



Election procedures for branch committee members

In 2021 Branch AGMs will take place virtually using Microsoft Teams.

It is therefore necessary to use an electronic process to recruit your committee members this year.

This is set out below.

You cannot “co-opt” members on the committee.

1. First steps

- 1.1 The Branch Committee’s terms of reference set out that the committee should be elected annually at the branch AGM.
- 1.2 You should contact your country or regional office to confirm who your Returning Officer will be. It would normally be a member of staff from the office, for example the Officer linked to the branch. They will be responsible for overseeing the election process as set out in this procedure.
- 1.3 In the run-up to your branch AGM you should advertise your committee vacancies (including the specific committee roles, eg chair, secretary, treasurer) by putting a call out for nominations.
- 1.4 Candidates wishing to stand should be asked to submit a nomination form in advance of the meeting. The nomination forms should be sent to the Returning Officer by email. There is a template for a nomination form at Appendix A.
- 1.5 You could call for nominations:
 - On your branch page on the website
 - emailing your branch members – you can do this through your country or regional office who will send an email on your behalf

- contacting your branch members via any other communication channels you have set up – eg a local newsletter; the Member Communication Centre or your branch web/facebook page;

You should try and do this at least two months before your AGM and you should be clear about how many committee members and which roles are being elected. There should be a minimum of three and a maximum of six.

- 1.6 Please note that, when completing their form, candidates should ask another branch member to second their nomination.
- 1.7 They should also be asked to declare any potential conflicts of interest – for example, if they have another role in the RCN or within another union.

2 At the AGM itself

- 2.1. You should ensure that the AGM agenda has an item called “Committee Election”.
- 2.2 When that item is reached the person appointed as Returning Officer should either announce the successful candidates if there is only one candidate for each role or confirm the arrangements for the vote using “vote now” the secure voting option in Microsoft Teams.
- 2.3 The Returning Officer will invite each candidate for each role to make a short statement of why they think they are the right person to fulfil the role.
- 2.4 The Returning Officer will ask all branch members taking part in the meeting to vote using a prepared voting template in Microsoft teams.
- 2.5 Rather than hold up the meeting the results of the votes could be announced at the end of the meeting.
- 2.6 Note - all branch members taking part in the AGM are eligible to vote.

3. What if no-one stands?

- 3.1 It is sometimes difficult to encourage people to put themselves forward. If no-one has put themselves forward for nomination before the AGM then you could invite them to do so at the AGM itself. As long as another member seconds them they can be elected.
- 3.2 If fewer than three people are willing to stand the country or regional office will agree interim arrangements, usually for a period not

exceeding six months, until a full committee can be elected, or a decision is made to wind up the branch.

4. **After the election**

- 4.1 Set aside some time to induct your new committee member/officer. The induction should include information about forthcoming meetings and branch activity.
- 4.2 You must also let your country or regional office know so that they can update the RCN database with the details. You should also confirm in writing to your new committee member when their term of office concludes.

Appendix A - Template for Branch Election Nomination Form

RCN [insert name of branch] Committee elections [insert year]

Nomination Form

Name Date

Address.....Tel:.....
.....

Please tick the position that you are interested in standing for:

	Tick here
Chair	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>
Secretary	<input type="checkbox"/>
Committee member	<input type="checkbox"/>

Name and address of another branch member who supports your nomination.

Name:

Address:

Do you wish to declare any potential conflicts of interest Y/N? If so please say what it

is.....
.....
.....

STATEMENT TO SUPPORT YOUR NOMINATION

Please state why you think you have the skills and experience required to make a success of the position you are standing for (maximum of 250 words)