

No. 309/24

13th September 2024

FORMAL NOTICE

**PLEASE NOTE THIS LTB CONTAINS IMPORTANT INFORMATION
FOR IMMEDIATE DISTRIBUTION AND DISPLAY THROUGHOUT YOUR BRANCH**

Dear Colleagues,

ELECTION OF:

- **CWU National Executive Council**
- **CWU Industrial Executives**
- **CWU Assistant Secretaries TFS (2 Positions)**
- **Assistant Secretary Postal Outdoor**

Further to LTB 253/24 dated 17th July 2024, which contained advanced notification of the timetable for the NEC and Industrial Executive elections. The NEC met on 5 September 2024 and have now agreed the final list of CWU National Officers elections that will run concurrently with the NEC elections.

The NEC also approved the regulations for the above elections which are attached to this LTB for your information. In addition to the regulations and due to the revised size and composition of the NEC, a supplementary document containing the election arrangements and guidance has also been produced to assist branches and candidates in the forthcoming elections.

Branches should be aware that the regulations for the above elections contain important information including the arrangements for the dispatch and return of nomination forms. Branches are therefore advised to review the regulations in order to make themselves familiar with these changes.

For ease of reference the details of the National Representative positions to be elected in 2024 are set out below.

CWU NATIONAL EXECUTIVE COUNCIL & INDUSTRIAL EXECUTIVES

1) NATIONAL EXECUTIVE COUNCIL

The NEC shall comprise 24 members:

- a) President and Vice President, but their inclusion shall not increase the numbers from their originating Constituencies.
- b) 10 lay members elected biennially by and from the Postal Constituency and 1 of whom shall be the Chair of the Postal Constituency. All of whom shall automatically be members of the Postal Industrial Executive. At least 2 lay members must be women. At least 1 lay member must be BAME.
- c) 7 lay members elected biennially by and from the Telecom and Financial Services Constituency and 1 of whom shall be the Chair of the TFS Constituency. All of whom shall automatically be members of the Telecoms and Financial Services Industrial Executive. At least 2 lay members must be women. At least 1 lay member must be BAME.
- d) 2 lay Young Workers members elected biennially who must be 29 or under at the time of the election. 1 of whom will be elected by and from the Postal Constituency and 1 of whom shall be elected by and from the Telecoms and Financial Services Constituency.
- e) 1 lay Retired Member elected biennially by all members of the retired sector.

The Retired Members NEC representative shall not be entitled to vote on issues that are Financial, Rule, Constitutional or issues that could be considered to have an industrial context except where they apply only to Retired Members.

- f) 4 lay Equality members elected biennially by all members of union except the Retired Members for each of the following equality strands;

Women
LGBT+
BAME
Disability

Please note that the NEC members listed in categories d), e) and f) are members of the NEC only and are *not* automatically members of their respective Industrial Executives.

2) CWU INDUSTRIAL EXECUTIVE COMMITTEES

Postal Executive (PE)

The PE shall consist of 14 lay members elected biennially by and taken from the Postal Constituency and 1 of whom shall be the Postal Constituency Chair, 10 shall be the NEC Postal Constituency Representatives, 4 shall be elected by and from the Postal Constituency;

3) TELECOMS & FINANCIAL SERVICES CONSTITUENCY INDUSTRIAL EXECUTIVE POSITIONS

The T&FSE shall consist of 15 lay members elected biennially by and taken from members of the Telecoms and Financial Services Constituency.

The composition of the T&FS Executive is as follows:

- a) 7 NEC members as set in Rule 8.1.3 (c) elected by and from all members in the Telecoms and Financial Services Constituency
- b) 1 member elected by and taken from members in Santander UK, Santander Global Technology
- c) 1 member elected by and taken from members in Virgin Media O₂ (VMO₂)
- d) 1 member elected by and taken from members in the Technology Sector (UTAW)
- e) 1 member elected by and from all members in the Telecom and Financial Services Constituency and who must be aged 29 or under at the time of the election
- f) 4 members elected by and taken from all other members in T&FS constituency.

CWU ASSISTANT SECRETARIES TELECOMS & FINANCIAL SERVICES – (2 POSITIONS)

In respect of the elections for two TFS Assistant Secretary positions to be elected in 2024, following discussions with the DGS TFS and after consultation with the TFSE, the NEC have agreed that in the AS election process i.e. where AS are specifically elected to a position which primarily only deals with certain business units etc, is now not fit for purpose especially at a time when an extensive review is being conducted of AS positions in the TFS department.

