and
- (g) Everton International Supporters’ Club Network (ISCN) one-year tenure

3.4 Each reserved group may apply to the FAB to have their elected representative serve a term longer than one year, up to a maximum of a four-year tenure. Proposals should be made to the Chair and voted on during a FAB meeting. If agreement is reached by at least three-quarters of the members of a quorate FAB meeting, the proposal will be carried. Members of reserved groups may re-elect their incumbent representative, subject to a maximum term of four years in total for that representative.

3.5 Members who represent the six reserved group positions remain members until the new FAB is voted in, as these groups are *permanent* members of the FAB and must be represented throughout the year and attend all meetings. Members who are directly elected by fans will attend all meetings up until the final season’s meeting in June each year, *as long as* they are not standing for re-election at the end of their natural tenure. This also applies to members who have represented reserved groups, but wish to put themselves forward for fan election. They must leave the FAB as soon as the election process starts (which is the day the window for invitations opens – usually the day after the final meeting with EFC in May each year). They must inform the Chair and the Secretary in advance if they intend to re-stand. Members who do not notify the Chair and the Secretary of their intention to re-stand before the election process starts, but who continue to attend FAB, or EFC/FAB-related, activities and therefore remain full FAB members during the election process, would have an unfair advantage over other applicants. The FAB agrees, therefore, that they will be ineligible to stand for election onto the FAB, as a fan-elected member.

3.6 Five members shall be elected from Evertonians who hold Club membership, some of whom will be required to meet agreed eligibility criteria in addition to being an EFC member. The criteria and associated duration of appointment to the FAB are:

- (a) One EFC Shareholder to serve three years;

- (b) Two members with no further eligibility requirement to serve three years;
- (c) One representative of a minority group with a protected characteristic, as defined in the Equality Act of 2010, to serve three years, and
- (d) <sup>1</sup>One member who may be a member of the FSA, to serve one year (see footnote <sup>1</sup>)

Therefore, at any given time, there will be two members serving three-year tenures with a “no further eligibility” requirement; one member serving a three year tenure who is a shareholder; one member sharing a three-year tenure with a protected characteristic and one member serving a one-year tenure, with either a “no further eligibility”, or who is an active member of the FSA, depending on prevailing requirements of the membership (see footnote <sup>1</sup>).

3.7 The FAB may also co-opt temporary subject-matter experts, advisors or consultants as deemed necessary to provide advice on any topic that may arise, where no existing FAB member already has those skills or expertise. The FAB will first establish whether the skills and expertise required are already contained within its membership. The FAB member making the nomination must be seconded by another FAB member and a majority vote during a FAB meeting will be required to approve the appointment. The temporary co-opted member will have no voting rights.

3.8 FAB members will be required to comply with an agreed Code of Conduct, which is contained within Appx 1 of the Constitution.

3.9 Should a vacancy become available during the season, for any reason, including resignation or dismissal, the FAB may choose to leave the position vacant for the remainder of the season, or may appoint another member. To avoid holding a mid-season election the FAB may invite the candidates who were shortlisted in the last election and should first offer the position to the candidate who secured the next-highest number of votes, going on through the list until a candidate accepts the position [*Note: any candidate subsequently admitted through this process is only admitted for the remainder of the season and does not automatically assume the role of the person who has left, if the person who has left holds an executive role. In such cases, the FAB must take a vote, in accordance with s4.2 of the Constitution*]. If no candidate takes up the offer to join, the FAB may then hold an election, in accordance with the election rules contained within Appx 3 of the Constitution, should they choose not to leave the position vacant for the remainder of the season. The decision on whether to fill the position for the remainder of the season must be taken after a vote at a quorate FAB meeting.

## 4. Officers

4.1 The Officers of the FAB shall be the Chair, the Vice-Chair and the Secretary, who will administer the FAB, with the consensus of the members.

4.2 All FAB members are eligible to seek election as an officer. Officers will be elected annually, at the first FAB meeting of a new season, and the management of this process will be adjudicated by a member of the FAB who is not seeking election as an officer. Officers may be elected to the same position for subsequent terms in accordance with agreed maximum tenure, as determined by the FAB.

