

Appendix 1 overleaf

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JOINT GENERAL SECRETARIES' OFFICE

To: Unite Workplace Representatives

4th January 2011
TW/BU

Dear Colleague,

EXECUTIVE COUNCIL ELECTION 2011

Further to previous correspondence regarding the arrangements for the above election please find enclosed the following materials to enable you to make nominations from your workplace:

Workplace Nomination Form
Ballot Rules and Guidelines for the conduct of the election
Return envelope.

Please read the ballot rules and guidelines for the conduct of the election carefully before completing the nomination form it contains instructions on how to make a valid nomination. We have also included instructions on the nomination form and re-produced the relevant rules on the reverse of the form.

You must fill in the name and address of your workplace on the top of the nomination paper and your own contact details where indicated on the paper.

Please refer to the ballot guidelines and nomination paper regarding to the requirement to give 7 days notice of your nomination meeting. A form of notice for a nomination meeting is reproduced on the reverse of this letter. If you wish to use this notice simply insert the date and venue of your meeting.

I would remind you that valid nominations must be made during the nominations period which for this ballot is **10th January to 7th February** nominations made outside this period will not be valid. The deadline for receipt of nominations is 14th February and it is recommended that you return them in the envelope provided.

If you have not received the earlier correspondence referred to above copies are available on the Unite website as are copies of this letter and the Ballot rules and Guidelines.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Tony Woodley", with a stylized flourish at the end.

TONY WOODLEY
General Secretary

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Derek Simpson and Tony Woodley
Joint General Secretaries

www.unitetheunion.org

ATTENTION ALL UNITE MEMBERS



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Date:

To all members of theworkplace

In accordance with rule it is necessary to hold a ballot to elect the Unite Executive Council which will hold office for the electoral period 1st May 2011 – 30th April 2014.

In accordance with the Trade Union and Labour Relations (Consolidation) Act 1992 Electoral Reform Services; have been appointed to act as Independent Scrutineer for this ballot. They can be contacted at the following address: The Independent Scrutineer, Electoral Reform Services, Election Centre, 33 Clarendon Road, London N8 0NW.

Prospective candidates must be a member of the electoral constituency they wish to represent (see list below), and they must be an accountable representative of workers in accordance with Rule 6.

- a nominee for a Regional seat must be a member of a branch in that Region
- a nominee for an Industrial Sector must be member of that Industrial Sector
- a nominee for the National Women s Seat must be a woman, and
- the nominee for the National Black and Asian ethnic minority Representative seat must be a person who is Black, Asian or of Ethnic minority origin

Under the ballot rules our branch/workplace is required to hold a meeting during the period 10 January to 7 February 2011 in order to determine our nomination(s) for Unite Executive Council Representatives.

This meeting will take place on:

at: