The Royal College of Nursing of the United Kingdom

Procedure for the election of members to the RCN West Midlands Regional Board

For a part term of office to 31 December 2022

1. Introduction

1.1 Owing to a resignation an election is due to fill a vacancies arising on the West Midlands Board.

All West Midlands members are eligible and encouraged to stand, however it should be noted that the constraints in points 1.3 and 1.4 below will be applied after voting.

1.2 The West Midlands Board comprises ten directly elected members plus, ex officio, the West Midlands member on RCN Council, and the West Midlands members of the RCN Trade Union and Professional Nursing Committees respectively - 13 in total.

1.3 The West Midlands Board has agreed the following constraints to be applied once voting has taken place in this election:

The member in the Black Country branch with the highest number of votes will be elected for a term of office until 31 December 2022.

1.4 If no members from the Black Country branch stand in this election the candidate with the next highest number of votes will be elected for a term of office to 31 December 2020.

1.5 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 Nursing Support Worker 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 West Midlands region
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, at university, 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 if they are subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN

n) 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 term of office will be to 31 December 2022 or 31 December 2020 according to the constraints outlined above.

4. Nominations

Any member wishing to stand must be supported by two other RCN members from the West Midlands region who are paying a full payment plan in any of the three RCN membership categories (Nurse Member, Student Member, or Nursing Support Worker 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 their skills and experience will help them succeed as a member of the Board
• a 250 word statement explaining why they should be elected to the Board
• a recent head and shoulders photograph.

5. **Who can vote?**

All members in the West Midlands 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 West Midlands 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.

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/Time</th>
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<tbody>
<tr>
<td>Notice of election – nominations open</td>
<td>Monday 10 June 2019</td>
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<tr>
<td>Closing date for nominations</td>
<td>4.30pm Monday 24 June 2019</td>
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<tr>
<td>Verification period</td>
<td>Tuesday 25 – Thursday 27 June 2019</td>
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<tr>
<td>Deadline for notifying results to candidates if elections are uncontested or publishing candidates’ details if contested</td>
<td>Friday 28 June 2019</td>
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<tr>
<td>Opening of voting</td>
<td>Monday 15 July 2019</td>
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<tr>
<td>Close of voting</td>
<td>12 noon, Monday 12 August 2019</td>
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<tr>
<td>Deadline for notifying candidates</td>
<td>5pm Tuesday 13 August 2019</td>
</tr>
<tr>
<td>Deadline for publishing results</td>
<td>Friday 16 August 2019</td>
</tr>
<tr>
<td>Candidates take up office</td>
<td>Friday 28 June 2019 if uncontested or Friday 16 August 2019 if contested</td>
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The successful candidate 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 Monday 24 June 2019** to [elections@rcn.org.uk](mailto:elections@rcn.org.uk)

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.