**ELECTIONS FOR CASUAL VACANCIES, JUNE 2025**

**Checklist for nominees**

***Before submitting this form, please check that you have:***

|  |  |
| --- | --- |
| * Signed the form at the end of section 1 on page 3.
 |  |
| * Signed your consent against the position for which you are standing on page 3.
 |  |
| * If you are standing for the UK-elected casual vacancy, signed against any relevant category on page 4.
 |  |
| * Signed the declaration on page 4 in respect of employment that qualifies you for membership of UCU, **and included evidence of this employment,** normally in the form of a payslip (see notes in section 7).
 |  |
| * Included the support required for your nomination (see notes in section 6, pages 11-13). **Every signature sheet must include at the top your name and the name of the position for which you are standing*.***
 |  |

**NATIONAL EXECUTIVE COMMITTEE, CASUAL VACANCIES**

* **UK-elected, higher education**
* **Geographically elected, North East, higher education**

The calling notice for these casual vacancies, UCU’s election rules and related information can be found on UCU’s website at <https://www.ucu.org.uk/article/14053/National-executive-committee-casual-vacancies>. Nominees’ attention is drawn to:

* the role descriptions for NEC and officer positions which all prospective candidates are advised to read
* the guidance notes that form section 10 of this nomination form.

Nomination is open to those in membership of the union on 13 June 2025.

Completed nomination forms (including all support required for nominations) must be received by **17:00 on Thursday 10 July 2025**. Nominations can be submitted by email (attaching signed, scanned sheets) and should be sent to demservices@ucu.org.uk. If you experience any difficulties with electronic submission of documents, please contact demservices@ucu.org.uk

Nominations can also be submitted in hard copy. Hard copy nominations should be formally addressed to the President and marked for the attention of Anna Costi, Democratic Services Officer, UCU, Carlow Street, London NW1 7LH.

Receipt of all nominations will be acknowledged. If you do not receive acknowledgement, please contact demservices@ucu.org.uk **before** the deadline.

UCU cannot accept responsibility for nominations not received due to a failure of electronic communication. Candidates are urged to submit nominations in good time and not to leave the submission of nominations to the last minute.

**1 Nominee’s details**

|  |
| --- |
| Name (as you wish it to appear on election material, **including title**, optional, if you wish): |
| UCU membership number: |
| Branch or local association: |
| Contact address: |
| Email address: |
| Telephone number: |
| Branches and regional committees may contact UCU asking for candidates’ contact details for the purpose of hustings. Do you consent to:your email address being shared for this purpose: yes/no (delete as appropriate)your phone number being shared for this purpose: yes/no (delete as appropriate)Please provide alternative contact information for this this purpose if necessary:Email:Telephone: |
| Gender:  |
| Geographical constituency (see note, below): I am a member in the following geographical constituency: |
| Signed: | Date: |

**2 Position to which nomination is sought**

Please sign next to the position to which you are being nominated. **You should sign against one position only**.

**Note: term of office**

As described in the calling notice, the term of office for this vacancy is from the declaration of the result until the close of Congress 2026.

|  |  |
| --- | --- |
| **I consent to my nomination to the following casual vacancy:** | **Signature (against ONE position only)** |
| Geographically-elected NEC member, North East |  |
| UK-elected member of the NEC  |  |

**3 Further information – UK-elected NEC member nominees**

If you are standing for nomination in the **casual vacancy for** **UK-elected member of the National Executive Committee**,please indicate if any of the following statements apply.

Completing this part of the form ensures that you comply with paragraph 5b of schedule A to the union’s rules, which requires you to state if you fall into particular categories listed in the union’s rules.

|  |  |
| --- | --- |
| **For nominees to the casual vacancy for UK-elected member from the higher education sector:**(in accordance with 18.8.2i - 18.8.2iii of the rules) | **Please sign against ALL that apply** |
| I am employed, or have been most recently employed, in a pre-1992 institution. |  |
| I am employed, or have been most recently employed, in a post-1992 institution. |  |
| I am employed, or have been most recently employed, in an academic-related role. |  |

**4 Declaration – qualifying employment**

At the time of nomination, candidates for all positions must be in qualifying employment, or if not in employment, have been in qualifying employment within the preceding 6 months, unless a pattern of casualised work in the post-16 education sector can be proven within the preceding 24 months.

All candidates must provide, as part of their nomination, evidence of their qualifying employment within the preceding 6 months or of a pattern of casualised work in the post-16 education sector within the preceding 24 months. This will normally be in the form of a copy of a payslip for work carried out within the relevant period (see section 7 below).

**Declaration**

 **I confirm that I am in employment that qualifies me for membership of UCU (as defined in UCU rule 3.1.1), or if not currently employed, have been in qualifying employment within the preceding 6 months, OR**

 **I confirm that I have a pattern of casualised work in the post-16 education sector (that qualifies me for membership of UCU) within the preceding 24 months**

Signed:……………………………………………………………………………………………………………..

**5 Equality monitoring information**

UCU believes strongly in equality. Please answer the questions below. This information will remain confidential to UCU. It will be used to monitor membership involvement and will not be reproduced in any material relating to these elections.

**5.1 What is your ethnic origin?**

**White:** British Irish Other please specify:

**Black or British Black:** African Caribbean

Other please specify:

**Asian or British Asian:** Bangladeshi Indian Pakistani

Other please specify:

**Chinese or other ethnic group:** Chinese Other please specify:

**Mixed:** White & Asian White & Black African White & Black Caribbean

Other please specify

**5.2 What is your religion?**

None Christian Buddhist Hindu Jewish

Muslim Sikh Other please specify:

**5.3 Do you consider yourself a disabled person?** Yes No

**5.4 What is your sexual orientation?**

Lesbian or gay bisexual heterosexual

Other (please specify if you wish)……………………………………………………….