Accordingly, it has been agreed that due to the nature of the workload and AS responsibilities within the T&FS department, and on the basis that employers are constantly undergoing change plus now

having recognition in 28 companies (which will almost certainly continue to grow in number), it now makes sense to amend the previous election process for the T&FS Assistant Secretary (AS) positions.

Therefore, for the purposes of ongoing elections, each Assistant Secretary TFS position will simply be identified as having responsibility for recognised companies in the T&FS constituency. Nominations for these positions will be called for on this basis.

In the event that there are only two candidates for these positions then they will be deemed to be elected to the AS positions. If there are more than two candidates nominated, then an election will be conducted and the two receiving the highest number of votes will be elected.

CWU ASSISTANT SECRETARY POSTAL OUTDOOR

The above Postal Assistant Secretary is currently responsible for the following companies:

Royal Mail UK Delivery Staff, RMPFS and Royal Mail Collection Drivers

The responsibilities of all CWU Assistant Secretaries shall be to carry out and discharge under the direction of the GS such Union duties as they may be deemed required to perform.

The timetable for all of the above elections, as previously notified in LTB 253/24 is as follows:

Election Timetable:

Nominations Open: **19 September 2024**
Nominations Close: **10 October 2024 (14:00)**
Accept Nomination: **15 October 2024 (14:00)**
(TFSE NEC/IE positions only)

Despatch ballot material: **30 October 2024**
Close of ballot: **20 November 2024 (first post)**
Result: **21 November 2024**

***Please note** that ballot papers will be sent to all eligible members who are included in the membership register maintained by the union as at 30 September 2024. Therefore any changes of address, etc. will need to have been received at CWU HQ prior to this date.

Branches will also wish to note that the independent scrutineer appointed by the union to oversee the election arrangements is Civica Election Services.

The Election Regulations stipulate that a copy of the regulations for these elections must be distributed to all branches in advance of the nomination process. A copy of the Election Regulations is therefore attached and I would be grateful if you could ensure that these are brought to the attention of the members of your branch.

The regulations will also be published on the CWU website and a copy will be issued to all candidates nominated to stand in the Election(s).

Further information regarding the nomination arrangements will be sent to branches in due course. However Branches are reminded that in order for nominations for the above positions to be valid then they will need to be submitted on the appropriate CWU HQ issued nomination forms.

Elections Prize Draws

Branches are reminded that in order to protect the integrity of these very important national elections and more importantly, ensure that the union is legally compliant with the relevant legislation covering such elections, that election prize draws should not be conducted under any circumstances unless written authorisation has been given by the Senior Deputy General Secretary.

Any enquiries regarding this LTB should be addressed to Senior Deputy General Secretary Department, CWU HQ, for the attention of Dave Wilshire on 0208 971 7368, or email: dwilshire@cwu.org

Yours sincerely,



Tony Kearns
Senior Deputy General Secretary



NEC Regulations
and Candidates Gui



NEC and IE Election
Arrangements



AS Election
Regulations and Cai

Regulations governing the procedures for elections for the following:

- **NATIONAL EXECUTIVE COUNCIL ELECTIONS - 2024**
- **NATIONAL REPRESENTATIVE ELECTIONS - 2024**
(Postal Executive & Telecoms and Financial Services Executive)

- 1) These regulations have been determined by the National Executive Council in accordance with the Rules of the Union to govern the election of National Executive Council members and Industrial Executive positions (Postal Executive and Telecoms & Financial Services).

The election will take place in September – November 2024 and the successful candidates will take up office in December 2024 until the end of April 2026. Further information regarding the election process is contained in the attached appendices that also form part of these regulations:

Appendix 1 – National Executive Council Positions

Appendix 2 - Postal Constituency – Industrial Executive Positions

Appendix 3 – Telecom & Financial Services Constituency Industrial Executive Positions

