

**UNITED VOICES OF THE WORLD (UVW)**

**ELECTION FOR GENERAL SECRETARY AND EXECUTIVE COMMITTEE 2021**

**ELECTION RULES AND PROCEDURES**

1. These rules apply to the election of the Executive Committee members and the General Secretary of United Voices of the World (UVW) in 2021.
2. The elections will be conducted by postal ballot, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 as updated.
3. The Executive Committee has appointed Popularis Ltd, Nutsey Lane, Totton, Southampton SO40 3RL as the Independent Scrutineer for the purposes of the elections for General Secretary and Executive Committee.
4. Members are entitled to vote in secret, and without interference or intimidation.
5. No person shall take any part in the conduct of the election, other than to vote, or unless they have been instructed by Popularis.

**Positions**

6. The General Secretary will be elected by all members of UVW eligible to vote.
7. The following seats on the Executive Committee will be elected by members in the corresponding voting group.

	<b>Voting group</b>	<b>Number of seats</b>
<b>Sectoral groups</b>	Cleaners	4
	Legal sector	2
	Architectural workers' sector	1
	Design and cultural workers' sector	1
	VAWG sector	1
	Other charity workers	1
	Sex workers sector	1
	Childcarers	1
	Hospitality workers	1
	Other workers	4
<b>Language group</b>	Voces Hispanas Unidas	2
	<b>TOTAL</b>	<b>19</b>

8. Single-seat sectoral groups may elect a pair of candidates to work on rotation.
9. Every member will be able to vote in ONE sectoral voting group. Any member that is not part of one of the named sectoral voting groups will be able to vote in the "Other workers" voting group. In addition, Spanish speaking members will be able to vote for the Voces Hispanas Unidas seats.

**Timetable**

10. The elections will be conducted according to the following timetable:

Monday 12 July 2021	Nominations open
Saturday 31 July 2021	Final date for payment of owed membership fees and change of address for ballot papers
Friday 6 August 2021	Nominations close at 1200 hrs
Monday 23 August 2021	Candidates announced – list to be published online
Monday 6 September 2021	Voting opens – ballot papers sent out to members
Monday 4 October 2021	Voting ends – ballot papers must be received by this date
Friday 15 October 2021	Results announced
Monday 1 November 2021	Newly elected committee and general secretary in post

### **Postal ballot**

11. Current statutes do not permit ballot papers to be emailed to members, or for completed ballot papers to be emailed to the Independent Scrutineer. Ballot papers must be sent by post and returned by post.
12. Ballot papers will be sent to each member's home address. Only Popularis will issue a ballot paper to each member.
13. In accordance with the current statutes, members must provide an accurate and up to date address to the UVW. Members are asked to ensure their address is accurate and up to date for the purposes of the elections no later than 31 July 2021.
14. Where members wish to receive ballot papers at an alternative address, they must notify the union in writing by 31 July 2021.
15. Members are required to indicate if they wish to receive their ballot paper and statements in English OR Spanish. If no language is indicated by the member, the presumed language will be English.
16. The opening day of the election when ballot papers, election statements and a reply paid envelope will be distributed in the post to all members will be Monday 6 September 2021.
17. If a member has not received their ballot paper by Monday 13 September 2021 they may apply to Popularis Ltd by emailing [help@popularis.org](mailto:help@popularis.org) to be sent a replacement. The last day to request a replacement ballot paper will be Monday 27 September 2021.
18. Ballot papers must be returned by post to Popularis by first post on Monday 4 October 2021.

### **Eligibility to vote**

19. Only members on the list of those eligible to vote may vote at the election.
20. The list of members eligible to vote will be compiled by the UVW. Those that are UVW members on 31 July 2021 and meet the criteria below will be eligible to vote in these elections.
21. UVW's constitution states that to be considered a full member of the union, a member must be no more than 2 months in arrears with their membership fees.
22. To be eligible to vote in these elections, members must have no more than 2 months of membership fees owing by 31 July 2021. Any owed fees paid after this date will not be considered.
23. Any member joining UVW after 31 July 2021 may be eligible for membership but will not be eligible to vote in these elections.

### **Term of office**

24. Once elected, the General Secretary and the Executive Committee members will begin their role on 1 November 2021. Their first term of office will be a minimum of 12 months and a maximum of 2 years.

### **Nominations**

25. Nominations for the Executive Committee and General Secretary will open on Monday 12 July 2021 and close at 1200hrs on Friday 6 August 2021.
26. The list of candidates will be displayed on the UVW website no later than Monday 23 August 2021.
27. If the number of valid nominations received for any election is equal to the number to be elected, the candidate will be declared elected unopposed, and no election will be required in accordance with current statutes.
28. If the number of valid nominations received for any election exceeds the number to be elected, an election will be required.
29. Members wishing to nominate themselves must complete the [nomination form online](#) or email [elections@uvwunion.org.uk](mailto:elections@uvwunion.org.uk) with the following information:
- a) The position that the nominee is running for
  - b) Full name (first name and surname)
  - c) Contact details (tel, email, home address and postcode)
  - d) Language
  - e) Gender
  - f) Occupation, Workplace and Sector
  - g) Length of UVW membership / Join date
  - h) Names and sectors of the 10 members supporting their nomination (General Secretary nominations only)
30. Nominations must be received no later than 1200hrs on Friday 6 August 2021.
31. All nominations will be checked by the elections sub-group to ensure they meet the criteria set out below.

