



How does the BPA Governance structure work?

The best way to describe how the BPA governance works is to draw a parallel with the UK Parliamentary model, with the BPA Board being the government, the Service Boards acting as the Ministries and the Council of Representatives being Parliament.

BPA Board

The Board runs and manages all aspects of the Association. It has responsibility for developing and implementing policy, drafting the Strategy, coordinating the Senior Management Team and maintain legal responsibility for the Association.

The Board is made up of a Chair of the Board, the four Service Board Chairs and five ordinary Board members. To be eligible for any of these positions a candidate must be a member of the Council of Representatives. All members are elected to their positions by the Council of Representatives. The Chair and the Ordinary members are elected for three-year terms, the Service Board Chairs are elected for two-year terms. All candidates are eligible to stand again at the conclusion of their term.

Service Boards

Sometimes it will be necessary to look at a specific policy/topic in greater detail, in these situations, Service Boards will be set up to support the work of the Board. To ensure appropriate corporate governance, the Service Boards are answerable to the BPA Board. The Chair shall formally submit brief progress reports to meetings of the BPA Board and Council of Representatives as required. The Service Boards will also submit a review of their activities over the year for inclusion in the BPA Annual Report, covering its workstreams and outputs since the previous edition of the same. The Four service Boards are:

- Operational Services
- Professional Standards and Development
- Public Affairs and Communications
- Technology, Innovation and Research

Membership of the Service Boards comprise both members of Council and Ordinary Members. The Chair of the Service Board automatically becomes a member of the BPA Board.

Council of Representatives has responsibility for checking the work of Board and examining, debating and approving new policy and strategy.

Checking the Work of The Board

One of the roles of the Council of Representatives is to examine and challenge the work of The Board, by questioning Board members. The Board will respond to, explain and justify policies and decisions through the Council of Representatives and/or through normal communications methods.

Questions to The Board

From time to time the Council of Representatives may wish to ask questions of The Board, questions that may have been raised by members within their electoral colleges, or questions arising from communications from The Board. In order to effectively respond to questions raised, questions to Board members may be submitted to The Board for addressing at the next Council of Representatives meeting.

The Chair of The Board (and/or other Board members) will either:

- respond orally or in writing in advance of a Council of Representatives meeting or
- answer questions through the regular agenda item for questions at the start of each Council of Representatives or
- as appropriate on the agenda.

Normally all members of The Board will attend the Council of Representatives meetings to answer questions.

Debates

Debates in the Council of Representatives may be about the creation and amendment of policy and strategy as well as other matters affecting members and the profession. It is through active and participative debate that the Association will continue to be a strong voice representing the views of its members.

Debates also allow Council of Representatives to voice the concerns and interests of their Membership Group members. These debates will assist members to reach an informed decision on a subject. In particular external speakers may be invited to further inform debate. Votes may be taken to see whether a majority of Members either support or reject any discussed proposals or to conclude a debate. These votes may result in the agreeing or rejecting of a policy or simply register member's opinion on a subject.

Advisory Panels and Working Groups

Sometimes it will be necessary to look at a specific policy/topic in greater detail, in these situations, Advisory Panels or smaller working groups will be set up for a specific purpose, perhaps on a time limited project. Different groups have different roles ranging from offering advice, to producing reports. Outcomes from these groups will be submitted to The Board who will feed back to the Council of Representatives.

Policy and Strategy

The Board that introduces plans for new, or changes to existing, policy/strategy - but they can also be proposed by a member or even a member of the public or private group from time to time. The Council of Representatives is responsible for approving new policy and strategy put before them by The Board.

Scrutiny of The Board

It is important that The Board retains the confidence of the Council of Representatives and therefore regular reviews of The Board's performance will be undertaken by the Council of Representatives and in the unlikely event that an expression of no confidence is made in The Board, appropriate action will be taken under the Articles of Association.

The President

The President is one of the most important figures in the Association's governance and is central to the image of the Association. The President is the Chair of the Council of Representatives and must remain impartial at all times. During debates, the President keeps order and ensures members have the opportunity to speak.

The President will preside over debates in the Council of Representatives and must try to ensure that, notwithstanding the pressure of business, every point of view at the Council of Representatives is given an opportunity for expression.

The President acts as the spokesperson for the Association on ceremonial occasions. He or she represents the Association at many events and occasions both domestically and occasionally abroad. The President welcomes and hosts visiting speakers and delegations of parking professionals, government officials and other stakeholders visiting from home and abroad.

Each year The Board informs the members and stakeholders of its plans for the year ahead through the President's address at the Reception at the House of Commons.

How to have your voice

It is important that the members have an opportunity to have their voice heard – whether on a matter of membership or something that is affecting their sector of the profession. To facilitate this, Council of Representatives members representing membership group will be the initial point of reference for members wishing to raise matters for discussion and debate at the Council of Representatives.

Members will also be encouraged to take a more active part in voting for their representatives. Through the establishment of membership group, all members will have elected representatives who are specifically in place to represent their views. During elections, members wishing to represent a membership group will need to actively demonstrate their skills and expertise in representing the group that they are standing for election to. The voting for those places will be restricted to members of that group.

How to get elected

The process for elections is outlined in a separate document and will be circulated to all members each time an election for an electoral college is called. In brief:

- Regional/Country Groups: Members who wish to stand for Chair of a Region/Country Group need not be based in the region/country as long as they can demonstrate an active representational role.
- Interest Groups: Members who wish to stand for Chair of an Interest Group or representation of an membership group need not be mapped to that membership group as long as they can demonstrate an active representational role.
- Individual Member representation on Council of Representatives: Only individual members of the BPA at MBPA Member or Fellow status can stand for election to represent individual on the Council of Representatives.

In all cases – voting will be undertaken only by members allocated to a Region/Country **or** a Membership Group. Only Associate, Members and Fellows can vote in the Individual member elections.