**UCU OFFICER, NEC AND TRUSTEE ELECTIONS 2024-25**

**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 against the position for which you are standing on page 4 or 5.
 |  |
| * If you are standing for a UK-elected position, signed against any relevant category on page 6.
 |  |
| * Signed the declaration on page 7 in respect of employment that qualifies you for membership of UCU, **and included evidence of this employment,** normally in the form of a payslip (see notes in section 7).
 |  |
| * Included the support required for your nomination (see notes in section 6, pages 8-9). **Every signature sheet must include at the top your name and the name of the position for which you are standing*.***
 |  |

**UCU OFFICER, NEC AND TRUSTEE ELECTIONS 2024-25**

The calling notice for these elections, 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 role descriptions for NEC and officer positions which all prospective candidates are advised to read, available at [www.ucu.org.uk/elections](http://www.ucu.org.uk/elections)
* the guidance notes that form section 10 of this nomination form.

Nomination is open to those in membership of the union on 27 September 2024.

Completed nomination forms (including all support required for nominations) must be received by **17:00 on Monday 11 November 2024**. Nominations can be submitted in by email. Nominations submitted by email (attaching signed, scanned sheets) should be sent to demservices@ucu.org.uk. If you experience any difficulties with electronic submission of documents, please contact demservices@ucu.org.uk

Nominations can also be submitted in hard copy. Hard copy nominations should be formally addressed to the President and marked for the attention of The Democratic Services Officer, UCU, Carlow Street, London NW1 7LH.

Receipt of all nominations will be acknowledged. If you do not receive acknowledgement, please contact demservices@ucu.org.uk **before** the deadline.

UCU cannot accept responsibility for nominations not received due to a failure of electronic communication. Candidates are urged to submit nominations in good time and 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**, optional, if you wish): |
| UCU membership number: |
| Branch or local association: |
| Contact address: |
| Email address: |
| Telephone number: |
| 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: |
| Gender:  |
| Sector: I am a member in the higher/further education sector (delete as appropriate) |
| Geographical constituency (see note, below): I am a member in the following geographical constituency: |
| Signed: | Date: |

Note: Geographical constituencies for NEC elections are defined in UCU’s rules as institutions based in the following geographical areas:

* Scotland
* Northern Ireland\*
* Wales

and within England, defined by Regional Development Agencies (RDAs) as at 1 June 2006:

* the North West (North West RDA)
* the North East (North East and Yorkshire and the Humber RDA)\*
* the Midlands (East Midlands and West Midlands RDAs)
* London and the East (London and Eastern RDAs)\*
* the South (South East and South West RDAs).

*\* there is no call for seats for geographically-elected NEC members in these areas in this year*

**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**. Terms of office for all positions are set out in the calling notice (UCU/2145) which can be found at [www.ucu.org.uk/elections](http://www.ucu.org.uk/elections).

|  |  |
| --- | --- |
| **I consent to my nomination to the following position:** | **Signature (against ONE position only)** |
| Trustee |  |
| Vice President from the higher education sector (becoming President in 2027-28) |  |
| Honorary Treasurer |  |
| Geographically-elected NEC member (Midlands, North West, South, Wales) |  |
|

|  |
| --- |
| **Scotland:** *Nominations to geographically-elected members for Scotland only:* please sign next to the position you wish to stand for (you may stand for both President of UCU Scotland and Honorary Secretary of UCU Scotland. **If you wish to do so a separate nomination form must be completed in respect of each position**). Ballots will be counted in the following order: President of UCU Scotland, Honorary Secretary of UCU Scotland. |

 |
| President of UCU Scotland |  |
| Honorary Secretary of UCU Scotland |  |
| UK-elected member of the NEC  |  |
| Representative of disabled members, and I confirm that I am a disabled member |  |
| Representative of lesbian, gay, bisexual and trans members, and I confirm that I am a lesbian, gay, bisexual or trans member |  |
| Representative of Black members, and I confirm that I am a Black member |  |

