



## **MiP national committee election 2016-2017: guidance on nomination of candidates**

MiP members are electing their new national committee to serve a two year term from 1 January 2016 to 31 December 2017. This note provides information about how you can get involved.

### **A guide to the national committee**

MiP's guide to the national committee explains the role of committee members and the time commitment involved, and is available on our website: [www.miphealth.org.uk](http://www.miphealth.org.uk) .

### **Election timetable**

28 August	nominations open
28 September	nominations close and deadline for submission of election address
12 October	elections open
9 November	elections close
18 November	results announced at MiP national conference
1 January 2016	new committee takes office

### **Constituencies and eligibility**

MiP national committee members represent geographical constituencies as listed in the guide. Members can only stand for election in the constituency they are based in for work and they must have been a member for at least 13 weeks on 28 August 2015, when nominations officially open.

### **Nomination forms**

If you wish to stand for election, you can download a nomination form from our website.

To be eligible for election you need to be nominated by three members whose work base is in the same constituency. If you can't meet with all three nominating members, your nominators can use separate forms, provided you sign at least one of them.

**Please return the nomination forms to the chief executive by 5pm on 28 September 2015. Forms may be submitted by post to 8 Leake Street, London SE1 7NN, fax to 020 7401 5552 or email to [election@miphealth.org.uk](mailto:election@miphealth.org.uk) .**

The MiP office will email an acknowledgement to the candidate. If the form is incomplete or incorrect it will be returned for you to correct and re-submit before the deadline. Our office will check the nominations and email candidates about their validity by 30 September 2015.

### **Election addresses**

A candidate may write an election address of not more than 250 words, to be received at MiP by 28 September 2015. It should be a written address, with no pictures.

The candidate is responsible for ensuring the election address is received on time and is within the word limit. An election address longer than the limit will be cut after 250 words. The candidate is responsible for the contents of the election address, including spelling and grammar. MiP employees are not allowed to change an election address, except where it exceeds the word limit. Candidates in Wales may submit a bilingual version of their election address and choose the language to which the 250 word limit will apply. They must produce an English translation of the Welsh version.

Election addresses may be sent by post, fax or email. Our office will email confirmation of receipt within three working days.

### **Campaigning**

MiP membership lists and the database may not be used for election purposes by candidates. The membership database will only be used for the official distribution of ballot papers and election addresses. MiP funds, property or resources cannot be used to support campaigning for any candidate.

### **Ballot**

If the number of eligible candidates does not exceed the number of seats in a constituency then those candidates will be elected unopposed, without a ballot.

Where seats are contested, we will send election materials and ballots for voting by 12 October. Voting will close on 9 November 2015.

The chief executive will inform the candidates in writing of the election arrangements.

One or more members of the management board will act as scrutineers, supervise the counting of votes and certify the election result. Full instructions on how to vote in any contested constituency will be sent to members in those constituencies by 12 October and posted on our website.

The results of the election will be announced at our national conference on 18 November.

For further information contact Marisa Howes on 020 7121 5167 or email [election@miphealth.org.uk](mailto:election@miphealth.org.uk)

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