

Introduction

1. This document contains the procedures for electing our national executive council (NEC). They are based on the UNISON rule book (as amended in 2016) and the current legislation and were approved by UNISON's development and organisation committee on 16 November 2016. These procedures are designed to ensure that we meet the UNISON rulebook's aim:
"To seek to ensure that members, activists, representatives and staff are treated with dignity and respect at all times when participating in the union's democratic structures."

Appointing the returning officer and agreeing a timetable

2. At least three months before the election, the NEC will appoint an independent, qualified returning officer who will act as scrutineer under the Trade Union and Labour Relations (Consolidation) Act 1992. UNISON has entered into a three-year contract with Electoral Reform Services (ERS) to carry out these duties.
3. The NEC will agree a timetable to include:
 - a. the period when nominations for elections must be received
 - b. the date when ballot papers will first be sent to members who are entitled to vote
 - c. the date by which members must return their filled-in ballot papers, and
 - d. the date the result of the election will be announced.

Timetable

4. The timetable for the election, as agreed with the returning officer, is set out in the election timetable (appendix A). The period of office for successful candidates will close at the National Delegate Conference 2019.

Eligibility for candidates

5. To be eligible for nomination to the NEC, a candidate must have been a full member of UNISON for at least three months before the beginning of the election process. Throughout the election process, prospective candidates must remain full members, and continue to meet the requirements of the seat for which they are standing.
6. A member may only stand as a regional representative if they are nominated by at least two branches within their region.
7. A member may only stand as a Black members' representative if they are nominated by at least two nominating bodies (branches and/or regional self-organised groups).
8. A member may only stand as a disabled members' representative if they are nominated by at least two branches or a regional disabled members self-organised group.
9. A member may only stand as a national young member (young member means aged 26 or under when the period of office ends) if they are nominated by at least two nominating bodies (branches and/or regional young members' forum and/or national young members' forum).
10. A member may only stand as a service group representative if they are nominated by at least two branches from the service group they are a member of.

11. At the start of the period of office, a reserved seat (low-pay) representative must be a female earning less than a basic hourly rate of £9.94. (Based on the median earnings defined by the Annual Survey of Hours and Earnings, in November 2017.)
12. Only members from specified categories, such as women's seats and reserved women's seats, can be nominated for those seats.
13. A member may only stand as a candidate for one seat, be it a regional, Black members', disabled members', national young member, reserved or a service group seat.
14. Members of service group executives may not hold an NEC service group seat at the same time. Any service group executive seat holder elected to an NEC service group seat will be deemed to have resigned from the service group executive seat when the period of office for this election starts.

National executive council constituencies

15. The actual constituencies for the NEC are attached as Seat Guidance (appendix C) to these procedures.

Election procedures, candidate and nomination forms

16. On the date set out in the timetable, election procedures, candidate forms and nomination forms will be:
 - sent out as an email bulletin to branches and activists
 - available to download from our website, and
 - available on request.
17. Any candidate applications and nominations for this election must be made on the authorised candidate form (appendix D) and nomination form (appendix F). Copies of these forms are attached.

Returning nomination forms

18. Nominations can be made by branches, regional self-organised groups and regional and national young member forums which fall within an appropriate region/constituency and service group. A branch, regional self-organised group and regional and national young member forum can nominate candidates up to the maximum of each of the relevant category seats (appendix C).
19. The nominating process:
 - a. Voting to decide which candidates to nominate must take place during the nomination period, as set out in the timetable.
 - b. The nomination form (appendix F) must be completed, including the date of the meeting, the type of meeting (that is, a branch or committee meeting), the number of people who attended, the branch quorum (the minimum number of people needed to make that meeting valid), and whether the meeting was quorate.
 - c. Branches can agree their nominations online if their approved branch rules allow them to hold online meetings.

