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POLICE FEDERATION RULES¹

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Section A: Introductory matters

Rule 1: The Rules

- 1.1. These Rules (“the Rules”) are made under the Police Federation Regulations 2017 (“the Regulations”) and are to be read alongside the Regulations and any regulations which amend or replace the Regulations.
- 1.2. The Rules and any amendments to the Rules are prepared by the National Board.
- 1.3. The Rules and any amendments to the Rules must be approved by the Home Secretary and will not be effective prior to such approval.
- 1.4. In the event of any conflict between a provision of the Rules and the Regulations, the Regulations will prevail.
- 1.5. The Rules apply to all members of the Federation.
- 1.6. The Rules will come into force on 18th January 2018.

Rule 2: Interpretation

2. In these Rules:
 - 2.1. other than in relation to the Metropolitan Branch, “additional Branch Council members” has the meaning given in Rule 7.2.;
 - 2.2. other than in relation to the Metropolitan Branch, “additional member of the Branch Board” has the meaning given in Rules 11.2. and 11.3.;
 - 2.3. “additional member of the Metropolitan Branch Board” has the meaning given in Rules 21.1.3. and 21.2.3.;
 - 2.4. “additional National Council member” has the meaning given in Rule 31.1.3.;
 - 2.5. “Elected Representative” means a representative elected in the Metropolitan Branch in accordance with regulation 9 of the Regulations;
 - 2.6. “the Federation” means the Police Federation of England & Wales;
 - 2.7. “list seats” are seats which are filled from a list of candidates who are not elected in constituency seats;
 - 2.8. “police force” has the meaning given in section 101 Police Act 1996;
 - 2.9. “the Regulations” means the Police Federation Regulations 2017 or any amended or substituted version of those regulations;

- 2.10. “relevant Branch Board officers” in the Metropolitan Branch has the meaning given in Rule 21.2.;
- 2.11. “subscribing member” means a member of the Police Federation who has opted to pay voluntary subscriptions and who at the relevant time has not revoked that option; and
- 2.12. unless the context requires otherwise:
 - 2.12.1. any reference to a statutory provision refers to the provision as it is in force from time to time, taking into account any amendment or re-enactment; and
 - 2.12.2. the words “includes” and “including” or any similar terms are not words of limitation.

Rule 3: Structure of the Federation

- 3.1. In accordance with the Regulations and the provisions of these Rules, the Federation will operate through local and central representative bodies.
- 3.2. There will be a Federation branch in each police force. Each branch will have a council (“the Branch Council”) and a branch board (“the Branch Board”), with different arrangements for the branch in the Metropolitan Police Service (“the Metropolitan Branch”).
- 3.3. There will be a national council (“the National Council”) and a national board (“the National Board”).
- 3.4. There will be a national conference (“Conference”).
- 3.5. For the purposes of these Rules the Federation shall have the regions set out in Appendix 1.

Rule 4: Membership and payment of voluntary subscriptions

- 4.1. Every member of a police force below the rank of superintendent and every police cadet undergoing training with a view to becoming a member of that force may opt to become a member of the Federation.
- 4.2. A person who is eligible to become a member of the Federation and wishes to opt to become a member or to re-join as a member must complete such application form as the National Board shall from time to time require.
- 4.3. A person who is eligible to become a member of the Federation and who opts to become a member will become a member from the date his or her application form

is approved by the Federation, or such earlier date as the application form may provide.

- 4.4. A member of the Federation may terminate his or her membership on giving not less than one month's notice in writing, or such shorter period of notice as is agreed by the Federation.
- 4.5. A member of the Federation may opt to pay voluntary subscriptions.

Section B: Constitution and proceedings

Part 1: Electoral arrangements

Rule 5: Elections under these Rules

- 5.1. In accordance with the Regulations, the Federation will conduct elections on a triennial basis.
- 5.2. Triennial elections will be conducted in accordance with the rules set out in Appendix 2 (“the National Electoral Arrangements”).
- 5.3. Prior to every round of triennial elections, the National Board will review the National Electoral Arrangements. Each such review will include consideration of whether it is appropriate to take any positive action steps in relation to members who share a particular protected characteristic.
- 5.4. Any amendments to the National Electoral Arrangements will be made at least three months before the relevant round of triennial elections begins.

Rule 6: Other electoral arrangements and casual vacancies

- 6.1. Subject to the provisions of these Rules, the relevant body may make rules to deal with:
 - 6.1.1. the conduct of any election not covered by Appendix 2; and
 - 6.1.2. the treatment of casual vacancies on the specified bodies or in the offices.
- 6.2. A casual vacancy is a vacancy which occurs as a result of the death or resignation of a person or in consequence of any provision of these Rules.
- 6.3. For the purposes of paragraph 6.1 the relevant body will be:
 - 6.3.1. other than in the Metropolitan Branch, in relation to:
 - a Branch Council;
 - a Branch Board;
 - the Branch Secretary; and
 - the Branch Chair or other Branch Officer,the Branch Board of that force;

6.3.2. In the Metropolitan Branch, in relation to:

- an Elected Representative;
- a Branch Council;
- a Metropolitan Executive Committee;
- the Metropolitan Branch Board;
- the Branch Secretary; and
- the Branch Chair or other Branch Officer,

the Metropolitan Branch Board;

6.3.3. In relation to:

- the further members of the National Council from the Metropolitan Branch; and
- any additional National Council members,

the National Board;

6.3.4. In relation to:

- the National Board;
- the National Secretary; and
- the National Chair or other National Officer,

the National Board.

