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**JOINT GENERAL SECRETARIES' OFFICE**

To: All Unite Branches and Chapels

4<sup>th</sup> 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 branch:

- Branch/Chapel 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.

Your branch's number and/or name appears on the top of the nomination paper and your own contact details are printed on the reverse of the paper. Please advise us of any amendments as indicated.

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 **10<sup>th</sup> January to 7<sup>th</sup> February** nominations made outside this period will not be valid. The deadline for receipt of nominations is 14<sup>th</sup> 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

**TONY WOODLEY**  
General Secretary

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**Derek Simpson and Tony Woodley**  
Joint General Secretaries

[www.unitetheunion.org](http://www.unitetheunion.org)

# ATTENTION ALL UNITE MEMBERS



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Date:

To: All members of the BRANCH/WORKPLACE

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 or Asian 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: .....

Yours sincerely

Branch Secretary