**UNIVERSITY AND COLLEGE UNION**

**NEC CASUAL VACANCY, JUNE 2022**

* **GEOGRAPHICALLY ELECTED NEC MEMBER, FURTHER EDUCATION, SOUTH**

**Checklist for nominees**

***Before submitting this form please check that you have:***

|  |  |
| --- | --- |
| * Signed the form at the end of section 1 on page 3.
 |  |
| * Signed your consent to the nomination at the top of page 4.
 |  |
| * Signed the declaration on page 4 in respect of qualifying employment, **and included evidence of this employment,** normally in the form of a payslip (additional information in section 7).
 |  |
| * **Included your election address (section 5, pages 6-7)**
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| * Included the support required for your nomination (see section 6 and pages 11-12). **Every signature sheet must include at the top your name and the name of the position for which you are standing*.***
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**OFFICER AND NEC CASUAL VACANCY, JUNE 2022**

* **GEOGRAPHICALLY ELECTED NEC MEMBER, FURTHER EDUCATION, SOUTH**

The calling notice for this casual vacancy, UCU’s election rules and related information can be found on UCU’s website at [www.ucu.org.uk/elections](http://www.ucu.org.uk/elections). Nominees’ attention is drawn to the guidance notes that form section 8 of this nomination form.

Nomination is open to those in membership of the union on 10 June. Prospective candidates and their nominators can ask the union to confirm their joining date and current membership status by contacting Kay Metcalfe (kmetcalfe@ucu.org.uk), telephone 07813 522594 or Catherine Wilkinson (cwilkinson@ucu.org.uk), telephone 07964 109576.

Completed nomination forms (including all support required for nominations) must be received by **5:00pm on Friday 8 July 2022**. Nominations can be submitted in either hard copy or by email. Hard copy nominations should be formally addressed to the President and marked for the attention of Kay Metcalfe, Constitution and Committees Officer, UCU, Carlow Street, London NW1 7LH. Nominations submitted by email (attaching signed, scanned sheets) should be sent to kmetcalfe@ucu.org.uk. If you experience any difficulties with electronic submission of documents please contact Kay Metcalfe.

Receipt of all nominations will be acknowledged. If you do not receive acknowledgement, please telephone Kay Metcalfe on 07813 522594 or Catherine Wilkinson on 07964 109576 **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**.

**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 **further education** sector |
| Region: South |
| Branches and regional committees may contact UCU asking for candidates’ contact details for the purpose of hustings (most often in respect of officer positions). Do you consent to:your email address being shared for this purpose: yes/no (delete as appropriate)your phone number being shared for this purpose: yes/no (delete as appropriate)Please provide alternative contact information for this this purpose if necessary:Email:Telephone: |
| Signed: | Date: |

**2 Position to which nomination is sought**

**I consent to my nomination to the position of casual vacancy – geographically-elected NEC member, FE South**

Signed:

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**Note: term of office**

As described in the calling notice, the term of office for this vacancy is from the declaration of the result until the close of Congress 2023.

**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 this qualifying employment. This will normally be in the form of a copy of a payslip for work carried out within the relevant period (see section 7 below).

*If you have any queries about this please contact Catherine Wilkinson (**cwilkinson@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**

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:** British 🞎 Irish 🞎 Other 🞎 please specify:

**Black or British Black:** African 🞎 Caribbean 🞎

Other 🞎 please specify:

**Asian or British Asian:** Bangladeshi 🞎 Indian 🞎 Pakistani 🞎

Other 🞎 please specify:

**Chinese 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?**

Heterosexual 🞎 Lesbian or gay 🞎 Bisexual 🞎

any other non-heterosexual identity 🞎

Other (please state 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 Candidates’ election addresses**

**The deadline for election addresses for this casual vacancy is the same as the deadline for nominations – 17:00 on Friday 8 July 2022.**

**REGULATIONS FOR CANDIDATES’ ELECTION ADDRESSES**

**CASUAL VACANCY: GEOGRAPHICALLY ELECTED NEC MEMBER, FURTHER EDUCATION, SOUTH**

1 Candidates standing for election as a member of the National Executive Committee (whether in a UK-elected, geographically-elected, representative of casually employed members or equality seat/land-based seat), are entitled to have printed an election address not exceeding 450 words.

