

**2018–2020 election procedures**

**Introduction**

1. This document contains the procedures for electing our service group executive (SGE). They are based on the UNISON rule book (as amended at the UNISON conference in June 2017) and the current laws that apply to union elections. These procedures were approved by the National Executive Council's (NEC) Development and Organisation Committee of UNISON at its meeting on 15 November 2017. 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 be from the close of the National Delegate Conference 2018 to the close of the National Delegate Conference 2020.

**Eligibility for candidates**

5. To be eligible for nomination to the SGE, 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 must be employed within and a member of the relevant service group (e.g. Local Government, Health, Police and Justice, Higher Education, Water, Environment and Transport, Energy and Community). Candidates may be required to produce three months of their payslips should any queries be raised in relation to their employment status.
7. A member must belong to the region/constituency service group and appropriate category of the service group executive they are seeking election to.
8. A member must be nominated by at least one branch or regional self-organised group from within the regional/constituency they are a member of. (See 20d)
9. At the start of the period of office, a reserved seat (low-pay) representative (in line with rule Q of our rule book) must be a female earning less than a basic hourly rate of £9.94. (This amount is based on the median earnings defined by the Annual Survey of Hours and Earnings, in November 2017.)

**2018–2020 election procedures**

10. Only members from specified categories, such as women's seats and reserved women's seats, can be nominated for those seats.
11. A member can only stand as a candidate for one seat within their relevant region/constituency.
12. Members of the NEC who hold service group executive seats may not hold a service group seat at the same time. Any NEC service group executive seat holder elected to an SGE service group seat will be deemed to have resigned from the NEC service group executive seat when the period of office for this election starts.

**Service Group Executive constituencies**

13. Any scheme for determining and electing/appointing representatives of sectors on service group executives, where appropriate will be in accordance with Rule D.3.5.5.
14. Each service group is required to apply the Union's commitment to promote proportionality and fair representation when determining constituencies and procedures for electing members to their Executive.
15. The constituency for election to a service group executive is based on the UNISON region to which that member belongs except where the NEC decide that a service group be organised on a different basis. In such cases the constituency will be based on the criteria decided upon by the NEC.
16. The actual constituencies for the various service groups are attached as Seat Guidance (appendix B) to these procedures.

**Election procedures, candidate and nomination forms**

17. On the date set out in the timetable, election procedures, candidate forms and nomination forms will be:
  - available to download from our website, and
  - available from us on request.
18. Any candidate applications and nominations for this election must be made on the authorised candidate form (appendix C) and nomination form (appendix E). Copies of these forms are attached.

**Returning nomination forms**

19. Nominations can be made by branches and regional self-organised groups which fall within an appropriate region or constituency and service group. A branch or regional self-organised group can nominate candidates up to the maximum of each of the relevant category seats (appendix B). (See sections 8 and 20d).
20. 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 E) must be completed, including the date of the meeting, the type of meeting (that is, a branch or committee meeting), the number

**2018–2020 election procedures**

- 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 E), and are signed by the secretary and chair of the relevant branch or regional self-organised group. 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 – i.e. two signatures are required.
  - h. The branch or regional self-organised group 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**

21. 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 by MLU as soon as reasonably practicable with a copy to the candidate and regional secretary.

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

23. 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**

**2018–2020 election procedures**

24. A member is not treated as a prospective candidate until their signed candidate form (appendix C), has been received as confirmation that they wish and are eligible to stand in the election.
25. If the candidate later wants to withdraw from the election, they must do so, in writing, by the date set out in the timetable.
26. 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**

27. 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 and the regional secretary.
  - c) The Member Liaison Unit will check that the candidate is eligible to stand for the seat they have been nominated for.
28. 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.
29. 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**

30. 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.
31. 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](mailto:unison@electoralreform.co.uk)
32. 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**

33. UNISON Direct will run a nomination helpline from 6am to 12 midnight Monday-Friday and 9am to 4pm Saturday, 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.

**2018–2020 election procedures**

34. UNISON Direct 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**

35. All eligible candidates may prepare an election address. This will be sent out with the ballot paper.
36. 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.
37. Candidates may also submit a recent photograph. This must be a head and shoulders shot of the candidate, either black and white or colour. An electronic version of the photo 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.
38. No photographs can be returned.
39. 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.
40. 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.
41. 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.
42. 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.
43. The election address should be emailed to us by no later than the deadline set out in the timetable to [elections@unison.co.uk](mailto: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.
44. Election addresses can be submitted separately to the candidate form.

