



**Advance  
Union**

# ELECTION RULES



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**01442 891 122**  
**[www.advance-union.org](http://www.advance-union.org)**



# Advance Union

## ELECTION RULES

### When elections must take place

Elections will take place with the following frequency:

**General Secretary:** Every 5 years.

**President:** Every 3 years.

**Vice-President:** Every 3 years.

**NEC Representative:** Every 3 years.

**Area Representative:** Every 3 years.

### Who can stand as a candidate?

As set out in Rule 16 of the Union Rule book.

16.1 **General Secretary:** Any person who is a fully paid-up Ordinary Member for at least five years and is an employee within a recognised bargaining unit and been an active member of the National Executive Committee or held an official role in Advance for at least 3 years is eligible to stand. Nominees must be proposed by one eligible member and seconded by five others from no fewer than three separate Areas.

16.2 **President or Vice-President:** Any person who has been a

member of the National Executive Committee in the last three years and works within the bargaining group is eligible to stand. Nominees must be proposed by one eligible member and seconded by four others from no fewer than three separate Areas.

16.3 **NEC Member:** Any person who is a current member of the Area Committee for that NEC's Area and works within the bargaining group is eligible to stand. Nominees must be proposed by one eligible member and seconded by three others from the relevant Area. The term of office shall be three years.

16.4 **Area Committee Representative:** Any fully paid-up Ordinary Member of more than 12 months standing who works within the bargaining group and in the Area they are standing for is eligible for nomination. Nominees must be proposed by one eligible member and seconded by one other from that Area. The term of office shall be three years.

16.5 A member shall not be unreasonably excluded from standing for any office for which they are eligible.

16.6 Where the restrictions of the above rule limit eligibility the NEC can authorise a decision to make adjustments to allow an election process to complete.

### Balloting arrangements

Advance Union will ensure that all elections to which the statutory requirements apply, except one which is uncontested, meets all the requirements set out below:

- The election must be run by an independent Scrutineer.
- Certain tasks relating to the ballot must be carried out by the independent Scrutineer.
- Before the independent Scrutineer begins to carry out their functions, Advance Union will send a notice stating the independent Scrutineer's name and contact details to every member to whom it is reasonably practicable to do so.
- All candidates standing in elections for positions that offer an opportunity to submit an Election Address must be given the opportunity to prepare this Address and have it distributed to all voting members.
- All those entitled to vote must be given equal voting rights.



- Voting must be carried out by the marking of a ballot paper and, so far as is reasonably practicable, in secret.
- Every member must be allowed to vote without interference or constraint (for example, intimidation) on the part of the Union or any of its members, officials or employees.
- Every member must, so far as is reasonably practicable, be sent a ballot paper by post and be given a convenient opportunity to return it by post.
- Every member must, so far as is reasonably practicable, be allowed to vote without any direct cost to them.
- Each voting paper used in the ballot must state the name of the independent Scrutineer and specify the address, date and time by which their ballot paper must be returned.

## Election Addresses

The law provides that candidates in a Trades Union election which is required to be held by statute shall have the right to prepare an election address and have it sent out with the voting papers at no cost to themselves. To that end:

- Advance Union must give each candidate in the election the opportunity to prepare an election address in their own words and submit it to Advance Union with agreed deadlines for distribution with the voting papers.
- Advance Union must ensure, so far as is reasonably practicable, that any facilities and restrictions concerning the preparation, submission and length of Election Addresses are provided or applied equally to all candidates.
- Advance Union may specify that the Election Address must not exceed a particular length – but candidates must be allowed a minimum of 100 words.
- Advance Union may specify if, and to what extent, Election Addresses may contain photographs and other material (in addition to the words of the Election Address).
- Advance Union may set a deadline for the receipt of Election Addresses from candidates, specifying the date, time and

destination postal address for votes to be received.

## Who can vote?

Member of Advance Union must be allowed to vote in all Advance Union Elections, with certain exceptions.

Potentially, these exceptions are:

- Members who are not in employment.
- Members who are in arrears with their Union dues.

## What must the Union do?

The Union must:

- before the ballot takes place, appoint a qualified independent Scrutineer.
- before the Scrutineer begins to carry out his functions, send a notice stating the Scrutineer's name to every member of the Union to whom it is reasonably practicable to do so.
- supply to the Scrutineer a copy of the register containing the names and addresses of those who are entitled to vote in the election.
- comply with any request made by the Scrutineer to inspect the Union Register as it stands at any particular time.
- ensure that the Scrutineer carries out the functions which he is appointed to carry out and that there is no interference.
- comply with all reasonable requests made by the Scrutineer

in connection with the carrying out of his functions.

## What must the independent Scrutineer do?

The independent Scrutineer must be required by the Union to:

- supervise the production of all the voting papers used in the ballot.
- supervise the distribution of all of the voting papers used in the ballot.
- be the person to whom the voting papers are returned by the Union members who take part in the ballot.
- take whatever steps they consider necessary to enable production of a report on the conduct of the ballot.
- make that report to the Union as soon as is reasonably practicable after the closing date for the return of voting papers.

## THE SCRUTINEER'S REPORT WILL INCLUDE:

- the number of voting papers distributed.
- the number of voting papers returned to the Scrutineer.
- the number of valid votes cast for each candidate in the election.
- the number of returned voting papers which were spoiled or otherwise invalid.
- the name of the independent person appointed to undertake

the storage, distribution and counting of ballot papers.

## Electioneering

It is recognised that where Ballots are held, candidates will want to carry out additional activities to lobby for members votes.

Advance Union expect candidates to respect each other and focus on what they personally want to stand for.

Advance Union values and social media policy continues to apply.

Advance union employees are restricted from supporting candidates.

Representatives at every level can decide how they wish to support any elected positions.

Union Duties and "Allocated time off" must not be used for canvassing.

No resources will be provided by Advance union, such as member data or Advance union equipment, branding, email addresses and logos.

Representatives are asked to respect Santander expectations when campaigning such as:

- Clear Desk Policy
- Site expectations on community posters
- Respecting people whilst they are working
- Santander Social Media Policy



Your Voice at Work!

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