4.3 The duties of the Chair are to:

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<sup>1</sup> FSA member recruitment is dependent on there being an existing member of the FAB who is an active FSA member and who can report on FSA initiatives and activities, so there will sometimes be a requirement for an FSA member during recruitment and sometimes not. Where it is not necessary, there is an option for a one-year tenure available for a member with a “no further eligibility requirement”. This has resulted in there being 11 FAB members, as opposed to the original 10, when there was no role filled by a member with such a requirement.

- (a) Chair meetings of the FAB
- (b) Chair meetings between the FAB and EFC
- (c) Be the primary contact for discussions with EFC.
- (d) Represent the FAB at meetings that they have been invited to.
- (e) Act as spokesperson for the FAB.
- (f) Fulfil the roles specified within the FAB complaints policy.
- (g) Attend, as ex-officio, meetings of subcommittees, when available.

4.4 The duties of the Vice-Chair are to:

- (a) Deputise for the Chair in the above duties.
- (b) Attend scheduled Police Supporter Liaison Group meetings on behalf of the FAB.
- (c) Attend Sports Ground Safety Authority (SGSA). meetings on behalf of the FAB.
- (d) Fulfil the roles specified within the FAB complaints policy.

4.5 The duties of the Secretary are to:

- (a) Prepare the agenda for FAB meetings in consultation with the Chair.
- (b) Record and distribute minutes of FAB meetings.
- (c) Arrange regular and ad-hoc (or single-issue) meetings on behalf of the FAB.
- (d) Maintain contact details for FAB members.
- (e) Deal with FAB correspondence.
- (f) Collect and circulate any relevant information within the FAB and EFC.
- (g) Fulfil the roles specified within the FAB complaints policy.

## 5. Subcommittees

5.1 Any FAB member may propose the formation of a subcommittee, which, once seconded and approved at a FAB meeting, shall operate until its agreed aims have been met. Each subcommittee will have a 'Lead' representative and all FAB members will be able to contribute if they wish. Any proposed actions must be ratified by FAB members. The subcommittee Lead may propose a maximum number of permanent members, but other members may join meetings by invitation.

5.2 The FAB shall convene a standing subcommittee to manage communications. It shall:

- (a) Produce a communications strategy and present it for approval by FAB members.
- (b) Manage the FAB website.
- (c) Manage and populate FAB social media accounts.
- (d) Produce and manage FAB statements for publication, in agreement with the FAB.

5.3 Roles of Subcommittee Leads

- (a) Take a leadership role in setting the Committee's goals, plans, activities, agendas and meetings.
- (b) Draft the Committee strategy for presentation to the FAB.
- (c) Foster collaboration and input from Committee members.
- (d) Provide regular updates at monthly FAB meetings, to ensure alignment with FAB priorities.

## 6. Meetings

6.1 The FAB will meet on the second Tuesday of each month, unless agreed otherwise, and members are required to attend a minimum of 75% of meetings annually unless there are extenuating circumstances; the quorum shall be six FAB members, one of which must be an officer.

6.2 The Chair shall lead all FAB meetings, with the Vice-Chair deputising at such times as the Chair is unable to attend a meeting.

6.3 The standing agenda for FAB meetings will be:

- (1) Chair's introduction, with apologies, if received.
- (2) Minutes of the last meeting, to be proposed and voted for approval.
- (3) Declarations of any other business.
- (4) Matters arising from minutes of the last meeting.
- (5) Chair's update.
- (6) Review of key priorities/Vice-chair's update
- (7) Reserved organisation updates from EDSA, EFF, SCC, EHS, ISCN, EWSC.
- (8) Elected member updates.
- (9) Subcommittee update(s).
- (10) <sup>2</sup>*Item space for introduced items or proposals, depending on prevailing circumstances.*
- (11) Any other business.
- (12) Date of next meeting.

<sup>3</sup>The agenda is amended for the first meeting of a new season, to include election of Officers (see previously published minutes).

6.4 All FAB members have the right to vote at all meetings on a 'one member, one vote' basis. In the event of a split vote, the Chair will have the casting vote. Co-opted advisors/consultants will have no voting rights.

6.5 Minutes will be produced from all FAB meetings and they will be made available, via posting on the FAB website, following their ratification at the next meeting.

