### ProcedurAL CHECKLIST

**Nominating NEC BLACK REPS**

#### Nominating Branches must:-

1. Ensure branch members are aware of date of branch meeting at which the vote will be taken on nominations.
2. If any nominations are endorsed, complete and return branch nomination form (BRa attached) by stated deadline.
3. Supply nominated candidates with a copy of both the candidate’s declaration/statement form (BRb attached) and Napo’s monitoring form (attached).
4. Ensure that candidates know of their responsibility for completing and returning the candidate’s forms and are aware of the deadline for return of these forms to Napo head office.
5. Forms can be emailed to [ilawrence@napo.org.uk](mailto:ilawrence@napo.org.uk)

NB: ***The branch is responsible for returning to Napo head office the branch endorsement of all nominations (BRa) by the deadline, noon on FRIDAY 24 NOVEMBER.***

#### Candidates seeking nomination must:-

1. Ensure branch officers know of your wish to stand in time for a vote to be taken on the nomination at a branch meeting prior to the nomination deadline.
2. If successful in the branch ballot, obtain from branch officers the candidate’s forms (BRb) with monitoring form attached, and return the completed forms by the stated deadline.
3. Note that Section (a) of the election statement should be **only** a **factual** **statement** of career details giving roles and posts held in Napo/staff associations/other unions.
4. Note that Section (b) of the election statement must not exceed 250 words. ***If this section exceeds 250 words it will be edited without consultation.***
5. Ensure that the branch has the personal details required to enable branch officers to complete the branch nomination form for Napo head office.
6. Forms can be emailed to [ilawrence@napo.org.uk](mailto:ilawrence@napo.org.uk)

NB: ***The candidate is responsible for returning to Napo head office the completed candidate’s declaration/statement form (BRb) together with Napo’s monitoring form by the deadline, noon on FRIDAY 24 NOVEMBER.***