- 2) Nominations open on **19 September 2024**. The Senior Deputy General Secretary will provide formal notice of when the election will take place.
- 3) Where Branches are entitled to nominate members from their own Branch, nomination forms will be supplied to all Branches who request them in writing or by email. Completed nomination forms giving the biographical details, election address and a recent photo for the Branch candidate must be received by **14:00 on 10 October 2024**. Branches should send the information to postnecelections@cwu.org. Any nominations received after that date and time will not be accepted. Each Branch will be sent an email to the address that CWU HQ has on file for the branch confirming receipt to confirming receipt of nomination forms.
- 4) Where Branches are entitled to nominate members from Branches other than their own, nomination forms will be distributed direct to these Branches for completion and return to CWU Head Office by **14:00 on 10 October 2024**. The forms will be sent by email only to the address that CWU HQ has on file. Completed nominations forms should be sent by email to tfsnecelections@cwu.org. Any nominations received after that date and time will not be accepted. Each Branch will be sent an email to the address that CWU HQ has on file for the branch confirming receipt to confirming receipt of nomination forms.

Members who are nominated as a candidate will be sent an email confirming that a nomination has been received. The email will contain the appropriate forms to be completed giving their acceptance of nomination, biographical details, photo and election address. Completed forms for biographical details and the election address, together with a recent photograph must be received by **14:00 on 15 October 2024** by the Senior Deputy General Secretary, CWU HQ. Candidates should send the information by email to tfsnecelections@cwu.org. Any acceptance forms, biographical details, election addresses or photographs received after that date will not be accepted.

- 5) All candidates shall have the right to prepare an election address of not more than 300 words, biographical details of not more than 100 words and to submit a recent photograph. The content of the election address and biographical details is the responsibility of the individual candidate and the Union will not be held responsible for any defamatory or libellous statements contained in the election address and biographical details.

- 6) The biographical details, election address and individual photographs for all candidates will be published and distributed with the ballot papers to all relevant members. Other than Branch publicity restricted to the membership of their individual Branch any other publicity or canvassing such as handouts, posters, etc. for any or all candidates will be the responsibility of the individual candidate who shall fund any such publicity.
- 7) The method of recommending support for candidates to its own Branch members will be a matter for each Branch. Notification of names of candidates and voting entitlement will be published to branches in advance of the despatch of ballot papers to assist branches in this matter. 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 the Branch must include the name of the Branch and the printers name and address where appropriate.
- 8) The Independent Person, in accordance with all legislation, designated as the printer of all ballot material is under instruction to refer any request from a candidate or Branch to undertake printing on their behalf, to the Independent Scrutineer and General Secretary. Printing for a Branch, or candidate, can only be undertaken by the Independent Person with the written authority of both the Independent Scrutineer and the General Secretary.
- 9) Candidates may not use information held by the union on its national records for workplace or home addresses for members for the purposes of distributing any publicity material. Any complaint that a member has used such information may be investigated by the Independent Scrutineer, and if as a result, the complaint is upheld, may take appropriate action in accordance with paragraph 18 of these Regulations.
- 10) Voting will be by individual member by the marking of a ballot paper by the member entitled to vote. The ballot will be fully Postal in accordance with current legislation.
11. Each member entitled to vote shall be allowed to do so without interference, constraint or undue pressure, in secret, and so far as is reasonably practicable without incurring any direct cost to the member.
- 12) 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 **30 October 2024**. 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 to the address nominated by the Independent Scrutineer and appearing on the envelope.
- 13) All eligible members included in the Register maintained by the Union as at **30 September 2024** are entitled to vote. Every effort will be made so far as is reasonably practicable to ensure that each member will receive a ballot paper through the post. It is not possible to issue duplicate ballot papers unless this is authorised by the appointed scrutineer. To request a duplicate ballot paper the eligible member will need to send a written request to the appointed independent scrutineer (Civica) at cwuelections@cesvotes.com. The request must contain the following information; CWU membership number, correct postal address and the reason why a duplicate ballot paper is being requested.
- 14) The last time for receipt of ballot papers at the address nominated by the Scrutineer will be first post **20 November 2024**. Any ballot papers received after that time will not be counted.
- 15) The Scrutineer will declare the results of the election on **21 November 2024** or as soon as possible after the completion of the count.