Part 2: Branches – elections and membership of representative bodies

Chapter 1: Branches other than the Metropolitan Branch

Rule 7: The Branch Council

- 7.1. The Branch Council in each branch will consist of:
 - 7.1.1. representatives elected in accordance with the provisions below; and
 - 7.1.2. additional Branch Council members.
- 7.2. The additional Branch Council members will be:
 - 7.2.1. the Branch Secretary;
 - 7.2.2. the Branch Chair;
 - 7.2.3. if the Branch Board so determine, the Branch Treasurer; and
 - 7.2.4. any other Branch Officers who the Branch Board determine will be additional members.

Rule 8: Elections to the Branch Council

- 8.1. The members of the Federation in each police force will elect representatives to the Branch Council in accordance with the provisions of this Rule and of Appendix 2.
- 8.2. The number of members elected to a Branch Council will be determined by the formula contained in the Regulations, subject to any variation set out in Appendix 3.
- 8.3. Unless provided otherwise in Appendix 2, members of the Branch Council will be elected in electoral constituencies.
- 8.4. The area or other defining characteristics of electoral constituencies (“the Constituency Arrangements”) will be determined by the Branch Board after consultation with the chief officer.
- 8.5. The Constituency Arrangements may provide for a single electoral constituency for the police force or for multiple electoral constituencies. If provision is made for multiple electoral constituencies, the Constituency Arrangements may provide, for all constituencies or for any specified constituency, that a person elected who ceases to belong to the electoral constituency for which he or she was elected will not be treated as ceasing to belong to that electoral constituency for any provision of these Rules which requires a person to give up a position or office on ceasing to belong to an electoral constituency. Any person elected in a constituency covered by such a

provision will not be required to give up his or her position on ceasing to belong to the electoral constituency for which he or she was elected.

- 8.6. A member may vote and stand as a candidate only in the constituency of which he or she is determined to be a member in the Constituency Arrangements.
- 8.7. The Constituency Arrangements are to be determined, not later than three months prior to the holding of the relevant triennial elections.
- 8.8. Any person who would be an additional Branch Council member as a result of Rule 7.2 may choose instead to stand for election to the Branch Council.

Rule 9: Membership of the Branch Council

- 9.1. A person elected as a representative and a member of the Branch Council will, subject to any rules made in relation to casual vacancies, become such on the first day of the month following that in which the election is held and, subject to paragraph 9.3., will remain a representative and a member of the Branch Council until the end of the month in which the next following election is held.
- 9.2. A person will become an additional member of a Branch Council when he or she takes up the relevant office and will remain such while he or she holds the relevant office or if he or she stands for election to the Branch Council and is not elected, until the end of the month in which that election is held.
- 9.3. A person will cease to be a representative and a member of the Branch Council if he or she:
 - 9.3.1. resigns as such;
 - 9.3.2. ceases to be a subscribing member of the Federation;
 - 9.3.3. ceases to be a member of the police force or a police cadet in that force;
 - 9.3.4. in the case of a person elected for an electoral constituency, ceases to belong to the electoral constituency for which he or she was elected, unless the Constituency Arrangements provide otherwise; or
 - 9.3.5. is removed from his or her position under the Ethics, Standards and Performance Procedure.

Rule 10: Elections to the Branch Board

- 10.1. The members of the Branch Council in each police force will elect the Branch Board for that force in accordance with the provisions of this Rule and of Appendix 2.

- 10.2. The number of members elected to a Branch Board will be determined by the formula contained in the Regulations, subject to any variation set out in Appendix 3.
- 10.3. A person who is an additional Branch Council member may stand for election to the Branch Board unless he or she stood for election to the Branch Council and was not elected.

