**UCU SCOTLAND OFFICER AND EXECUTIVE COMMITTEE MEMBERS**

**ELECTIONS 2022-23**

**NOMINATION FORM**

This form is for nominations to the following positions within UCU Scotland: Vice-President, Honorary Treasurer, Equality Officer, Ordinary Executive Committee members (at least one of whom shall be a Black member). The calling notice for these elections can be found at [www.ucu.org.uk/ucuscotland-elections](http://www.ucu.org.uk/ucuscotland-elections). Nominees’ attention is drawn to the guidance notes that form section 9 of this nomination form.

Nomination is open to those in membership of UCU Scotland on 30 September 2022. Prospective candidates and their nominators can ask the union to confirm their joining date and current membership status by contacting Sean Wilkie, email: scotland@ucu.org.uk.

Completed nomination forms (including all support required for nominations) must be received by **17:00 on Friday 11 November 2022**. Nominations can be submitted in by email. Nominations submitted by email (attaching signed, scanned sheets) should be sent to Sean Wilkie at scotland@ucu.org.uk.

Nominations can also be submitted in hard copy. Hard copy nominations should be formally addressed to the Honorary Secretary of UCU Scotland and marked for the attention of Sean Wilkie, Scotland Administrator, UCU, 4th Floor, Ingram House, 227 Ingram Street, Glasgow, G1 1DA.

Receipt of all nominations will be acknowledged. If you do not receive acknowledgement, please contact Sean Wilkie **before** the deadline.

UCU cannot accept responsibility for nominations not received due to a failure of electronic communication. Candidates are urged not to leave the submission of nominations to the last minute.

Nominations for the position of President and Honorary Secretary of UCU Scotland should be made on the UCU National Executive Committee nomination form which can be found at [www.ucu.org.uk/elections](http://www.ucu.org.uk/elections) or obtained from Kay Metcalfe at UCU head office, Carlow Street, London, NW1 7LH (email: kmetcalfe@ucu.org.uk).

**1 Nominee’s details**

|  |
| --- |
| Name (as you wish it to appear on election material ***including title*** if you wish): |
| UCU membership number: |
| Branch or local association: |
| Contact address (for correspondence in relation to this nomination): |
| Email address: |
| Telephone number: |
| Gender:  |
| Sector: I am a member in the higher/further education sector (delete as appropriate) |
| Signed: | Date: |

**2 Position to which nomination is sought**

Please sign next to the position to which you are being nominated. You should sign against one position only.

|  |  |
| --- | --- |
| **I consent to my nomination to the following UCU Scotland position:** | **Signature (against ONE position only)** |
| Vice President |  |
| Honorary Treasurer |  |
| Equality Officer |  |
| Executive Committee member |  |
| Executive Committee member, and I confirm that I am a Black member |  |

**3 Declaration – qualifying employment**

At the time of nomination, candidates for all positions must be in qualifying employment, or if not in employment, have been in qualifying employment within the preceding 6 months, unless a pattern of casualised work in the post-16 education sector can be proven within the preceding 24 months.

All candidates must provide, as part of their nomination, evidence of their qualifying employment within the preceding 6 months or of a pattern of casualised work in the post-16 education within the preceding 24 months. This will normally be in the form of a copy of a payslip for work carried out within the relevant period (see section 6 below).

*If you have any queries about this please contact Sean Wilkie (scotland@ucu.org.uk) or Kay Metcalfe (**kmetcalfe@ucu.org.uk**).*

**Declaration**

 **I confirm that I am in employment that qualifies me for membership of UCU (as defined in UCU rule 3.1.1), or if not currently employed, have been in qualifying employment within the preceding 6 months, OR**

 **I confirm that I have a pattern of casualised work in the post-16 education sector (that qualifies me for membership of UCU) within the preceding 24 months**

Signed:……………………………………………………………………………………………………………..

**4 Equality monitoring information**

UCU believes strongly in equality. Please answer the questions below. This information will remain confidential to UCU. It will be used to monitor membership involvement and will not be reproduced in any material relating to these elections.

**4.1 What is your ethnic origin?**

**White:** ScottishOther British Irish 

Other please specify:

**Black, Black Scottish or Black British:** African Caribbean 

Other please specify:

**Asian, Asian Scottish or Asian British:** Bangladeshi Indian Pakistani 

Other please specify:

**Chinese, Chinese Scottish, Chinese British or other ethnic group:**

Chinese Other please specify:

**Mixed:** White & Asian White & Black African White & Black Caribbean 



Other please specify:

**4.2 What is your religion?**

None Christian Buddhist Hindu Jewish 

Muslim Sikh Other please specify:

**4.3 Do you consider yourself a disabled person?** Yes No 

**4.4 What is your sexual orientation?**

Lesbian or gay  bisexual  heterosexual 

Other (please specify if you wish) ……………………………………………………….

**4.5 Is your gender identity the same as the one you were assigned at birth?**

Yes  No 

**4.6** **Which age group do you belong to?**

20-30 31-40 41-50 51-60 over 60

**5 Support for nomination**

Nominations for all UCU Scotland positions must be supported by **either**:

1. the identifiable signatures of ten members of UCU Scotland who are entitled to vote in any ballot held to fill that position, not more than five of whom may be from the same branch/local association, **or**
2. a statement signed by the Presiding Officer or Honorary Secretary of a local association or branch that the nomination has been adopted by a resolution at a quorate general meeting of that branch/local association.