- 16) 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. Members and candidates must not behave in a discriminatory manner or circulate any material that may be offensive to any other member or candidate.
- 17) 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.
- 18) A member, candidate or Branch may make a complaint regarding the ballot on the grounds that there has been a breach of Union Rules or of these Regulations. The complaint must be submitted in writing to the Independent Scrutineer no later than four weeks of the declaration of the results. The Scrutineer 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 Scrutineer shall be final and binding.
- 19) These Regulations shall be distributed to all Branches in advance of the nomination process for the purpose of being brought to the attention of the membership. The Regulations shall be sent to each candidate on receipt of their nomination, and to any other individual member who applies to either the Union or to Civica Election Services Limited.
- 20) Any matter not covered by the Rules of the CWU, or by a decision of the NEC prior to the ballot, shall be determined by the Scrutineer.
- 21) The Scrutineer appointed in accordance with the Trade Union and Labour Relations Act 1992, as amended, shall be Civica Election Services Limited, The Election Centre, 33 Clarendon Road, London, N8 0NW. In addition to carrying out duties in accordance with the Act, the Scrutineer shall make whatever enquiries or investigations they consider appropriate in order to ensure that, as far as possible, the ballot has been carried out in accordance with these Regulations. The decision of the Scrutineer on any matter in these Regulations shall be final.

CWU NATIONAL EXECUTIVE COUNCIL AND INDUSTRIAL EXECUTIVE ELECTIONS 2024

Please note:

All elected NEC and all Industrial Executive Members are required to undertake mandatory sexual harassment training, to be completed within 6 months of being elected to the position.

In addition to the above, where elected NEC and Industrial Executive members who have not already done so will be required to undertake CWU Equality & Diversity training.

ALL CANDIDATES ARE REQUIRED TO COMPLETE THE WOMEN AND BAME PROPORTIONALITY SECTIONS ON THE NOMINATION FORM AS APPROPRIATE

Biographical Details

Each member nominated, as a candidate will be entitled to complete the appropriate forms giving the following biographical information:

- Branch
- Date started employment relevant to CWU
- Date of joining CWU (or relevant predecessor union)
- Job Title

Union Record/Other relevant service to the Union and Labour Movement

In addition to the information above candidates are also entitled to submit a maximum of 100 words, for inclusion in the booklet to be sent to every member with their ballot paper.

This should include information on positions held in Branch, District, Region NEC etc. together with appropriate dates and information on representation at Conferences e.g. TUC, PTTI, C.I., UNI, membership of other unions, political parties, any education or training relevant to this election.

Election Address

Each candidate is entitled to submit an election address of up to 300 words. Words in excess of 300 will be deleted after the 300th word. The election address should be submitted by e-mail to the relevant constituency NEC election email address postnecelections@cwu.org or tfsnecelections@cwu.org. The preferred format for this is MS WORD.

The election address should be typed or written in clear manuscript and signed by the candidate when submitting to the union. Please do not send photocopies to avoid misreading of your statement. Any errors will be reproduced – so proof read your text carefully prior to submitting it.

Use of formats such as underlining, text in bold, bullet points, etc. may be used and it is the responsibility of the candidate to ensure that any instructions regarding the layout are clear.

The CWU cannot take any responsibility for text that cannot be read, or instructions on layout that cannot be understood.

Photograph

Each candidate is entitled to submit a recent photograph that will be printed with the election address. The photograph should be of the head and shoulders of the candidate only. Photographs containing more than one person are not acceptable, and will not be printed in the booklet. Candidates should note that black and white photographs will reproduce to a higher quality in the booklet, and the CWU cannot take any responsibility for inferior quality if a colour photograph is supplied. Photographs must be received by the CWU by the appropriate closing date for acceptance of nominations and cannot be returned after the ballot.

Please note: Instructions to refer to those printed in previous years, photocopies of a previous election address or extracts cut out from printed copy in previous elections, including photographs, are not acceptable, and only the submissions received for this election will be printed.

In accordance with current legislation, the CWU shall secure that no modification is made to any election address other than where it is necessarily incidental to the method adopted for producing the copy.

APPENDIX 1

NATIONAL EXECUTIVE COUNCIL

The NEC shall comprise 24 members:

- a) President and Vice President, but their inclusion shall not increase the numbers from their originating Constituencies.
- b) 10 lay members elected biennially by and from the Postal Constituency and 1 of whom shall be the Chair of the Postal Constituency. All of whom shall automatically be members of the Postal Industrial Executive. At least 2 lay members must be women. At least 1 lay member must be BAME.
- c) 7 lay members elected biennially by and from the Telecom and Financial Services Constituency and 1 of whom shall be the Chair of the TFS Constituency. All of whom shall automatically be members of the Telecoms and Financial Services Industrial Executive. At least 2 lay members must be women. At least 1 lay member must be BAME.
- d) 2 lay Young Workers members elected biennially who must be 29 or under at the time of the election. 1 of whom will be elected by and from the Postal Constituency and 1 of whom shall be elected by and from the Telecoms and Financial Services Constituency.
- e) 1 lay Retired Member elected biennially by all members of the retired sector.

