

GENERAL SECRETARY ELECTION 2019

FORM FOR SUBMISSION OF NOMINATIONS AND ELECTION ADDRESSES

The calling notice for nominations to this position, UCU's election rules and related information can be found on UCU's website at <https://www.ucu.org.uk/GS-election>. Nominees' attention is drawn to the guidance notes that form section 6 of this nomination form.

Nomination is open to those in membership or employment of the union on 8 March 2019. Prospective candidates and their nominators can ask the union to confirm their joining date and current membership status by contacting Kay Metcalfe, email kmetcalfe@ucu.org.uk, telephone 020 7756 2551.

Completed nomination forms (including all support required for nominations, and election addresses) must be received by **5:00pm on Monday 8 April 2019**. Nominations should be formally addressed to the President and marked for the attention of Kay Metcalfe, Constitution and Committees Officer, Constitution and Committees, UCU, Carlow Street, London NW1 7LH. Nominations may also be submitted by email (attaching signed, scanned sheets), provided that they are followed up with paper copies. Email nominations should be sent to kmetcalfe@ucu.org.uk.

Receipt of all nominations will be acknowledged. If you do not receive acknowledgement, please telephone Kay Metcalfe (020 7756 2551) or Catherine Wilkinson (020 7756 2550) **before** the deadline. UCU cannot accept responsibility for nominations not received due to a failure of electronic communication.

1 Nominee's details

Name (as you wish it to appear on election material):
Title (if you wish it to appear on the election material):
UCU membership number, or position of employment with UCU:

Contact address (for all correspondence relating to this nomination):
Email address:
Telephone number:

Branch secretaries and other UCU members may approach UCU head office seeking contact details for candidates standing in the General Secretary election, for purposes including the invitation of candidates to hustings meetings.

If such requests are received, what contact information can UCU provide in response?

Email address	YES	NO
Telephone number	YES	NO

If you wish to provide contact information for this purpose which is different to that provided above, please do so:

2 Consent to nomination, and agreement to terms and conditions

I consent to my nomination as a candidate for election to the position of General Secretary

and

if elected, I agree to the terms and conditions as determined by the National Executive Committee to apply to the person elected General Secretary.

Signed.....

Date.....

3 Support for nomination

- 3.1 Nominations to the position of General Secretary must be supported by the 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.

All members (other than student members) are entitled to vote in the ballots to elect the General Secretary and may sign in support of nominations to this position.

- 3.2 Forms for the collection of signatures are provided with this nomination form. Please ensure that your name as nominee is completed at the top of **every sheet** on which signatures are collected.

4 Confirmation of membership standing of those supporting nominations

All candidates who submit their completed nomination not less than ten working days before the closing date for nominations (that is, by 5:00pm on Monday 25 March), 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 signatures in support of nomination.

5 Candidates' election addresses

All candidates have the opportunity to provide an election address. Election addresses must conform to regulations approved by the National Executive Committee. These regulations are set out overleaf.

The deadline for the receipt of candidates' election addresses is **5:00pm on Monday 8 April 2019** (the same deadline as for the receipt of nominations).

Candidates' election addresses will be made available on UCU's website.

Before submitting your election address, please read the accompanying regulations for candidates' election addresses, and take note of the relevant word limit.

No election address may be altered after the deadline for the receipt of election addresses (5:00pm, Monday 8 April), other than in the case of a candidate withdrawing words or statements. Such withdrawals must be made no later than 5:00pm on Thursday 11 April 2019.

Election address

Candidates may have printed an election address of no more than 1250 words.

I confirm that the factual information contained in this election address is accurate.

Signed

Date

GENERAL SECRETARY ELECTION 2019
REGULATIONS FOR CANDIDATES' ELECTION ADDRESSES

- 1 Candidates standing for election as General Secretary are entitled to have printed an election address not exceeding 1250 words.
- 2 The full name and branch or local association of the candidate, or, if a UCU employee, job title of the candidate, will be printed in addition to the candidate's election address.
- 3 A hyphenated word will count as one word. Two years hyphenated to express a period of time (e.g. 1999-2001) will count as one word. A website or email address will count as one word. Words separated by an oblique stroke (e.g. branch/region) will not be counted as one word.
- 4 If a candidate's election address exceeds the stated number of words, those words that continue after the permitted number of words will not be printed.
- 5 No amendment of election addresses is permitted, other than the withdrawal of words or statements by candidates. Words or statements may be withdrawn for up to 72 hours after the closing date for the receipt of election addresses.
- 6 No photograph, graphics or other matter that is not conventional words or punctuation marks is permitted as part of a candidate's election address.
- 7 All candidates are advised of the following provision of Section 48 of the Trade Union and Labour Relations (Consolidation) Act 1992:

No person other than the candidate themselves shall incur any civil or criminal liability in respect of the publication of a candidate's election address or of any copy required to be made for the purposes of this election.
- 8 Responsibility for the factual accuracy of information contained in a candidate's election address rests with the candidate.
- 9 The union will make candidates' election addresses available on its website.