- d. Within a regional self-organised group or branch, only the members of the service group, region or regional self-organised group, for which nominations are sought, can take part in the nominating process including any voting to decide which candidates to nominate.
- e. Nominations will only be accepted if they are on the official nomination form (appendix F), and are signed by the secretary and chair of the relevant branch, regional self-organised group or regional and national young member forum. The names and RMS numbers of the branch secretary and chair must match the ones recorded on the RMS membership system.
- f. If the nomination form has been signed by another branch officer, an explanation of the reasons why should be given on the form. If either of these branch seats is vacant, details of another branch officer – for example, a vice chairperson or assistant secretary – should be included, with an explanation of the need for a substitute.
- g. Where only one of these posts is filled, the signature of another branch officer is needed – ie two signatures are required.
- h. The branch, regional self-organised group or regional and national young member forum must send their filled-in nomination form to us by the date set out in the timetable.
- i. Nomination forms should be returned by email. If you do not have access to email, you may submit paper copies by post. Paper copies must be filled in using black ink.

Processing nomination forms

20. Nomination forms must be received by the deadline. Then:

- a. An email (or letter if no email address has been provided) will be sent to the nominating body to tell them that their nomination form has been received.
- b. Nomination forms received which are incomplete or incorrect will wherever possible be referred back to the nominating body as soon as reasonably practicable with a copy to the candidate.

21. At the end of the nomination period, the returning officer will decide if nominations are valid.

22. Nominating bodies will receive an email or letter, no later than the date set out in the timetable, to inform if their nomination is invalid and stating the reasons for that decision.

Returning candidate forms

23. A member is not treated as a prospective candidate until their signed candidate form (appendix D), has been received as confirmation that they wish and are eligible to stand in the election.

24. If the candidate later wants to withdraw from the election, they must do so, in writing, by the date set out in the timetable.

25. Candidate forms should be returned by email. If they do not have access to email, candidates may submit paper copies by post. Paper copies should be filled in using black ink.

Processing candidate forms

26. Only candidate forms received by the deadline set out in the timetable will be accepted.

- a. An email or letter will be sent to the candidate to tell them their candidate form has been received.
- b. Candidate forms received in the Member Liaison Unit which are incomplete or incorrect may be referred back to the prospective candidate.
- c. The Member Liaison Unit will check that the candidate is eligible to stand for the seat they have been nominated for.

27. At the end of the nomination period, as laid out in the timetable, the returning officer will decide whether candidates are eligible to stand in this election. If the nominated candidate is not eligible to stand, the candidate will be told why they are not eligible.

28. Candidates will receive an email or letter no later than the date set out in the timetable, to confirm whether or not they are eligible to stand in the election.

Appeals

29. If a candidate or nominating body wants to appeal against the returning officer's decision, they should do so in writing by the date set out in the timetable. They must give full details of the reasons for their appeal, and provide documents to support this.

30. Appeals should be sent to:

The Returning Officer, Electoral Reform Services, The Election Centre, 33 Clarendon Road, London, N8 0NW

Phone: 0208 365 8909 Email: unison@electoralreform.co.uk

31. The returning officer will make a final decision on the candidate's eligibility by no later than the date set out in the timetable.

Nomination helpline

32. UNISONdirect will run a nomination helpline, on the dates set out in the timetable, to provide information to nominating bodies and candidates.

The number is 0800 0857 857.

Textphone number is 0800 0 96 79 68.

33. UNISONdirect can confirm whether a nomination has been received. However, nominations should not be considered valid until written confirmation has been received from the Member Liaison Unit.