Nominations for members to UCU Scotland positions must be supported by members of UCU Scotland.

Forms for the collection of signatures are provided with this nomination. Please ensure that your name as nominee, and the position to which you are seeking nomination, are completed at the top of **every sheet** on which signatures are collected.

**Candidates making nominations to more than one position must submit a separate nomination form for each position, including, where support is by the collection of signatures, separate, appropriately headed signatures sheets for each nomination.**

**6** **Support for nomination – evidence of qualifying employment**

Nominees for all positions must provide evidence of their qualifying employment within the preceding 6 months or of a pattern of casualised work within the preceding 24 months, normally in the form of a copy of a pay slip, or, in the case of a member who is self-employed, evidence of payment within the relevant period.

This information is requested by the returning officer under schedule A to the UCU Scotland rules, paragraph 5d, and must be provided by the deadline for nominations.

**7 Confirmation of membership standing of those supporting nominations**

 All candidates who submit their completed nomination not less than ten working days before the closing date for nominations (that is 17.00 on Tuesday 1 November 2022) shall be informed, not less than five working days before the closing date for nominations, whether there is any defect in their nomination, including any discrepancy in the membership standing or persons providing signatures in support of nomination.

**8 Candidates’ election addresses**

All candidates will have the opportunity to provide an election address. Regulations for election addresses will be provided to candidates. The deadline for the receipt of candidates’ election addresses is **17:00 on Thursday 1 December 2022.**

Candidates’ election addresses will be made available on UCU’s website.

**9 Guidance notes**

UCU’s NEC has approved the following guidance notes which all candidates are asked to abide by:

**UCU SCOTLAND OFFICER AND**

**EXECUTIVE COMMITTEE MEMBERS ELECTIONS 2022-23**

**GUIDANCE NOTES**

1 Candidates are asked to take note of the Union’s wish that their campaign materials and comments, although vigorous and critical, will not be gratuitously offensive, abusive or defamatory, nor refer in a derogatory way to the race, religion, sexual orientation, age or other personal characteristic of candidates.

2 It is expected that particular care will be taken not to make any such remarks about members of UCU staff who may not be in a position to reply.

3 Candidates are encouraged to campaign through the positive promotion of their candidacy, rather than through negative campaigning about other candidates.

4 Points 1, 2 and 3 do not in any way infringe the right of a candidate to write an election address with the content they wish, recognising that all liability for ALL remarks in a candidate’s election address rests with the candidate and not the Union.

5 The Union will distribute election addresses of candidates as part of the ballot material for any ballots held. The Union will make available on its website the election addresses of candidates.

6 Other than the specific provision made in paragraph 5 above, candidates are not permitted the use of UCU or UCU Scotland funds or resources for the purposes of campaigning. Except as permitted by UCU or UCU Scotland, use by candidates of sensitive personal data held by UCU or UCU Scotland or any of its officials and/or officers (elected or paid) is not permitted under any circumstances. Breach of either of these clauses by a candidate may result in exclusion from the ballot.

7 Email lists which are held by the UCU Scotland office, UCU’s head office and regional offices are a resource of the union and cannot be used for campaigning by UCU Scotland Officer and Executive Committee member candidates. Candidates must not approach UCU staff in relation to campaigning in UCU Scotland Officer and Executive Committee member elections. Candidates should not use member email discussion lists administered by UCU (such as the activists’ list) for UCU Scotland Officer and Executive Committee member election campaigning. Candidates may have in their possession email lists based on their personal contacts. Such email lists are a matter for the individual.

8 The use of email lists held by branches, for contacting all branch members, is a matter for branches. Use of them (or not) for election campaigning must be a decision of the branch, not of an individual who has access to such a list because of their role within the branch.

 A branch may wish to promote a particular candidate, and it can do so. However, the National Executive Committee recommends and encourages branches to circulate information about all candidates standing in any one election. This allows members, as voters, to make better informed decisions, and reduces the likelihood of complaints (whether justified or unjustified) or accusations of unfairness.

 The language of any communication should be measured. Any opinions expressed about candidates and their suitability for election should be fair and grounded in fact. Branches should note that they are liable for any defamatory statements made about candidates in their communications.

Branches should deal with any emails relating to UCU Scotland Officer and Executive Committee member elections in the usual way that they administer emails to members, and must not release contact details of members, including email lists, directly to candidates.

9 The principles of 7 and 8 apply equally to any circulations made in hard copy by the branch, such as local newsletters.

**UCU SCOTLAND OFFICER AND EXECUTIVE COMMITTEE ELECTIONS 2022-23**

The undersigned support the nomination of (name)…………………………………………………………………

to the position of (eg Vice President, Honorary Treasurer, Equality Officer or Executive Committee member

 …………………………………………………………………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FULL NAME** | **BRANCH/LOCAL ASSOCIATION** | **MEMBERSHIP NUMBER** | **SIGNATURE** | **DATE** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

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The undersigned support the nomination of (name)…………………………………………………………………

to the position of (eg Vice President, Honorary Treasurer, Equality Officer or Executive Committee member)

…………………………………………………………………………………………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FULL NAME** | **BRANCH/LOCAL ASSOCIATION** | **MEMBERSHIP NUMBER** | **SIGNATURE** | **DATE** |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 20 |  |  |  |  |
| 21 |  |  |  |  |