

University and College Union

Carlow Street, London NW1 7LH

To UCU branch/local association secretaries

Topic Trustee, General Secretary, national officer and National Executive Committee elections in 2012: call for nominations

Action Draw to the attention of members the current call for nominations

Summary Nominations for Trustee, General Secretary, national officer and NEC members are now open. Deadline for nominations: **5:00pm, Wednesday 23 November 2011**

Contact Kay Metcalfe, Administrator, Constitution and Committees
(kmetcalfe@ucu.org.uk)
Catherine Wilkinson, Head of Constitution and Committees
(cwilkinson@ucu.org.uk)

Dear Colleague

CALL FOR NOMINATIONS: TRUSTEE, GENERAL SECRETARY, NATIONAL OFFICER AND NATIONAL EXECUTIVE COMMITTEE MEMBERS

This circular contains the formal notice which calls for nominations to the Trustee, General Secretary, national officer and National Executive Committee vacancies that will exist in 2012. Please draw this to the attention of members. Nominations are now open.

The following vacancies will exist from the close of UCU's Congress meeting on 10 June 2012, with the exception of the General Secretary position which begins on 1 June 2012, and the casual vacancy for a geographically-elected FE NEC member from North West, which begins from the declaration of the result.

Trustees

- Three trustees of the union, for a term of five years

General Secretary

- General Secretary of UCU, for a term of five years

National officer

- Vice-President who is a member from the further education sector (who will become President-Elect for 2013-2014, President for 2014-2015, and Immediate Past President for 2015-2016)

National Executive Committee

- Fifteen vacancies for geographically-elected members of the National Executive Committee (nine from the higher education sector, six from the further education sector), fourteen for a term of two years, and one casual vacancy from the declaration of the result until the close of Congress 2013

- Fourteen vacancies for UK-elected members of the National Executive Committee (eight from the higher education sector, six from the further education sector), twelve for a term of two years, and two casual vacancies, for a term of one year
- Five vacancies for representatives of women members, three from the higher education sector and two from the further education sector, for a term of two years
- Two vacancies for representatives of casually employed members, one from the higher education sector and one from the further education sector, for a term of one year

All nomination material for these positions, as described in the calling notice, must be received by **5.00pm on Wednesday 23 November 2011**.

The full text of this notice plus nomination forms and related information can be found at <http://www.ucu.org.uk/elections>. Paper copies of these documents can be requested from Kay Metcalfe at UCU's Carlow Street head office.

Branch and local association secretaries are asked to draw this notice to the attention of members. Anyone with queries about the nomination or election process should contact Kay Metcalfe (kmetcalfe@ucu.org.uk).

Yours sincerely

Terry Hoad
President and returning officer

ELECTIONS 2011-2012

CALL FOR NOMINATIONS: GENERAL SECRETARY, TRUSTEES, NATIONAL OFFICER AND EXECUTIVE COMMITTEE MEMBERS

In respect of the vacancies described in this election notice:

- Terms of office begin following the close of UCU's Congress meeting on 10 June 2012, with the exception of the General Secretary position which begins on 1 June 2012, and the casual vacancy described in paragraph 3.5 of this notice, which begins from the declaration of the result.
- All NEC positions, unless otherwise stated in this notice, are for a term of two years. The General Secretary and Trustee positions are for a term of five years.
- Nomination forms and related information are available at <http://www.ucu.org.uk/elections>, or on request from Kay Metcalfe at UCU Head Office (kmetcalfe@ucu.org.uk; 020 7756 2551).
- The deadline for receipt of nominations to all vacancies in this election notice is **5:00pm on Wednesday 23 November 2011**, including the receipt of all supporting information. Nominations should be made on the appropriate form, and should be formally addressed to the President and sent to: Kay Metcalfe, Constitution and Committees Team, UCU, Carlow St, London NW1 7LH. Receipt of all nominations will be acknowledged.
- All candidates who submit their completed nomination not less than ten working days before the closing date for nominations, shall be informed, not less than five working days before the closing date for nominations, whether there is any defect in their nomination, including any discrepancy in the membership standing of persons providing supporting signatures.
- The date on which this notice will be regarded as having been issued to members is 14 October 2011. In respect of the General Secretary position, any person not in membership of the union or in the employment of the union on 14 October 2011 is not eligible for nomination. In respect of all other positions described in this notice, any person not in membership of the union on 14 October 2011 is not eligible for nomination.
- Eligible candidates may be nominated to more than one of the positions listed in this notice. Nomination to each position will require a separate nomination to be submitted. Ballots to positions in this notice will be counted in the following order:
 - i. Trustees
 - ii. General Secretary
 - iii. Vice-President
 - iv. Geographically-elected HE and FE members

- v. UK-elected HE and FE members
- vi. Representatives of women members for HE and FE sectors
- vii. Representatives of casually employed members

and after a candidate is successfully elected, votes for that candidate will be disregarded in subsequent elections.