2 The election address must include a statement of the candidate’s qualifying employment.

3 The full name and branch or local association of the candidate will be printed in addition to the candidate’s election address.

4 A hyphenated word will count as one word. Two years hyphenated to express a period of time (eg. 1999-2001) will count as one word. A website or email address will count as one word. Words separated by an oblique stroke (eg. branch/region) will not be counted as one word.

5 If a candidate’s election address exceeds the stated number of words, those words that continue after the permitted number of words will not be printed.

6 No amendment of election addresses is permitted, other than the withdrawal of words or statements by candidates. Words or statements may be withdrawn until 17:00 Friday 22 July 2022.

7 No photograph, graphics or other matter that is not conventional words or punctuation marks is permitted as part of a candidate’s election address.

8 All candidates are advised of the following provision of Section 48 of the Trade Union and Labour Relations (Consolidation) Act 1992:

No person other than the candidate themselves shall incur any civil or criminal liability in respect of the publication of a candidate’s election address or of any copy required to be made for the purposes of this election.

9 Responsibility for the factual accuracy of information contained in a candidate’s election address rests with the candidate.

10 The union will make candidates’ election addresses available on its website.

**5.1 Election address**

*Please provide the text of your election address with your nomination.*

*Please read the regulations on the preceding page before submitting your address.*

*You are entitled to have printed an election address of not more than 450 words.*

***Your election address must include a statement of your qualifying employment (for example, Lecturer, Health and social care, City College Plymouth)***

***Please note that any hyperlinks included in your election address will not be published as live links when made available on UCU’s website.***

**5.2 I confirm that the factual information contained in this election address is accurate.**

 Signed

 Date

**6** **Support for nomination**

6.1 Nominations to this casual vacancy must be supported by either:

(i) the identifiable signatures of ten members of the union who are entitled to vote in any ballot held to fill that position – in this case, members in FE branches in the South (as defined by the former the South (South East and South West RDAs) - not more than five of whom may be from the same branch/local association, **or**

(ii) 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.

6.3 Forms for the collection of signatures are provided at the end of this form. 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.

6.4All candidates who submit their completed nomination not less than ten working days before the closing date for nominations (that is, by **17:00 on Tuesday 28 June)**, 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 of persons providing signatures in support of nomination. You can submit more than the minimum number of signatures required.

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

Nominees 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 rules, paragraphs 5d, and must be provided by the deadline for nominations.

**8 Guidance notes**

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

**UCU TRUSTEE, OFFICER AND NEC ELECTIONS 2022-2023**

**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 funds or resources for the purposes of campaigning. Except as permitted by UCU, use by candidates of sensitive personal data held by UCU 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 UCU’s head offices and regional offices are a resource of the union and cannot be used for campaigning by NEC candidates. Candidates must not approach UCU staff in relation to campaigning in NEC elections. Candidates should not use member email discussion lists administered by UCU (such as the activists’ list) for NEC 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 NEC 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 NEC 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 NATIONAL EXECUTIVE COMMITTEE CASUAL VACANCY, June 2022**

The undersigned support the nomination of (name)\* …………………………………………………………………………………………….

to the position of **geographically-elected NEC member, FE South (casual vacancy)**

**\* *This must be completed before support for your nomination is obtained.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FULL NAME** | **BRANCH/LOCAL ASSOCIATION** | **MEMBERSHIP NUMBER** | **SIGNATURE** | **DATE** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FULL NAME** | **BRANCH/LOCAL ASSOCIATION** | **MEMBERSHIP NUMBER** | **SIGNATURE** | **DATE** |
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