Election address

34. All eligible candidates may prepare an election address. This will be sent out with the ballot paper.

35. The election address should be no longer than 500 words in total. The 500-word limit does not include the list of nominating bodies, although the list will be sent out with the election address. Any words over the limit will not be included in the printed version of the election address.
 36. Candidates may also submit a recent photograph. This must be a head and shoulders shot of the candidate, either black and white or colour. A JPEG or TIFF file can be attached to the email submission of the election address. If a candidate is unable to email the election address and photograph, hard copies may be sent by post. If submitting hard copy, the candidate should write their name on the back of the photograph.
 37. No photographs can be returned.
 38. Candidates for seats in Cymru/Wales may submit a bilingual version of their election address. The candidate may choose the primary language to which the 500 word limit will apply. The Welsh version must be provided by the candidate and must be an exact translation of the English text.
 39. In line with the Trade Union and Labour Relations (Consolidation) Act 1992, the contents of the election address, including spelling and grammar, are the candidate's responsibility. Neither the returning officer nor any UNISON employee will be allowed to correct or change any election address, except as necessary where the election address is longer than the word limit.
 40. Election addresses should not contain statements that:
 - go against our aims and objectives (as set out in Rule B)
 - are discriminatory, racist, sexist or abusive or
 - include false accusations against members or union staff.
- Any election addresses that contain these kinds of statements will be treated as a disciplinary offence under Rule I.
41. UNISON will not be responsible for any civil or criminal liability arising from publishing, copying or distributing individual election addresses. This liability will rest with the individual candidate.
 42. The election address should be emailed to us by no later than the deadline set out in the timetable to elections@unison.co.uk. If you are unable to use email, a paper copy can be sent to: Member Liaison Unit, UNISON Centre, 130 Euston Road, London, NW1 2AY by the deadline.
 43. Election addresses can be submitted separately to the candidate form.
 44. An election address form (appendix E) is available for prospective candidates to use to send us their election address. Further copies of the form can be downloaded here: www.unison.org.uk/elections or requested from the Member Liaison Unit at the address at the end of this document.
 45. An email (or letter if no email address has been provided) will be sent to candidates to confirm whether their election address was received by the deadline set out in the timetable.

Notice of the election

46. Notice will be sent out in an email bulletin to branches and activists to tell them how the ballot will be carried out, by the date set out in the timetable.

Entitlement to vote

47. All eligible members who are included on our membership system three months before the date we plan to send out ballot papers will be entitled to vote in the appropriate election. Members who are not on the membership system on the date set out in the timetable will not be entitled to vote.

Ballot papers and the method of voting

48. Ballot papers will be sent to the member's home address (or any other address they have given in writing) as shown on our membership system. This will include a prepaid envelope for returning the ballot papers to the scrutineer. All voting will be by post.

Members who have not received ballot papers

49. Members who have not received a ballot paper by the date set out in the timetable should contact the UNISONdirect ballot helpline.

The number is 0800 0857 857.

Textphone number is 0800 0 96 79 68.

Campaigning

50. UNISON recognises that campaigning, in whatever form, is a vital part of any election process. The following sections of this document include guidance for those branches and candidates who are involved in elections. The aim is to make sure that everyone is clearly aware of their responsibilities and the limits set to allow fair elections to take place.

Candidates seeking nominations

51. For the purposes of seeking nominations, a candidate can ask the Member Liaison Unit for a copy of the contact details for all nominating bodies. This will be provided free of charge. Any action the candidate later takes to seek nominations is their responsibility and must be at their expense.

52. These contact details will only be issued to prospective candidates.

Campaign procedures for branches and candidates

53. Branches must not allow candidates, or their supporters, to have access to our electoral roll. This means that branch or workplace registers of members cannot be used for election purposes. Membership data will only be used for officially sending out ballot papers. Any unauthorised use may breach the Data Protection Act.

54. Any branch or group of members that invites a candidate to speak at a meeting or social event of the nominating body about their involvement in the election must also invite all the other candidates. Candidates can appoint a representative to attend these meetings and speak on the candidate's behalf.

55. Candidates or their representatives must not visit branches or workplaces to 'canvass' (persuade people to vote for them) without the branch's permission and unless the same opportunity has been offered to other candidates.

56. Branch funds can be used to hold meetings (provided for by these procedures), whether they are used to hire a suitable room, advertise the meeting or pay the travel expenses of candidates or their representatives.

57. UNISON funds, property or resources cannot be used to support campaigning for any particular candidate, except in the following circumstances.

- a. If a nominating body wants to tell their members about the nominations through their usual methods of communication (for example, branch newsletters, websites and social media resources). This 100 word statement per candidate should only explain why the nominating body has nominated the candidate. It should only appear in the nominating body's usual methods of communication. A photograph of the candidate who has been nominated may be included.
- b. To hold meetings (as explained in these procedures).
- c. To provide candidates with a copy of the contact details for all nominating bodies (as explained in these procedures).

