### NOMINATIONS TO THE OU UCU BRANCH EXECUTIVE COMMITTEE 2024-2025

I have been appointed returning officer for the above election and I am writing to invite nominations for the following posts for a period of one year from 28th June 2024, following the branch AGM which is on 7th June. If you are interested in any of these positions, then please follow the instructions below to send in a nomination email.

President

Two Vice Presidents

Honorary Secretary

Honorary Treasurer

Membership/Recruitment Secretary

Equality Officer

Central Academic staff officer

Central Academic-Related staff officer

Associate Lecturers officer

Regional/National Academic staff officer

Regional/National Academic-Related staff officer

Twelve ordinary members

All members of the branch are eligible to stand for election for any of these positions except that:

1. affiliate members who have been assigned to a different branch may not stand for any officer posts but may stand for the ordinary member posts
2. only members of the relevant staff category may stand for any of the staff officer posts
3. student members are not eligible to stand for or vote for any of the above posts

Two members may stand as joint candidates if they wish to role-share one of the officer roles listed on pages 4 and 5.

Nominations must be submitted by email to [ouelections@ucu.org.uk](mailto:ouelections@ucu.org.uk) in accordance with the following instructions no later than **4 pm on Friday 26th April 2024.**

**Lydia Richards, Returning officer & UCU Regional Official**

University and College Union  
Carlow Street  
London  
NW1 7LH

Email: [eastern@ucu.org.uk](mailto:eastern@ucu.org.uk)

Tel: 020 7756 2500

*If you wish to stand for election you are responsible for collating your nomination yourself, so please follow the instructions below.*

A valid nomination requires an email from the person who wishes to stand plus emails from two other members supporting the nomination. The person wishing to stand should give their full name, their UCU membership number, and state clearly which position (i.e. ordinary member or which officership) they intend to stand for. Members wishing to share an officer role should also give the full name of the member they intend to share the role with.

An election address of up to 300 words should also be included, plus a biography of up to 100 words, either as an attachment or in the body of the email, which must give their employment status with the OU.

Members wishing to share an officer role may each submit a biography of up to 100 words, and one shared election statement of up to 300 words. Both role-share candidates should submit a copy of the shared election statement.

An email supporting a nomination should give the full name and membership number of the supporter. Anyone who does not know their membership number can ask our branch administrator at [ucu@open.ac.uk](mailto:ucu@open.ac.uk)**.** A supporting email should also give the full name of the member whose nomination they are supporting and say for which position they are supporting their nomination. A supporting email for role-share candidates should give the full names of both joint candidates and say for which position they are supporting the role-share nomination.

It is the responsibility of members being nominated to send in both their own nomination and the supporting nominations by the deadline. This can either be done by attaching the supporting nominations to their own nomination email, or by forwarding the e-mails described above from their supporting members. If you are forwarding e-mails from your supporters then please make sure that you do not amend or change in anyway, information in the original e-mail. Please ensure that the forwarded e-mails are sent as quickly as possible after the original nomination so that they can be collated by my office. The returning office will not accept e-mails from supporters that are sent direct to the returning officer.

In the event that more than two people offer support to a potential candidate, or to two role-share candidates, then the candidate(s) should indicate in their original nomination which two people are supporting the nomination, as their names will be published. In the event that no indication is given the returning officer will use the first two names submitted in support of a nomination.

All nominations will receive an acknowledgement by e-mail. If you do not receive an acknowledgement within five working days, then you should contact me on [lrichards@ucu.org.uk](mailto:lrichards@ucu.org.uk) to confirm receipt.

It is the responsibility of candidates to ensure that all the information for a valid nomination is received by the closing date. If you wish to stand for more than one position then a separate nomination should be sent for each position.

If there are more than the required number of candidates for any of the posts detailed in this notice, a ballot of the members will be conducted. (In this context a role-share candidacy counts as one candidate). If a ballot is held OUBUCU rules require that no other material apart from the candidates own election addresses can be included with ballot papers or otherwise circulated using branch membership lists, unless this has been approved by a quorate general meeting or quorate executive committee meeting.

Role descriptions for the posts are appended overleaf.

**NB**: No membership data, including names, e-mail addresses and other contact details, may be used to campaign for or against particular candidates in branch elections *(see Rule 4.6 at* <https://ucu.open.ac.uk/about-us/rules-agreements-and-forms> *for further information)*.

Lydia Richards

Returning Officer

**Checklist for anyone wanting to be nominated:**

1. Ask 2 fellow members to send you an email saying that they nominate you for the position, eg President, ordinary member – they must put their full name and membership number in that email. (They should contact [ucu@open.ac.uk](mailto:ucu@open.ac.uk) if they don’t know their membership number.) An email supporting two role-share candidates should give the names of both joint candidates, and should be sent to both of them.
2. Write and type your election address of up to 300 words, and a biography of up to 100 words, which must include your OU employment status, eg Academic/Academic-Related/Research or Associate Lecturer. The election address is not compulsory but may improve your chance of being elected. Role-share candidates should agree the contents of the election address in support of their joint candidacy.
3. Create a new email addressed to [ouelections@ucu.org.uk](mailto:ouelections@ucu.org.uk) giving your full name, membership number, the position you wish to stand for, and your election address and biography. If you are a role share candidate include the full name of the member you intend to share the role with. Then EITHER attach the 2 emails from your supporters OR forward the two supporting emails immediately after sending your own email. (Contact [ucu@open.ac.uk](mailto:ucu@open.ac.uk) if you don’t know your membership number.)

