The Royal College of Nursing of the United Kingdom

Procedure for the election of RCN Student Member of Council

For a term of office 1 January 2019 to 31 December 2020

1. **Introduction**
   An election is due to be held for the student members of RCN Council.

   A role descriptor is available on the RCN website.

2. **Who can stand for election?**
   In accordance with the Standing Orders and previous Council decisions, the following criteria for nomination shall apply:

   Any member wishing to stand for election must:

   a. be a current member of the RCN in the Student Membership
   b. not qualify before six months after the term of office begins, i.e. must not qualify before 1 July 2019
   c. not have held a permanent salaried contract of employment or a fixed term/zero hours contract for longer than six months with the RCN during the two years prior to the election period*
   d. not hold office in any organisation which competes with the RCN for members or which, in the opinion of Council, propounds policies which are in conflict with the main objects of the RCN's Royal Charter and its overall philosophies
   e. declare their ability and willingness, if elected, to fulfil the role and commitments as set out in the role description and to adhere to all RCN policies
   f. have discussed the implications of standing for election with their tutor and confirm that their tutor is willing to support them in carrying out this role if they are successful
   g. have discussed and agreed with the RCN in advance of submitting their nomination any special requirements they may have to enable them to fulfil the commitments of the office
   h. not hold a position on an RCN committee where there may be a conflict (advice on this can be sought from the RCN Group Secretary on request)
   i. declare if they are subject to ongoing disciplinary proceedings at university or work
   j. declare if they are subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN

k. declare that they do not meet any of the criteria in the rules for vacating a Council seat, in the RCN's Royal Charter Schedule of Rules (1.2, 1.3, and 1.8) – ie they have never been bankrupt or had any arrangements or composition with creditors; are incapable of acting (due to mental ill health for example); are not on the list of Disqualified Company Directors; or are prohibited by law from being a Council member for any reason

l. declare that they know of no reason why they cannot stand for election

m. declare that they will stand down from their role when elected should they fail to meet any of the above criteria during their term of office.

* a person is a salaried member of staff if they receive payment of any kind, and not necessarily financial, in return for service to the RCN. This includes secondees whose employers may receive payment from the RCN to compensate them for loss of the secondee's services, and any person paid on a self-employed basis, either full or part time.

3. Term of office
The term of office of the Student Member of Council will run from 1 January 2019 to 31 December 2020.

4. Nominations
Nomination forms must be signed by two other members in the student membership category. Student members may sign more than one nomination. If nominations are signed by more than two student members only two will be published and verified by the independent scrutineer.

Members are also asked to provide information to support their nomination including:

• information about their professional career
• information about their RCN career
• a 250 word statement explaining how they meet the requirements of the role
• a recent head and shoulders photograph

5. Who can vote?
All members in the student category of membership are eligible to vote in this election.

6. How does voting work?
Under the Trade Union and Labour Relations (Consolidation) Act 1992 these elections must be conducted by postal ballot. The ballot papers will, therefore, be enclosed with the November issue of the RCN Student Magazine. It is important that members ensure that we hold a valid postal address in advance of the election in order to take part – update your details at www.rcn.org.uk/myrcn

7. Election timetable
The detailed timetable for these elections will follow the schedule set out in the document _RCN elections – policy and process_ (March 2016).

Notice of election – nomination open	12 May
Closing date for nominations	1 October
Verification period	2 – 5 October
Publication of candidates details	8 October
Last date candidates may withdraw	12 October
Last date for objections to be raised to candidates	12 October
Deadline for notifying results to candidates if elections are uncontested	15 October
Opening of voting	Early November (ballot paper inserted with Student magazine)
Close of voting	3 December
Deadline for notifying candidates	4 December
Deadline for publishing results	5 December
Candidates take up office	1 January 2019

8. Administration

Nomination forms will be available on the RCN website.

The RCN's Group Secretary has been appointed by RCN Council as returning officer for these elections.

Electoral Reform Services has been appointed as the independent scrutineer for these elections.

The principles in the *RCN elections – policy and process* (March 2016) document will apply to this election apart from where there are separate procedures pertaining to this election, in which case they are specified in this document.

9. Returning nomination forms

Nomination forms can be downloaded from www.rcn.org.uk/elections.

Please return email or hard copy forms to be received no later than **4.30pm on Monday 1 October 2018** to one of the addresses below.

Email: elections@rcn.org.uk
Post: Jane Clarke, UK Returning Officer, RCN Students Council Member Election, Royal College of Nursing, 20 Cavendish Square, London, W1G 0RN

We will acknowledge that we have received your nomination form. If you do not receive an acknowledgement two working days after the closing date for nominations, please call the Governance team on 020 7647 3644 or email elections@rcn.org.uk.