Subject to 57.a above, 'funds, property or resources' include (but are not limited to):

- funds
- secretarial, administrative and office facilities
- electronic information
- publications, websites and social media
- use of union or branch email systems
- union stationery
- phone calls and text messages at the union's expense
- the paid time of UNISON employees including branch employed staff
- expenses for travel and subsistence (food and drink).

Number of candidates

58. If the number of eligible candidates is no more than the number of seats for the group concerned, those candidates will be considered to have been elected. If two (or more) candidates for a seat receive an equal number of votes, a further election will be run for those candidates who 'tied'.

Voting system

59. The method of electing members will be by a simple majority of those voting in the election for each seat (or seats).

Complaints about elections

60. If you want to make a complaint about the fairness of the election, or how an election has been carried out, you must write to the returning officer (at the address below) by no later than the deadline set out in the election timetable. You should include any documents that support your complaint.

61. The returning officer will decide whether a complaint is valid.

The result of the election

62. We will announce the result of the election on the date set out in the timetable and publish the results as soon as possible. We will publish the returning officer's report on

the union's website with a link to the report in U magazine (our magazine for members) no later than three months after receiving it.

Questions and contact information

63. If you would like any information or further explanation about these procedures or the election, you can contact us using the details below.

Member Liaison Unit
UNISON
The UNISON Centre
130 Euston Road
London
NW1 2AY

Phone: 0207 121 5399
E-mail: elections@unison.co.uk

64. If you have a complaint about the election, you should put it in writing to the returning officer at Electoral Reform Services. Their details are as follows.

Electoral Reform Services
The Election Centre
33 Clarendon Road
London
N8 0NW

Phone: 0208 365 8909
E-mail: unison@electoralreform.co.uk

National Executive Council elections 2017-2019 June 2018 By Election Timetable

25 June 2018	The election procedures and forms are available to download from the UNISON website at www.unison.org.uk/elections .
2 July 2018	Nomination period opens. Nomination helpline opens.
5pm, 17 August 2018	Nomination period closes. Deadline for nomination forms, candidate forms and election addresses to be received by the Member Liaison Unit (MLU).
24 August 2018	The deadline for candidates to withdraw their nomination.
31 August 2018	Deadline for candidates to be told about whether they can stand, and for nominating bodies to be told about nominations that are not valid.
7 September 2018	Deadline for candidates and nominating bodies to submit an appeal if the returning officer has decided candidates are not eligible to stand and nominations are not valid.
14 September 2018	Deadline for any appeal decisions by the returning officer.
24 September 2018	Election details published to members.
1 October 2018	Voting starts. Voting papers are sent to members.
8 October 2018	The start of the voting helpline for members.
16 October 2018	The end of the voting helpline for members.
19 October 2018	Voting ends.
5pm, 26 October 2018	Deadline for written complaints and supporting evidence to be sent to the returning officer.
2 November 2018	Deadline for the returning officer to investigate and respond to complaints.
5 November 2018	The candidates are told the results. The results are published.

The term of office will run until the close of the National Delegate Conference in 2019

Regional representatives – each region shall elect representatives according to the following table:

Regional membership (see note 1)	Number of representatives	Conditions
Less than 100,000	2 + 1 reserved (low pay) seat (see note 2)	1 female, 1 male
100,000 or more and less than 150,000	3 + 1 reserved seat	2 female, 1 male
150,000 or more	4 + 1 reserved seat	2 female, 1 male, 1 general seat (open to male and female candidates)

Black members' seat – 4 representatives (1 male, 2 female and 1 reserved low-pay (see note 2) seat) will be elected from a national constituency that covers all regions.

Disabled members' seat – 2 representatives (1 general and 1 female seat) will be elected from a national constituency that covers all regions.

Young member seat – 1 general seat reserved for a member aged 26 or under when the position ends and will be elected from a national constituency that covers all regions, national and regional young member groups.

