

**No. 132/25**

3<sup>rd</sup> July 2025

**TO: All Branches with Postal Members**

Dear Colleague,

Election of:

- Royal Mail Divisional Representative – Midland
- Royal Mail Divisional Representative (Substitute) London

Due to the retirement of one of the Midland Divisional Representatives (Paul Kennedy) and the London Divisional Representative Substitute (John Simkins). Nominations are now invited from Branches within the relevant Divisions for the above positions.

These positions are being elected on an interim basis ahead of the full divisional nominations due to be advertised early in 2026 and successful candidates will take up office at the conclusion of the election period.

Nomination forms are attached to this LTB and completed forms must be signed by the Branch Secretary and Branch Chair or accredited deputies and the nominee.

**The signed nomination form should be returned by email to [elections@cwu.org](mailto:elections@cwu.org) to be received by 24<sup>th</sup> July 2025 (14.00)**

Any enquiries regarding this Letter to Branches should be addressed to the Senior Deputy General Secretary's Department on telephone number 0208 971 7237 or email address [sdgs@cwu.org](mailto:sdgs@cwu.org)

Yours sincerely,

**Tony Kearns**  
**Senior Deputy General Secretary**

# **COMMUNICATION WORKERS UNION**

## **Guidelines for Senior Regional/Field Official Elections 2025**

### **• RM Divisional Representatives**

1. These guidelines have been produced by the Senior Deputy General Secretary to assist Branches, and candidates, who are standing for election in ballots for senior regional/field officer positions.
2. The SDGS will, following consultation with the relevant officer of the union, publish a formal notice for each Regional/Senior Field Officer election. The notice will normally be published in a Letter to Branches (LTB). The notice will contain the timetable for the election, the period of office and the ballot arrangements for the respective positions.
3. Nomination forms will be available from the SDGS department. All relevant Branches shall be eligible to nominate members of their branch for these elections (subject to the regional boundary/constituency/or business base relevant to the election). All Branch nominations must be agreed at properly constituted Branch meetings. Each Branch shall return nomination forms to the SDGS, to arrive no later than the published closing date. Nominations received after that date will not be accepted. Each Branch shall be responsible for the correct completion of the nomination form.
4. Branches who nominate candidates will be sent a letter confirming receipt of a nomination, and if appropriate, forms to be completed for providing biographical details etc. together with a copy of these guidelines.
5. Each Branch shall be responsible for ensuring that both the Branch and any candidates standing in the election abide by the rules and relevant policies of the union governing such elections. Any breach of these rules will be treated very seriously and could result in candidates being brought before the union's National Discipline Committee and in the most serious of cases could in fact result in candidates being disqualified.
6. Only the Secretary, or an accredited Deputy, of a nominating Branch will be allowed to contact the SDGS during the election process to ask about their own branch nominations.
7. A full list of all nominations received for each election will be published in alphabetical order to all the union's Branches via a Letter to Branches (LTB).
8. Where it is permitted a candidate shall have the right to prepare an election address of not more than 300 words and to submit a recent photograph. The SDGS shall delete words in excess of 300. 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 libelous statements contained in the address.
9. The election addresses and individual photographs (where applicable) for all candidates will be published and distributed with the ballot papers to all members. Branch publicity should be restricted to the membership of their individual Branch and no other publicity or canvassing such as handouts, posters etc. for candidates should be distributed to any other branches, or workplaces within branches, without the express authority of that Branch.
10. 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.

11. 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 the date published in the timetable. 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. The last time for receipt of ballot papers will be first post on the date published in the timetable. Any ballot papers received after that time will not be counted.
12. 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. Branches and candidates must not behave in a discriminatory manner or circulate any material that may be offensive to any other member or candidate.
13. 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.
14. A Branch or candidate may make a complaint regarding the ballot on the grounds that there has been a breach of Union Rules. The complaint must be submitted in writing to the SDGS no later than four weeks after the declaration of the results. The SDGS 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 SDGS shall be final and binding.
15. 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 General Secretary in the light of the prevailing practice of the former unions, as may be relevant to the constituency involving the complaint.

