

No. 600/20

18th December 2020

Dear Colleague,

ELECTION OF:

- **Parcelforce Regional Organisers, Substitute Regional Organisers & Parcelforce Regional Chairs**
- **Parcelforce Area Organiser NI (No Substitute)**
- **Parcelforce Area Health & Safety and Substitute Area Health & Safety Representatives**

The above elections were scheduled to take place during in early Autumn 2020 however as a result of the Covid-19 pandemic and the revised operational arrangements at CWU HQ it has not been possible to conduct these elections in the usual manner.

Following discussions between the DGSP and SDGS Departments, arrangements have now been agreed to allow for these above elections to be conducted, albeit with revised and specifically designed election arrangements.

Clearly the democratic principles of the CWU are founded on our ability to ensure that the elections are conducted in a fair and equitable way and specifically that members of the union, via their own branch nomination, are given the opportunity to put themselves forward as a candidate. These guiding principles have been included in the revised arrangements a summary of which is set out below in advance of the election process.

Election Timetable

It is necessary for the election timetable to be significantly longer than normal. This will allow branches sufficient time to seek nominations from their members and to then subsequently agree on which candidate(s) they intend to nominate for election and, once the list of candidates is known to then decide which candidate(s) will receive the branch vote.

Nomination Process

In respect of seeking nominations branches will need to put in place a robust system and use all reasonable methods at their disposal to publish suitable notification throughout the branch area, to allow members the opportunity to submit their name for nomination. Following this the branch would need to put in place arrangements to hold a membership meeting to decide which candidate(s) will receive the branch nomination.

On the basis that no face to face member meetings are currently allowed then this would need to be conducted via a suitable video conferencing platform such as Zoom or Skype, etc. that provides the opportunity for large numbers of members to take part if required.

Branches will need to allow for members who do not have video conferencing facility to join the meeting by phone again should they wish to do so.

The timeline for the meeting would need to be agreed in advance and notification provided to members at least 7 days prior to the meeting taking place.

Dispatch and Return of Nomination Forms to CWU HQ

Nomination forms for these elections will be sent to branches electronically via an LTB prior to the opening date of the nomination period. It will be our intention to set up a specific dedicated election email address where branches should return completed nomination forms to.

Nomination Forms will need to be returned by the advertised closing date to be included with the list of candidates.

The revised system will avoid the necessity to return forms via the postal system, which of course may be subject to delay during the current Covid-19 crisis.

Dispatch and Return of Voting Papers

Where individual member ballots are required voting papers will be sent by the appointed independent scrutineer to member's home addresses. Members will need to return the voting paper by the advertised closing date.

Where branch ballots are required branches will be sent the relevant voting paper by email to the address that we hold on file. Branches should return the completed voting papers by email to the advertised CWU election email address. It will be the responsibility of the branch to ensure that voting papers are returned to the correct email address. Notification will be sent to individual branches confirming receipt of the voting papers.

To be included in the ballot voting papers must be returned by the advertised closing date and time.

Branch Voting Recommendations

Clearly we are in unique and challenging times and whilst branches would normally arrange mandating meetings to decide which candidates to vote for in the respective elections we do not believe that this is either practical or necessary during the current crisis. Therefore, on this occasion this decision can be made by the Branch Committee and the decision subsequently notified to members of their branch accordingly.

Election Timetable and Term of Office

The election timetable for the above will be as follows:

Nominations Open:	11 January 2021
Nominations Close:	9 February 2021
Ballot opens:	16 February 2021
Ballot closes:	16 March 2021

The term of Office for the above positions will commence from 16 March 2021 for a period of 2 years.

Any enquiries regarding this Letter to Branches should be addressed to the Senior Deputy General Secretary's Department on telephone number 020 8971 7237, or email address sdgs@cwu.org.

Yours sincerely,



Tony Kearns
Senior Deputy General Secretary