1. **Introduction**

Following resignations, there are two casual vacancies on the RCN UK Nursing Support Workers Committee, with terms of office to 31 December 2022. In line with the [RCN process for filling casual vacancies](#), these will be filled by an election.

- Eastern
- West Midlands

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 paying a full payment plan in the nursing support worker category of membership
b. have their workplace (or, in the case of retired members, their branch) located in the region for which they are standing
c. have been a current member of the RCN for at least three consecutive years immediately prior to the closing date for nominations
d. meet the requirements of the [RCN Regulation on Terms of Office](#) in relation to any previous terms served
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. 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
g. 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
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 (advice on this can be sought from the RCN Group Secretary on request)
j. declare if they are subject to ongoing disciplinary proceedings at work or have been subject to an NMC caution order if they have previously practised as a registered nurse
k. declare if they are subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN
l. 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 Principles of Public Life
m. declare that they know of no reason why they cannot stand for election
n. 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 the date of election to 31 December 2022.

4. Nominations
Each nomination must be supported by two other members in the nursing support worker membership category. Members may support more than one nomination. If nominations are supported by more than two nursing support worker 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 involvement with the RCN
• a 250 word statement explaining how their skills and experience will help them succeed in the role
• a 250 word statement explaining why members should vote for them
• a recent head and shoulders photograph (optional)

5. Who can vote?
Members in the nursing support worker membership category in the region concerned are eligible to vote in this election. To be eligible to vote members must be fully paid up at the time the data is extracted for the mailing, which will be after the closing date for nominations.

6. How does voting work?
Voting will be conducted electronically. Members will receive an email with a link to a voting website.
7. **Election timetable**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Notice of election – nominations open</td>
<td>Monday 29 June 2020</td>
</tr>
<tr>
<td>Closing date for nominations</td>
<td>4.30pm Monday 27 July 2020</td>
</tr>
<tr>
<td>Verification period</td>
<td>Tuesday 28 July – Friday 7 August 2020</td>
</tr>
<tr>
<td>Publication of candidates details</td>
<td>Monday 10 August 2020</td>
</tr>
<tr>
<td>Deadline for notifying results to candidates if elections are uncontested</td>
<td>Friday 14 August 2020</td>
</tr>
<tr>
<td>Opening of voting</td>
<td>Monday 24 August 2020</td>
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<tr>
<td>Close of voting</td>
<td>Monday 21 September 2020</td>
</tr>
<tr>
<td>Deadline for notifying candidates</td>
<td>Wednesday 23 September 2020</td>
</tr>
<tr>
<td>Deadline for publishing results</td>
<td>Wednesday 23 September 2020</td>
</tr>
<tr>
<td>Candidates take up office</td>
<td>Friday 14 August 2020 if uncontested, Wednesday 23 September 2020 if contested</td>
</tr>
<tr>
<td>RCN UK Nursing Support Workers Committee meeting (by teleconference)</td>
<td>Tuesday 6 October 2020</td>
</tr>
</tbody>
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8. **Administration**

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

The independent scrutineer for these elections will be Mi-Voice.

The principles in the *RCN elections – policy and process* 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**

Nominations can be found online at [www.rcn.org.uk/elections](http://www.rcn.org.uk/elections).

The deadline for nominations to be received is **4.30pm on Monday 27 July 2020**.

We will acknowledge that we have received your nomination form within two working days of the close of nominations. If you have not received acknowledgement after that time, please call us on 020 7647 3644 or email elections@rcn.org.uk.