6.6 The FAB will also meet with EFC on a quarterly basis. As agreed with the Club, additional meetings may be requested, on an extra-ordinary basis; the process for initiating these meetings is:

- (a) A FAB member proposes an issue that they feel justifies an extra-ordinary meeting with EFC and the proposal is seconded by another FAB member and (if the proposal is not made at a regular FAB meeting) it is submitted in writing to the Chair and the Secretary.
- (b) FAB members carry out a vote to determine consensus for an extra-ordinary meeting to be called with EFC. If the proposal is not made at a regular FAB meeting, this may be done verbally, through a group call, or via e-mail.
- (c) The Secretary will write to EFC, on behalf of the Chair, to request a meeting.

6.7 Notwithstanding the quarterly meetings with the Club and any subsequent extraordinary meetings, FAB officers and members may meet, or make contact with, the Club to discuss important strategic issues in-between such meetings.

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<sup>2</sup> *Items may be added, at number 10, as necessary, for instance, prior to meetings with the Club, election matters or significant events impacting fans. This item space may not be used at some meetings.*

<sup>3</sup> *The first FAB meeting of the new season is usually held at EFC headquarters and includes a welcome from a Club officer. EFC staff are then asked to leave the room in order for the FAB to vote in Officers. The agenda is amended to account for this (see previously published minutes).*

## **7. Code of Conduct**

7.1 FAB members will adhere to a Code of Conduct, which is contained within Appx 1 of the Constitution.

## **8. Complaints Policy**

8.1 The FAB has an established Complaints Policy, which is contained within Appx 2 of the Constitution.

## **9. Recruitment and Election Process**

9.1 The FAB recruitment and election processes, including eligibility, rules and the shortlisting process, is contained within Appx 3 of the Constitution.

## **10. Amendments**

10.1 Any changes to the Constitution must be proposed at a FAB meeting. Agreement will be determined, if at least two-thirds of those members present vote in favour of adopting the changes.

**Duty voted on and accepted by the Fan Advisory Board on:** *14 October 2025*

*Signed [Electronically]:*

*P. Rigby*

**Paul Rigby**  
(Chair)

*T. Sampson*

**Tony Sampson**  
(Vice-Chair)

*J. Clarke*

**Julie Clarke**  
(Secretary)

## **Appendecies**

**1. FAB Code of Conduct**

**2. FAB Complaints Policy**

**3. FAB Recruitment and Election Process**



## Everton Football Club Fan Advisory Board

### Code of Conduct

*(Constitution, Appendix one)*

#### Introduction

This code sits within the Constitution and sets out the standards of personal behaviour, and conduct expected of members, to serve on the Everton Football Club and Everton Football Club Women (EFC) Fan Advisory Board (FAB) of Everton. Failure to observe its stipulations shall be regarded as a breach of this code, and may incur disciplinary action up to and including removal from their position under the provisions set out in the FAB's complaints policy.

The position of FAB member carries with it a responsibility not only to fellow FAB members, but also to stakeholders who the FAB engage with. Additionally, FAB members also bear a general duty of care that their actions and decisions should be in the best interests of the EFC fanbase.

#### Duties and Responsibilities

These can be summarised as the duty:

- To ensure all actions taken by the FAB are within the prevailing law;
- To ensure FAB business is conducted in accordance with its Terms of Reference and Constitution;
- To act in good faith; and
- To take care when dealing with other FAB members, the fanbase and EFC.

#### Obeying the Law

Members must ensure that any campaigns, meetings and any other activities upon which the FAB may embark do not bring the FAB into conflict with the law.

#### Duty of Good Faith

FAB members have a duty of good faith, which can be broadly summarised as:

- Truthfulness and honesty – this means acting with complete truthfulness and honesty in any dealings with, or on behalf of, the FAB;
- Treating as confidential certain information which comes to their knowledge concerning EFC's affairs, especially when so designated, and certain discussions within FAB meetings, similarly designated; and

- Acting at all times in the best interest of EFC and its fanbase – this means ensuring that FAB members never use their position to obtain a benefit or advantage for themselves, for other people or organisations.

