



# **OXFORD UNITED FAN ADVISORY BOARD APPLICATION, INTERVIEW & ELECTION POLICY**

## **Introduction**

This policy outlines the process for electing representatives to the Oxford United FAB. The election process consists of four stages: application, shortlisting, interview, and election.

## **Application & Interview Panel**

An Application & Interview Panel of 3 individuals will be formed to oversee the election.

The Panel must be chaired by an independent person who is not on the FAB or connected to the Club to ensure fairness and impartiality.

The FSA can provide an independent chair for the Panel if required.

## **Eligibility**

Candidates must be over the age of 18.

Candidates must demonstrate a commitment to the values and mission of the Oxford United FAB.

Candidates must not have any record of misconduct or behaviour that goes against the FAB Code of Conduct, including any current football-related bans or convictions.

Candidates should not be employees of Oxford United Football Club. Candidates carrying out volunteer roles may also be ineligible subject to the nature of the volunteering. The decision of the application and interview panel on eligibility is final.

Current committee members seeking re-election must follow the same application and election process as new candidates.

## **The Application & Interview Panel**

The Application & Interview Panel will consist of:

- 1 individually elected representative from Oxford United FAB, or 1 independent supporter representative agreed by FAB individual representatives.
- 1 independent supporter representative agreed by FAB individual representatives or 1 Club employee
- 1 FSA representative

## **Application Process**

The Application and Interview Panel will announce open seats and invite applications from Oxford United fans. Details will be available on Club and Oxford United FAB channels.

The Application and Interview Panel will agree the content of the application form and confirm any additional eligibility criteria.



Applicants must complete and submit the application form on the Club website. The deadline for applications will be clearly stated. Incomplete or late applications will not be considered.

## **Shortlisting Process**

The Application and Interview Panel will review all applications and assess candidates based on the strength of their application and any criteria specified in the announcement.

The Panel may choose to anonymise applications before the shortlisting process begins.

The shortlisted candidates will be notified and invited to the interview stage.

## **Interview Process**

Shortlisted candidates will be interviewed by the Application and Interview Panel.

The interview will assess the candidates' understanding of the FAB's responsibilities, their commitment, and their ability to contribute positively.

Following the interviews, the Application and Interview Panel will finalise the list of candidates who will proceed to the election stage.

## **Election Process**

The voting constituency for the Oxford United FAB will be Oxford United supporters with a fan number on the Club database on the date of the election announcement.

The final candidates will be publicly announced, and their profiles shared with the fan base on the FAB section of the Club website.

Elections will be conducted via a secure voting mechanism.

The voting period and process will be clearly defined and communicated in advance.

Votes will be counted transparently, and results will be announced within a reasonable timeframe after the voting period ends.

In the case of a tie, lots will be drawn.

Where a vacancy arises due to a FAB representative leaving before the end of their term of office, this vacancy will be filled at the next available election cycle for the rest of the original representative's term of office. In this situation the candidates with the most votes in the election will be appointed for the longer terms.

In the event of the number of candidates being equal, or fewer, than the number of vacancies, the profiles of those candidates will be published, and an affirmative vote may be held requiring over 50% of those voting to confirm the candidate's place on the FAB.

## **Recommendation to the FAB**

In exceptional circumstances, the Application and Interview Panel may recommend a candidate be invited to be a representative on the Oxford United FAB.



A recommended representative must meet the eligibility criteria and demonstrate relevant skills or experience beneficial to the FAB.

A recommended member will serve for a defined period, after which they must stand for election if they wish to continue serving.

At all times, recommended members must remain in the minority compared to elected members to ensure democratic representation.

## **Additional Considerations**

Candidates must adhere to ethical conduct throughout the process - Code of Conduct document [HERE](#). Any form of misconduct or unfair campaigning may result in disqualification.

This policy will be periodically reviewed or in response to legislative or regulatory changes to ensure it remains fit for purpose. The next scheduled review will be **April 2027**.

Any disputes regarding the election process will be resolved by the Application and Interview Panel.

## **Conclusion**

This policy aims to ensure a transparent, fair, and inclusive election process that upholds the integrity of the Oxford United FAB. All members are encouraged to participate actively and in good faith.