

NOMINATION FORM

ELECTION OF GENERAL SECRETARY 2025

**In accordance with Rule P**

The signatures of at least 50 members in benefit are required for a valid nomination. As an alternative to a signature, an email confirming that the member wishes to nominate you for General Secretary is also valid.

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| **CANDIDATE’S NAME (BLOCK CAPITALS)** | **EQUITY NUMBER** |

**DECLARATION:**

**I hereby undertake that, if elected, I will carry out the duties of General Secretary in accordance with the Rules of the Union and the law; and will at all times act in accordance with the directions given and with the policies approved by the Council.**

CANDIDATE'S SIGNATURE ..................................................................... DATE ............................

**Completed nomination forms should be returned, with a statement and headshot, either by post to: General Secretary Nominations, Equity, Guild House, Upper St Martin's Lane, London WC2H 9EG; or by email to:** **elections@equity.org.uk**

**Nominations open on Monday 13 January 2025**

**Nominations close on Friday 28 February 2025 (12 noon)**

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| **CANDIDATE’S NAME (BLOCK CAPITALS)** | **EQUITY NUMBER** |

We, being members of Equity in benefit, hereby nominate the above named as a candidate in the election of General Secretary of the union, having read the notes on the relevant Rules as set out on pages 5-7.

**Equity Name (BLOCK CAPITALS) Equity Number Signature**

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**Equity Name (BLOCK CAPITALS) Equity Number Signature**

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**Equity Name (BLOCK CAPITALS) Equity Number Signature**

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**CHECKLIST**

1. Page 1 details completed
2. Declaration signed
3. 50 members listed
4. All 50 signatures or email confirmations submitted
5. Statement submitted (250 words)
6. Headshot submitted

**NOTES FOR CANDIDATES AND MEMBERS NOMINATING CANDIDATES FOR THE OFFICE OF GENERAL SECRETARY OF THE UNION**

1. Any member in benefit who has been a member in benefit for not less than five continuous years, immediately prior to nomination, may stand for election if nominated by at least 50 other members in benefit using the Union’s nomination form.
2. In advance of the Union confirming nominations, nominees shall confirm in writing their consent to be nominated and their agreement, if elected, to such terms and conditions of employment as decided by the Council.
3. It is a condition of nomination that each candidate signs the undertaking set out on page 1.
4. If more than one candidate is nominated for the office of General Secretary, a ballot of the entire membership will be conducted to determine the successful candidate.
5. The voting papers shall contain a list of the nominated candidates and up to 50 of their individual nominators and the Council Nominee. Nominated candidates may select the names of the individual nominators to be included, if more than 50. The Council’s Nominee may also be nominated by individual members in accordance with Rule P3 (including individual councillors) whose names shall also be included with the voting papers.
6. Each candidate may submit an election address of no more than 250 words. The Union shall send these addresses with the voting papers to all members entitled to vote.
7. Each candidate may submit a headshot.
8. The statement and headshot must have arrived with the Union by the closing date for nominations.
9. In order to nominate a candidate in an Equity election, members must be in benefit.

**RULE P – GENERAL SECRETARY**

*Term*

P1. The General Secretary shall be elected by a full vote of the Union and remain in office for five years or until:

(1) the expiry of three months’ notice of resignation given in writing to the President;

(2) removal from office; or

(3) death or retirement.

P2. The Council may elect a councillor or staff member to temporarily act as General Secretary if the office of General Secretary becomes vacant (for any reason).

*Eligibility*

P3. Any member in benefit who has been a member in benefit for not less than five continuous years, immediately prior to nomination, may stand for election if nominated by at least 50 other members in benefit using the Union’s nomination form.

P4. In addition, the Council shall nominate a candidate to stand for election (referred to as the Council’s Nominee).

P5. In advance of its nomination at Rule P4 above, the Council shall ask the sitting General Secretary if they wish to be nominated for a further term of office. If so, the General Secretary shall be the Council’s Nominee unless the Council has lawfully terminated (or has given notice to terminate) the General Secretary’s contract or has commenced the disciplinary procedure at Rule P24.

P6. If the sitting General Secretary confirms that they do not wish to be nominated for a further term, the Council shall decide on the Council’s Nominee by a majority vote of the full Council. The Council’s Nominee may be a member, non-member, employee or any other person.

P7. A member who is disqualified from holding an office of the Union under the Union’s disciplinary Rules at the time of nomination is not eligible to stand for election.

P8. The General Secretary post will be advertised in such place/s as the Council decides. The advertisements shall include details of the main terms of employment.

P9. In advance of the Union confirming nominations, nominees shall confirm in writing their consent to be nominated and their agreement, if elected, to such terms and conditions of employment as decided by the Council.

*Elections*

P10.At least three months prior to the date on which nominations open, the Council shall publish the timetable setting out:

(1) the dates between which nominations must be received;

(2) the date when voting papers will first be sent to members entitled to vote;

(3) the date by which completed voting papers must be returned; and

(4) the date upon which the result will be announced.

P11. All members in benefit five working days before the date on which nominations open shall be entitled to vote. As far as reasonably practicable, all members entitled to vote shall be sent voting papers at their address in the Union records.

P12. The voting papers shall contain a list of the nominated candidates and up to 50 of their individual nominators and the Council Nominee. Nominated candidates may select the names of the individual nominators to be included, if more than 50. The Council’s Nominee may also be nominated by individual members in accordance with Rule P3 (including individual councillors) whose names shall also be included with the voting papers.

P13. Each member shall have one vote. The candidate who receives the most votes for General Secretary shall be elected.

P14. Each candidate may submit an election address of no more than 250 words. The addresses shall be included with the voting papers. The Council may decide whether photographs and other material not in words may be included in the election address from time to time.

P15. A voting paper that does not comply with the instructions accompanying the paper and with these Rules shall be disqualified.

P16. A voting paper arriving after the deadline at Rule P10(3) shall be disqualified.

P17. In the event that the election is uncontested, there shall be no requirement to hold a vote.

*Duties*

P18. The General Secretary is the Union’s Chief Executive Officer and shall be responsible to the Council.

P19. The General Secretary shall receive a salary and be employed under terms and conditions of employment set by the Council.

P20. The General Secretary shall attend the meetings of the Council and Union conferences but shall not have a vote.

P21. The General Secretary shall carry out their duties as directed by the Council and in accordance with the policies of the Union and with these Rules.

P22. The General Secretary, under the authority of the Council, shall be responsible for the efficient administration and financial management of the Union, which shall include, but is not limited to:

(1) advising on and implementing policy and other decisions of the Council;

(2) acting as principal spokesperson for the Union;

(3) managing all offices and staff of the Union;

(4) ensuring that all decisions of the Council are properly recorded;

(5) negotiating with employers, governments, and other organisations in the interests of members;

(6) convening meetings;

(7) preparing the Union’s annual budget in consultation with the Honorary Treasurer; and

(8) preparing and presenting the Council's annual report to Equity Conference.

P23. The General Secretary may delegate their duties if they consider it necessary or desirable to do so.

P24. The General Secretary may be subject to disciplinary action by the Council, including suspension and/or dismissal from office, if they:

(1) fail to perform their duties;

(2) commit serious misconduct; or

(3) bring the Union into disrepute,

under such disciplinary procedure that the Council shall decide from time to time.