

**The Royal College of Nursing of the United Kingdom**  
**Procedure for the Congress Agenda Committee election**  
**For Congress 2024 to 2025**

**1. Introduction**

An election is due in 2023 for four positions on the Congress Agenda Committee.

A role descriptor and terms of reference for the committee are available on the RCN website.

**2. Who can stand for election?**

In accordance with the Congress policy and process and previous Council decisions, the following criteria for nomination shall apply. Candidates must:

- a) have been registered and attended Congress on at least two occasions in the four previous years (2018, 2019, 2022, 2023)
- b) not serve on any of the following committees during their term of office as an Agenda Committee member: RCN Council, Professional Nursing Committee, Trade Union Committee, Country and Regional Boards, UK Stewards Committee, UK Safety Representatives Committee, UK Learning Representatives Committee, UK Students Committee, Nursing Support Workers Committee, or any Forum Steering Committee
- c) be paying a full payment plan in any of the three RCN membership categories (nurse member, nursing support worker member, or student member)
- d) have been a current member of the RCN for at least three consecutive years immediately prior to the closing date for nominations
- e) meet the requirements of the [RCN Regulation on Terms of Office](#) in relation to any previous terms served
- f) not hold office in any organisation which competes with the RCN for members or which, in the opinion of Council, propounds policies which are in conflict with the main objects of the RCN's Royal Charter and its overall philosophies
- g) not have held a permanent salaried contract of employment or a fixed term/zero hours contract for longer than six months with the RCN during the two years prior to the election period\*
- h) declare their willingness and commitment, if elected, to fulfil the role and commitments as set out in the role descriptor and to adhere to all RCN policies
- i) have discussed the implications of standing for election with their employer and confirm that their employer is willing to support them in carrying out this role if they are successful
- j) have discussed and agreed with the RCN in advance of submitting their nomination any special requirements they may have to enable them to fulfil the commitments of the office
- k) declare if they are subject to an NMC caution order or subject to ongoing disciplinary proceedings at work or with the NMC

- l) declare that they do not have any active NMC cautions against their name; they are not currently subject to any NMC sanction; and/or they are not subject to any ongoing disciplinary proceedings with any of their employers or professional disciplinary proceedings before the NMC.
- m) declare that they meet the criteria in the [RCN's Regulation on Fit and Proper Persons](#) and, as required in that Regulation:
  - declare that they have the support of their employer (if employed) to carry out the role, as well as the time and availability.
  - commit to uphold the Nolan Seven Principles of Public Life
- n) declare that they know of no reason why they cannot stand for election (including those in the RCN's Royal Charter Schedule of Rules 1)
- o) declare that they will stand down from their role when elected should they fail to meet any of the above criteria during their term of office.

*\*A person is a salaried member of staff if they receive payment of any kind, and not necessarily financial, in return for service to the RCN. This includes secondees whose employers may receive payment from the RCN to compensate them for loss of the secondee's services, and any person paid on a self-employed basis, either full or part time.*

The verification process includes robust checks to ensure that candidates meet the eligibility criteria set out in Section 2 of this procedure. If a candidate fails to disclose any matter that could impact on their eligibility, that will be treated as a deliberate non-disclosure and will result in their becoming ineligible to continue with the election process and/or take up their appointment.

### **3. Term of office**

The term of office will conclude at the end of RCN Congress 2025.

### **4. Nominations**

Each nomination must be supported by one voting member from three different recognised submitting entities as follows:

- Branches
- Forums
- RCN UK Students Committee
- RCN UK Nursing Support Workers Committee
- RCN UK Stewards Committee
- RCN UK Safety Representatives Committee
- RCN UK Learning Representatives Committee

Submitting entities may support more than one candidate.

Please note that if nominations are supported by more than three voting members from submitting entities, only three will be verified by the Independent Scrutineer and published.

Prospective candidates can obtain help to contact voting members by emailing [elections@rcn.org.uk](mailto:elections@rcn.org.uk) immediately prior to or during Congress, or by going to the Governance stand at the 'Get Involved' area in the Brighton Centre.

## 5. Candidate details

Candidates will be asked to supply a written statement to support their nominations. This will be no longer than 400 words and will comprise two sections:

1. My skills and experience (200 words)
2. Why you should elect me (200 words)

This statement will be published in the voting booklet alongside a photograph of the candidate (which will be taken at Congress). Photographs will only be used with permission of the candidate.