The Retired Members NEC representative shall not be entitled to vote on issues that are Financial, Rule, Constitutional or issues that could be considered to have an industrial context except where they apply only to Retired Members.

- f) 4 lay Equality members elected biennially by all members of union except the Retired Members for each of the following equality strands;

Women
LGBT+
BAME
Disability

APPENDIX 2

POSTAL CONSTITUENCY INDUSTRIAL EXECUTIVE POSITIONS

The PE shall consist of 14 lay members elected biennially by and taken from the Postal Constituency and 1 of whom shall be the Postal Constituency Chair, 10 shall be the NEC Postal Constituency Representatives, 4 shall be elected from the Postal Constituency;

APPENDIX 3

The T&FSE shall consist of 15 lay members elected biennially by and taken from members of the Telecoms and Financial Services Constituency.

The composition of the T&FS Executive is as follows:

- a) 7 NEC members as set in Rule 8.1.3 (c) elected by and from all members in the Telecoms and Financial Services Constituency
- b) 1 member elected by and taken from members in Santander UK, Santander Global Technology
- c) 1 member elected by and taken from members in Virgin Media O₂ (VMO₂)
- d) 1 member elected by and taken from members in the Technology Sector (UTAW)
- e) 1 member elected by and from all members in the Telecom and Financial Services Constituency and who must be aged 29 or under at the time of the election
- f) 4 members elected by and taken from all other members in T&FS constituency.



NEC and IE Election Arrangements

Introduction

Branches will be aware that, following the decisions taken at the Special Restructuring Conference and the Rules Revision Conference held on 21 & 22 April 2024 in Bournemouth, a number of changes have been made to the size, composition and structure of the National Executive Council (NEC) and the Industrial Executives (IE).

Due to this the NEC have taken the decision to produce a set of election arrangements and guidelines to assist branches, prospective candidates and members in the 2024 NEC and IE election process.

Term of Office - CWU National Executive Council (NEC) and Industrial Executive (IE) – 2024 to 2026

Branches and candidates should note the term of office for the successful NEC and IE candidates elected in the 2024 series of elections will run from December 2024 to the end of April 2026. These dates will also be published in the election regulations.

Election Arrangements

As indicated above there have been changes to the size, composition and structure of the NEC and IE's. In respect of the NEC the primary changes include reducing the size of the NEC from 34 to 24 members and introducing revised arrangements for the election of 4 equality strands who will now be elected on the principles of one union elections and will no longer be elected on a constituency basis but will now be elected by eligible members of the union for the first time in our history.

Regarding the IE's positions - there has also been a reduction in the size of the Postal Executive (PE) from 17 to 14. The revised PEC structure also ceases the 2 seats previously reserved for Postal Technical Services Grade members. This means that all members of the PE will now be elected by the entire Postal membership. There has also been a reduction of 1 member in the TFS IE from 16 members to 15.

Information regarding the above revised NEC positions is detailed in the election regulations however for ease of reference attached to this document is an extract from the regulations that contains a list of positions which are subject to election in 2024 (See Appendix A).

Additionally, Branches should note the following points in respect of the election arrangements;

- Nominees are eligible to stand for election for all positions subject to any constituency or age criteria/requirements.
- Candidates standing for NEC positions will be required to complete the section of the nomination in relation to gender and race identification.
- Candidates for Postal Constituency positions must have the nomination of their own Branch.

- Candidates for TFS constituency positions must be nominated by a Branch or Branches with members in the TFS constituency.
- Candidates for the Young Workers NEC positions must be 29 or under at the time of the election.
- Candidates for the Retired Member Sector positions must have the nomination of their own Branch.

Due to the revised structure of the NEC (referred to above) we have listed below the format of the nomination and subsequent balloting arrangements i.e. how the position will be identified on the respective ballot paper.

As you will see the positions have been sectionalised to reflect their specific role within the NEC and Industrial Executive where this is applicable. The purpose of this is to provide greater clarity to Branches, and more importantly candidates and voting members, in relation to which particular NEC position and/or candidate they may wish to stand for or vote for. This is of particular importance where candidates are standing for election in more than one ballot.

