



**The Professional Trades Union for Prison,
Correctional & Secure Psychiatric Workers**

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POA Circular 82/2019

Action		Information	
England/Wales	<input checked="" type="checkbox"/>	England/Wales	<input type="checkbox"/>
Scotland	<input checked="" type="checkbox"/>	Scotland	<input type="checkbox"/>
Northern Ireland	<input checked="" type="checkbox"/>	Northern Ireland	<input type="checkbox"/>
Special Hospitals	<input checked="" type="checkbox"/>	Special Hospitals	<input type="checkbox"/>
Private Sector	<input checked="" type="checkbox"/>	Private Sector	<input type="checkbox"/>
IRC	<input checked="" type="checkbox"/>	IRC	<input type="checkbox"/>

12th August 2019

Dear Colleague

NATIONAL EXECUTIVE COMMITTEE x2 2020

TIMETABLE, NOMINATION PROCEDURES AND ELECTION ADDRESSES

Listed below is the timetable and procedure for the forthcoming election for two National Executive Committee members.

The period of office for these positions will be from the end of Annual Conference 2020 until the end of Annual Conference May 2025.

SECRET POSTAL BALLOTS: PROCEDURE RULE 11.2

Branch Committee members should:

- (a) Hold a branch meeting to discuss the election. No branch meetings, for nomination purposes, should be convened until close of nominations, as stated in the officially published timetable;
- (b) read out all requests for nominations and nominate up to two candidates for the vacant positions or inform the General Secretary that the branch failed to nominate any candidate;
- (c) encourage members to vote.

BALLOT TIMETABLE

Open Nominations

Monday 2nd September 2019

Close Nominations

Friday 13th September 2019

NB: Branch meetings should be held after 13th September 2019 in accordance with Rule 11.2(a) above.

Nomination Form to be returned to Cronin House no later than	Friday 20 th September 2019
Election Addresses to Cronin House	Friday, 27 th September 2019
Distribution of Ballot Papers and Election Addresses	Friday 11 th October 2019
Ballot Closes	Tuesday 12 th November 2019
Result Announced	Wednesday 13 th November 2019

ELECTION ADDRESSES

It is suggested that the following information concerning any candidate will assist with the consistency of the ballot procedure and should be forwarded to the Deputy General Secretary's office at Cronin House by 12.00noon Friday 27th September 2019.

Date joined POA

Previous establishment/s

POA Experience (i.e Branch Chair/Secretary/Committee/member length of time in post/NEC etc)

Two photographs

Election Address should normally be typed and sent via email, to the Deputy General Secretary's Office at the following email address – nicola@poauk.org.uk. Those candidates who are unable to type their election address via email can prepare their election address in writing and send it by post to the Deputy General Secretary's Office at Cronin House. It would be helpful if any election address sent by post is sent by recorded delivery.

It would also be helpful for candidates to provide contact numbers with their election addresses.

Candidates are reminded that election addresses must be limited to 500 words. This does not include Nominating Branches and Service History.

Any election address over 500 words will be edited.

UP-TO-DATE MEMBERSHIP RECORDS

As you know all national elections are conducted under postal ballot rules and procedures.

It is vital that local officials ensure their membership records are updated and any amendments are reported to the membership department by 12noon on the 27th September 2019 at the very latest.

Members have the right to receive their ballot papers at home or their place of work. It is the responsibility of all members to provide an address for postal ballots. If members wish to amend their ballot address for this and future postal ballots, this again should be done by the 27th September 2019.

Please draw the contents of this circular to all members attention as a matter of urgency.

Thanking you in anticipation of your support and cooperation.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Joe Simpson', with a long horizontal flourish extending to the right.

JOE SIMPSON
Deputy General Secretary

ENCLOSURE

NOMINATION FORM

NATIONAL EXECUTIVE COMMITTEE x2

2019

Please use this form to notify Cronin House of the nomination/s received at your branch meeting held to discuss the election listed below.

BRANCH:

NATIONAL EXECUTIVE COMMITTEE x2

NOMINEE:

NOMINEE:

NO CANDIDATE HAS BEEN NOMINATED: (Please tick)

NB: This must be ticked if your branch has not nominated a candidate

DATE MEETING HELD:

SIGNED: (Branch Chair)

SIGNED: (Branch Secretary)

**PLEASE RETURN FROM BY EMAIL to nicola@poauk.org.uk
or FAX TO CRONIN HOUSE – 020 8803 1761
AND RETURN HARDCOPY
NO LATER THAN FRIDAY 20th SEPTEMBER AT 5.00pm.**