Rule 11: Membership of the Branch Board

- 11.1. A person elected as a member of a Branch Board will, subject to any rules made in relation to casual vacancies, become such on the first day of the month following that in which the election is held and, subject to paragraphs 11.2. and 11.4., will remain a member of the Branch Board until the end of the month in which the next following election is held.
- 11.2. If the Branch Chair, Branch Secretary, Branch Treasurer or other Branch Officer who is a member of the Branch Board is not elected to the Branch Board in the Branch Board election which follows his or her election to the relevant office, he or she will become an additional member of the Branch Board until the next Branch Chair, Branch Secretary, Branch Treasurer or other Branch Officer takes up the relevant office.
- 11.3. A member of a Branch Board who is elected as the National Chair or as a member of the National Board shall, without prejudice to the filling of the casual vacancy, become an additional member of the Branch Board and, subject to paragraphs 11.4.1. – 11.4.3. and 11.4.5., shall remain such until the Branch Board election after the date he or she ceases to hold the office in question.
- 11.4. A person will cease to be a member of a Branch Board if he or she:
 - 11.4.1. resigns as such;
 - 11.4.2. ceases to be a subscribing member of the Federation;
 - 11.4.3. ceases to be a member of the police force or a police cadet in that force;
 - 11.4.4. in the case of a person elected for an electoral constituency, ceases to belong to the electoral constituency for which he or she was elected unless the Constituency Arrangements provide otherwise; or
 - 11.4.5. is removed from his or her position under the Ethics, Standards and Performance Procedure.

Rule 11A: Branch Officer nomination requirement

11A.1. Any candidate for the position of Branch Chair, Branch Secretary or Branch Treasurer must satisfy the Branch Officer nomination requirement.

11A.2. The Branch Officer nomination requirement is that any candidate for a relevant position must satisfy at least one of the following:

11A.2.1. the experience requirement;

11A.2.2. the qualification requirement; or

11A.2.3. the undertaking requirement.

11A.3. "The experience requirement" is satisfied where at the time nominations close for the position in question a candidate has held (at any time in the preceding six years) any of the three Branch Officer positions for a total period of at least twelve months.

11A.4. "The qualification requirement" is satisfied where at the time nominations close for the position in question a candidate has achieved the relevant qualification.

11A.5. Subject to paragraph 11A.6. "the relevant qualification" is the Level 4 Award in Representing and Advising Police Federation Members.

11A.6. Prior to every round of triennial elections, the National Board will review the relevant qualification. The National Board may replace the said Level 4 Award with another qualification provided that any such other qualification must be adopted at least 6 months before the relevant round of triennial elections begins.

11A.7. "The undertaking requirement" is satisfied where a person undertakes, in such form as the independent scrutineer shall require, to achieve the said Level 4 Award or other adopted qualification within six months of being elected to the relevant position ("the six month period").

11A.8. The six month period may be extended by the National Secretary.

11A.9. In the event that the six month period is extended, the undertaking shall be treated as having to be satisfied by the end of the period (or periods) of extension.

Rule 12: The Branch Chair

12.1. The members of the Federation in each force will elect the Branch Chair from among the members of the Branch Board (other than any additional members) in accordance with the provisions of this Rule and of Appendix 2.

12.2. The election of the Branch Chair will take place after the election of the Branch Board.

- 12.3. A person becoming the Branch Chair will become such on the first day of the month following that in which the election is held and, subject to paragraph 12.6., he or she will remain Branch Chair until the last day of the month in which the following election is held.
- 12.4. If the Branch Chair is not elected to the Branch Board in the Branch Board election which follows his or her election as Branch Chair, he or she will become an additional member of the Branch Board until the next Branch Chair takes up the office.
- 12.5. If a person elected for an electoral constituency or list seat is elected as Branch Chair he or she will cease to be regarded as having been elected for an electoral constituency or list seat and will become an additional member of the Branch Council and there will be a casual vacancy on the Branch Council.
- 12.6. A person elected as Branch Chair will cease to be the Branch Chair if he or she:
 - 12.6.1. resigns as such;
 - 12.6.2. ceases to be a subscribing member of the Federation;
 - 12.6.3. ceases to be a member of the police force or a police cadet in that force;
 - 12.6.4. is removed from his or her position under the Ethics, Standards and Performance Procedure; or
 - 12.6.5. gives an undertaking that he or she will satisfy the Branch Officer nomination requirement but fails to comply with such undertaking.

Rule 13: The Branch Secretary

- 13.1. Each Branch Board will elect a Branch Secretary from among its members (other than any additional members) in accordance with the provisions of this Rule and of Appendix 2.
- 13.2. The election of the Branch Secretary will take place at the first meeting of the Branch Board after its election by the Branch Council.
- 13.3. A person becoming the Branch Secretary will become such on the first day of the month following that in which the election is held and, subject to paragraphs 13.4. and 13.6., he or she will remain Branch Secretary until the last day of the month in which the following election is held.
- 13.4. If the Branch Secretary is not elected to the Branch Board in the Branch Board election which follows his or her election as Branch Secretary, he or she will become

an additional member of the Branch Board until the next Branch Secretary takes up the office.

- 13.5. If a person elected for an electoral constituency or list seat is elected as Branch Secretary, he or she will cease to be regarded as having been elected for an electoral constituency or list seat and will become an additional member of the Branch Council and there will be a casual vacancy on the Branch Council.
- 13.6. A person elected as Branch Secretary will cease to be the Branch Secretary if he or she:
 - 13.6.1. resigns as such;
 - 13.6.2. ceases to be a subscribing member of the Federation;
 - 13.6.3. ceases to be a member of the police force or a police cadet in that force;
 - 13.6.4. is removed from his or her position under the Ethics, Standards and Performance Procedure; or
 - 13.6.5. gives an undertaking that he or she will satisfy the Branch Officer nomination requirement but fails to comply with such undertaking.