**2018–2020 election procedures**

45. An election address form (appendix D) 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](http://www.unison.org.uk/elections) or requested from the Member Liaison Unit at the address at the end of this document.
46. 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**

47. 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**

48. 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**

49. 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. Members will have the option to vote online or by post. The ballot papers will include a prepaid envelope for returning the ballot papers to the scrutineer, and unique security identifiers for returning the vote online.

**Members who have not received ballot papers**

50. Members who have not received a ballot paper by the date set out in the timetable should contact the UNISON Direct ballot helpline from 6am to 12 midnight Monday-Friday and 9am to 4pm Saturday.

The number is 0800 0857 857.

Textphone number is 0800 0967 968.

**Campaigning**

51. 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**

52. For the purposes of seeking nominations and later for campaigning during the election, 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.
53. These contact details may be used for the period of the campaign but must be destroyed immediately at the close of the ballot as set out in the timetable. Any unauthorised use of this data or failure to destroy this data may result in action being taken and may also breach data protection requirements.

2018–2020 election procedures

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

**Campaign procedures for branches and candidates**

55. Branches must not allow candidates, or their supporters, to have access to our electoral roll. This means that branch or workplace registers of members, including phone lists, email lists home addresses or any other contact details provided by or stored by UNISON or an employer cannot be used for election purposes. Any unauthorised use may breach data protection requirements.

56. 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.

57. 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

58. To ensure that UNISON remains an independent and representative trade union where all members have the right to fully and fairly participate, no nominee or candidate shall invite or accept any donation or contribution in money or kind from any outside organisation or company, including from any provider of goods or services to UNISON, any political party, or any employer in which UNISON organises. Donations or contributions may be accepted from any individual UNISON member subject to a maximum value of £25 per donation or contribution and per candidate per election. For the avoidance of doubt, examples of 'in kind' includes, but is not limited to, the production, design, printing and distribution of campaign materials, such as leaflets, posters, emails, social media postings, websites, SMS messaging and organising campaigning events.

59. Branch funds can be used to hold hustings 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 to and from the husting meeting.

60. UNISON funds, property or resources (as set out in section 60 d) 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 nomination(s) through their usual methods of communication (for example, branch newsletters, websites and social media resources). A 100 word statement per candidate may be produced, it should only explain why the nominating body has nominated the candidate, it should not take the form of asking members to vote for the candidate, nor should it include reference to any other nominations from other nominating bodies. 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. No links to social media may be included in these communications.
- b. To hold meetings (as explained in these procedures).

**2018–2020 election procedures**

- c. To provide candidates with a copy of the contact details for all nominating bodies from MLU (as explained in these procedures).
- d. UNISON funds, property or resources' include (but are not limited to):
  - UNISON funds
  - UNISON facility time
  - Any resources as set out in the relevant employer's facilities agreement.
  - The UNISON corporate identity or logo (or anything which in the opinion of the Returning Officer may be identified as such)
  - UNISON branch, regional or national secretarial, administrative and office facilities, including stationary, laptops and mobile phones
  - UNISON data, such as phone lists, email lists, home addresses or any other contact details provided by or stored by UNISON or as provided to UNISON by an employer
  - UNISON publications, UNISON websites and UNISON social media, including branch and self organised groups (SOGs)
  - the paid time of UNISON employees including branch employed staff expenses for travel and subsistence (food and drink), except for hustings.

**Number of candidates**

61. 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**

62. 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**

63. 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 and where possible state which of the rules you believe may have been broken.
64. The returning officer will decide whether a complaint is valid.
65. Any complaint that is deemed to be valid by the Returning Officer may result in action being taken by UNISON, which may include disciplinary action under the UNISON rulebook.

**Obligations on candidates**

66. In the event that any nominee or candidate becomes aware of any breach or apparent breach of these procedures by another person or organisation acting or purporting to act on their behalf, the nominee or candidate shall as soon as reasonably practicable dissociate themselves from any breach, take all reasonable steps to prevent a recurrence of any breach, withdraw any material that has been issued in support of them and notify the returning officer that they have done so.

**Obligations on members campaigning in elections**



**2018–2020 election procedures**

67. No UNISON member is permitted to distribute campaign materials produced by any outside organisations on behalf of a candidate in the election. If evidence is found that a member has distributed materials produced by any outside organisation they may be subject to disciplinary action under the UNISON rule book.

