1. Introduction

1.1 An election is due to fill two vacancies remaining on the Yorkshire & the Humber Board following the Board elections held earlier in 2018.

All Yorkshire & the Humber members are eligible to stand, subject to the criteria listed in point 2 below.

1.2 The Yorkshire & the Humber Board comprises 12 directly elected members plus, ex officio, the Yorkshire & the Humber member on RCN Council, and the Yorkshire & the Humber members of the RCN Trade Union and Professional Nursing Committees respectively - 15 in total.

1.3 Of the 12 directly elected members already on the Board for 2019 onwards there are members from the following:

North Yorkshire (2 members)
East Yorkshire (3 members)
West Yorkshire (4 members (one with a two year term of office, until 2020))
South Yorkshire (one member)

1.4 The Yorkshire & the Humber Board has agreed the following constraint to be applied once voting has taken place in this election:

No more than three members from each of the Yorkshire & Humber geographical areas of West Yorkshire, South Yorkshire, North Yorkshire and East Yorkshire shall serve on the Board.

On that basis the two members with the highest numbers of votes will be elected as follows:

- Up to two from South Yorkshire
- Up to one from North Yorkshire

The member with the highest number of votes will be elected for a term of office until 1 December 2022. The member with the second highest number of votes will be elected for a term of office until 31 December 2020.

1.5 If there is an insufficient number of members standing from any of these branches the candidates with the next highest number of votes will be elected,
from each branch in turn for a two-year term of office until the Board is fully elected.

1.6 A role descriptor is available on the RCN website.

2. **Who can stand for election?**

Any member wishing to stand for election must:

a. have been a current member of the RCN for at least three consecutive years immediately prior to the closing date for nominations, unless they are in the student category of membership

b. be paying a full payment plan in any of the three RCN membership categories (Nurse Member, Student Member, or Health Practitioner Member)

c. not have previously served on the Board (in any capacity) for more than the duration of three full terms of office, i.e. 12 years. If they have served eight years continuously, a period of two years must elapse before they can stand again

d. have their workplace (or, in the case of retired and student members, their branch) address in the country or region concerned

e. not have held a permanent salaried contract of employment or a fixed term/zero hours contract for longer than six months with the RCN during the two years prior to the election period*

f. not hold office in any organisation which competes with the RCN for members or which, in the opinion of Council, propounds policies which are in conflict with the main objects of the RCN's Royal Charter and its overall philosophies

g. declare their ability and willingness, if elected, to fulfil the role and commitments as set out in the role description and to adhere to all RCN policies

h. have discussed the implications of standing for election with their employer or tutor and confirm that their employer or tutor is willing to support them in carrying out this role if they are successful

i. have discussed and agreed with the RCN in advance of submitting their nomination any special requirements they may have to enable them to fulfil the commitments of the office

j. not hold a position on an RCN committee where there may be a conflict (advice on this can be sought from the RCN Group Secretary on request)

k. declare if they are subject to an NMC caution order or subject to ongoing disciplinary proceedings at work or with the NMC

l) declare if they are subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN

m) declare that they know of no reason why they cannot stand for election

n) declare that they will stand down from their role when elected should they fail to meet any of the above criteria during their term of office.

* a person is a salaried member of staff if they receive payment of any kind, and not necessarily financial, in return for service to the RCN. This includes secondees whose employers may receive payment from the RCN to compensate them for loss of the secondee’s services, and any person paid on a self-employed basis, either full or part time.
3. **Term of office**

The member with the highest number of votes will be elected for a term of office until 1 December 2022. The member with the second highest number of votes will be elected for a term of office until 31 December 2020.

4. **Nominations**

Any member wishing to stand must be supported by two other RCN members from the Yorkshire & the Humber region who are paying a full payment plan in any of the three RCN membership categories (Nurse Member, Student Member, or Health Practitioner Member). Members may support more than one nomination. If nominations are supported by more than two members only two will be published and verified by the independent scrutineer.

Members are also asked to provide information to support their nomination including:

- details about their professional career
- information about their previous involvement with the RCN
- a 250 word statement explaining how they meet the requirements of the role
- a recent head and shoulders photograph.

5. **Who can vote?**

All members in the Yorkshire & the Humber region are eligible to vote in this election provided that they are fully paid up members at the time the membership data is extracted for the distribution of the voting email.

6. **How does voting work?**

Members in the Yorkshire & the Humber region are asked to vote for the people whom they think will best fulfil the role of board members.

Voting will be conducted electronically. Members will receive an email with a link to a voting website. Members will be encouraged to provide the RCN with a valid email address in advance of the election in order to take part. Members can update their details at [www.rcn.org.uk/myrcn](http://www.rcn.org.uk/myrcn).

Once all the votes are received the agreed constraints will be applied to elect the successful Board members.

7. **Election timetable**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Notice of election – nominations open</td>
<td>Wednesday 19 December 2018</td>
</tr>
<tr>
<td>Closing date for nominations</td>
<td>4.30pm Friday 25 January 2019</td>
</tr>
<tr>
<td>Verification period</td>
<td>Monday 28 January – Friday 1 February 2019</td>
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<tr>
<td>Publication of candidates details</td>
<td>Monday 4 February 2019</td>
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The successful candidates will be expected to attend an induction session as well as Board and other meetings. Board meetings take place at least three times a year and a calendar is available online.

8. **Administration**

Nomination forms will be available on the RCN website

The Returning Officer for these elections will be Jane Clarke, RCN Group Secretary.

Electoral Reform Services has been appointed as the independent scrutineer for these elections.

The principles in the [RCN elections – policy and process](#) document will apply to this election except where there are separate procedures pertaining to this election, in which case they are specified in this document.

9. **Returning nomination forms**

Nomination forms can be downloaded from [www.rcn.org.uk/elections](http://www.rcn.org.uk/elections).

Please return your nomination form no later than **4.30pm on Friday 25 January 2019** to:

**Email:** elections@rcn.org.uk  
**or Post:** Jane Clarke, RCN Group Secretary, 20 Cavendish Square, London, W1G 0RN

We will acknowledge that we have received your nomination. If you haven’t heard from us within two working days of the close of nominations, please telephone 020 7647 3644.