

**TO: ALL WORKPLACE REPRESENTATIVES
[SHOP STEWARDS]**

Our Ref: DS/JG/SAG

27th August, 2003

Dear Colleague,

ELECTION OF AMICUS NATIONAL EXECUTIVE COUNCIL 2004-6

Following the recent adoption of the Amicus Rule Book the Amicus Joint Executive Council [JEC] has called an election for the new Amicus National Executive Council [NEC] to take office from 1st January 2004. The election will be conducted in accordance with the new Rule Book. **I enclose a special election supplement which explains the election procedures.**

The NEC will have 48 members elected from three different constituencies:

- 32 members from 15 industrial sector constituencies. To contest industrial sector members need at least five nominations from workplace representatives [shop stewards] drawn from three different workplaces. These workplace nominations must follow and have been endorsed by a meeting of members represented by the workplace representative. **Nomination forms are available from any union office.**
- 4 women members. Workplace representatives are entitled to make up to four nominations. To contest women members need nominations from at least five workplace representatives [shop stewards] drawn from three different workplaces [and also five branches which come from more than one region]. These workplace nominations must follow and have been endorsed by a meeting of members represented by the workplace representative. **Nomination forms are available from any union office.**
- 12 members, one from each of the 12 new Regions of Amicus. Branches are entitled to make one nomination. To contest candidates need at least five branch nominations.

Arrangements for the Election

The JEC have appointed Electoral Reform Ballot Services Ltd, 33 Clarendon Road, London, N8 ONW as the Independent Scrutineer required by law [see Rule 28, Clause 2].

The JEC have appointed me as Returning Officer [see Rule 28, Clause 5].

The JEC have appointed Professor William Brown, Senior ACAS Arbitrator, as Election Commissioner to adjudicate on complaints made under Rule 28, Clause 17. Any complaints for the Election Commissioner should be sent to me at 35 King Street, London WC2 8JG.

The JEC have decided that these elections will be conducted by the first past the post voting method [see Rule 28, Clause 14].

Nomination Procedure for Workplace Representatives

Nomination forms and return envelopes are available from union offices.

One nomination form is for your industrial sector [you can make as many nominations as candidates are to be elected – see election supplement]. One nomination form is for the women's seats [please use this for up to four nominations].

Nominations must be endorsed by a meeting of the members represented by the workplace representative convened on a date between 1st September and 13th October 2003 inclusive. Nomination forms must be returned to the Returning Officer via the Independent Scrutineer using the envelope provided. The closing date for receipt is noon on Monday 20th October 2003.

The form should be completed as fully as possible. It should be signed by you. You should state the date that members met to determine the nomination[s] and how many members attended.

Eligibility of Candidates

All candidates must conform to Rules 6 and 25 and all candidates must be under the age of 65 on 31.12.2006.

Election Timetable

1 st September until 13 th October	Nominations
Monday 20 th October	Last date for receipt of nominations
Monday 27 th October	Last date for candidates to accept nomination and last date for receipt of their election address
Week commencing Monday 17 th November	Ballot papers to be received by members
Friday 5 th December at 12 noon	Last date for return of ballot papers to the Independent Scrutineer
Thursday 11 th December	JEC to meet to receive results
	Successful candidates will serve from 1 st January 2004 to 31 st December 2006

Yours fraternally,
Derek Simpson
Returning Officer