**The result of the election**

68. The result of the election will be announced on the date set out in the timetable and publish the results as soon as possible. The returning officer's report will be published 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**

69. If you would like any information or further explanation about these procedures or the election, you can contact the Member Liaison Unit 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](mailto:elections@unison.co.uk)

70. 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](mailto:unison@electoralreform.co.uk)

Service Group Executive By Election 2018-2020  
Higher Education South West Female Seat  
Timetable

2 October 2018	The election procedures and forms are available to download from the UNISON website at <a href="http://www.unison.org.uk/elections">www.unison.org.uk/elections</a> .
8 October 2018	Nomination period opens. Nomination helpline opens.
2 November 2018	Nomination period closes. Deadline for nomination forms, candidate forms and election addresses to be received by the Member Liaison Unit (MLU).
9 November 2018	The deadline for candidates to withdraw their nomination.
16 November 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.
23 November 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.
30 November 2018	Deadline for any appeal decisions by the returning officer.
18 December 2018	Election details published to members.
7 January 2019	Voting starts. Voting papers are sent to members.
14 January 2019	The start of the voting helpline for members.
29 January 2019	The end of the voting helpline for members.
1 February 2019	Voting ends.
5pm, 8 February 2019	Deadline for written complaints and supporting evidence to be sent to the returning officer.
15 February 2019	Deadline for the returning officer to investigate and respond to complaints.
19 February 2019	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 2020

Service Group Executive By Election 2018-2020  
Higher Education South West Female Seat  
Seat Guidance

This by election is for the **Higher Education South West Female Seat** only.

**Community Service Group**

Region	General seat	Female seat	Reserved (low pay) seat
Eastern	1	1	-
East Midlands	1	1	-
Greater London	1	1	1
Northern	1	1	-
Northern Ireland	1	1	-
North West	1	1	1
Scotland	1	1	1
South East	1	1	-
South West	1	1	-
Cymru/Wales	1	1	-
West Midlands	1	1	-
Yorkshire & Humberside	1	1	-

**Energy Service Group**

Region	General seat	Female seat
Eastern	1	-
East Midlands	1	1
Greater London	1	-
Northern	1	-
Northern Ireland	-	-
North West	1	1
Scotland	1	1
South East	1	-
South West	1	-
Cymru/Wales	1	-
West Midlands	1	-
Yorkshire & Humberside	1	-

**Health Care Service Group**

Region	General seat	Female seat	Reserved (low pay) seat
Eastern	1	1	1
East Midlands	1	1	1
Greater London	1	1	1
Northern	1	1	1
Northern Ireland	1	1	1
North West	1	1	1
Scotland	1	1	1
South East	1	1	1
South West	1	1	1
Cymru/Wales	1	1	1
West Midlands	1	1	1
Yorkshire & Humberside	1	1	1

**Higher Education Service Group**

Region	General seat	Female seat	Reserved (low pay) seat
Eastern	1	1	-
East Midlands	1	1	-
Greater London	1	1	1

Service Group Executive By Election 2018-2020  
Higher Education South West Female Seat  
Seat Guidance

Northern	1	1	1
Northern Ireland	1	1	-
North West	1	1	1
Scotland	1	1	1
South East	1	1	1
South West	1	1	-
Cymru/Wales	1	1	1
West Midlands	1	1	1
Yorkshire & Humberside	1	1	1

**Local Government Service Group**

Region	General seat	Female seat	Reserved (low pay) seat
Eastern	1	1	1
East Midlands	1	1	1
Greater London	1	1	1
Northern	1	1	1
Northern Ireland	1	-	1
North West	1	1	1
Scotland	1	1	1
South East	1	1	1
South West	1	1	1
Cymru/Wales	1	1	1
West Midlands	1	1	1
Yorkshire & Humberside	1	1	1

**Police and Justice Service Group**

Police Staff (by region)	General seat	Female seat
Eastern	1	1
East Midlands	1	1
Greater London	-	-
Northern	1	1
Northern Ireland	-	-
North West	1	1
Scotland	1	1
South East	1	1
South West	1	1
Cymru/Wales	1	1
West Midlands	1	1
Yorkshire & Humberside	1	1
<b>National Sector</b>	<b>General seats</b>	<b>Female seats</b>
Probation	2	3
Children and Family Court Advisory and Support Service (Cafcass)	1	1

**Water, Environment and Transport Service Group**

National Sector	General seats	Female seats	Male seats
Water Industry	3	3	3
Environment Agencies	3	2	2
Transport	2	1	1

Service Group Executive By Election 2018-2020  
Higher Education South West Female Seat  
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](http://www.unison.org.uk/elections).