Advance notice to branches of the introduction of the revised arrangement is also necessary so that branches are able to advise prospective candidates of the positions open to nomination and so they can compile recommendation listings for publication to their members where they wish to do so.

NEC SECTIONS

Please find below a brief explanation of the relevant NEC sections that will be replicated on the respective ballot papers.

Section 1

All members elected to NEC Section 1 positions will be elected biennially. Members will be full voting members of the NEC and **will automatically be members of their respective Industrial Executives.**

In the Postal Constituency there are ten (10) lay member NEC positions open to election by and from all members in the Postal Constituency of whom at least two (2) must be Women and at least one (1) must be BAME.

In the TFS constituency there are seven (7) lay member positions open to election by and from all members in the TFS Constituency of whom at least two (2) must be Women and at least one (1) must be BAME.

The process to be used for allocating the Women and BAME quota requirements included in the union rules for section 1 positions will be as follows;

At the conclusion of the balloting period i.e. once voting has closed and all votes counted, the Independent Scrutineer will ensure that CWU rules regarding Women and BAME proportionality quotas are fully complied before declaring the results.

Candidates will be listed in order of votes received for the positions of Constituency Chair (1 position), and then the remaining available NEC positions available in section 1 (Postal 9 positions and TFS 6 positions). Beginning with the Constituency Chair position followed by the remaining positions, the scrutineer will assign the required number of positions available including assigning positions for Women and BAME seats according to votes received.

For clarity there will not be separate sections or specific stand-alone seats on either the nomination form or the voting paper for Women or BAME positions however in order to ensure that the quota requirement is fully complied with all candidates for section 1 positions will be required to complete the part of the nomination form in relation to their gender and race identification to be eligible to be stand for section 1 positions.

The positions available are as follows:

Postal Constituency

- Constituency Chair
- 9 members

TFS Constituency

- Constituency Chair
- 6 members

Section 2

Young Workers

All members elected to NEC section 2 positions will be elected biennially. They will be full voting members of the NEC however they will **not** be members of their respective Industrial Executives. All members standing for section 2 positions must be 29 or under at the time of the election.

In section 2 there is one (1) lay member position open to election by and from all members in the Postal Constituency and one (1) lay member position open to election by and from all members in the TFS Constituency.

These positions are as follows:

Postal

- 1 Young Worker member

TFS

- 1 Young Worker member

Section 3

Equality Strands

All members elected to NEC section 3 positions will be elected biennially. They will be full voting members of the NEC however they will **not** be members of their respective Industrial Executives.

In section 3 there are a total of Four (4) positions available for election.

All (4) positions are available to be elected by and from all members of the CWU excluding retired members for each of the equality strands listed below.

CWU Equality strands:

- Women
- LGBT+
- BAME
- Disability

Section 4

Retired Members

In section 4 there will be one (1) NEC Retired Members position elected biennially who will be subject to election by and from all members of the CWU Retired Members sector.

The Retired Members NEC Representative shall not be entitled to vote on issues that are Financial, Rule, Constitutional or issues that could be considered to have an Industrial context except where they apply only to Retired Members.

All candidates standing for the Retired Members Sector NEC Representative must be listed as a Retired Member on the CWU membership database at the time of the election.

INDUSTRIAL EXECUTIVE SECTIONS

Section A (Postal Constituency)

The Postal Executive (PE) will consist of 14 lay members elected biennially.

The composition of the PE is as follows:

- a) 10 NEC members (***These are the elected NEC Section 1 members***) elected by and taken from all Members in the Postal Constituency whom in accordance with the rules of the CWU shall automatically be members of the respective Industrial Executive.
- b) 4 PE members elected by and taken from all members of the Postal Constituency.

Section B (Telecom & Financial Services Constituency)

The Telecoms & Financial Services Executive (T&FSE) will consist of 15 lay members elected biennially.