Service group representatives – each service group shall elect representatives according to the following table:

Service group membership (see note 1)	Number of representatives	Conditions
Less than 25,000	1	open to male and female candidates
25,000 or more and less than 100,000	2	At least 1 female
100,000 or more and less than 300,000	3	2 female and 1 male
300,000 or more	4	2 female, 1 male 1 general seat (open to male and female candidates)

Note 1: Based on an RMS extract from 30 September 2016.

Note 2: Reserved (low-pay) seats are seats reserved for female members earning less than a basic hourly rate of £9.94 and are listed in the NEC election procedures as reserved seats (see paragraph 11).

National Executive Council elections 2017-2019

Seat guidance

We want nominations for the election of members to the National Executive Council. There are details below of the number and type of seats in each of the categories.

There should not be more nominations than there are seats available for each relevant category. If you are nominating you should make sure that all the information needed on the nomination form, including the branch confirmation, is provided.

Candidates for a reserved (low-pay female) or young members seat must meet the conditions set out in paragraphs 9 and 11 of the NEC 2017 election procedures.

You can download the NEC 2017 election procedures and nomination forms from our website at www.unison.org.uk/elections or by phoning the Member Liaison Unit on 020 7121 5399 or emailing elections@unison.co.uk.

Region	General	Female	Male	Reserved
All branches in a relevant region may nominate				
Eastern	-	1	1	1
East Midlands	-	1	1	1
Greater London	-	2	1	1
Northern	-	1	1	1
Northern Ireland	-	1	1	1
North West	1	2	1	1
Scotland	1	2	1	1
South East	-	2	1	1
South West	-	1	1	1
Cymru/Wales	-	1	1	1
West Midlands	-	2	1	1
Yorkshire and Humberside	-	2	1	1
Service group	General	Female	Male	Reserved
All branches with members in a relevant service group may nominate				
Community	1	1	-	-
Energy	1	-	-	-
Healthcare	1	2	1	-
Higher education	1	1	-	-
Local government	1	2	1	-
Police & justice	1	1	-	-
Water, environment & transport	1	-	-	-
Black members	General	Female	Male	Reserved
All branches and regional self-organised groups may nominate	-	2	1	1
Disabled members	General	Female	Male	Reserved
All branches and regional disabled members self-organised groups may nominate	1	1	-	-
Young member	General	Female	Male	Reserved
All branches, national and regional young member forums may nominate	1	-	-	-

National Executive Council elections 2017-2019
June 2018 By Election Candidate form



- **If you want to stand in this election, you must complete this form** to confirm you are willing to accept nominations in this election.
- All boxes must be completed. Incomplete forms may be invalid.
- Paper copies should be completed in black ink if possible.
- Forms may be downloaded from the UNISON website at www.unison.org.uk/elections

Information about you	
Candidate name (as on RMS)	
Candidate RMS number	Candidate branch code
Candidate branch name	
Addresses for election correspondence - do not use branch contact details as UNISON funds, property or resources cannot be used to support campaigning for prospective or confirmed candidates Candidate postal address:	
Email address: (election results will be sent to you at this email address)	
Which seat are you standing for?	
Greater London Regional seat	<input type="checkbox"/> reserved*
*Your hourly rate of pay if you are standing for a reserved (low pay) seat £	
Election address and photograph information	
If providing an election address and photograph please use the separate Election Address Form	
<i>I confirm that I am willing to stand in this election. I have read the election procedures for this election.</i>	
Print your name	Date
Signature	

This form can be submitted by

Email elections@unison.co.uk If you wish to submit by email, please note you must print out the form, sign it, then scan and email us the scanned copy.

Post Member Liaison Unit, UNISON, UNISON Centre, 130 Euston Road, London, NW1 2AY

Deadline for receipt of candidate forms is 5pm, 17 August 2018.

