

# **Communication Workers Union**

## **Guidelines for Senior Regional/Field Official Elections**

### **PARCELFORCE WORLDWIDE AREA HEALTH & SAFETY REPRESENTATIVES & SUBSTITUTE AREA HEALTH & SAFETY REPRESENTATIVES**

1. These guidelines have been produced by the Senior Deputy General Secretary to assist branches, and candidates, who are standing for election in ballots for senior regional/field officer positions.
2. The SDGS will, following consultation with the relevant officer of the union, publish a formal notice for each regional/senior field officer election. The notice will normally be published in a Letter to Branches (LTB). The notice will contain the timetable for the election, the period of office and the ballot arrangements for the respective positions.
3. Nomination forms will be available from the SDGS department. All relevant Branches shall be eligible to nominate members of their branch for these elections (subject to the regional boundary/constituency/or business base relevant to the election). All Branch nominations must be agreed at properly constituted Branch meetings. Each Branch shall return nomination forms to the SDGS, to arrive no later than the published closing date. Nominations received after that date will not be accepted. Each Branch shall be responsible for the correct completion of the nomination form.
4. Branches who nominate candidates will be sent a letter confirming receipt of a nomination, and if appropriate, forms to be completed for providing biographical details etc. together with a copy of these Guidelines.
5. Each Branch shall be responsible for ensuring that both the branch and any candidates standing in the election abide by the rules and relevant policies of the union governing such elections. Any breach of these rules will be treated very seriously and could result in candidates being brought before the union's National Discipline Committee and in the most serious of cases could in fact result in candidates being disqualified.
6. Only the secretary, or an accredited deputy, of a nominating branch will be allowed to contact the SDGS during the election process to ask about their own branch nominations.
7. A full list of all nominations received for each election will be published in alphabetical order to all the union's Branches via a Letter to Branches (LTB)
8. Where it is permitted a candidate shall have the right to prepare an election address of not more than 300 words and to submit a recent photograph. The SDGS shall delete words in excess of 300. The content of the election address is the responsibility of the individual candidate and the Union will not be held responsible for any defamatory or libelous statements contained in the address.
9. The election addresses and individual photographs (where applicable) for all candidates will be published and distributed with the ballot papers to all members. Branch publicity should be restricted to the membership of their individual Branch and no other publicity or canvassing such as handouts, posters etc. for candidates should be distributed to any other branches, or workplaces within branches, without the express authority of that branch.
10. The method of recommending support for candidates to its own Branch members will be a matter for each Branch. No Branch officer or other workplace representative shall have any responsibility for the circulation of publicity for any candidate other than the candidate recommended by the Branch. All material produced by a Branch must include the name of the Branch and the printer's name and address where appropriate.

11. So far as is reasonably practicable, all members entitled to vote will receive a ballot paper at the address notified in writing to the CWU. The ballot papers will be dispatched so far as is reasonably practicable, from the date published in the timetable. For votes to be valid, members must mark the ballot paper in accordance with the instruction, and return it sealed in the prepaid envelope provided. The last time for receipt of ballot papers will be first post on the date published in the timetable. Any ballot papers received after that time will not be counted.
12. The CWU is committed to free and democratic elections and will actively oppose racism and sexism and all forms of discrimination based on race, creed, religion, age, disability, sex or sexual orientation in industry, the Union and Society. Branches and candidates must not behave in a discriminatory manner or circulate any material that may be offensive to any other member or candidate.
13. No full time officer of the Union as defined under the rules, shall publicly endorse, at any official Union organised meeting or conference or in writing, any candidate for election.
14. A Branch or candidate may make a complaint regarding the ballot on the grounds that there has been a breach of Union Rules. The complaint must be submitted in writing to the SDGS no later than four weeks after the declaration of the results. The SDGS shall investigate the complaint, and if as a result, the complaint is upheld may declare the election void or the election of any particular person void or any appropriate candidate disqualified. In addition they may invalidate any vote or any number of votes previously counted, or include any vote or any number of votes not previously counted and thereby re-determine the results of the election. The decision of the SDGS shall be final and binding.
15. Any matter not covered by the Rules of the CWU, or by decision of the NEC prior to the ballot, shall be determined by the General Secretary in the light of the prevailing practice of the former unions, as may be relevant to the constituency involving the complaint.

### **Candidate Guidelines**

Each member nominated, as a candidate will be entitled to complete the appropriate forms giving the following biographical information for inclusion with the branch ballot paper or in respect of individual member ballot, the ballot booklet that will be sent to members addresses:

- Branch
- Date started employment relevant to CWU
- Date of joining CWU (or relevant predecessor union)
- Job Title/Grade
- Union Record/ Other relevant service to the Union and Labour Movement – **(maximum 100 words)** - this should include information on positions held in Branch, District, Region, NEC, information on representation at Conferences e.g. TUC, UNI, membership of other unions, political parties, any education or training relevant to this election together with appropriate dates.

**Tony Kearns**  
**Senior Deputy General Secretary**  
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