

## **Election procedures for branch committee members**

In 2020 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 -

### **1. First steps**

#### **1.1**

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.

- 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
- 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 the secure voting option in microsoft teams.
- 3.3 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.
- 3.4 The Returning Officer will ask all branch members taking part in the meeting to vote using the secure voting option in Microsoft teams. The candidates with the highest numbers of votes would be elected. Rather than hold up the meeting the votes could be counted whilst the meeting carries on an announced at the end.
- 3.3 Note - all branch members taking part in the AGM are eligible to vote.

## **4. What if no-one stands?**

- 4.1 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.
- 4.2 If fewer than three people are willing to stand the country or regional office will agree interim arrangements, usually for a period not



**Appendix A - Template for Branch Election Nomination Form**

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

**Nomination Form**

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

	Tick here
Chair	
Treasurer	
Secretary	
Committee member	

**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**