## Duty to Take Care

The duty to take care includes:

- Reading papers before meetings, and coming to meetings properly prepared;
- asking questions if further explanation or information is needed, and raising questions in appropriate manner when not satisfied with the answers given;
- Taking advice from independent advisors when that is needed in the best interests of the FAB and EFC;
- Accept decisions made by the FAB and EFC, even if they disagree with the outcome and voted against;
- Not making public comment(s) criticising FAB decisions, or act in such a way contrary to the spirit of the Terms of Reference – this shall be deemed a disciplinary offence under Appx 2, Complaints Procedure; and
- Doing their best – FAB members should aim for the highest standards they can achieve. A member who does not give an appropriate level of commitment to the FAB’s affairs is failing in their duty.

## Standards of Behaviour

In all duties carried out within, and on behalf of, the FAB, members are expected to show appropriate standards of behaviour. This is necessary to ensure the FAB can function properly and that it can play its appropriate part in EFC’s overall governance structures.

**FAB members will observe the following general standards:**

- In their dealings with each other, the EFC fanbase and EFC employees, treating people politely, fairly and with respect in all forms of verbal and written communication (including social media);
- In all dealings with each other and when representing the FAB, refrain from using discriminatory language and behaviour, including upholding at all times the protected characteristics of others as set out in current Equalities legislation; and, at FAB meetings:
  - Accepting the authority of the chair of any meeting;
  - Listening to the views of colleagues and EFC employees with an open mind, seeking advice or clarification where needed, expressing their own views, and coming to their own decision on individual matters in good faith in what they believe to be in the best interests of the EFC and EFC fanbase;
  - Not resorting to behaviour that could be considered to be discriminatory, offensive, aggressive or intimidating; and
  - Keeping to the agenda, raising other issues under ‘any other business’ according to agreed procedures, and not engaging in discussions during the meeting which are not relevant to the issues of the meeting.

## Confidentiality

FAB members will observe the following obligations of confidentiality:

- They will not disclose any information outside the FAB unless it is already in the public domain, or they are specifically authorised to do so;
- They will not use any such information for personal advantage;
- Unless so authorised, they will not pass information to any representative of the press or media, and will refer any press or media enquiries to the appropriate person; and
- They will take proper care of any documents they receive as FAB members and store them securely.

## Conflicts of Interest

FAB members must disclose any material interest which they, their spouse or partner, close family member, or close friend or business associate holds in any:

- business which is providing goods or services to EFC; and
- public body or voluntary organisation with which EFC has or is likely to have any dealings.

Unless a prior decision is taken to the contrary, no FAB member may take part in any discussion on a matter in which they have an interest.

## Hospitality and Gifts

FAB members should not solicit or accept hospitality, goods, services, gifts or any other benefit, which may compromise either their position or the FAB, or may lead others to perceive that the integrity of the FAB member has been compromised. An exception of this is in circumstances when working meals or refreshments are provided.

## Breaches of Code and Complaint Procedure

All FAB members accept that they must comply with this Code if the FAB is to be able to function properly and efficiently and do its job.

Where a FAB member is alleged to be in breach of any element of this Code or the FAB Terms of Reference, the process laid out in the FAB Complaints Policy should be followed Policy (see the Constitution, Appx 2).

The logo features the text 'EVERTON FAN ADVISORY BOARD' in white, bold, sans-serif capital letters, centered on a dark blue background. The background image is a stylized, semi-transparent rendering of the Everton stadium, Goodison Park, showing the pitch and stands.

# EVERTON FAN ADVISORY BOARD

## Everton Football Club Fan Advisory Board

### Complaints Policy

*(Constitution, Appendix two)*

#### 1. Introduction

This policy sets out the process by which the Everton Football Club and Everton Football Club Women (EFC) Fan Advisory Board (FAB) should investigate complaints or charges that a member may, directly or indirectly, have breached the terms of the Code of Conduct (see Appx 1) that the FAB has signed.

#### 2. Raising a Potential Policy Breach

A potential policy breach may come to light through a number of sources including, but not limited to:

- a) An issue arising during the course of a meeting that cannot be resolved by immediate intervention of the meeting Chair to the satisfaction of all parties;
- b) A complaint from an individual (who may or may not be a member of the FAB);
- c) A complaint made via EFC; or
- d) An anonymous whistle blower.