Information about you			
Candidate name (as on the membership system)	[Redacted]		
Candidate membership number:	[Redacted]	Candidate branch code:	[Redacted]
Candidate branch name:	[Redacted]		
Addresses for election correspondence – <b>do not</b> use branch contact details as UNISON funds, property or resources cannot be used to support campaigning for prospective or confirmed candidates			
Candidate postal address:	[Redacted]		
Email address	[Redacted]		
(election results will be sent to you at this email address)			
What seat are you standing for?			
All available seats are listed on the Seat Guidance, appendix B			
<i>Higher Education - South West - Female Seat</i>			
Election address and photograph information			
<b>If providing an election address and photograph please use the separate election address form</b>			
<i>I confirm that I am willing to stand in this election. I have read the election procedures for this election and agree to follow them. I understand that any breach upheld by the returning officer or failure to comply with section 66 may result in action being taken as set out in section 65 of the procedure.</i>			
Print your name	[Redacted]		
Signature	[Redacted]	Date	[Redacted]

This form can be submitted by  
Email [elections@unison.co.uk](mailto: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, 2 November 2018.**

Service Group Executive By Election 2018-2020  
Election Address form

- This form should be completed by **members/prospective candidates** submitting an election address to be included in ballot materials (which will be available in both online and hard copy formats).
- Prospective candidates must **sign and submit a candidate form (appendix C)** 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](http://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 the membership system)	<input type="text"/>
Candidate membership number:	<input type="text"/>
Candidate branch name:	<input type="text"/>
Candidate branch code: <input type="text"/>	
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?	<input type="text"/>
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.	<input type="text"/>
Date and time sent or version number? In case you submit more than one version.	<input type="text"/>
Are you submitting a photograph? If yes, please state how (see above)	<input type="checkbox"/> JPEG/TIFF file? <input type="checkbox"/> hard copy?
<b>Please attach your 500 words when returning this form.</b>	

This form can be submitted by

Email [elections@unison.co.uk](mailto:elections@unison.co.uk)

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

**Deadline for receipt of election addresses is 5pm, 2 November 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.

Service Group Executive By Election 2018-2020  
Nomination form (**HIGHER EDUCATION** seat)

- **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](http://www.unison.org.uk/elections).
- Prospective candidates must **sign and submit a candidate form (appendix C)** to confirm they are willing to accept nominations in this election.

Nominating body information	
Region	
Name of branch or self-organised group	
Branch code	Telephone number
Branch or self-organised group postal address	
Nominating body email address	
Meeting information	
<ul style="list-style-type: none"> <li>• Any physical or online meetings held to nominate candidates must take place during the nomination period laid out in the timetable</li> <li>• All meeting information, including quorum information, must be included</li> <li>• Branches whose approved branch rules allow online meetings may make a decision to nominate candidates using electronic means</li> <li>• Types of acceptable meetings are branch and committee meetings</li> </ul>	
Was the meeting physical or online?	PHYSICAL MEETING <input type="checkbox"/> ONLINE MEETING <input type="checkbox"/> Number of members at physical meeting? <input type="text"/> Or number of members involved in online meeting decision? <input type="text"/>
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? <input type="text"/>	(Meetings must be held between 8 October 2018 and 2 November 2018)
Type of meeting (e.g. branch, committee)? <input type="text"/>	

Service Group Executive By Election 2018-2020  
Nomination form (**HIGHER EDUCATION** seat)

<b>Candidate information</b>	
<b>FEMALE</b> candidate name [REDACTED]	<b>RMS number</b> (if known) [REDACTED]
<b>Nomination certification</b>	
<ul style="list-style-type: none"><li>• This nomination is made in accordance with the rule of UNISON and the election procedures for this election</li><li>• Names of the secretary and chairperson correspond with those recorded on the RMS</li><li>• Where only one post is filled, we require the signature of another branch officer, i.e. 2 signatures are needed.</li></ul>	
Secretary's name [REDACTED]	
Secretary's signature [REDACTED]	Date [REDACTED]
Chairperson's name [REDACTED]	
Chairperson's signature [REDACTED]	Date [REDACTED]
Please provide an explanation if this form has been endorsed by an officer other than the secretary or chair listed on the RMS. [REDACTED]	

This form can be submitted by

Email [elections@unison.co.uk](mailto:elections@unison.co.uk)

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

**Deadline for receipt of nomination forms is 5pm, 2 November 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 or SOG officers.

**Incomplete information may mean the form is invalid.**