The composition of the T&FS Executive is as follows:

- a) 7 NEC members as set in Rule 8.1.3 (c) elected by and from all members in the Telecoms and Financial Services Constituency
- b) 1 member elected by and taken from members in Santander UK, Santander Global Technology
- c) 1 member elected by and taken from members in Virgin Media O₂ (VMO₂)
- d) 1 member elected by and taken from members in the Technology Sector (UTAW)

- e) 1 member elected by and from all members in the Telecom & Financial Services Constituency and who must be aged 29 or under at the time of the election
- f) 4 members elected by and taken from all other members in the Telecom & Financial Constituency

ELECTION REGULATIONS 2024 AND CANDIDATES GUIDELINES

ELECTION OF:

Assistant Secretary - Postal Outdoor Assistant Secretaries - TFS (2 positions)

- 1) These regulations have been determined by the National Executive Council in accordance with the Rules of the Union to govern the election for the above positions. The elections will take place in September – November 2024 and the successful candidates will take up office for a period of five years from December 2024 to December 2029.
- 2) Nominations open on **19 September 2024**. The Senior Deputy General Secretary will provide formal notice of when the election will take place.
- 3) All eligible Branches shall be sent a nomination form for these elections by email to the address that CWU HQ holds on file. All Branch nominations must be agreed at properly constituted Branch meetings. Each Branch shall return nomination forms to the Senior Deputy General Secretary, by email to officerelections@cwu.org to arrive no later than **14:00 on 10 October 2024**. Nominations received after that date will not be accepted. Each Branch shall be responsible for the correct completion of the nomination form. Further copies of the nomination form may be applied for from the Senior Deputy General Secretary.
- 4) Members who are nominated as a candidate will be sent an email confirming receipt of a nomination, and the appropriate forms to be completed giving their acceptance of nomination, biographical details and the election address together with a copy of these regulations. Acceptance of nomination and completed forms for biographical details and the election address, together with a recent photograph must be received by **14:00 on 10 October 2024** and should be sent by email to officerelections@cwu.org. Any biographical details or election addresses or photographs received after that date will not be accepted.
- 5) Each candidate must receive the nominations of five Branches by the close of the nomination period in order to be eligible for election. The five nominations **must** include the nomination of the candidate's own Branch.
- 6) Only candidates will be entitled to contact the Senior Deputy General Secretary during the nomination period and ask whether 5 Branches have nominated them. Candidates will only be entitled to ask about their own nominations.
- 7) The Senior Deputy General Secretary will receive the Branch nominations. Each candidate will be entitled to choose which five nominations are published. This list of nominations will also be published with the personal statement/biography outlined in Rule 9.7.7.
- 8) The full list of all Branch nominations received will be published in alphabetical order to all the unions Branches via a Letter to Branches (LTB). Candidates shall undertake not to include the full list of their nominating Branches in their election address, and the Senior Deputy General Secretary may delete any list, which is included in the election address.
- 9) Each candidate shall have the right to prepare an election address of not more than 500 words and to submit a recent photograph. The Senior Deputy General Secretary shall delete words in excess of 500. 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 libellous statements contained in the address.

- 10) The election addresses and individual photographs for all candidates will be published and distributed with the ballot papers to all eligible members. Other than Branch publicity restricted to the membership of their individual Branch any other publicity or canvassing such as handouts, posters, etc. for any or all candidates will be the responsibility of the individual candidate who shall fund any such publicity.
- 11) 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.
- 12) The Independent Person, in accordance with all legislation, designated as the printer of all ballot material is under instruction to refer any request from a candidate or Branch to undertake printing on their behalf, to the Independent Scrutineer and General Secretary. Printing for a Branch, or candidate, can only be undertaken by the Independent Person with the written authority of both the Independent Scrutineer and the General Secretary.
- 13) Candidates may not use information held by the union on its national records for workplace or home addresses for members for the purposes of distributing any publicity material. Any complaint that a member has used such information may be investigated by the Independent Scrutineer, and if as a result, the complaint is upheld, may take appropriate action in accordance with paragraph 22 of these Regulations.
- 14) Voting will be by individual member by the marking of a ballot paper by the member entitled to vote. The dispatch of ballot papers will be fully Postal and will be in accordance with any legislative requirements where appropriate. 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 to the address nominated by the Independent Scrutineer and appearing on the envelope.
- 15) Each member entitled to vote shall be allowed to do so without interference, constraint or undue pressure, in secret, and so far as is reasonably practicable, without incurring any direct cost to the member.
- 16) 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 **30 October 2024**.
- 17) All eligible members included in the Register maintained by the Union as at **30 September 2024** are entitled to vote. Every effort will be made so far as is reasonably practicable to ensure that each member will receive a ballot paper through the post. It is not possible to issue duplicate ballot papers unless this is authorised by the appointed scrutineer. To request a duplicate ballot paper the eligible member will need to send a written request by email to the appointed independent scrutineer Civica at cwuelections@cesvotes.com. The request must contain the following information; CWU membership number, correct postal address and the reason why a duplicate ballot paper is being requested.
- 18) The last time for receipt of ballot papers at the address nominated by the Scrutineer will be first post **20 November 2024**. Any ballot papers received after that time will not be counted.
- 19) The Scrutineer will declare the results of the election on **21 November 2024** or as soon as possible after the completion of the count.

