**UCU SCOTLAND OFFICER AND**

**EXECUTIVE COMMITTEE ELECTIONS 2020-21**

**Checklist for nominees**

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

|  |  |
| --- | --- |
| * Signed and dated the form at the end of section 1 on page 3.
 |  |
| * Signed your consent against the position for which you are standing in section 2 on page 3
 |  |
| * Signed the declaration on page 4 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 6).
 |  |
| * Included the support required for your nomination (see notes in section 7). **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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**UCU ELECTIONS 2020-21**

**UK OFFICER AND MEMBERS OF THE**

**NATIONAL EXECUTIVE COMMITTEE - NOMINATION FORM**

The calling notice for these elections, UCU’s election rules and related information can be found on UCU’s website at <https://www.ucu.org.uk/ucus-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 the union on 19 October 2020.

Completed nomination forms (including all support required for nominations) must be received by **16:00 on Tuesday 17 November 2020**. Nominations should be formally addressed to the UCU Scotland Honorary Secretary and marked for the attention of Nicola McGowan, Scotland Administrator, nmcgowan@ucu.org.uk Nominations should be submitted by **email**, attaching the signed, scanned sheets of the nomination form. Separate sheets can be used for each supporting signature, if necessary.

Receipt of all nominations will be acknowledged. If you do not receive acknowledgement, please contact Nicola McGowan **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 if you wish): |
| UCU membership number: |
| Branch or local association: |
| Contact address (for correspondence in relation to this nomination): |

|  |
| --- |
| 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:  |
| 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. Terms of office for all positions are set out in the calling notice (UCUS/ 2266) which can be found at <https://www.ucu.org.uk/ucus-elections>

|  |  |
| --- | --- |
| **I consent to my nomination to the following position:** | **Signature (against ONE position only)** |
| UCU Scotland Vice President |  |
| UCUC Scotland Honorary Treasurer |  |
| UCU Scotland Equality Officer |  |
| Ordinary Member of UCU Scotland Executive Committee |  |

**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 Nicola McGowan (nmcgowan@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:** 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?**

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**

5.1 Nominations 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.

5.2 Forms for the collection of signatures are provided with this nomination. Separate sheets can be used for each supporting signature, if necessary. 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, as otherwise determined by the returning officer.

This information is requested by the returning officer under schedule A to the UCU Scotland rules, paragraphs 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, by **16:00 on Tuesday 3 November 2020**), 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.

**8 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 <https://www.ucu.org.uk/ucus-elections>

 and will be sent to all candidates.

The deadline for the receipt of candidates’ election statements is **16:00 on Friday 4 December 2020.**

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

**9 Guidance notes**

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

**OFFICER AND NEC ELECTIONS**

**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 SCOTLAND OFFICER AND EXECUTIVE COMMITTEE ELECTIONS 2020-21**

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

to the position of (e.g UCU Scotland Honorary Treasurer)\* …………………..…………………………………………………………

**\* *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 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

**END**