Rule 14: The Branch Treasurer and other Branch Officers

- 14.1. Each Branch Board will elect a Branch Treasurer from amongst its members (other than any additional members) in accordance with the provisions of this Rule and of Appendix 2.
- 14.2. Each Branch Board may elect such other branch officers ("other Branch Officers") as it may from time to time determine.
- 14.3. The Branch Treasurer and, where the Branch Board determines to have other Branch Officers, any such Officer, will take up and hold the office, (subject to paragraphs 14.4. and 14.7.) cease to hold the office and be subject to re-election on the same basis as the Branch Secretary under these Rules.
- 14.4. If the Branch Treasurer is not elected to the Branch Board in the Branch Board election which follows his or her election as Branch Treasurer, he or she will become an additional member of the Branch Board until the next Branch Treasurer takes up the office.
- 14.5. If any other Branch Officer who is a member of the Branch Board is not elected to the Branch Board in the Branch Board election which follows his or her election as a Branch Officer, he or she will become an additional member of the Branch Board

until the next Branch Officer takes up the office or, if no one takes up the office, until the Branch Treasurer takes up that office.

- 14.6. The Branch Board will determine whether the Branch Treasurer and any other Branch Officer will be an additional member of the Branch Council. Where this is the case, a person elected to the relevant position will cease to be regarded as having been elected for an electoral constituency or list seat and there will be a casual vacancy on the Branch Council.
- 14.7. If a person elected as Branch Treasurer or other Branch Officer is a person elected for an electoral constituency and subsequently ceases to belong to the electoral constituency for which he or she was elected, he or she will cease to hold the office unless the Branch Board had determined at the time of his or her election to the office that he or she was an additional member of the Branch Council or unless the Constituency Arrangements provide otherwise.

Chapter 2: The Metropolitan Branch

Rule 15: The Metropolitan Branch – definitions

15.1. In these Rules:

- 15.1.1. the Commissioner of the Metropolitan Police Service is “the Commissioner”;
and
- 15.1.2. the branch of the Federation in the Metropolitan Police Service is “the Metropolitan Branch”.

Rule 16: Elected Representatives in the Metropolitan Branch

- 16.1. The members of the Federation in the Metropolitan Branch will elect representatives (“Elected Representatives”) in accordance with the provisions of this Rule and of Appendix 2.
- 16.2. The number of Elected Representatives will be determined by the formula contained in the Regulations, subject to any variation set out in Appendix 3.
- 16.3. Unless provided otherwise in Appendix 2, Elected Representatives will be elected in electoral constituencies.
- 16.4. The area or other defining characteristics of electoral constituencies (“the Metropolitan Constituency Arrangements”) will be determined by the Metropolitan Branch Board after consultation with the Commissioner.

- 16.5. The Metropolitan Constituency Arrangements may provide for a single electoral constituency for the police force or for multiple electoral constituencies. If provision is made for multiple electoral constituencies, the Constituency Arrangements may provide, for all constituencies or for any specified constituency, that a person elected who ceases to belong to the electoral constituency for which he or she was elected will not be treated as ceasing to belong to that electoral constituency for any provision of these Rules which requires a person to give up a position or office on ceasing to belong to an electoral constituency. Any person elected in a constituency covered by such a provision will not be required to give up his or her position on ceasing to belong to the electoral constituency for which he or she was elected.
- 16.6. A member may vote and stand as a candidate only in the constituency of which he or she is determined to be a member in the Metropolitan Constituency Arrangements.
- 16.7. The Metropolitan Constituency Arrangements are to be determined not later than three months prior to the holding of the relevant triennial elections.

Rule 17: Becoming and ceasing to be an Elected Representative in the Metropolitan Branch

- 17.1. A person elected as an Elected Representative will, subject to any rules made in relation to casual vacancies, become such on the first day of the month following that in which the election is held and, subject to paragraph 17.2., will remain a Representative until the end of the month in which the next following election is held.
- 17.2. A person will cease to be a Representative if he or she:
 - 17.2.1. resigns as such;
 - 17.2.2. ceases to be a subscribing member of the Federation;
 - 17.2.3. ceases to be a member of the Metropolitan Police Service or a police cadet in that force;
 - 17.2.4. in the case of a person elected for an electoral constituency, ceases to belong to the electoral constituency for which he or she was elected unless the Metropolitan Constituency Arrangements provide otherwise; or
 - 17.2.5. is removed from his or her position under the Ethics, Standards and Performance Procedure.
- 17.3. If, as the result of a provision of these Rules, a person elected as an Elected Representative for an electoral constituency ceases to be regarded as having been elected for an electoral constituency and becomes an additional member of a Branch

Council or the Branch Board, there will be a casual vacancy for an Elected Representative.