- 20) 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. Members and candidates must not behave in a discriminatory manner or circulate any material that may be offensive to any other member or candidate.
- 21) 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.
- 22) A member, candidate or Branch may make a complaint regarding the ballot on the grounds that there has been a breach of Union Rules or of these Regulations. The complaint must be submitted in writing to the Independent Scrutineer no later than four weeks of the declaration of the results. The Scrutineer 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 Scrutineer shall be final and binding.
- 23) These Regulations shall be distributed to all Branches in advance of the nomination process for the purpose of being brought to the attention of the membership. The Regulations shall be sent to each candidate on receipt of their nomination, and to any other individual member who applies to either the Union or to Civica Election Services Limited.
- 24) 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 Scrutineer.
- 25) The Scrutineer appointed in accordance with the Trade Union and Labour Relations Act 1992, as amended, shall be Civica Election Services Limited, The Election Centre, 33 Clarendon Road, London, N8 ONW. In addition to carrying out duties in accordance with the Act, the Scrutineer shall make whatever enquiries or investigations they consider appropriate in order to ensure that, as far as possible, the ballot has been carried out in accordance with these Regulations. The decision of the Scrutineer on any matter in these Regulations shall be final.

Candidate Guidelines

ELECTION OF:

- **Assistant Secretary – Postal Outdoor**
- **Assistant Secretaries – TFS (2 positions)**

Please Note:

All elected CWU Assistant Secretaries are required to undertake mandatory sexual harassment training, to be completed within 6 months of being elected to the position.

In addition to the above, elected CWU Assistant Secretaries who have not already done so will be required to undertake CWU Equality & Diversity training.

Biographical Details:

Each member nominated as a candidate will be entitled to complete the appropriate forms giving the following biographical information:

- Branch
- Date started employment relevant to CWU
- Date of joining CWU (or relevant predecessor union)
- Job Title

Union Record/Other relevant service to the Union and Labour Movement

Additionally, candidates are also entitled to submit a maximum of **100 words**, for inclusion in the booklet to be sent to every member with their ballot paper. This should include information on positions held in Branch, District, Region NEC etc. together with appropriate dates and information on representation at Conferences e.g. TUC, PTTI, C.I. UNI, membership of other unions, political parties, any education or training relevant to this election.

Election Address

Each candidate is entitled to submit an election address of up to **500 words**. Words in excess of 500 will be deleted after the 500th word. The election address can be submitted on disc or by e-mail to officerelections@cwu.org. The preferred format for this is MS WORD.

Alternatively, the election address should be typed or written in clear manuscript and signed by the candidate when submitting to the union. Please do not send photocopies to avoid misreading of your statement. Any errors will be reproduced – so proof read your text carefully prior to submitting it.

Use of formats such as underlining, text in bold, bullet points etc. may be used and it is the responsibility of the candidate to ensure that any instructions regarding the layout are clear.

The CWU cannot take any responsibility for text that cannot be read, or instructions on layout that cannot be understood.

Photograph

Each candidate is entitled to submit a **recent** photograph that will be printed with the election address. The photograph should be black and white and have head and shoulders of the candidate only. Photographs containing more than one person are not acceptable, and will not be printed in the booklet. Candidates should note that black and white photographs will reproduce to a higher quality in the booklet, and the CWU cannot take any responsibility for inferior quality if a colour photograph is supplied. Photographs must be received by the CWU by the appropriate closing date for acceptance of nominations and cannot be returned after the ballot.

Please note: Instructions to refer to those printed in previous years, photocopies of a previous election address or extracts cut out from printed copy in previous elections, including photographs, are not acceptable, and only the submissions received for this election will be printed.

In accordance with current legislation, the CWU shall secure that no modification is made to any election address other than where it is necessarily incidental to the method adopted for producing the copy.

Tony Kearns

Senior Deputy General Secretary

September 2024