

The Royal College of Nursing of the United Kingdom

Procedure for the RCN UK Students Committee election

For terms of office 1 January 2020 to 31 December 2021

1. Introduction

The following seats on the RCN UK Students Committee are due for election:

- Eastern
- East Midlands
- Northern
- South West
- Northern Ireland
- Scotland
- Wales

A role descriptor and terms of reference for the committee are available on the RCN website.

2. Who can stand for election?

Any member wishing to stand for election must:

- a) be a current member of the RCN in the student membership category
- b) be a member of a branch in the country or region for which they are standing
- c) not qualify in the first six months after the term of office begins, i.e. must not qualify before 1 July 2020
- 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) 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*
- f) 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
- g) 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
- 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 another RCN committee where there may be a conflict (advice on this can be sought from the RCN Group Secretary on request)
- j) declare if they are subject to ongoing disciplinary proceedings at university or work

- k) declare that they know of no reason why they cannot stand for election (including those in the [RCN's Royal Charter Schedule of Rules 1](#))
- l) 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 will be from 1 January 2020 to 31 December 2021.

4. Nominations

Each nomination must be supported by two other student members. Student members may support more than one nomination.

Please note that if nominations are supported by more than two members only two will be verified by the independent scrutineer and published.

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

- Information about their education and career
- Information about their involvement with the RCN (for example as a Student Information Officer)
- A 250 word statement explaining how they meet the 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

Candidates for the Welsh seat in these elections may submit their statements in Welsh but an English translation of their statement is also required. Candidates for the Scottish seat in these elections may submit their statements in Gaelic 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/Gaelic version should be an exact translation which may, therefore, be more or fewer words.

5. Who can vote?

Members in the student membership category in the country or region concerned are eligible to vote in this election.

6. How does voting work?

Voting will be conducted electronically. Members will receive an email with a link to a voting website.

Members are encouraged to provide the RCN with a valid email address in advance of the election in order to take part – update your details at www.rcn.org.uk/myrcn.

7. Election timetable

Nominations open	Sunday 19 May 2019
Nominations close	4.30pm Monday 7 October 2019
Verification period	Tuesday 8 October 2019 to Friday 11 October 2019
Publication of candidates' details	Monday 14 October 2019
Deadline for notifying results to candidates if uncontested	Tuesday 22 October 2019
Voting opens (electronic)	Monday 11 November 2019
Voting closes	Monday 9 December 2019
Deadline for notifying candidates and publishing results	Wednesday 11 December 2019
Candidates take up office	Wednesday 1 January 2020

8. Administration

Nomination forms will be available on the RCN website.

The Returning Officer for these elections will be the RCN Group Secretary.

UK Engage has been appointed as the independent scrutineer for these elections.

The principles in the *RCN Elections - policy and processes* 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

The deadline for returning nomination forms is **4.30pm on Monday 7 October 2019**.

Nomination forms are available online at www.rcn.org.uk/elections.

We will acknowledge that we have received your nomination form within 48 hours of the close of nominations. If you have not received acknowledgement after that time, please call the Returning Officer on 020 7647 3644.