*Position to which nomination is sought – continued from page 4*

|  |  |
| --- | --- |
| **I consent to my nomination to the following position:** | **Signature (against ONE position only)** |
| Representative of migrant members, and I confirm that I am a migrant |  |
| *Nominations to representative of migrant members, please indicate which applies to you:*I am an EU migrant□ I am a non-EU migrant□ |
|  |
| Representative of casually employed members, and I confirm that I am employed, or have been most recently employed, on a casual contract in my main employment |  |
| Representative of members in land-based education\*, and I confirm that I am employed, or have been most recently employed, in land-based education in my main employment |  |
| Representative of members in prison education, and I confirm that I am employed, or have been most recently employed, in prison education in my main employment |  |

***\*Note: Land-based education*** *is understood as that which takes place in relation to the following land-based areas, involving the use of physical land-based resources: agriculture crops and livestock, animal care, aquaculture, environmental conservation, equine, farriery, fencing, floristry, game and wildlife management, landscape, land-based engineering, production horticulture, professions allied to veterinary trade, trees and timber.*

**3 Further information – UK-elected NEC member nominees**

If you are standing for nomination as a **UK-elected member of the National Executive Committee**,please indicate if any of the following statements apply.

Completing this part of the form ensures that you comply with paragraph 5b of schedule A to the union’s rules, which requires you to state if you fall into particular categories listed in the union’s rules.

|  |  |
| --- | --- |
| **For nominees from the higher education sector:**(in accordance with 18.8.2i - 18.8.2iii of the rules) | **Please sign against ALL that apply** |
| I am employed, or have been most recently employed, in a pre-1992 institution. |  |
| I am employed, or have been most recently employed, in a post-1992 institution. |  |
| I am employed, or have been most recently employed, in an academic-related role. |  |

|  |  |
| --- | --- |
| **For nominees from the further education sector:**(in accordance with 18.8.5i of the rules) | **Please sign against if this applies** |
| I am employed, or have been most recently employed, in adult continuing or community-based education\*. |  |

*\*****Note: Adult continuing and community-based education*** *refers to community education provided directly by local authorities rather than through further education colleges. If you are unsure about these categories please contact the office for further information.*

**4 Declaration – qualifying employment**

**Note: This declaration does not apply to trustee nominations**

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 sector 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 7 below).

**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:……………………………………………………………………………………………………………..

**5 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.

**5.1 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

**5.2 What is your religion?**

None Christian Buddhist Hindu Jewish

Muslim Sikh Other please specify:

**5.3 Do you consider yourself a disabled person?** Yes No

**5.4 What is your sexual orientation?**

Lesbian or gay bisexual heterosexual

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

**5.5 Is your gender identity the same as the one you were assigned at birth?** Yes No

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

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

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

6.1 Nominations to the positions of Vice President and Honorary Treasurer must be supported by **either**:

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

All members (other than student members) are entitled to vote in a ballot for the position of Vice President and Honorary Treasurer, and may sign in support of a candidate’s nomination.

6.2 Nominations for all other National Executive Committee positions must be supported by **either**:

1. the identifiable signatures of ten members of the union 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.

All members (other than student members) are entitled to vote in ballots to elect candidates to equality and other representative seats, and may sign in support of nominations to these seats.

Nominations for members standing for UK-elected and geographically-elected seats on the NEC must be supported by members in the appropriate sector and, if applicable, geographical constituency. For the purposes of the election of UCU Scotland President and Honorary Secretary, the Scottish Retired Members Branch shall be treated as a higher education sector branch and its members can support nominations for these positions.

6.3 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.**

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

Nominees for all positions (other than trustee) 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 6d, and must be provided by the deadline for nominations. Where geographical and/or sectoral criteria apply to a position, this should be reflected in the proof of qualifying employment.

This does not apply to nominations to the position of Trustee.

**8 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, by **17:00 on Monday 28 October 2024**), 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.

**9 Candidates’ election addresses**

All candidates will have the opportunity to provide an election address. Election addresses must conform to regulations approved by the National Executive Committee.