#### 3. Investigation Process

Reported breaches should be addressed through the escalating stages detailed below until resolved in accordance with this policy.

#### 4. Informal Consideration

Informal consideration of evidence, and discussion, with directly affected persons, by the FAB Secretary (unless they are the subject of the action, in which case a FAB member shall be appointed by majority vote of the FAB). At this stage, the matter can be resolved by:

- a) Determining that there is no case to answer.
- b) Amicable resolution to the satisfaction of all parties.

## 5. Formation of a Disciplinary Committee

If stage 4(a), or 4(b) does not apply, a Disciplinary Committee will be convened to determine the facts of the matter and take such measures that the committee sees fit.

- If a Disciplinary Committee is constituted, a majority of the FAB may rule that the member(s) concerned be suspended from FAB membership pending the outcome of a disciplinary hearing.
- The suspended member(s) shall not be entitled to vote, nor attend meetings for the duration of the suspension. If the suspended member(s) are from an organisation with a reserved FAB position, the organisation's vice-representative may attend future meetings and vote during the period of suspension.
- The Disciplinary Committee will consist of the current Chair and Vice-Chair, unless one or both of them is the subject of the disciplinary action, in which case another member of the FAB will be selected by majority vote of the FAB as Chair of the Disciplinary Committee. The Secretary will also attend hearings for the purposes of recording that a hearing took place and the outcome of the hearing. Should the Secretary be the subject of the disciplinary hearing, the above rules will apply.
- The Chair of the Disciplinary Committee shall have a casting vote if necessary.
- Additionally, up to two, but no less than one other FAB member (who are not subject of the disciplinary action) shall sit on the Disciplinary Committee; co-opted FAB members may not serve on a Disciplinary Committee.
- All members of the Disciplinary Committee shall treat its proceedings as confidential, unless the subjects of the hearing waive that right directly, or violate the confidentiality through making public comment about its proceedings.
- The Disciplinary Committee shall meet as soon as is practicable after it is constituted and shall invite the member(s) concerned to attend or submit their version of events and/or mitigating circumstances.
- The Disciplinary Committee shall act honestly and equitably in assessing the facts of the disciplinary case before it.
- If the member(s) concerned fails to either attend or submit their version of events and/or mitigating circumstances as envisaged above, the Disciplinary Committee can proceed and make such inferences as it sees fit from such non-attendance or non-submission.
- If the case is upheld the Disciplinary Committee will determine an appropriate sanction to be applied as detailed below in clause 7.1.
- The Disciplinary Committee shall formally notify all parties and the FAB of their conclusions alongside any sanctions to be imposed in writing.
- There is no appeal or challenge process following the decision of the Disciplinary Committee, notwithstanding the right of any member to seek redress through the formal external judicial process.

## 6. Conduct of Investigations

At all times during the investigation the following rules and protocols will apply:

All relevant documents and materials should be made available in advance to all parties.

- Cases may be conducted through written exchange of communication, but the respondent has the right to request face to face proceedings (including through remote audio or visual channels).
- Either party may present the evidence of witnesses to material facts of the case.
- Confidentiality should be maintained until final resolution. At the conclusion of proceedings, the panel will attempt to agree a joint statement if appropriate.
- No person with a direct connection to the accused or who is connected to material facts of the case can participate as part of a Disciplinary Committee.
- The member who is the subject of the hearing may request a person to attend proceedings alongside them as an observer.

## 7. Potential Sanctions

Where a case is proven, sanctions should be applied that reflect the seriousness of the breach and any previous proven breaches of the relevant code by the accused person. Sanctions may include, but are not limited to one of more of the following:

- 7.1 No action necessary;
- 7.2 Mutually agreed resolution such as an acknowledgement or apology;
- 7.3 Written warning/reprimand;
- 7.4 Agreed corrective action by the accused member(s);
- 7.5 Suspension from elected position on the FAB for a defined period;
- 7.6 Termination of elected position on the FAB;
- 7.7 Suspension of FAB membership for a defined period; or
- 7.8 Expulsion from the FAB.

No member expelled from membership as a result of disciplinary action shall be re-admitted except by majority ruling of the FAB.



