

Allocating voting places and Congress – guidance for branches and forums

Each Country/Region will continue be allocated a budget based on the number of votes per branch as set out in the *Congress Constitution and Rules*.

The Nursing Department will be allocated a budget based on the number of votes per forum as set out in the *Congress Constitution and Rules*.

Travel and Accommodation

The Country/Regional office will book accommodation and travel (if required) for all members voting at Congress for a branch in the Country/Region

The Nursing Department will book accommodation and travel (if required) for all members voting at Congress for a forum as set out in the *Congress Constitution and Rules*

Allocation of Voting Places

All members in the Country/Region/Forum should be invited to submit an expression of interest if they would like to vote for their branch/forum at Congress.

Votes will be allocated by each Branch Executive/Forum Steering Committee and submitted to the Country/Regional/Nursing Department Office by the beginning of March each year together with a short report on the allocation process they followed.

Branch Executives/Forum Steering Committees will ensure there is a mix for skills, experience and backgrounds representing them at Congress and will take into account:

- whether members have been active in the branch/forum or would be interested in becoming active.
- how many days the member is able to attend Congress for
- how many days the member is willing to vote for
- how many years the member has attended Congress
- how many years the member has received funding to attend Congress
- whether they are willing to attend a branch or forum meeting before Congress to discuss with the committee how they will vote and after Congress in order to provide feedback to the members
- whether they have had an agenda item accepted for Congress.

An induction session will be available online for new voting members.

Boards and the Forums Governance Group will review the reports to ensure that every member has had an opportunity to apply for a funded place and that each branch and forum is represented each year by a mix of members with different skills, experience and backgrounds.

Process agreed by RCN Council July 2016