Rule 18: Branch Councils in the Metropolitan Branch

- 18.1. There will be three Branch Councils in the Metropolitan Branch.
- 18.2. Each Branch Council will comprise:
 - 18.2.1. members elected by the Elected Representatives in accordance with the provisions of this Rule and Appendix 2;
 - 18.2.2. any additional members of the Branch Council provided for in Appendix 2; and
 - 18.2.3. a Secretary elected in accordance with Rule 19.2..
- 18.3. The number of representatives elected to each Branch Council will be as set out in Appendix 3.
- 18.4. A person elected as a member of a Metropolitan Branch Council will, subject to any rules made in relation to casual vacancies, become such immediately on election and, subject to paragraph 18.5, will remain a member of the Branch Council until the next following election is held.
- 18.5. A person will cease to be a member of a Branch Council if he or she:
 - 18.5.1. resigns as such;
 - 18.5.2. ceases to be a subscribing member of the Federation;
 - 18.5.3. ceases to be a member of the Metropolitan Police Service or a police cadet in that force;
 - 18.5.4. in the case of a person elected for an electoral constituency, ceases to belong to the electoral constituency for which he or she was elected unless the Metropolitan Constituency Arrangements provide otherwise; or
 - 18.5.5. is removed from his or her position under the Ethics, Standards and Performance Procedure.

Rule 19: Metropolitan Branch Council Secretaries and Chairs

- 19.1. The members of each Branch Council will elect a Branch Council Chair in accordance with the provisions of this Rule and of Appendix 2.

- 19.2. The members of each Branch Council will elect a Branch Council Secretary in accordance with the provisions of this Rule and of Appendix 2.
- 19.3. A person becoming a Branch Council Secretary will become such on the first day of the month following that in which the election is held and, subject to paragraph 19.5., he or she will remain Branch Council Secretary until the last day of the month in which the following election is held.
- 19.4. A person becoming a Branch Council Chair will become such immediately on election and, subject to paragraph 19.5., he or she will remain Branch Council Chair until the following election is held or, if earlier, the date he or she ceases to be a member of the Branch Council.
- 19.5. A person elected as a Branch Council Secretary or Branch Council Chair will cease to be the Branch Council Secretary or Branch Council Chair if he or she:
 - 19.5.1. resigns as such;
 - 19.5.2. ceases to be a subscribing member of the Federation;
 - 19.5.3. ceases to be a member of the police force or a police cadet in that force; or
 - 19.5.4. is removed from his or her position under the Ethics, Standards and Performance Procedure.
- 19.6. If a person elected for an electoral constituency is elected as a Branch Council Secretary, he or she will cease to be regarded as having been elected for an electoral constituency and will become an additional member of the Branch Council and there will be a casual vacancy on the Branch Council.

Rule 20: Metropolitan Executive Committees

- 20.1. Each Branch Council in the Metropolitan Branch is to have an executive committee ("a Metropolitan Executive Committee") constituted in accordance with arrangements made by the Metropolitan Branch Board, subject to this Rule and any provision in Appendix 2.
- 20.2. Subject to paragraph 20.4., each Metropolitan Executive Committee is to comprise:
 - 20.2.1. the Chair of the relevant Branch Council;
 - 20.2.2. the Secretary of the relevant Branch Council; and
 - 20.2.3. such other elected members as are provided for in Appendix 2.

- 20.3. A person elected as a member of a Metropolitan Executive Committee will, subject to any rules made in relation to casual vacancies, become such on the first day of the month following that in which the election is held and, subject to paragraph 20.5., will remain a member of the Executive Committee until the end of the month in which the next following election is held.
- 20.4. Any person who becomes an additional member of the Metropolitan Branch Board in accordance with Rule 21.1.3. will at the same time become a member of the Metropolitan Executive Committee of the Branch Council which represents the constituency for which he or she was elected, but any such additional member will not be entitled to vote. Subject to paragraph 20.5., such a person will remain a member of the relevant Executive Committee until the end of the month in which the next following election is held.
- 20.5. A person will cease to be a member of an Executive Committee if he or she:
- 20.5.1. resigns as such;
 - 20.5.2. ceases to be a subscribing member of the Federation;
 - 20.5.3. ceases to be a member of the Metropolitan Police Service or a police cadet in that force;
 - 20.5.4. in the case of a person elected for an electoral constituency, ceases to belong to the electoral constituency for which he or she was elected unless the Metropolitan Constituency Arrangements provide otherwise; or
 - 20.5.5. is removed from his or her position under the Ethics, Standards and Performance Procedure.

