LETTER TO BRANCHES

The Communications Union @CWUNews #TheCWU CWU.ORG

No. 310/26

12th November 2026

TO: ALL POSTAL BRANCHES

Dear Colleague,

Royal Mail Area Representative & Royal Mail Area Representative Substitute Elections – 2026/2027

Branches will be aware that the Senior Deputy General Secretary's Department is required to publish a standard election timetable for the RM Area Rep/Substitute positions. The timetable applies to positions that cover more than one branch area, i.e. those RM Area Rep elections, which are currently organised by the Regional Official. Accordingly, the timetable for the 2026/2027 RM Area Rep elections is as follows:

Nominations Open: **16th November 2026**
Nominations Close: **14th December 2026**

In line with the above policy, I have asked Regional Officials to co-ordinate these elections and to contact branches and advise them of the arrangements for the positions which are subject to election within their respective areas.

For ease of reference attached to this LTB is a standard use nomination form incorporating the candidate consent/bio form and a copy of the CWU Election guidelines.

Branches are reminded that candidates must have received the nomination of their own branch agreed at a properly constituted branch meeting and if ballots are required, we will advise the respective branches of the ballot timetable in due course.

Branches should also note that any ballots will be conducted on an individual member basis of those members eligible to vote and that the costs incurred for the ballots would have to be met from the relevant Branches funds. The Regional Official will discuss the detail of this with the Branches.

Also, please note that it has been agreed that any candidates taking part in a ballot will be entitled to submit the following biographical and election information:

1. Biographical Details up to a maximum of 100 words.
2. An Election Statement of no more than 300 words.
3. Submit a recent photograph – Head & Shoulders (passport style)

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Please note that the biographical details and election address will need to be provided to the respective Regional Official by the close of nominations on 14h December 2026. Any information received after this date will not be included with the ballot information.

In addition, any elections will be conducted in line with the attached Guidelines and I would also take this opportunity to remind branches and candidates that they have a responsibility to treat fellow candidates with respect and they must ensure that no election material is published that could be deemed as either offensive or abusive.

Please note that elections for Area Representatives and Substitute Area Representatives that fall wholly within one Branch boundary are the responsibility of the Branch, however if required, assistance can be sought from the Regional Official regarding these elections.

Any enquiries regarding this LTB should be addressed on telephone number 020 8971 7222 or email address lparrett@cwu.org

Yours sincerely,

D Ward
General Secretary

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CWU Nomination Form
RM AREA REPRESENTATIVE/SUBSTITUTE ELECTIONS (2026/27)

*THIS FORM MUST BE RETURNED TO: REGIONAL OFFICIAL – EMAIL ADDRESS

*To arrive no later than: **14TH DECEMBER 2026 (14.00)**

BRANCH NOMINATION: The ……..Branch at a meeting held on …….decided to nominate [BLOCK LETTERS]:

……..

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

RM Area Representative ……

RM Area Representative Substitute ……

Signature of Branch Chair: Signature of Branch Secretary:

_____ _____

Date: Date:

CANDIDATE'S CONSENT & BIOGRAPHICAL DETAILS

I agree to accept the nomination described above:

Name: ……..Job Title ……

Date commenced employment relevant to CWU membership**:** ……

Date Joined CWU**:** ……..

BIOGRAPHICAL DETAILS (**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 CWU conferences, TUC, UNI, any education and training relevant to this election, previous membership of other trade unions, membership of political parties, and any other details that you wish to be included in your biographical details**.**

ELECTION STATEMENT

Candidates are entitled to submit an election statement of no more than 300 words.

Candidate's Signature: Date ……

PLEASE CAREFULLY CHECK ALL DETAILS BEFORE RETURNING TO THE REGIONAL OFFICIAL

BY EMAIL TO THE FOLLOWING EMAIL ADDRESS ……

Election Guidelines

Guidelines governing the procedures for elections for the following position(s):

- ***ROYAL MAIL AREA REPRESENTATIVES – 2026/2027***
- ***ROYAL MAIL AREA REPRESENTATIVES SUBSTITUTE – 2026/2027***

1. These guidelines have been produced by the General Secretary's Department to assist branches, and candidates, who are standing for election in ballots for the above positions.

2. The GS Department will, following consultation with the relevant officer of the union, publish a notice for the elected positions. The notice will normally be published in a Letter to Branches (LTB). The notice will contain the timetable for the election, a Nomination Form and ballot arrangements for the respective positions.

3. Nomination forms will also be available from the relevant Regional Official. 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 a properly constituted Branch meeting. Each Branch shall return nomination forms to the Regional Official, 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.

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 Disputes 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 Regional Official 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 relevant Branches.

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, passport style (head & shoulders). The GS Department 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 biographical details for all candidates will be published and distributed with the ballot papers to all eligible 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 GS Department no later than four weeks after the declaration of the results. The GS Department 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 GS Department 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's Department 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 (**maximum 100 words**) - This should include information on positions held in Branch, District, Region, NEC etc. together with appropriate dates.
- Other relevant service to the Union and Labour Movement - This should include 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.

Dave Ward
General Secretary
November 2026