

## **CANDIDATE GUIDANCE NOTES** **FOR THE COMPLETION AND RETURN OF YOUR NOMINATION FORM**

### **DEADLINE FOR RETURN OF NOMINATION FORMS – NOON ON 29 MARCH 2010**

Your completed nomination form must be received by the **Returning Officer, Association of Electoral Administrators, PO Box 201, South Eastern, Liverpool, L16 5HH** no later than noon on **29 MARCH 2010**. Any nomination forms received after this time and date will be ruled invalid. Please be aware that there is no discretion within the election rules to extend the time for delivery of nomination forms for delays as a result of postal disputes or for any other reason. For this reason you are encouraged to return your completed nomination form as soon as possible and to keep a photocopy.

Nomination forms must be returned by post and must be signed by yourself. Please ensure that you send the signed **original** by post, do not send a photocopy of your completed form as your original signature must be visible for your nomination to be valid. Please also ensure that the correct postage is applied to the envelope containing your returned nomination form, as insufficient postage may result in the document being held at the Royal Mail offices and in turn may prevent the nomination paper being received in time by the Returning Officer. You are encouraged to type or word process your election statement to avoid any doubt which may occur with handwritten statements. It would also be helpful if you are able to email your election statement (see page 2 of the nomination form) to the Returning Officer at [\*\*returning.officer@aea-elections.co.uk\*\*](mailto:returning.officer@aea-elections.co.uk)

The safe return of your form is the responsibility of you: - **the candidate**. We strongly recommend you check that the Returning Officer has received your nomination form by contacting the Association of Electoral Administrators on Tel **01462 617125**, or by email to [\*\*returning.officer@aea-elections.co.uk\*\*](mailto:returning.officer@aea-elections.co.uk)

Nomination forms will not be formally acknowledged until after the closing date, unless there is a query in which case you will be contacted immediately, so it is in your interests to ensure that your form has been received by contacting the Returning Officer.

### **SECTION 1: CANDIDATES' DETAILS**

- ◆ In order to stand for election a candidate must:-
  1. Be a member of Liverpool Heart and Chest Hospital NHS Foundation Trust in the constituency and class for which they are standing, (i.e. staff constituency – non clinical), and not be under 16 years of age at the time of nomination.
  2. Have the support of 2 other members who are willing to sponsor their nomination and who are also members of the same constituency/class for which the candidate is standing.
  3. Not be prevented from being a member of the Council of Members by paragraph 8 of Schedule 7 of the National Health Service Act 2006 or by any provision of the constitution of the Trust. (copies may be obtained from the Trust Membership Office on 0151 600 1410 or by e-mailing [\*\*membership.office@lhch.nhs.uk\*\*](mailto:membership.office@lhch.nhs.uk))
- ◆ You must complete all parts of the nomination form, as applicable, including the declaration of interests and the declaration of eligibility for your nomination to be valid.
- ◆ Please ensure a daytime telephone number is provided at which you may be contacted in the event that there are any queries about the detail on your nomination paper. An email address is not compulsory but a useful means of contacting you should it be necessary.

**Please ensure that you complete the form correctly and sign it, as failure to do so may invalidate your nomination.**

### **Election Statement – Preparation Instructions**

- You are asked to provide an election statement, on either page 2 of the nomination form, a separate sheet of paper (typed statements are preferred), or emailed as a word attachment to [\*\*returning.officer@aea-elections.co.uk\*\*](mailto:returning.officer@aea-elections.co.uk) clearly identifying to whom it relates.
- Questions have been given for the preparation of your statement, this will help you describe why you think you should be elected. Your statement will be reproduced and circulated to voters with the ballot paper.

- Your statement may be up to 150 words in length. Word limits are suggested for each question, but altogether your answers to the questions must not exceed the word limit of 150 words. Any part of the statement exceeding that one hundred and fifty (150) word limit shall not be reproduced and the wording 'statement cut at word count' will be inserted at the end of the statement. Please state the total number of words used at the end of your election statement.
- In the interests of fairness, your statement will be reproduced exactly as it has been submitted. This means any grammatical or spelling errors will not be corrected. Please check it carefully before you submit it.
- It would help the Returning Officer if you could ensure that any handwriting is legible. The Returning Officer will not seek clarification of any illegible words and will make a best considered judgement of the same for reproduction in any documents sent to voters.
- The Returning Officer will take care to reproduce your election statement exactly as you submit it. However, inaccurate reproduction of your election statement will not invalidate the election process nor require the Returning Officer to reprint and recirculate statements. For this reason, you are strongly recommended to send your election statement by e-mail as a word document.
- Election statements will be produced in sentence case so the Returning Officer will also make a best judgement as to how to reproduce election statements that are submitted written in upper case.
- Liverpool Heart and Chest Hospital NHS Foundation Trust and the Association of Electoral Administrators reserve the right to not to publish any statement if it is factually inaccurate or contains libelous or other material which may be considered inappropriate.

### **Detailed rules relating to statement preparation**

- a) Every word no matter how small e.g. "I", "or", "and", "the" etc will be counted as one word.
- b) Numbers in a block will be treated as one word e.g. "1989", "1/128", "1988/89" and "1988/1989."
- c) Any acronyms or groups of initials will be treated as one word. For example NHS would count as one word. If, however, full titles for acronyms or groups of words are used then they will count as separate words. For example National Health Service will count as three words.
- d) Compound words or hyphenated words will be treated as one word.
- e) All biographical details will be printed using a common typeface and type size font.
- f) Selected words or sentences can be bolded, capitalised, underlined or placed in italics.
- g) Entire election addresses submitted in any of these formats will, however, be reproduced in the common typeface and type size font detailed in paragraph (e) above.
- h) The use of bullet points and numbering to make separate points is allowed and these will not be counted as words.
- i) Words or phrases can be centered or indented. Boxes around particular words or phrases will not, however, be reproduced.

### **SECTION 2: SUPPORTERS' DETAILS - to be completed by the supporters**

Your supporters must complete this section in full. They are required to include their full names, addresses and indicate to which constituency and class, i.e. Staff – Non Clinical, that they belong and sign the form.

If your supporters are not currently members of the Trust, they will be required to submit an application for membership. This process can be started by them indicating in the boxes in this section and signing. Even if they are not members at the time of nomination, they must also complete the earlier part of the form with their full details and signature.

- ◆ The supporters must be members of the Trust and be eligible to vote in the same constituency and class as the candidate.
- ◆ A supporter may only support one candidate.
- ◆ The nomination form may be photocopied to obtain the signatures of 2 supporters. If it is photocopied, the photocopied forms and the original must be submitted together and all signatures must be originals.
- ◆ Supporters details are not published.

### **Additional Information**

- ◆ Candidates will be listed in alphabetical order of surname on the ballot paper. A candidate's first name will also be listed but not their title.
- ◆ No details relating to educational, professional or distinguished awards and achievements received by a candidate will be published as part of their name on any paperwork published by the Returning Officer i.e. BSc, OBE etc. Should a candidate choose to include this information in the body of their election statement then this will be acceptable.

- ◆ The following information will be published on each candidate in the election paperwork, which will be circulated with the ballot papers:-
  1. An election statement (compulsory)
  2. Declaration of interests (compulsory)

If you require any further information on completing this nomination form or would like to check that you have completed it correctly before you formally submit your nomination, you are encouraged to contact the Returning Officer on telephone: 01462 617125 or e-mail [returning.officer@aea-elections.co.uk](mailto:returning.officer@aea-elections.co.uk)