Rule 21: The Metropolitan Branch Board

- 21.1. The Metropolitan Branch Board will comprise:
- 21.1.1. the members of the three Metropolitan Executive Committees;
 - 21.1.2. the relevant Branch Board officers; and
 - 21.1.3. any additional members of the Metropolitan Branch Board provided for in Appendix 2.
- 21.2. The “relevant Branch Board officers” will be:
- 21.2.1. the Branch Secretary;
 - 21.2.2. the Branch Chair; and

- 21.2.3. such other Branch Officers as the Metropolitan Branch Board determines shall be additional members of the Metropolitan Branch Board.
- 21.3. The number of members of the Metropolitan Branch Board will be as set out in Appendix 3.
- 21.4. A person falling within paragraph 21.1.1. will, subject to any rules made in relation to casual vacancies, become a member of the Branch Board immediately following the election of the relevant Executive Committee and, subject to paragraph 21.7., will remain a member of the Branch Board until the next following election is held.
- 21.5. A person falling within paragraph 21.1.3. will, subject to any rules made in relation to casual vacancies, become a member of the Branch Board immediately following the election and, subject to paragraph 21.7., will remain a member of the Branch Board until the next following election is held.
- 21.6. A member of the Metropolitan Branch Board who is elected as the National Chair or as a member of the National Board shall, without prejudice to the filling of the casual vacancy, become a non-voting additional member of the Branch Board and, subject to paragraphs 21.7.1. – 21.7.3. and 21.7.5., shall remain such until the Branch Board is first reconstituted after the date he or she ceases to hold the office in question.
- 21.7. A person will cease to be a member of the Branch Board if he or she:
- 21.7.1. resigns as such;
 - 21.7.2. ceases to be a subscribing member of the Federation;
 - 21.7.3. ceases to be a member of the Metropolitan Police Service or a police cadet in that force;
 - 21.7.4. in the case of a person elected for an electoral constituency, ceases to belong to the electoral constituency for which he or she was elected unless the Metropolitan Constituency Arrangements provide otherwise; or
 - 21.7.5. is removed from his or her position under the Ethics, Standards and Performance Procedure.

Rule 21A: Metropolitan Branch Officer nomination requirement

- 21A.1. Any candidate for the position of Branch Chair, Branch Secretary or Branch Treasurer in the Metropolitan Branch must satisfy the Branch Officer nomination requirement.
- 21A.2. The Branch Officer nomination requirement is that any candidate for a relevant position must satisfy at least one of the following:

11A.2.1. the experience requirement;

11A.2.2. the qualification requirement; or

11A.2.3. the undertaking requirement.

21A.3. "The experience requirement" is satisfied where at the time nominations close for the position in question a candidate has held (at any time in the preceding six years) any of the three Branch Officer positions for a total period of at least twelve months.

21A.4. "The qualification requirement" is satisfied where at the time nominations close for the position in question a candidate has achieved the relevant qualification.

21A.5. Subject to paragraph 21A.6. "the relevant qualification" is the Level 4 Award in Representing and Advising Police Federation Members.

21A.6. Prior to every round of triennial elections, the National Board will review the relevant qualification. The National Board may replace the said Level 4 Award with another qualification provided that any such other qualification must be adopted at least 6 months before the relevant round of triennial elections begins.

21A.7. "The undertaking requirement" is satisfied where a person undertakes, in such form as the independent scrutineer shall require, to achieve the said Level 4 Award or other adopted qualification within six months of being elected to the relevant position ("the six month period").

21A.8. The six month period may be extended by the National Secretary.

21A.9. In the event that the six month period is extended, the undertaking shall be treated as having to be satisfied by the end of the period (or periods) of extension.

Rule 22: The Metropolitan Branch Chair

22.1. The members of the Metropolitan Branch will elect the Branch Chair from among the members of the Branch Board in accordance with the provisions of this Rule and of Appendix 2.

22.2. The election of the Branch Chair will take place after the constitution of the Branch Board.

22.3. A person becoming the Branch Chair will become such on the first day of the month following that in which the election is held and, subject to paragraph 22.5., he or she will remain Branch Chair until the last day of the month in which the following election is held.

- 22.4. If a person elected for an electoral constituency is elected as Branch Chair he or she will remain a member of the Branch Board but will cease to be regarded as having been elected for an electoral constituency and there will be a casual vacancy on the Branch Board.
- 22.5. A person elected as Branch Chair will cease to be the Branch Chair if he or she:
- 22.5.1. resigns as such;
 - 22.5.2. ceases to be a subscribing member of the Federation;
 - 22.5.3. ceases to be a member of the police force or a police cadet in that force;
 - 22.5.4. is removed from his or her position under the Ethics, Standards and Performance Procedure; or
 - 22.5.5. gives an undertaking that he or she will satisfy the Branch Officer nomination requirement but fails to comply with such undertaking.