- Any ballots held as a result of this call for nominations will be held 6 February – 1 March 2012. The deadline for the submission of election addresses for any such elections will be Wednesday 7 December 2011.
- For these elections, the independent scrutineer appointed by the University and College Union for the purposes described in Section 49 of the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended) is Electoral Reform Services, 33 Clarendon Road, London N8 0NW.

1 General Secretary

Nominations are sought for the position of General Secretary for a term of five years from 1 June 2012.

The position of General Secretary is a full-time, salaried position as the union's chief executive. A job description and terms and conditions of employment can be obtained from Kay Metcalfe at UCU's head office.

Nominations for the position of General Secretary must be supported by:

- a. the identifiable signatures of at least 50 members of the union of whom not more than 25 may be members of the same branch/local association or of one of the central groups;
- b. the written consent of the nominee to be a candidate;
- c. written agreement to the terms and conditions as determined by the National Executive Committee to apply to the person elected General Secretary.

2 Trustees and Officers of the Union

2.1 Three vacancies exist for Trustees of the union, each for a term of five years.

2.2 One vacancy exists for an Officer of the Union:

- Vice-President who is a member of the further education sector

The Vice-President will serve in that role for 2012-2013, and will serve as President-elect for 2013-2014, and as President for 2014-2015, and as Immediate Past President for 2015-2016.

Nominations for Officer or Trustee positions must be supported by:

- a. the signed consent of the candidate;

- b. a statement confirming the office to which the candidate wishes to stand, and their Sector;
- c. either (i) the identifiable signatures of twenty members of the association who are entitled to vote in any ballot held to fill that position, not more than ten of whom may be from the same branch/local association, or (ii) a statement signed by the Presiding Officer or Honorary Secretary of a branch/local association that the nomination has been adopted by a resolution at a quorate general meeting of that branch/local association.
- d. for officer nominations, a statement confirming that, at the time of nomination, the candidate is in qualifying employment under rule 3.1.1, or has been in qualifying employment within the preceding 12 months.

3 Geographically-elected members of the National Executive Committee

Fifteen vacancies exist for geographically-elected members of the NEC

- 3.1 From institutions in the Northern Ireland:
One member from the higher education sector
One member from the further education sector
- 3.2 From institutions in the North East (defined by the North East and Yorkshire and the Humber RDAs):
Three members from the higher education sector
Two members from the further education sector
- 3.3 From institutions in London and the East (defined by the London and Eastern RDAs):
Four members from the higher education sector (at least one woman to be elected)
Two members from the further education sector
- 3.4 From institutions in Wales:
One member from the higher education sector (who will be Vice-President of UCU Wales in 2012-2013, and President of UCU Wales in 2013-2014)
- 3.5 From institutions in the north-west: one member from the further education sector (casual vacancy, from the declaration of the result until the close of Congress 2013)

4 UK-elected members of the National Executive Committee

Fourteen vacancies exist for UK-elected members of the NEC:

- 4.1 Eight NEC members from institutions in the higher education sector, seven for a term of two years, and one for a term of one-year.

Of the seven members elected to two-year terms:

- At least one will be employed, or, if unemployed, have been most recently employed, in a post-1992 institution.
- At least one will be employed, or if unemployed, have been most recently employed in an academic-related role.

- 4.2 Six NEC members from institutions in the further education sector, five for a term of two years, and one for a term of one-year

Of the five members elected to the two-year terms:

- At least one will be employed, or, if unemployed, have been most recently employed, in land-based education
- At least one will be employed, or, if unemployed, have been most recently employed, in prison education
- At least two must be women

5 Equality Seats

Five vacancies exist for the following equality seats:

- 5.1 Three representatives of women members in the higher education sector.
- 5.2 Two representatives of women members in the further education sector.

Candidates standing for election to these seats must state that they are a woman in the relevant sector.

6 Seats for casually employed members

Two vacancies exist for representatives of casually employed members, one from the higher education sector and one from the further education sector (one year term, until the close of Congress 2013).

Candidates standing for election to these seats must state that they are employed, or if not employed, have been most recently employed, on a casual contract in their main employment.

Support for National Executive Committee nominations

Nominations for National Executive Committee positions other than officer positions (all seats in sections 3-6 of this notice) must be supported by:

- a. the signed consent of the candidate;
- b. a statement confirming the position to which the candidate wishes to stand; their Sector; their gender; their region; any category described in paragraph 18.8.2i-18.8.2iii of the Rules that applies; and any statement as described in Rules 18.8.6i - 18.8.6iii that applies;
- c. either (i) the identifiable signatures of ten members of the Union who are entitled to vote in any ballot held to fill that position, not more than five of whom may be from the same branch/local association, or (ii) a statement signed by the Presiding Officer or Honorary Secretary of a local association or branch that the nomination has been adopted by a resolution at a quorate general meeting of that branch/local association.
- d. a statement confirming that, at the time of nomination, the candidate is in qualifying employment under rule 3.1.1, or has been in qualifying employment within the preceding 12 months.