## Everton Football Club Fan Advisory Board

### Recruitment and Election Process

*(Constitution, Appendix three)*

#### Introduction

The Everton Fan Advisory Board (FAB) holds elections every year, to invite fans to directly elect new members onto the FAB, who will sit alongside the six members who represent established fan groups (referred to as “Reserved groups”). There are five directly elected positions and their tenure is designed to stagger, to ensure consistency. Four of the roles are for three year tenures and one of the roles has a one year tenure.

#### 1. FAB Directly Elected Membership Structure

**Currently**, the fan-elected positions and criteria are filled as follows:

Position	Tenure	Currently voted on	Ends
1 x Everton FC Shareholder	3 years	Mark McKeown, 2024-25	May 2027
1 x Evertonian with protected characteristic	3 years	Julie Clarke, 2023-24	May 2026
1 x Evertonian with no further eligibility requirements	3 years	Paul Rigby, 2023-24	May 2026
1 x Evertonian with no further eligibility requirements	3 years	Fawad Munir, 2025-26	May 2028
1 x Evertonian with no further eligibility, or FSA membership	1 year	Rob Galkoff, 2025-26	May 2026

There are eligibility and ineligibility stipulations.

#### 2. Eligibility

2.1 Any Evertonian, who holds a live Everton Football Club supporter number at 1 May each season may apply to be elected on to the Everton Fan Advisory Board (FAB), unless they are ineligible, under s3.1 of this process.

#### 3. Ineligibility

3.1 The following are ineligible for election onto the FAB:

- a) Fans who **do not** hold a live EFC supporter number at 1 May each season.
- b) EFC employees, employed under any criteria, including casual workers.

- c) Contractors, partners (or their employees) of any organisation, or freelance workers. retained by EFC, or in receipt of payment for commissioned tasks, including for the purposes of marketing, merchandising or public relations.
- d) Employees of any other league football club, employed under any criteria, including casual workers.

## 4. Monitoring and oversight

### 4.1 Election Committee

The FAB will agree an Election Committee at their January meeting each year and this committee will form the basis of the shortlisting panel, alongside three other panel members, in accordance with s4.4. of these rules. In order to ensure a democratic process, the Election Committee can only be populated by members who will not be standing for re-election at the end of the season. Their meetings will be confidential, to ensure those members who intend to stand are not given an unfair advantage over other potential applicants. The committee priorities will be:

- To review the election processes and rules.
- To agree the timetable for the election process with EFC by the end March.
- To confirm the election timetable at the March FAB meeting.
- To provide EFC with the election rules, including any amendments and criteria.
- To appoint two independent shortlisting panel members, in accordance with s4.4.
- To provide EFC with the names of the shortlisting panel.
- To liaise with EFC about communicating the election to the fanbase
- To ensure a room and returning office is available on an agreed day for shortlisting.
- To ensure the shortlisting process is carried out fairly and democratically, in accordance with the Election Rules and the Panel Undertaking.

### 4.2 Observation and sign-off

The election is monitored and signed off by an independent body (currently the Football Supporters' Association).

### 4.3 Returning Officer

A returning officer (RO) is appointed from a member of the EFC Legal or Governance team and the responsibilities of the RO are:

- Administering, applying and maintaining these Election Rules
- Publishing the notices relating to the appointments and elections
- The nomination process for the candidates
- Providing the necessary documentation for the appointments and elections
- Providing the allocation and distribution of the ballot papers
- Appointing counting officers and/or selecting the appropriate software or technology to receive and count the votes
- Declaring and publishing the results
- Ensuring that the election and appointments processes are as efficient and effective as possible and that they comply with these Election Rules including Schedule 1 of these Rules
- Receiving, recording and administering any complaints and ensuring that they are managed in a clear, transparent and timely way preparing and publishing written reasons for the outcome of any complaints.

### 4.4 Shortlisting Panel

A panel is convened, consisting of two independent persons of standing in the community (usually selected from local clergy, politics and business, but this may vary) and one member of the EFC

Legal/Governance team. Also on the panel are either two or three members of the FAB, who are not standing, or re-standing, for election. The number may change from year-to-year, depending on the number who able to stand and are available, so there will usually be five or six panel members.