**5.5 Is your gender identity the same as the one you were assigned at birth?** Yes No

**5.6** **Which age group do you belong to?**

20-30 31-40 41-50 51-60 over 60

**6** **Support for nomination**

6.1 Nominations for casual vacancy positions on the National Executive Committee must be supported by **either**:

1. 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**
2. 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.

Nominations for members standing for UK-elected and geographically-elected seats on the NEC must be supported by members in the appropriate sector and, if applicable, geographical constituency.

6.2 Forms for the collection of signatures are provided with this nomination. Please ensure that your name as nominee, and the position to which you are seeking nomination, are completed at the top of **every sheet** on which signatures are collected.

 **Candidates making nominations to more than one position must submit a separate nomination form for each position, including, where support is by the collection of signatures, separate, appropriately headed signatures sheets for each nomination.**

**7** **Support for nomination – evidence of qualifying employment**

Nominees for both casual vacancies must provide evidence of their qualifying employment within the preceding 6 months or of a pattern of casualised work within the preceding 24 months, normally in the form of a copy of a pay slip, or, in the case of a member who is self-employed, evidence of payment within the relevant period.

This information is requested by the returning officer under schedule A to the rules, paragraphs 5d and 6d, and must be provided by the deadline for nominations. Where geographical and/or sectoral criteria apply to a position, this should be reflected in the proof of qualifying employment.

**8 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 **17:00 on Thursday 26 June 2025**), 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.

**9 Candidates’ election addresses**

All candidates will have the opportunity to provide an election address. Election addresses must conform to regulations approved by the National Executive Committee.

**The deadline for election addresses for this casual vacancy is the same as the deadline for nominations – 17:00 on Thursday 10 July 2025.**

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

**9.1 REGULATIONS FOR CANDIDATES’ ELECTION ADDRESSES**

1 Candidates standing for election as an Officer of UCU (President, President-Elect, Vice-President or Honorary Treasurer), or as a member of the National Executive Committee (whether in a UK-elected, geographically elected or equality seat), or as a Trustee, are entitled to have printed an election address not exceeding 450 words.

2 The election address must include a statement of the candidate’s qualifying employment.

3 The full name and branch or local association of the candidate will be printed in addition to the candidate’s election address.

4 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.

5 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.

6 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 14 days after the closing date for the receipt of election addresses.

7 No photograph, graphics or other matter that is not conventional words or punctuation marks is permitted as part of a candidate’s election address.

8 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.*

9 Responsibility for the factual accuracy of information contained in a candidate’s election address rests with the candidate.

10 The union will make candidates’ election addresses available on its website. No website addresses or embedded links will function as live links in election addresses made available on UCU’s website.

**9.2** **Election address**

Please provide the text of your election address with your nomination.

Please read the regulations above before submitting your address.

You are entitled to have printed an election address of not more than 450 words.

***Your election address must include a statement of your qualifying employment (for example, Lecturer, University College London)***

***Please note that any hyperlinks included in your election address will not be published as live links when made available on UCU’s website.***

**1** **Name:**

**2** **Branch or local association:**

**3** **Position (eg UK-elected NEC member HE) to which this address applies:**

**4** **Election address:**

*Candidates for both casual vacancies are entitled to have a printed election address of not more than 450 words.*

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

Signed

Date

**10** **Guidance note**

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

**UCU OFFICER, NEC AND TRUSTEE ELECTIONS 2024-25**

**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 ballots held. The Union will make available on its website the election addresses of candidates.

6 Other than the specific provision made in paragraph 5 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.

7 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 NEC candidates. Candidates must not approach UCU staff in relation to campaigning in NEC elections. Candidates should not use member email discussion lists administered by UCU for NEC election campaigning. Candidates may have in their possession email lists based on their personal contacts. Such email lists are a matter for the individual.

8 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.

9 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 7, 8 and 9 apply equally to any circulations made in hard copy by the branch, such as local newsletters.

11 In accordance with rule 15.9 (appended), candidates in Officer elections will be invited to participate in centrally organised hustings between 7 and 14 days after the ballot has opened.

12 In accordance with UCU rule 15.11 any branch organising a hustings event will provide candidates with 30 days’ notice, making every effort to make the event accessible to all candidates, including facilitating electronic attendance. Reasonable traveling and subsistence expenses will be made available to candidates, paid from branch funds, on the basis that all candidates standing for a given position are invited to attend.

**ELECTIONS FOR CASUAL VACANCIES ON THE NATIONAL EXECUTIVE COMMITTEE 2025**

The undersigned support the nomination of (name)\* …………………………………………………………………

to the position of (NEC HE North East, NEC HE UK-elected)\* …………………..…………………………………………………………

**\* *This information must be completed before support for your nomination is obtained.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FULL NAME (please print in capitals)** | **BRANCH/LOCAL ASSOCIATION** | **MEMBERSHIP NUMBER** | **SIGNATURE** | **DATE** |
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| **FULL NAME (please print in capitals)** | **BRANCH/LOCAL ASSOCIATION** | **MEMBERSHIP NUMBER** | **SIGNATURE** | **DATE** |
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to the position of (NEC HE North East, NEC HE UK-elected)\* …………………..…………………………………………………………

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