The Royal College of Nursing of the United Kingdom

Procedure for the election of RCN UK Representatives Committee members

1. **Introduction**
   The following seats are due for election:

<table>
<thead>
<tr>
<th>UK Learning Reps Committee</th>
<th>UK Safety Reps Committee</th>
<th>UK Stewards Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern</td>
<td>Northern Ireland</td>
<td>Northern Ireland</td>
</tr>
<tr>
<td>East Midlands *</td>
<td>North West</td>
<td>North West</td>
</tr>
<tr>
<td>Northern Ireland</td>
<td>Scotland</td>
<td>Scotland</td>
</tr>
<tr>
<td>North West</td>
<td>South West</td>
<td>South West</td>
</tr>
<tr>
<td>Scotland</td>
<td>Wales</td>
<td>Wales</td>
</tr>
<tr>
<td>Wales</td>
<td>West Midlands *</td>
<td>West Midlands</td>
</tr>
<tr>
<td>Yorkshire &amp; the Humber</td>
<td>Yorkshire &amp; the Humber</td>
<td>Yorkshire &amp; the Humber</td>
</tr>
</tbody>
</table>

   Those seats marked with an asterisk (*) are casual vacancies and are part-terms.

   A role descriptor and terms of reference for the committees 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 nurse or nursing support worker membership category
   b. have their workplace located in the country or region for which they are standing
   c. be an accredited RCN representative* for the role they wish to be elected to
   d. have been a current member of the RCN for at least three consecutive years immediately prior to the closing date for nominations
   e. meet the requirements of the [RCN Regulation on Terms of Office](#) in relation to any previous terms served
   f. 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**
   g. 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
   h. 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
i. 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

j. 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)

k. not be a member of the following governance committees: RCN Council, Professional Nursing Committee, Trade Union Committee, Country/Regional Board

l. declare that they do not have any active NMC cautions against their name and/or if they are subject to any ongoing disciplinary proceedings at work or the NMC; or have been subject to an NMC caution order if they have previously practised as a registered nurse

m. declare if they are subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN

n. 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

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

p. 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.

* The representative will not be considered by the RCN as a ‘fully accredited representative’ until such time as they have completed the learning and development pathway.

** 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 2021 to 31 December 2024 apart from the casual vacancies for the East Midlands seat on the UK Learning Representatives Committee and the West Midlands seat on the UK Safety Representatives Committee which will have a part term of office from the date of election to 31 December 2022.

4. **Nominations**
   Any member wishing to stand must have their nomination supported by two other representatives (stewards, learning representatives or safety representatives depending on the committee they are being nominated for). Representatives may support more than one nomination. If nominations are supported by more than two representatives 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).

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.

5. **Who can vote?**
   All stewards, safety representatives or learning representatives, depending on the relevant committee, in the relevant country or region are eligible to vote. 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of election – nominations open</td>
<td>Wednesday 1 July 2020</td>
</tr>
<tr>
<td>Closing date for nominations</td>
<td>4.30pm Wednesday 19 August 2020</td>
</tr>
<tr>
<td>Verification period</td>
<td>Thursday 20 August 2020 – Tuesday 1 September 2020</td>
</tr>
<tr>
<td>Publication of candidates details</td>
<td>Wednesday 2 September 2020</td>
</tr>
<tr>
<td>Deadline for notifying results to candidates if elections are uncontested</td>
<td>Friday 4 September 2020</td>
</tr>
<tr>
<td>Opening of electronic voting</td>
<td>Monday 21 September 2020</td>
</tr>
<tr>
<td>Close of voting</td>
<td>Monday 19 October 2020</td>
</tr>
<tr>
<td>Deadline for notifying candidates</td>
<td>Wednesday 21 October 2020</td>
</tr>
<tr>
<td>Deadline for publishing results</td>
<td>Wednesday 21 October 2020</td>
</tr>
<tr>
<td>Candidates take up office – seats with terms of office to 31 December 2024</td>
<td>Friday 1 January 2021</td>
</tr>
<tr>
<td>Candidates take up office – seats with terms of office to 31 December 2022</td>
<td>Friday 4 September 2020 if uncontested; Wednesday 21 October 2020 if contested</td>
</tr>
</tbody>
</table>

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 UK Engage.
The principles in the *RCN elections – policy and process* document will apply to this election except 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 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 Wednesday 19 August 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 an acknowledgement after that time, please call us on 020 7647 3644 or email [elections@rcn.org.uk](mailto:elections@rcn.org.uk).