### **Nominations for Executive Committee**

32. To be eligible to stand as a candidate for the Executive Committee, members must have been a member of UVW for a **minimum of 6 months** and have no more than 2 months of membership fees owing on 31 July 2021.
33. Any member can nominate themselves as a candidate for an Executive Committee seat within their sectoral voting group.
34. Any Spanish speaking member can nominate themselves as a candidate for one of the Voces Hispanas Unidas seats.
35. For sectoral groups with only ONE seat, two members can choose to submit a joint nomination to share the seat on rotation. In this case, those two names would appear on the ballot paper together, as a joint nomination.
36. All nominees must confirm that they agree to the following declaration:
- By submitting this nomination, I confirm that:
- (a) I fully support UVW's mission, vision and values as laid out in the union's constitution;
  - (b) I understand what is expected of a UVW executive committee member; and

- (c) if elected, I commit to carrying out the role of UVW executive committee member and to upholding the UVW's constitution.

### **Nominations for General Secretary**

37. To be eligible to stand as a candidate for General Secretary, members must have been a member of UVW for a **minimum of 2 years** and have no more than 2 months of membership fees owing on 31 July 2021.
38. For a member to stand as a candidate for General Secretary their nomination must have the support of at least **10 UVW members**, from a minimum of **two sectors or voting groups**.
39. All nominees must confirm that they agree to the following declaration:

By submitting this nomination, I confirm that:

- (a) I fully support UVW's mission, vision and values as laid out in the union's constitution;
- (b) I understand what is expected of the UVW General Secretary; and
- (c) if elected, I commit to carrying out the role of UVW General Secretary and to upholding the UVW's constitution.

### **Candidate statements**

40. All nominees are asked to submit a candidate statement. This can be submitted in writing or as an audio or video message. Candidate statements can be submitted in English or in Spanish, and must be submitted no later than Friday 6 August 2021, when nominations close.
41. Joint nominations for single-seat sectoral groups must submit a joint candidate statement.
42. The candidate statements will be circulated (in English and Spanish) with the ballot papers as required by current statutes, displayed on the UVW website, and circulated by the Executive Committee to members on other media as deemed appropriate.
43. Candidate statements should include:
- A summary of who they are
  - Why they want the role
  - What they would hope to achieve, if elected
  - Details of skills or experience relevant to the role
44. Candidates are responsible for the content of their own statements. In accordance with current statutes, no one other than the candidate him/herself shall incur any civil or criminal liability in respect of the publication of a candidate's election statement.
45. Candidates are reminded that their statement should NOT include offensive or discriminatory language, defamatory comments or false accusations against any UVW members, staff, other candidates or any other persons.
46. Candidate statements are subject to a word limit: **200 words** for **Executive Committee** nominees and **400 words** for **General Secretary** nominees.
47. Where statements transcribed from audio/video, or translated from Spanish, the written version in English must not exceed the above word limits. If the statement submitted is more than above word limits, only the first 200 or 400 words will be printed in the candidate booklet.
48. Candidates that submit their statement in Spanish or in audio/video format will be given the opportunity to approve the translated or transcribed versions of their statement before it is published.

49. If they wish, candidates may submit a photo of themselves (head and shoulders) to accompany their nomination. Any candidate photos submitted will be included in the candidate booklet and on the website.

### **Campaigning**

50. Candidates are allowed to campaign and canvass support from members within the relevant voting group.
51. UVW will support candidates' campaigning with the following:
- One video message (to be provided by the candidate, maximum 1 minute long) will be shared with members in the relevant voting group via UVW WhatsApp and email channels
  - All candidate statements and photos (where supplied) will be published on UVW's website for the duration of the election period and circulated to the relevant voting group by email and WhatsApp
52. Candidates may not use any UVW resources to campaign for votes during the ballot period. UVW resources include any membership information on any media, official UVW social media channels (WhatsApp, Twitter, Facebook, etc), UVW equipment and UVW staff.
53. Any complaint that a candidate, or a member acting on behalf of a candidate, has used UVW resources, including any membership information, must be reported to the Independent Scrutineer, Popularis Ltd, at the earliest opportunity and prior to the date the elections close. Popularis will investigate any such complaint and report to UVW's Executive Committee.
54. Candidates found to have used a UVW resource, including any membership information, may be excluded from the election by the Independent Scrutineer, and/or have any votes cast disregarded, and may be subject to disciplinary action by the Executive Committee.

### **Hustings**

55. Hustings events will be held for each voting group, where each candidate presents themselves to the members and members can ask questions.
56. All candidates are expected to attend the hustings event for their voting group.

### **Voting method**

57. For each voting group, the candidate(s) with the highest number of votes shall be elected to the seat(s) allocated for that group.
58. There will be one ballot paper showing each candidate's name for the election of **General Secretary**. A member may cast a vote by placing an X in the box next to one candidate's name.
59. A separate ballot paper will show each candidate's name for the **Executive Committee** position(s) to be elected for their voting group(s). A member may cast a vote by placing an X in the box next to the candidate(s)'s name(s).
60. For the election of the Executive Committee, members will be allocated to a voting group as listed above. Members may only vote for representatives in the voting group to which they have been allocated.
61. The number of representatives for each voting group has been agreed by the Executive Committee in accordance with the motion passed by members at the AGM in March 2021.
62. Members may cast their votes for no more than the number of representatives to be elected in their voting group. If more votes are cast than the number to be elected, or the ballot paper has been defaced – for example the ballot number has been removed – all votes on the ballot paper will be spoilt. A member may cast their votes by placing an X in the box next to the name of the candidate(s).

## **Results**

63. Popularis will issue a Scrutineer's Report in accordance with current statutes, giving the number of votes cast for each candidate in each election, the number of spoilt votes, the total number of ballot papers received, and the total number of ballot papers distributed.
64. The Scrutineer's Report will be issued no later than Friday 15 October 2021.

## **Queries**

65. Any questions about the elections process should be directed to [elections@uvwunion.org.uk](mailto:elections@uvwunion.org.uk).

*Approved by the Executive Committee – 6 July 2021*