6 Guidance notes

The NEC has approved the following guidance notes which all candidates are asked to abide by:

GENERAL SECRETARY ELECTION 2019

GUIDANCE NOTES

- 1 Candidates are asked to take note of the Union's wish that their campaign materials and comments, although vigorous and critical, will not be gratuitously offensive, abusive or defamatory, nor refer in a derogatory way to the race, religion, sexual orientation, age or other personal characteristic of candidates.
- 2 It is expected that particular care will be taken not to make any such remarks about members of UCU staff who may not be in a position to reply.
- 3 Candidates are encouraged to campaign through the positive promotion of their candidacy, rather than through negative campaigning about other candidates.
- 4 Points 1, 2 and 3 do not in any way infringe the right of a candidate to write an election address with the content they wish, recognising that all liability for ALL remarks in a candidate's election address rests with the candidate and not the Union.
- 5 The Union will distribute election addresses of candidates as part of the ballot material for any ballot held. The Union will make available on its website the election addresses of candidates.
- 6 For candidates for the post of General Secretary, equal access will be allowed to the UCU members' email list for the purpose of giving all candidates the opportunity of making four electronic communications to all members on this list in the period between the close of nominations and the close of the ballot. The returning officer will issue advice to all candidates on the timing, word limit and other features of any such communications. A candidate may decline all or any such opportunity to make an electronic communication. This will not affect the opportunity of other candidates to make such communications.
- 7 Other than the specific provision made in paragraph 6 above, candidates are not permitted the use of UCU funds or resources for the purposes of campaigning. Except as permitted by UCU, use by candidates of sensitive personal data held by UCU or any of its officials and/or officers (elected or paid) is not permitted under any circumstances.
- 8 Email lists which are held by UCU's head offices and regional offices are a resource of the union and cannot be used for campaigning by General Secretary candidates. Candidates must not approach UCU staff in relation to campaigning in the General Secretary elections. Candidates should not use member email

discussion lists administered by UCU (such as the activists' list) for election campaigning. Candidates may have in their possession email lists based on their personal contacts. Such email lists are a matter for the individual.

- 9 The use of email lists held by branches, for contacting all branch members, is a matter for branches. Use of them (or not) for election campaigning must be a decision of the branch, not of an individual who has access to such a list because of their role within the branch.

A branch may wish to promote a particular candidate, and it can do so. However, the NEC recommends and encourages branches to circulate information about all candidates standing in any one election. This allows members, as voters, to make better informed decisions, and reduces the likelihood of complaints (whether justified or unjustified) or accusations of unfairness.

The language of any communication should be measured. Any opinions expressed about candidates and their suitability for election should be fair and grounded in fact. Branches should note that they are liable for any defamatory statements made about candidates in their communications.

Branches should deal with any emails relating to NEC elections in the usual way that they administer emails to members, and must not release contact details of members, including email lists, directly to candidates.

- 10 The principles of 8 and 9 apply equally to any circulations made in hard copy by the branch, such as local newsletters.
- 11 In respect of the General Secretary election, from the date on which nominations close (8 April 2019) until the end of the ballot period hustings meetings may be held, and reasonable travelling and subsistence expenses of candidates paid out of union funds, provided that **all** candidates standing in the General Secretary election are invited to attend such hustings.
- 12 UCU staff members involved in the administration of the General Secretary election will act in a non-partisan way to all candidates and must not be asked for preferential treatment by any candidate or their supporters. Any member of staff found to be electioneering or showing favour to one particular candidate in the course of their normal employment will face formal disciplinary action. Any staff member refusing to act in a partisan way will be protected from any disciplinary action.
- 13 During the period of the election, starting from today's NEC decision (1 March 2019), UCU will ensure equal access to media and public pronouncements for all candidates. Any statement released by UCU in the name of any staff member or UCU officer standing as a candidate will count as one of their allocated emails.

NOMINATION FOR ELECTION AS UCU GENERAL SECRETARY, 2019

The undersigned support the nomination of (name).....

FULL NAME	BRANCH/LOCAL ASSOCIATION	MEMBERSHIP NUMBER	SIGNATURE
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