These regulations can be found at <http://www.ucu.org.uk/elections> and will be sent to all candidates.

The deadline for the receipt of candidates’ election addresses is **17:00 on Tuesday 3 December 2024.**

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

**10 Guidance note**

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

**UCU OFFICER, NEC AND TRUSTEE ELECTIONS 2024-25**

**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.

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 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.

9 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.

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

11 In accordance with rule 15.9 (appended), candidates in Officer elections will be invited to participate in centrally organised hustings between 7 and 14 days after the ballot has opened.

12 In accordance with UCU rule 15.11 any branch organising a hustings event will provide candidates with 30 days’ notice, making every effort to make the event accessible to all candidates, including facilitating electronic attendance. Reasonable traveling and subsistence expenses will be made available to candidates, paid from branch funds, on the basis that all candidates standing for a given position are invited to attend.

**Guidance note: appendix – UCU rule 15.9**

15.9 Between 7-14 days after a ballot for General Secretary or Officers of the Union has opened, a UK-wide hustings event will be held to ensure that all members and candidates have access to a fully accessible hustings event. This event will be video-recorded and edited before distribution to all members. Reasonable traveling and subsistence expenses will be made available to candidates, paid from union funds.

15.9.1 The location of this event may not occur at the home branch of any participating candidate, and the location will rotate to a different region from the previous year, with due consideration to accessibility depending on candidates' locations.

15.9.2 If it is not possible to hold the event physically for any reason, it will be held online.

15.9.3 All members eligible to vote in the relevant election will have the opportunity to submit questions in advance of this event.

15.10 The date for the event will be chosen in consultation with all candidates, and will be finalised no later than one month before the beginning of the ballot period.

15.10.1 If a candidate prefers to attend electronically rather than in person, or to pre-record a statement and answers to questions, this will be facilitated. Candidates who are disabled, impaired or have a long term health condition will be able to make this known and have their adjustment needs accommodated to avoid any disadvantage by reason of disability.

15.10.2 If a candidate cannot make the session due to illness or emergency, they will be given an opportunity to record their responses on another date, to be included in the recording for members.

15.10.3 Candidates may choose not to attend.

15.11 During the relevant ballot period, any other branch organising a hustings event will provide candidates with 30 days notice, making every effort to make the event accessible to all candidates, including facilitating electronic attendance. Reasonable traveling and subsistence expenses will be made available to candidates, paid from branch funds, on the basis that all candidates standing for a given position are invited to attend.

**UCU TRUSTEE, OFFICER AND NATIONAL EXECUTIVE COMMITTEE ELECTIONS 2024-25**

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

to the position of (eg Honorary Treasurer, NEC FE Midlands, NEC HE UK-elected)\* …………………..…………………………………………………………

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FULL NAME (please print in capitals)** | **BRANCH/LOCAL ASSOCIATION** | **MEMBERSHIP NUMBER** | **SIGNATURE** | **DATE** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
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| 9 |  |  |  |  |
| 10 |  |  |  |  |

**UCU TRUSTEE, OFFICER AND NATIONAL EXECUTIVE COMMITTEE ELECTIONS 2024-25**

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

to the position of (eg Honorary Treasurer, NEC FE Midlands, NEC HE UK-elected)\* …………………..…………………………………………………………

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FULL NAME (please print in capitals)** | **BRANCH/LOCAL ASSOCIATION** | **MEMBERSHIP NUMBER** | **SIGNATURE** | **DATE** |
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**UCU TRUSTEE, OFFICER AND NATIONAL EXECUTIVE COMMITTEE ELECTIONS 2024-25**

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

to the position of (eg Honorary Treasurer, NEC FE Midlands, NEC HE UK-elected)\* …………………..…………………………………………………………

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FULL NAME (please print in capitals)** | **BRANCH/LOCAL ASSOCIATION** | **MEMBERSHIP NUMBER** | **SIGNATURE** | **DATE** |
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