The Royal College of Nursing of the United Kingdom

Procedure for election to RCN Council

For terms of office from 1 January 2020

The following seats on the RCN Council are due for election in 2019.

<table>
<thead>
<tr>
<th>Country/Region</th>
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<tbody>
<tr>
<td>Eastern Scotland</td>
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<tr>
<td>East Midlands</td>
</tr>
<tr>
<td>London</td>
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<tr>
<td>Northern</td>
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<tr>
<td>Northern Ireland</td>
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<tr>
<td>North West</td>
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<tr>
<td>Nursing Support Workers</td>
</tr>
<tr>
<td>Scotland</td>
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<tr>
<td>South East</td>
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<tr>
<td>South West</td>
</tr>
<tr>
<td>Wales</td>
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<tr>
<td>West Midlands</td>
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<tr>
<td>Yorkshire and the Humber</td>
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A role descriptor is available on the RCN website.

1. **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 paying a full payment plan in the nurse membership category (country/regional seats) or be paying a full payment plan in the Nursing Support Workers category of membership (Nursing Support Workers seat)

   b) have their workplace address in the country or region concerned if standing for the country/regional seats (or their home address if not employed, or branch if retired).

   c) have been a current member of the RCN for at least three consecutive years immediately prior to the closing date for nominations

   d) not have held a position on RCN Council (unless as an ex officio role) for two previous consecutive terms (ie served no more than 8 years consecutively) or more than the equivalent of three full terms (ie no more than 12 years, in total)

   e) 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

   f) not 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*

   g) declare their ability and willingness, if elected, to fulfil the role and commitments as set out in the role descriptor and to adhere to all RCN policies

   h) 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
i) not hold a position on an RCN committee where there may be a conflict
j) not be a member of the following representative committees: Learning Representatives, Stewards, and Safety Representatives
k) not have any active NMC cautions against their name
l) declare if they are subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN
m) declare that they meet the criteria in the RCN’s Regulation on Fit and Proper Persons and, as required in that Regulation:
   • declare that they have the support of their employer (if employed) to carry out the role, as well as the time and availability.
   • commit to uphold the Nolan Seven Principles of Public Life
n) are not prohibited by law from being a Council member for any other reason
o) declare that they know of no reason why they cannot stand for election
p) understand that they must stand down from their role, if 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.

2. Term of office
The terms of office will be from 1 January 2020 to 31 December 2023.

3. Nominations
Candidates for election to the country/regional seats must be nominated by two members in the nurse category of RCN membership in the country/region concerned. The candidate for the Nursing Support Workers seat must be nominated by two members in the Nursing Support Workers category of RCN membership.

In accordance with trade union legislation candidates will be asked to supply information to support their nomination which will be printed on the ballot paper, including:

• Information about their career and involvement with the RCN
• A 250 word statement explaining how they meet the qualities, skills and experience required for the role
• A 250 word statement explaining why members should vote for them
• A recent head and shoulders photograph

All of this information will be compiled to form a profile of each candidate. Candidate profiles will be published on the RCN website.

Candidates for the Welsh and Scottish seats in these elections may submit their statements in Welsh or Gaelic respectively but an English translation of their statement is also required. The 250 word limit applies to the English version of the candidate statement. The Welsh or Gaelic version should be an exact translation which may, therefore, be more or fewer words.
4. **Who can vote?**
   To be eligible to vote for the country and regional seats a member must be in the relevant country/region and in the Nurse category of RCN membership.
   To be eligible to vote for the Nursing Support Workers seat members must be in the Nursing Support Workers category of membership.
   Members must be fully paid up at the time the data is extracted for the mailing to be eligible to vote.

5. **How does the voting work?**
   Under the Trade Union and Labour Relations (Consolidation) Act 1992 these elections must be conducted by postal ballot. It is important therefore 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](http://www.rcn.org.uk/myrcn)

6. **Election timetable**
   The detailed timetable below follows the principles set out in the *RCN elections – policy and process* and reflect the timescales required to enable the new Council members to be in place for 1 January 2020.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Notice of election – nominations open</td>
<td>Wednesday 22 May 2019</td>
</tr>
<tr>
<td>Closing date for nominations</td>
<td>4.30pm Friday 19 July 2019</td>
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<tr>
<td>Verification period</td>
<td>Monday 22 July 2019 to Friday 2 August 2019</td>
</tr>
<tr>
<td>Publication of candidates' details</td>
<td>Monday 5 August 2019</td>
</tr>
<tr>
<td>Deadline for notifying results to candidates if elections are uncontested</td>
<td>Tuesday 13 August 2019</td>
</tr>
<tr>
<td>Opening of voting</td>
<td>Monday 2 September 2019</td>
</tr>
<tr>
<td>Close of voting</td>
<td>Monday 30 September 2019</td>
</tr>
<tr>
<td>Deadline for notifying candidates and publishing results</td>
<td>Wednesday 2 October 2019</td>
</tr>
<tr>
<td>Candidates take up office</td>
<td>Wednesday 1 January 2020</td>
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</tbody>
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7. **Administration**
   An online nomination form will be available on the RCN website.

   Jane Clarke, RCN Group Secretary, has been appointed by RCN Council as returning officer for these elections.

   Jane Clarke, UK Returning Officer
   Council Elections
   Royal College of Nursing
   20 Cavendish Square
   London W1G 0RN
   [Jane.clarke@rcn.org.uk](mailto:Jane.clarke@rcn.org.uk)
   Tel: 0207 647 3599
Electoral Reform Services (ERS) 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.

8. **Returning nomination forms**
   The online nomination form is on the RCN website at www.rcn.org.uk/elections

   Once you have submitted the online form you will receive an automatic acknowledgement. If you do not receive this it may be that your form has not submitted successfully – in which case please email elections@rcn.org.uk or call 0207 647 3644.

   If you require a nomination form in any other format please contact us on the email address or phone number above.

9. **Hustings**
   Candidates will be invited to take part in hustings events in their country/region. Details will be sent to candidates after their nomination has been accepted.