Rule 23: The Metropolitan Branch Secretary

- 23.1. The Metropolitan Branch Board will elect a Branch Secretary from among its members in accordance with the provisions of this Rule and of Appendix 2.
- 23.2. The election of the Branch Secretary will take place at the first meeting of the Branch Board after its constitution.
- 23.3. A person becoming the Branch Secretary will become such on the first day of the month following that in which the election is held and, subject to paragraph 23.5., he or she will remain Branch Secretary until the last day of the month in which the following election is held.
- 23.4. If a person elected for an electoral constituency is elected as Branch Secretary he or she will remain a member of the Branch Board but will cease to be regarded as having been elected for an electoral constituency and there will be a casual vacancy on the Branch Board.
- 23.5. A person elected as Branch Secretary will cease to be the Branch Secretary if he or she:
- 23.5.1. resigns as such;
 - 23.5.2. ceases to be a subscribing member of the Federation;
 - 23.5.3. ceases to be a member of the police force or a police cadet in that force; or

23.5.4. is removed from his or her position under the Ethics, Standards and Performance Procedure; or

23.5.5. gives an undertaking that he or she will satisfy the Branch Officer nomination requirement but fails to comply with such undertaking.

Rule 24: The Metropolitan Branch Treasurer and other Metropolitan Branch Officers

24.1. The Metropolitan Branch Board will elect a Branch Treasurer from amongst its members in accordance with the provisions of this Rule and of Appendix 2.

24.2. The Metropolitan Branch Board may elect such other branch officers (“other Branch Officers”) from amongst its members as it may from time to time determine.

24.3. The Branch Treasurer and, where the Branch Board determines to have other Branch Officers, any such Officer, will take up and hold the office, (subject to paragraph 24.5.) cease to hold the office and be subject to re-election on the same basis as the Branch Secretary under these Rules.

24.4. The Branch Board will determine whether a member of the Branch Board who has been elected for an electoral constituency who is elected as the Branch Treasurer or as any other Branch Officer will cease to be regarded as having been elected for an electoral constituency, thereby creating a casual vacancy on the Branch Board. In that case, the person elected Branch Treasurer or any other Branch Officer will remain an additional member of the Branch Board.

24.5. If a person elected as Branch Treasurer or other Branch Officer is a person elected for an electoral constituency and subsequently ceases to belong to the electoral constituency for which he or she was elected, he or she will cease to hold the office unless the Branch Board had determined at the time of his or her election to the office that he or she was an additional member of the Branch Board or unless the Metropolitan Constituency Arrangements provide otherwise.

Chapter 3: Branches – proceedings

Rule 25: Meetings

25.1. The following meetings may be organised in each force in accordance with the Regulations.

25.2. A Branch Board may organise general meetings of some or all of the members of the branch.

25.3. A Branch Council may meet as provided in the Regulations.

25.4. A Metropolitan Executive Committee may meet as provided in the Regulations.

25.5. A Branch Board may meet as provided in the Regulations.

Rule 26: Role of the Branch Council

26.1. In branches other than the Metropolitan Branch, the Branch Council will elect the Branch Board in accordance with the provisions of these Rules.

26.2. The Branch Council (in the Metropolitan Branch, Branch Councils) will hold the Branch Board to account for how it runs and leads the branch.

26.3. The Branch Board will consult the Branch Council (in the Metropolitan Branch, Branch Councils) on major policy and budget issues affecting the branch.

Rule 27: Role of the Branch Board

27.1. The Branch Board will lead and run the branch.

27.2. The Branch Board will make policy decisions affecting the branch.

27.3. The Branch Board will be the strategic driver of the branch, formulating strategy and putting it to the Branch Council (in the Metropolitan Branch, Branch Councils) for approval.

Rule 28: Proceedings of Branch Councils and Branch Boards outside the Metropolitan Branch

28.1. The Branch Secretary and the Branch Chair will be entitled to vote in Branch Council and Branch Board meetings. The Branch Chair will have a second or casting vote.

28.2. Additional members of a Branch Board will not be entitled to vote.

28.3. Subject to the provisions of the Regulations and these Rules, the Branch Board in each force will regulate its own procedures, and the procedures of the Branch Council and of any general meetings of some or all members.

28.4. A Branch Board may provide for the appointment of committees and sub-committees and for their procedure.

Rule 29: Proceedings of the Metropolitan Branch Councils, Metropolitan Executive Committees and the Metropolitan Branch Board

29.1. The Secretary and Chair of a Metropolitan Executive Committee will be entitled to vote in meetings of the relevant Branch Council. The Chair will have a second or casting vote.

- 29.2. All relevant Branch Board Officers will be able to attend any Metropolitan Branch Council or Metropolitan Executive Committee meeting, but will not be entitled to vote.
- 29.3. The Secretary and Chair of a Metropolitan Executive Committee will be entitled to vote in meetings of the Executive Committee. The Chair will have a second or casting vote.
- 29.4. The Branch Secretary and Branch Chair will be entitled to vote in meetings of the Branch Board. The Chair will have a second or casting vote.
- 29.5. Additional members of the Branch Board who are also members of the National Board will not be entitled to vote. Any other additional members of the Branch Board will be entitled to vote.
- 29.6. The Branch Board will regulate the procedures of any general meeting of some or all of the members or Elected Representatives.
- 29.7. Subject to the provisions of the Regulations and these Rules, a Branch Council, Metropolitan Executive Committee or the Branch Board will regulate its own procedures.
- 29.8. The Branch Board may provide for the appointment of committees and sub-committees and for their procedure.