## 6. Who can vote?

Those eligible to vote in the election are voting members of submitting entities (as defined in paragraph 5 of the [Congress Policy and Process](#) document.

Voting members in the election must be those registered to vote at Congress on the election day and should ensure that they are registered to vote on the election day by the time nominations close. Exceptions to this rule will be considered on a case-by-case basis by the Independent Scrutineer in consultation with the Returning Officer.

In 2023, therefore, those eligible to vote are the voting members registered to vote on Wednesday 17 May and must have registered to vote on that day by the close of nominations which is 2pm the preceding day, Tuesday 16 May.

Voting members may be asked for one of the following forms of identification when collecting their ballot papers on the election voting day:

- RCN membership card
- RCN membership number along with another form of personal identification (for example, driving licence or passport)

## 7. How does voting work?

Voting members must collect their ballot paper from the Independent Scrutineer from opening of voting (8am on Wednesday 17 May) and returned by the close of voting (6pm on Wednesday 17 May). Voting papers should be posted in the ballot box provided by the Independent Scrutineer.

The Independent Scrutineer will be located at the Governance stand in the 'Get Involved' area at the Brighton Centre.

Voting will be by the Single Transferable Vote (STV) method.

## 8. Equal Opportunities

The RCN is proud of the diversity of the UK's nursing workforce and our membership. It is important to us that nominations are encouraged from under-represented groups in our governance structures including those who identify as women, members from the Global Majority, LGBTQ+ community and those with a

disability, the Nursing Support Workforce, as well as from members working for either the NHS or for independent health and social care employers.

If you need help with completing the online nomination form or would prefer it in a different format, please email [elections@rcn.org.uk](mailto:elections@rcn.org.uk) or telephone 020 7841 3344 or 020 7647 3612.

## 9. Election timetable

Nominations open	Monday 3 April 2023
Nominations close	Tuesday 16 May 2023 at 2pm
Hustings event	Tuesday 16 May 2023 at 5pm
Voting opens	Wednesday 17 May 2023 at 8am
Voting closes	Wednesday 17 May 2023 at 6pm
Declaration of results	Thursday 18 May 2023, close of Congress business
Successful candidates take up office	Immediately following Congress
First meeting of new Agenda Committee	Tuesday 12 September 2023

## 10. Administration

Nomination forms are available on the RCN website at [www.rcn.org.uk/elections](http://www.rcn.org.uk/elections) and from the Governance stand in the 'Get Involved' area at the Brighton Centre during Congress 2023.

The independent scrutineer and returning officer for these elections will be Civica Elections Services - [support@cesvotes.com](mailto:support@cesvotes.com) or call 0208 889 9203.

## 11. Returning nomination forms

The deadline for receipt of nomination forms is **2pm on Tuesday 16 May 2023**.

The nomination form can be found at [www.rcn.org.uk/elections](http://www.rcn.org.uk/elections) and should be returned by email to [elections@rcn.org.uk](mailto:elections@rcn.org.uk).

Alternatively, hard copy nomination forms will be available at the Governance stand in the 'Get Involved' area at the Brighton Centre. Member at Congress can place completed paper nomination forms in the post box at the Governance stand.

NB. The RCN will not accept any responsibility for errors that occur due to illegible handwritten forms. During Congress, the Governance Support team can provide you with facilities to type your form – please call 020 7841 3344 or 020 7647 3694 between 8am and 6pm if you require assistance.

We will acknowledge that we have received your nomination form. If you submit your nomination prior to Congress, this will be within five working days. If you submit your nomination at Congress, this will be within five hours. If you have not received an acknowledgement after these given times, please email [elections@rcn.org.uk](mailto:elections@rcn.org.uk) or call 020 7841 3344 or 020 7647 3694.

## 12. Agenda Committee Election Hustings at Congress

At 5pm on Tuesday 16 May 2023, Agenda Committee election candidates will be invited to attend a hustings event which will take place in the main hall at Congress.

Potential voters will be able to hear candidates talk about why they should be elected to this important role. Voting members will be able to cast their vote for their four preferred candidates on Wednesday 17 May 2023.

For more details, please contact [elections@rcn.org.uk](mailto:elections@rcn.org.uk).