

CANDIDATE GUIDANCE NOTES
FOR THE COMPLETION AND RETURN OF YOUR NOMINATION FORM

DEADLINE FOR RETURN OF NOMINATION FORMS - All parts of the form indicated with an * must be completed.

Your completed nomination form must be received by the Returning Officer, Association of Electoral Administrators (AEA), PO Box 288, Letchworth Garden City SG6 9EP no later than noon on **Friday 16 September 2011**. Any nomination forms received after this time and date will be ruled invalid. Please be aware that there is no discretion within the election rules to extend the time for delivery of nomination forms for delays as a result of postal disputes or for any other reason. For this reason you are encouraged to return your completed nomination form as soon as possible. If you are posting your form, you are encouraged to keep a photocopy.

Nomination forms may be returned by post, email or fax (see details in next paragraph) and must be signed by yourself. Please ensure that you send the signed **original** by post, do not send a photocopy of your completed form as your original signature must be visible for your nomination to be valid. If you are emailing your form, please ensure that you email a scanned copy of the signed original as your signature must be visible for your nomination to be valid.

If you are faxing the form, please use the following fax number – **0151 281 8246**. Please ensure that your signature and all other details are both visible and clear. Photographs may not be faxed. You are encouraged to type or word process your election statement to avoid any doubt which may occur with handwritten statements. It would be helpful if you are able also to email your personal statement and photograph (see page 2 of the nomination form) to the Returning Officer at returning.officer@aea-elections.co.uk.

The safe return of your form is the responsibility of you: - **the candidate**. We strongly recommend that you contact the Returning Officer by phone on 01462 617125 or 0151 281 8246 or by e-mail to returning.officer@aea-elections.co.uk to check that your form has been received safely by the Association of Electoral Administrators, whether you post, fax or e-mail the form.. All nomination forms received will be acknowledged as soon as is practicable by email, telephone or post.

CANDIDATES' DETAILS

- ◆ In order to stand for election a candidate must:-
 1. Be a member of South London and Maudsley NHS Foundation Trust in the constituency and class for which they are standing and not be under 16 years of age at the time of nomination.
 2. Not be prevented from being a member of the Members' Council by paragraph 8 of Schedule 7 of the National Health Service Act 2006 or by any provision of the constitution of the Trust. (A copy of the constitution and Council Members' code of conduct can be obtained from the Trust Membership Office, 020 3228 2441 if required)
- ◆ You must complete all parts of the nomination form, as applicable, including the declaration of interests.
- ◆ **Please ensure that you state your full name, including middle name(s), not initials, on the nomination form.**
- ◆ Please provide a daytime telephone number at which you may be contacted in the event that there are any queries about the detail on your nomination paper. An email address is not compulsory but a useful means of contacting you should it be necessary.

Election Statement – Preparation Instructions

- You are asked to provide an election statement, on either page 2 of the nomination form, a separate sheet of paper (word processed if possible), or emailed as a word attachment to returning.officer@aea-elections.co.uk for the attention of the Returning Officer, clearly identifying to whom it relates.
- Your election statement should describe why you think you should be elected. It will be reproduced and circulated to voters with the ballot paper. Questions have been included on the nomination form to assist you.
- It must not exceed the word limit of 250 words. Please state the total number of words used at the end of your election statement. Any part of the statement exceeding that two hundred and fifty word limit shall not be reproduced, and the wording 'statement cut at word count' will be inserted at the end of the statement.
- Your statement will be reproduced **EXACTLY** as it has been submitted. This means any grammatical or spelling errors **WILL NOT** be corrected. Please check it carefully before you submit it.
- Please can you ensure that any handwriting is legible. The Returning Officer will not seek clarification of any illegible words and will make a best considered judgement of the same for reproduction in any documents sent to voters. The Returning Officer will not accept any responsibility for producing inaccurate information as a result of illegible handwriting.
- Election statements will be produced in sentence case so the Returning Officer will also make a best judgement as to how to reproduce election statements that are submitted written in upper case.
- The Returning Officer will take care to produce your election statement exactly as you submit it, however, inaccurate reproduction of your election statement will not invalidate the election process nor require the Returning Officer to reprint and recirculate statements. For this reason, you are reminded that you should send your election statement by email as a word document.
- South London and Maudsley NHS Foundation Trust and the Association of Electoral Administrators reserve the right to not to publish any statement if it is factually inaccurate or contains libelous material.

Detailed rules relating to statement preparation

- a) Every word no matter how small e.g. "I", "or", "and", "the" etc will be counted as one word.
- b) Numbers in a block will be treated as one word e.g. "1989", "1/128", "1988/89" and "1988/1989."
- c) Any acronyms or groups of initials will be treated as one word. For example NHS would count as one word. If, however, full titles for acronyms or groups of words are used then they will count as separate words. For example National Health Service will count as three words.
- d) Compound words or hyphenated words will be treated as one word.
- e) All election addresses will be printed using a common typeface and type size font.
- f) Selected words or sentences can be emboldened, capitalised, underlined or placed in italics.
- g) The use of bullet points and numbering to make separate points is allowed and these will not be counted as words.

Provision of photograph

You **must** provide a passport style photograph to be published in the election material with your statement. You may provide this in colour but it will only be reproduced in black and white. It would be helpful if this could be emailed. If you are sending your photograph please ensure that you write your name on the back and securely attach it to the nomination form as indicated on the form.

Declaration of Interests and Declaration of Eligibility – to be completed by the candidate

These sections must be completed for your nomination to be valid.

Additional Information

- ◆ Candidates will be listed in alphabetical order of surname on the ballot paper. A candidate's full name, as set out on the nomination form, will also be listed, but not their title.
- ◆ No details relating to educational, professional or distinguished awards and achievements received by a candidate will be published as part of their name on any paperwork published by the Returning Officer i.e. BSc, OBE etc. Should a candidate choose to include this information in the body of their election statement then this will be acceptable.
- ◆ The following information will be published on each candidate in the election paperwork, which will be circulated with the ballot papers:-
 1. An election statement (compulsory)
 2. Declaration of interests (compulsory)
 3. A photograph (compulsory)
- ◆ Please ensure that you complete the form correctly and sign it, as failure to do so may invalidate your nomination.

If you require any further information on completing this nomination form or would like to check that you have completed it correctly before you formally submit your nomination, you are encouraged to contact the Returning Officer on Tel 01462 617125 or 0151 281 8246 or returning.officer@aea-elections.co.uk.