National Executive Council elections 2017-2019

Election address form

- This form should be completed by **members/prospective candidates** submitting an election address to be included in ballot materials.
- Prospective candidates must **sign and submit a candidate form (appendix D)** to confirm they are willing to accept nominations in this election.
- All boxes must be completed. Paper copies must be completed in black ink if possible.
- Further copies may be downloaded from the UNISON website at www.unison.org.uk/elections
- Candidates may also submit a recent photograph. This must be a head and shoulders shot of the candidate, either black or white or colour. A JPEG or TIFF file can be attached to the email submission of the election address. If a candidate is unable to email the election address and photograph, hard copies may be sent by post. If submitting hard copy, the candidate should write their name on the back of the photograph

Information about you	
Candidate name: (as on RMS)	
Candidate RMS number:	Candidate branch code:
Candidate branch name:	
Election address information	
Your election address will be reproduced on the ballot materials with a standard font style and size. Bold, italics and bullet points used on your original statement will be reproduced.	
How do you want your name to appear on the ballot materials	
How many words does your election address contain Your name, your own branch and seat will be printed on the ballot materials and are not part of the maximum 500 words count.	
Date and time sent or version number In case you submit more than one version.	
Are you submitting a photograph? If yes, please state how (see above)	<input type="checkbox"/> JPEG/TIFF file? <input type="checkbox"/> hard copy?
Your 500 words here:	

This form can be submitted by

Email elections@unison.co.uk

Post Member Liaison Unit, UNISON, The UNISON Centre, 130 Euston Road, London, NW1 2AY

Deadline for receipt of election addresses is 5pm, 17 August 2018..

ELECTION ADDRESS FORM CHECKLIST

Before you submit this form please check:

- ✓ You have completed, signed and submitted your Candidate Form (appendix D)
- ✓ You have filled in all the boxes and provided all information requested.

National Executive Council elections 2017-2019
June 2018 By Election Nomination form

- **Nominating bodies** who wish to nominate candidates in the above election must complete this form. All boxes must be completed or the form may be invalid.
- Paper copies must be completed in black ink if possible.
- Forms may be downloaded from the UNISON website at www.unison.org.uk/elections
- Prospective candidates must **sign and submit a candidate form (appendix D)** to confirm they are willing to accept nominations in this election

Nominating body information	
Region:	Service group:
Name of branch or self-organised group or young member forum	
Branch code	Nominating body telephone number
Nominating body postal address	
Nominating body email address	
Meeting information	
<ul style="list-style-type: none"> • Any physical or online meetings held to nominate candidates must take place during the nomination period laid out in the timetable • All meeting information, including quorum information, must be included • Branches whose approved branch rules allow online meetings may make a decision to nominate candidates using electronic means • Types of acceptable meetings are branch and committee meetings 	
Was the meeting physical or online?	PHYSICAL MEETING <input type="checkbox"/> ONLINE MEETING <input type="checkbox"/> Number of members at physical meeting? Or number of members involved in online meeting decision?
What is the quorum for this meeting (how many members necessary to conduct business)? <input type="text"/>	Was this meeting quorate YES <input type="checkbox"/> NO <input type="checkbox"/>
Meeting date?	Meetings must be held between 2 July – 17 August 2018
Type of meeting (e.g. branch, committee)?	

June 2018 By Election Nomination form



Candidate information	
1. Name of candidate:	RMS number (if known):
Seat they are standing for: <i>Greater London Regional Reserved Seat</i>	
Branch certification	
<ul style="list-style-type: none"> This nomination is made in accordance with the rules of UNISON and the election procedures for this election. Names and membership numbers of the branch secretary and chair must correspond with those recorded on the RMS. Where only one post is filled, we require the signature of another branch officer – ie two signatures are required. 	
Secretary's name:	
Secretary's signature:	Date:
Chair's name:	
Chair's signature:	Date:
Please provide an explanation if this form has been endorsed by a branch officer other than the branch secretary or chair listed on the RMS.	

This form can be submitted by

Email elections@unison.co.uk

Post Member Liaison Unit, UNISON, The UNISON Centre, 130 Euston Road, London, NW1 2AY

Deadline for receipt of nomination forms is 5pm, 17 August 2018.

NOMINATION FORM CHECKLIST

Before you submit this form please check:

- ✓ Quorum information is complete
- ✓ Number of members at meeting is complete
- ✓ Meeting date is complete
- ✓ Form is signed by two branch officers

Incomplete information may mean the form is invalid.