

Proposed protocol on processes for nomination and election of National Officers and National Executive Members

1 The rationale

- 1.1 The NASUWT is committed to ensuring that every member has equal access to participate in the democratic processes of the NASUWT in accordance with the Rules of the Union.
- 1.2 In the interests of fairness and to ensure that all members have equal access to seek nomination and election to the position of National Officer or National Executive Member, regardless of their existing activity or position in the Union or access to personal or other funds, the following protocol will be applied to all such elections.

2 Canvassing

- 2.1 The National Union will host and fully maintain a section of the NASUWT website (section) on which members can see information about potential candidates who have declared that they are seeking nomination. Candidates who decide not to provide information for canvassing are directed to section 2.8 of this protocol. This section will be restricted for viewing by NASUWT members only.
- 2.2 Members will be able to view this section of the website for a period of 16 weeks ending on the closing date for receipt of nominations in the relevant election.
- 2.3 Members who qualify in accordance with the Rules of the Union to stand in the relevant election will be able to submit to the National Union material canvassing nomination for upload to this section in the lead up to and during

the 16 week period, until five working days before the closing date for nominations in the relevant election.

- 2.4 All material will be uploaded by the National Union. Only material submitted in the timescales in 2.3 (or as notified by the National Executive timetable published for any by-election) and in accordance with Appendix 1 of this protocol will be uploaded.
- 2.5 Once uploaded to the section no amendments/addendums will be allowed, with the exception of removal if a candidate no longer wishes to seek nomination or if the Union is made aware that the material is inaccurate or breaches paragraph 3.3 of Appendix 1.
- 2.6 The National Union will produce templates for such materials including a document for each potential candidate, which local secretaries can download to inform members at meetings where any nomination is being considered. This document must not be used for any other purpose.
- 2.7 Local secretaries must present the information available on the website on all of the potential candidates to those members present and voting at any meeting which is considering a nomination in accordance with the Rules of the Union.
- 2.8 No other resource can be used to canvass nomination.
- 2.9 It is permissible for members and local associations to use a variety of communication methods, including social media, to direct members to the section of the NASUWT website in order to find out about all of the potential candidates but not to name or highlight in any way a particular potential candidate. Candidates must not use social media to canvass for nomination other than detailed above.
- 2.10 Once a quorate local association meeting has agreed to nominate a candidate for either a National Officer or National Executive position, it is acceptable for

that local association to report the candidate's name and local association in any communications with members. This communication should not contain any more information about the candidate but should direct members to the section of the NASUWT website to find more information about all of the candidates who have declared that they are seeking nomination.

- 2.11 This section of the website will be closed on the deadline for receipt of nominations in the relevant election.

3 Election

- 3.1 After the close of nominations, no materials seeking support for any candidate in the relevant election can be distributed other than those distributed or published by the National Union.
- 3.2 Validly nominated candidates are entitled to submit an election statement in accordance with the Rules of the Union.
- 3.3 That election statement shall be no more than 500 words.
- 3.4 Each published election statement will include:
- i a heading including the members name and their local association
 - ii the names of the local associations which submitted valid nominations for that nominee in accordance with the Rules of the Union.

These words will not count towards the 500 words referred to in 3.3.

- 3.5 Photographs will not be included in election material distributed in accordance with the Rules of the Union.
- 3.6 Candidates shall not be permitted to include in their election statement details of supporting local associations.

- 3.7 Every election address will be proofread by Headquarters and any suggested proof-reading amendments returned to the candidate requiring their acceptance or rejection within two working days. If such approval or rejection is not received in the specified time, the election address will be published as it was submitted with a disclaimer from the National Union.
- 3.8 If the election address submitted exceeds the 500 words as detailed in 3.3 it will be returned to the candidate for editing with a specified time for return. If the edited version is not received within the specified timescale the election address will be cut after the five hundredth word and published with a disclaimer from the National Union.
- 3.9 Guidance has been produced for candidates on the appropriate content of election statements, following extensive consultation with members about what information they want from candidates in order to assist them in making their choice. This guidance is detailed at Appendix 2.
- 3.10 All election addresses will be published with a disclaimer from the National Union stating that the candidate is responsible for the content of the address. By law, any civil or criminal liability arising from such statements rests solely with the author thereof and not with the NASUWT.
- 3.11 Election statements will be published in accordance with the Rules of the Union at the same time as the ballot paper and distributed to all members who are eligible to vote in that election.

Appendix 1 – Canvassing for nominations

1 Submission of candidates' information

1.1 Potential candidates may submit the information in the following sections for upload to the Union's website.

1.2 All submissions must **arrive at the address below** no later than five working days before the closing date for nominations in the relevant election. It is beneficial for candidates to provide this information as soon in the process as possible.

Headquarters will not take into account any submissions lost or delayed by Royal Mail unless it can be evidenced that they were sent recorded delivery or, if with a short deadline, guaranteed next day delivery. First-class post does not guarantee next day delivery.

1.3 All submissions which meet the conditions of this protocol will be uploaded to the Union's website within three working days.

2 Format

2.1 Information should be in 12pt Arial font and no longer than 8,000 characters. For the avoidance of doubt, characters include spaces and all punctuation. This amount of characters will allow the documents to be printed on no more than two sides of A4 paper to assist in distribution at members' meetings.

2.2 Please submit this information by email to elections@mail.nasuwt.org.uk or on a USB stick to Elections, NASUWT Headquarters, Hillscourt, Rose Hill, Rednal, Birmingham B45 8RS.

3 Content

Candidate's statement

- 3.1 Candidates are able to submit to the National Union a statement canvassing for nomination
- 3.2 The National Union has conducted extensive research and members have told us that they are not interested in candidates' personal information. They want to know why candidates are seeking nomination, relevant Union and teaching experience and what they will do if elected. Statements should be factual and accurate.
- 3.3 The National Union will not upload a statement that is against the Rules of the Union, defamatory or can be proven as being untrue.
- 3.4 If the National Union receives a complaint about the information which has been submitted by a potential candidate and uploaded to the website, the matter may be referred back to the candidate or progressed via referral to the National Officers. This may result in the information being removed from the website either temporarily or permanently.

Photograph or video-clip

- 3.5 Candidates can provide either a photograph of themselves or a video-clip.
- 3.6 Photographs should be of the head and shoulders of the candidate only, in jpeg format and should be submitted by email to elections@mail.nasuwt.org.uk.
- 3.7 Video-clips should be of the head and shoulders of the candidate only. They should be no longer than five minutes and saved on a USB stick. Please submit video-clips by post to Elections, NASUWT Headquarters, Hillscourt, Rose Hill, Rednal, Birmingham B45 8RS.

Appendix 2 – Election addresses

1 Submission of candidates' information

- 1.1 In the event of an election, candidates are requested to provide an election address in accordance with the Rules of the Union.
- 1.2 Candidates should submit their election addresses by email to elections@mail.nasuwt.org.uk by a date specified in a letter to each candidate from the General Secretary.

2 Format

- 2.1 Information should be in 12pt Arial font.

3 Content

- 3.1 The National Union has conducted extensive research and members have told us that they are not interested in candidates' personal information. They want to know why candidates are seeking nomination, relevant Union and teaching experience and what they will do if elected. Statements should be factual and accurate.
- 3.2 Legislation requires that the NASUWT publishes all election addresses without amendment or deletion and irrespective of the fact that they may contain a statement that may give rise to civil or criminal liability. The NASUWT wishes to make it clear that it disassociates itself from any such statements contained in an election address. By law, any civil or criminal liability arising from such statements rests solely with the author thereof and not with the NASUWT.