**Role descriptions**

#### President

Subject to any Executive Committee Standing Orders, the president will chair all general meetings of the branch and perform such other duties as are laid upon the president by these rules or are decided by the Executive Committee. In the absence of the president these duties will be performed by one of the vice-presidents. In the absence of the president and vice-presidents these duties will be performed by the honorary secretary, or another officer as the committee decides. The President may, between meetings of the Executive Committee, take any action on behalf of the committee which is both urgent and necessary, but cannot bind the branch to any agreement with management. Such action must be reported for ratification to the next meeting of the Executive Committee.

#### Vice Presidents

To assist with the running of the branch and with the work of the branch in whatever ways are agreed between themselves, the President and the Executive Committee. This may include standing in for other officers in their absence.

#### Honorary Secretary

The duties of the honorary secretary are to call general and Executive Committee meetings of the branch; to ensure that minutes of those meetings are kept; to organise membership circulations as the Executive Committee deems necessary; to arrange notification of local election and ballot results to all members; and to perform such other duties as are laid on the honorary secretary by any rule or are decided by the Executive Committee.

In the absence of the honorary secretary, the honorary secretary's duties will be performed by another officer as the committee decides.

**Honorary Treasurer**

The honorary treasurer will have custody of the funds of the branch and authority to make payments from them in accordance with the rules as the need arises. The honorary treasurer's duties will be to keep the books of the branch; to present the accounts of the branch for auditing as necessary; to present these audited accounts to a general meeting of the branch, to publish them to all members of the branch, and to submit a copy forthwith to the national treasurer. The accounts of the branch will be audited in accordance with procedures determined by the national Executive Committee. The honorary treasurer will arrange for the remittance of national subscriptions to UCU head office in accordance with procedures determined by the national Executive Committee. In the absence of the honorary treasurer, the honorary treasurer's duties will be performed by another officer as the committee decides.

**Membership/Recruitment Secretary**

The membership/recruitment secretary will be responsible for recruitment and for keeping any membership records that are necessary at local level. The membership secretary will provide membership information promptly to UCU in accordance with instructions from UCU Head Office or Regional Office to enable statutory and rule requirements of membership records to be met. In the absence of the membership secretary, these duties will be performed by another officer as the committee decides.

#### Equality officer

The equality officer will:

i) monitor the volume and nature of personal casework which involves equality issues, in particular issues of discrimination, bullying and harassment, to ensure that the branch has appropriate mechanisms in place for handling such personal cases

ii) on request, provide support to other branch officers, Executive Committee members, or other branch representatives in particular personal cases

iii) provide information to members about the Open University's equality policy/policies

iv) where appropriate, encourage and support local negotiations on equality matters

v) ensure that UCU's national annual equality conferences, and any other relevant events and opportunities for women, black and ethnic minorities members, lesbian, gay, bisexual and transgender members and disabled members are publicised locally, that members from all groups are encouraged to participate, and that the branch maximises the opportunities for recruitment and organisation amongst all groups

vi) have knowledge of and commitment to relevant issues, and be willing to undertake training according to the needs of UCU

vii) where appropriate, provide liaison between the branch and the UCU's national standing committees

viii) have a requirement to monitor the implementation of equality policies within the Open University.

In the absence of the equality officer, these duties will be performed by another officer or officers as the Executive Committee decides.

#### Central academic staff officer

The central academic staff officer will be a member of the central academic staff and will have a special responsibility for ensuring that the interests and concerns of central academic staff are reflected in the work of the branch. S/he will assist in communications with central academic staff members and, if necessary, will assist in maintaining membership records in respect of the staff for which s/he is responsible.

#### Central academic-related staff officer

The central academic-related staff officer will be a member of the central academic-related staff and will have a special responsibility for ensuring that the interests and concerns of central academic-related staff are reflected in the work of the branch. S/he will assist in communications with central academic-related staff members, and, if necessary, will assist in maintaining membership records in respect of the staff for which s/he is responsible.

#### Associate lecturers officer

The associate lecturers officer will be an associate lecturer and will have a special responsibility for ensuring that the interests and concerns of associate lecturers are reflected in the work of the branch. S/he will assist in communications with AL members, and, if necessary, will assist in maintaining membership records in respect of the staff for which s/he is responsible.

#### Regional/National academic staff officer

The regional academic staff officer will be a member of the regional academic staff and will have a special responsibility for ensuring that the interests and concerns of regional academic staff are reflected in the work of the branch. S/he will assist in communications with regional academic staff members, and, if necessary, will assist in maintaining membership records in respect of the staff for which s/he is responsible.

**Regional/national academic-related staff officer**

The regional/national academic-related staff officer will be a member of the regional/national academic-related staff and will have a special responsibility for ensuring that the interests and concerns of regional/national academic-related staff are reflected in the work of the branch. S/he will assist in communications with regional/national academic-related staff members, and will assist in branch recruitment efforts in respect of the staff for which s/he is responsible

The regional academic-related staff officer will be a member of the regional academic-related staff and will have a special responsibility for ensuring that the interests and concerns of regional academic-related staff are reflected in the work of the branch. S/he will assist in communications with regional academic-related staff members, and, if necessary, will assist in maintaining membership records in respect of the staff for which s/he is responsible.