## **Candidate Guidelines**

Each member nominated, as a candidate will be entitled to complete the appropriate forms giving the following biographical information for inclusion with the branch ballot paper or in respect of individual member ballot, the ballot booklet that will be sent to members addresses:

- Branch
- Date started employment relevant to CWU
- Date of joining CWU (or relevant predecessor Union)
- Job Title/Grade
- Union Record/Other relevant service to the Union and Labour Movement (**maximum 100 words**). This should include information on positions held in Branch, District, Region, NEC, information on representation at Conferences e.g. TUC, UNI, membership of other unions, political parties, any education or training relevant to this election together with appropriate dates.

**Tony Kearns**

Senior Deputy General Secretary

July 2025

## CWU Nomination Form– RM DIVISIONAL REPRESENTATIVE (2025)

*\*THIS FORM MUST BE RETURNED BY EMAIL TO: [elections@cwu.org](mailto:elections@cwu.org)*

*\*To arrive no later than: **24 July 2025 (14:00)***

**BRANCH NOMINATION:** The \_\_\_\_\_ Branch at a general meeting held on \_\_\_\_\_ decided to nominate [BLOCK LETTERS]:

Who's CWU Membership No. is \_\_\_\_\_ for the position of:

**RM DIVISIONAL REPRESENTATIVE – (Please delete as applicable)**

***Midland***

Signature of Branch Chair: \_\_\_\_\_

Signature of Branch Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### CANDIDATE'S CONSENT & BIOGRAPHICAL DETAILS

I agree to accept the nomination described above and submit the following biographical details;

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date commenced employment relevant to CWU membership: \_\_\_\_\_

Date Joined CWU: \_\_\_\_\_

### UNION RECORD/OTHER RELEVANT SERVICE TO THE UNION AND LABOUR MOVEMENT

(up to a **MAXIMUM** of 100 words) This should include information on positions held in Branch, Region, Section etc **together with appropriate dates** and information on representation at conferences, TUC, UNI, any education and training, previous membership of other trade unions, membership of political parties, and any other **biographical** detail relevant to this election that you wish to be included.

*The biographical details should be emailed to [elections@cwu.org](mailto:elections@cwu.org) however all candidates **must** return the signed candidates consent and biographical details form by post to Tony Kearns at the above address to arrive by the advertised closing date.*

Candidate's Signature: \_\_\_\_\_

**PLEASE CAREFULLY CHECK ALL DETAILS BEFORE RETURNING BY EMAIL TO [elections@cwu.org](mailto:elections@cwu.org)**

## CWU Nomination Form– RM DIVISIONAL REPRESENTATIVE (Substitute – 2025)

*THIS FORM MUST BE RETURNED BY EMAIL TO: [elections@cwu.org](mailto:elections@cwu.org)*

*\*To arrive no later than: **24 July 2025 (14:00)***

**BRANCH NOMINATION:** The \_\_\_\_\_ Branch at a general meeting held on \_\_\_\_\_ decided to nominate [BLOCK LETTERS]:

Who's CWU Membership No. is \_\_\_\_\_ for the position of:

**RM DIVISIONAL REPRESENTATIVE (Substitute) – Please delete as applicable**

***London***

Signature of Branch Chair: \_\_\_\_\_

Signature of Branch Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### CANDIDATE'S CONSENT & BIOGRAPHICAL DETAILS

I agree to accept the nomination described above and submit the following biographical details;

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date commenced employment relevant to CWU membership: \_\_\_\_\_

Date Joined CWU: \_\_\_\_\_

### UNION RECORD/OTHER RELEVANT SERVICE TO THE UNION AND LABOUR MOVEMENT

(up to a **MAXIMUM** of 100 words) This should include information on positions held in Branch, Region, Section etc **together with appropriate dates** and information on representation at conferences, TUC, UNI, any education and training, previous membership of other trade unions, membership of political parties, and any other **biographical** detail relevant to this election that you wish to be included.

*The biographical details should be emailed to [elections@cwu.org](mailto:elections@cwu.org) however all candidates **must** return the signed candidates consent and biographical details form by post to Tony Kearns at the above address to arrive by the advertised closing date.*

Candidate's Signature: \_\_\_\_\_

**PLEASE CAREFULLY CHECK ALL DETAILS BEFORE RETURNING BY EMAIL TO [elections@cwu.org](mailto:elections@cwu.org)**