## 5. Election Rules

### 5.1 Nominations

A candidate may nominate themselves and does not require another member to endorse their nomination.

### 5.2 Withdrawal of a nomination

A candidate can withdraw from an election by submitting a notice of withdrawal. This must be delivered in writing to the Returning Officer at the same address as for the delivery of nomination forms. Any withdrawals must be received before the ballot opens for voting. If a candidate fails to withdraw after the ballot for voting has opened, their details will remain on the ballot paper. If a candidate withdraws their nomination before the ballot opens for voting, the election must proceed with the remaining candidates.

### 5.3 Statement of persons nominated

The Returning Officer will publish a statement of persons nominated for the election before the opening of the ballot. Any person entitled to vote in the election may challenge the validity of a nomination within three days following the publication of nominations on the grounds that it does not comply with these Rules. The Returning Officer shall rule on the challenge and their decision shall be final.

### 5.4 Information about the Candidates

Any fan with an EFC membership number prior to 1 May in the election year is eligible to vote, based on the statements and other information provided by candidates on their nomination form which is included as part of the online ballot process. Details of how to vote, candidate information and the closing date of the election will be circulated under the instruction of the Returning Officer to all members eligible to stand and vote in advance of the election. The Returning Officer will provide, through the Everton website, the voting system and a copy of the candidates' supporting statements to every member eligible to vote along with their ballot.

### 5.5 Conduct of Candidates during the Election

Candidates themselves may directly or indirectly promote their candidacy, solicit votes or campaign themselves provided that such activities are lawful. Candidates may meet the cost of any such activities from their own resources but must not accept donations or other forms of financial support from third parties.

### 5.6 Supporting Statements

Supporting statements must not exceed 300 words. The statements will be checked upon receipt. The Returning Officer will review submitted statements and biographical information for obvious errors (spelling mistakes etc.) for reference back to the candidate for agreement prior to publication. If the text exceeds the word limit, the candidate will be asked to remove a sufficient number of words so as to place the statement within the required word limit before the statement is published. In the absence of a revised statement only the first 300 words will be used to avoid unfair advantage. Potential voters will be able to view the supporting statements.

Statements will be solely published at the Returning Officer's discretion. The Returning Officer will not publish any statement, or part of a statement, known to contain inaccurate or

untruthful information; which they believe to be unlawful; or which they believe could lead the club to any legal action or any contravention of the club's legal duties.

### **5.7 Supporting Video**

Videos provided must be no longer than 1 minute in duration and be no more than 35mb. If videos are larger than 35mb, or fail to upload, the candidate is advised to upload the files to a file hosting website of choice and email the share link to [crm@evertonfc.com](mailto:crm@evertonfc.com). Video links must be in open format, and not linked to a personal (or employer-provided) drive which requires permissions or authentication to access. Applications provided with videos which do not comply cannot be considered by the shortlisting panel. Likewise, where photos are provided instead of videos, the application will be rendered void.

### **5.8 Voting**

Those who meet the eligibility criteria for the specific election will be contacted and invited to vote. Those eligible to participate are invited to vote based on the information provided by candidates in their supporting statement, which will be included as part of the online ballot. All votes are expected to be cast based solely on the information provided in the ballot.

### **5.9 Uncontested Elections**

If insufficient nominations have been received to fill all vacancies at the close of nominations, a decision will be made by the Election Committee and the Returning Officer either to extend the period for nominations, if there are reasonable grounds to believe that further nominations are likely, or to appoint members from those nominated as elected if unopposed. If an election is uncontested (i.e. the number of candidates is equal to or fewer than the number of vacancies) the application process will be re-opened. Should the number of candidates remain fewer than the number of vacancies then the candidates' details will be published. The candidates shall be declared elected unopposed no more than ten days later.

### **5.10 Count**

Counting officer(s) will be appointed to confirm the results of the ballot after the closing date has passed and then report the outcome of the vote to the Returning Officer. Where a number of vacancies exist, candidates will be elected in order of the number of votes they receive until the vacancies have been filled. If the election is contested, the candidate, or candidates, with the highest number of votes following the count will be declared elected. In the event of a tie between two or more candidates, the Returning Officer will arrange for lots to be drawn to settle the tie. The candidates concerned will be notified in advance and invited to observe the drawing of lots in person or to nominate a representative to observe on their behalf. Once the count has been conducted those elected will be informed. All candidates will be notified of the results as soon as possible after the count has concluded.

