

## **REPRESENTATIVE BODY ELECTIONS – ANNEXES**

### **Annex 1 - Election Support**

In order to ensure that the Representative Body Elections are undertaken in a free and fair manner, an external election support provider will be procured to manage the ballot process.

The procurement of this service will be undertaken by the Governance Team in accordance with RBH's procurement policy. It is anticipated that the external support will provide all the printed materials for the election, will receive and confirm nominations, administer the ballot process and provide a full results service.

In addition, monitoring the receipt of votes will be required, along with the hosting of an elections website, including the capability for online voting. It is generally expected that the external election support company should provide a number of ways to vote, and as a minimum these should be postal voting, by telephone and online.

In addition, an election delivery team will be established within RBH, consisting of key employees to assist with the delivery of the election. Employees involved may include communications, involvement and engagement, membership and key customer facing teams, such as customer service advisors and the repairs teams. An elected Representative may also be invited to sit on the group.

## **Annex 2 - Nominations and Candidate Statements**

If a member wishes to put themselves forward as a candidate for the elections, they will need to complete a nomination form. Nominations should be sent to the external elections support provider and they can be completed either online or by submitting a hard copy.

The nomination must be accompanied by a photograph of the candidate (although one can be submitted at any time prior to voting opening) and a candidate statement. This is a personal statement, of a prescribed length, detailing why someone wants to stand as a Representative and be elected to the Representative Body.

When preparing a candidate statement, RBH will only be able to provide limited assistance to candidates. Unless requested on the nomination form, candidate statements will be checked for spelling and grammar and will also be checked for factual accuracy, within reason. In addition, the content will be checked to ensure that the content is appropriate to the remit of the Representative Body. However to ensure that candidates are treated equally, RBH will not:

- Make suggestions of what to include in the statement,
- Make changes to grammar that change the meaning,
- Write a complete statement for a candidate,
- Make large scale changes to an election statement,
- Print any words that are over the set word limit.

No changes will be made to any personal statement without the candidate's full agreement. If a candidate submits a statement over the prescribed word count, they will be notified and given the opportunity to re-draft the statement. If they do not wish to re-draft the statement, it will be cut off at the end of the last sentence before the word limit is reached.

If a candidate is prevented from writing a candidate statement due to a disability the candidate may request for a word for word dictation of the statement to be recorded by the Governance Team.

As part of the nomination process, all candidates will receive confirmation that their nomination has been received. If the nomination was submitted online, an e-mail will be sent. If the nomination was sent by post, then a postal acknowledgement will be sent. If the candidate does not receive confirmation, they should check with the election support company immediately to ensure that their nomination has been received. It is the candidates' responsibility to ensure that their nomination has been received and RBH will not take any responsibility for missing nominations.

On receipt of nominations and candidate statements, these will be checked by the Governance Team, unless the candidate has indicated that they do not want this to happen. Any statements which are considered offensive to other candidates or to RBH will not be printed. This decision will be made by the Secretary.

### **Annex 3 - Canvassing Guidelines**

During the voting period, candidates are allowed and encouraged to canvass for votes in an appropriate manner. RBH may provide some election material to facilitate this process. If a candidate wishes to provide their own election material, approval should be sought from the Secretary in the first instance.

In addition, if a candidate wishes to hold a public meeting to get the votes of members, approval should again be sought from the Secretary. If asked and where possible, RBH will assist with the arrangement of hustings where candidates are able to explain why they are standing and how they want to represent members.

During the election period, candidates should not make offensive comments about other candidates nor enter into any activity which may bring RBH into disrepute. RBH, as a corporate body, will remain neutral during the election.