**Service Group Executive By Election – ballot notice**

1 October 2019

A ballot will be held for the Greater London Local Government Female seat on the SGE.

The candidates in this election are:

Mary Lancaster and Elaine Ward

For information, the election procedures, including the timetable, are available here:

[link to SGE by-election procedures]

**Voting Process**

Only full members in the Local Government service group in the Greater London region are eligible to vote in this election. Members not on the UNISON central membership system on 7 July 2019 are not eligible to vote and will not receive a ballot paper.

**Ballot papers**

Members will be able to vote by post or online.

Ballot papers will be sent to members’ home or other notified address. Members will be provided with a pre-paid envelope for the return of the ballot paper to the Independent Scrutineer.

To vote online members should go to the web address provided with their hard copy ballot papers and follow the online instructions.

The despatch of ballot papers to individual members will begin on 7 October 2019.

Where members have previously requested (via the RMS) materials in a special format e.g. in large print, they will automatically receive the ballot pack in that format. Any additional requests should be made to the ballot helpline

**Ballot Helpline**

If individual members have not received a paper by 15 October 2019, then they should contact the ballot helpline operated by UNISONdirect, on the following telephone number: 0800 0 857 857.

Lines are open from 6am to midnight Monday to Friday and on Saturday from 9am to 4pm. Members with hearing difficulties can use textphone 0800 0 967 968.

Members should endeavour to have their membership number to hand when telephoning.

The latest point at which members can request a ballot paper is 12 noon on 5 November 2019.

Please note that the ballot helpline can only deal with queries from individual members. If branches believe there is a wide-scale problem with receipt of ballot papers amongst their members (for instance if whole departments or geographical areas have not received ballot papers) then the branch should contact their regional office.

**Close of ballot and result**

The deadline for receipt of ballot papers by the Independent Scrutineer is 5pm on Friday 8 November.

The result will be available on 26 November 2019 and the successful candidate will take office immediately.

**Complaints**

Any complaint about the conduct or fairness of this election must be received no later than 5pm on 15 November 2010. Complaints must be in writing and should enclose any supporting documentation. Complaints should be sent to Electoral Reform Services, The Election Centre, 33 Clarendon Road, London N8 0NW. Email unison@electoralreform.co.uk Fax 020 8365 7013.

 **Independent Scrutineer and Returning Officer**

The Scrutineer and Returning Officer for this election is Electoral Reform Services, the contact details for which are: Electoral Reform Services The Election Centre, 33 Clarendon Road, London N8 0NW. Tel 020 8365 8909. Email unison@electoralreform.co.uk Fax 020 8365 7013.

**Queries**

Any query regarding this information or this election should be directed to the Member Liaison Unit at the UNISON Centre. Direct dial 020 7121 5399. Email elections@unison.co.uk