### **5.11 Announcement of Results**

The Returning Officer is responsible for announcing the results of an election. If an election is uncontested (i.e. the number of candidates is equal to or fewer than the number of vacancies) a statement of the candidates will be circulated as soon as practicable after the close of nominations, and the candidates shall be declared elected unopposed no more than ten days after the close of nominations.

### **5.12 Terms of Office**

The Terms of Office for each election will be published by the Returning Officer in each year in accordance with the FAB Directly Election Membership Structure, contained within s1 of this process.

### **5.13 Complaints**

Any complaints about the conduct of the elections, the appointments process or the conduct of candidates during the election should be made to the Returning Officer. Any such complaint must be submitted in writing to the Returning Officer at the same address as for the delivery of nomination forms on or before the closing date for voting.

The Returning Officer shall:

- a) Acknowledge receipt of the complaint
- b) Investigate the complaint
- c) If appropriate, invite the candidate to provide a response
- d) Determine the outcome of the complaint
- e) Notify the complainant and the candidate of the outcome
- f) Report the outcome to any other interested party

### **5.14 Remedy for Breach of the Election Rules**

Any complaints about the conduct of the elections or the conduct of candidates during the elections must be made to the Returning Officer in accordance with Rule 5.13. The Returning Officer can disqualify any candidate in respect of any breach of these Rules. The Returning Officer shall rule on the challenge and their decision shall be final.

### **5.15 Verification of Process and Results**

The Returning Officer shall appoint an independent person or organisation to verify that the shortlisting, appointments and election process have been undertaken in accordance with these Rules and Schedule 1 of the Rules. The Returning Officer shall provide access to the relevant materials required by the verifier. The Verifier shall provide a written report to the Returning Officer within one month of the date of the results being published.

### **5.16 Maximum Terms**

Members may serve a maximum of four years, over two or more terms, on the FAB.

## **6. Shortlisting**

- 6.1 The shortlisting panel will meet in a secure environment for the purpose of compiling a shortlist of candidates to go forward to eligible fans for a vote.
- 6.2 Each panel member is expected to abide by a written undertaking in accordance with s7.2 of the election rules and vote independently on all applicants whose supporting statement and video are provided in a readable format and are compliant in accordance with s5 of the Election Rules.

## **7. Panel Undertaking**

7.1 The panel will undertake to consider all compliant applications equally and honestly.

7.2 The panel will abide by the following statement, prior to beginning the shortlisting process: *“I undertake to consider the applicants before me, to become members of the Everton Fan Advisory Board, against the criteria provided, and to allocate scores and nominations for shortlisting in a fair and democratic manner, without fear or favour; I will make clear to the rest of the panel (before the scoring process for an applicant starts) if an applicant is known, or related, to me (although this does not preclude that applicant’s participation in the process). I will not give preference to any*

*applicant who I know, or to an applicant who is already, or has been, a member of the Fan Advisory Board, nor will I treat their application any more favourably than other candidate”.*

## 8. Scoring

8.1 Scoring will fall within 5 categories, with each section being marked out of 5, to build a final score out of 25. All panel members will score all categories of each candidate, against the criteria in s9 of the election rules.

8.2 When all candidates have been scored, the panel will hand over their scoresheets to the counting officer, for the scores to be counted and averaged.

## 9. Scoring Criteria (by which all candidates will be equally measured)

9.1 Scoring criteria will fall under the following headings (with details to be provided for panel members), resulting in an overall score out of a possible maximum score of 25:

a) Video: Motivations and purpose	-/5
b) Video: Communication	-/5
c) Statement: Motivations and purpose	-/5
d) Statement: Clarity	-/5
e) Values	-/5

The average scores across all selection panel members will be calculated to give scores to all applicants and to agree the shortlist to go forward as candidates in the Election.

9.2 Details to be considered and scored against each heading will be agreed by the Election Committee each year, in accordance with its agreed priorities.

## 10. Appointment and attendance at first meeting

10.1 Only newly-appointed members of the FAB will attend the season’s first meeting.