Part 3: National bodies – elections and membership of representative bodies and proceedings

Chapter 1: The National Council

Rule 30: Establishment of the National Council

30. A national council (“the National Council”) will be established in accordance with the provisions of the following Rules.

Rule 31: Membership of the National Council

31.1. The members of the National Council will be:

31.1.1. each Branch Board Secretary and Branch Board Chair;

31.1.2. two further members from the Metropolitan Branch (“the further members”);

31.1.3. additional members to ensure appropriate representation for certain protected characteristics (“additional National Council members”) if provided for in Appendix 2; and

31.1.4. the members of the National Board.

31.2. The two further members will be elected by the Metropolitan Branch Board from among its members in accordance with the provisions of this Rule and of Appendix 2.

31.3. The number, if any, of additional National Council members, the method by which any such members will be elected and any other requirement of such an election are set out in Appendix 2.

31.4. The establishment of, and elections of further and additional National Council members to, the National Council will take place after the election of Branch Board Chairs and Secretaries. All elections of further and additional National Council members will be held prior to the first meeting of the new National Council.

Rule 32: Becoming and ceasing to be a member of the National Council

32.1. A person who is a Branch Board Secretary or a Branch Board Chair will be a member of the National Council while he or she holds that office.

32.2. A person who is elected as a further member or as an additional National Council member will, subject to any rules made in relation to casual vacancies, become a

member of the National Council immediately on election and, subject to paragraph 32.3., he or she will remain such a member until the next following election is held.

32.3. A person elected as a further or additional National Council member will cease to be a member of the National Council if he or she:

32.3.1. resigns as such;

32.3.2. ceases to be a subscribing member of the Federation;

32.3.3. in the case of a further member, ceases to be a member of the Metropolitan Police Service or a police cadet in that force;

32.3.4. in the case of an additional National Council member, ceases to belong to the region for which he or she was elected; or

32.3.5. is removed from his or her position under the Ethics, Standards and Performance Procedure.

Rule 33: Role of the National Council

33.1. The National Council will elect the National Board in accordance with the provisions of these Rules.

33.2. The National Council will hold the National Board to account for how it runs and leads the Federation.

33.3. The National Board will consult the National Council on major policy and budget issues.

33.4. The National Council will receive and approve the annual report and accounts.

33.5. The National Board will require the National Council's agreement for:

33.5.1. the long term strategy of the Federation;

33.5.2. the Federation's funding system, including the balance between national and branch funding;

33.5.3. any proposals for the development of national level services to members; and

33.5.4. changes in subscription rates before they are put for approval to Conference.

Rule 34: Meetings of the National Council

34. The National Council will meet at least three times a year and may arrange such additional meetings as it considers appropriate.

Rule 35: Proceedings of the National Council

- 35.1. Meetings of the National Council will be chaired by the National Chair. In the absence of the National Chair, the Vice Chair will chair the meeting. In the absence of the Chair and the Vice Chair, the National Council will select a person to chair the meeting.
- 35.2. With the exception of voting in any election, a vote at the National Council will be conducted using such system of weighted voting as the National Council, with the approval of the National Board, shall from time to time adopt.
- 35.3. Members of the National Board will be non-voting members of the National Council but a member of the National Board will be able to vote in elections to the National Board if permitted to do so in Appendix 2.
- 35.4. Subject to the provisions of the Regulations and these Rules, the National Council will regulate its own procedures.

Chapter 2: The National Board

Rule 36: Establishment of the National Board

- 36.1. A national board ("the National Board") will be established in accordance with the provisions of this Rule.
- 36.2. The National Board will have 24 members from 2018.
- 36.3. There will be a review of the appropriate number of members of the National Board prior to 2021.
- 36.4. The National Chair and the National Secretary will be members of the National Board.

Rule 37: Elections to the National Board

37. The members of the National Council will elect 22 members to the National Board in accordance with the provisions of this Rule and of Appendix 2.

Rule 38: Membership of the National Board

- 38.1. A person elected as a member of the National Board will, subject to any rules made in relation to casual vacancies, become such on the first day of the month following that in which election is held and, subject to paragraph 38.4., will remain a member of the National Board until the end of the month in which the next following election is held.

- 38.2. Subject to paragraph 38.3., a person elected to the National Board is required to give his or her full time and attention to that national role and on election will give up any other Federation office or role, unless, in exceptional circumstances, the National Board agree otherwise. For the avoidance of doubt:
- 38.2.1. this will not prevent a National Board member remaining an additional member of his or her Branch Board;
 - 38.2.2. this will not prevent a National Board member remaining a member of the National Council under Rule 31.1.4.; and
 - 38.2.3. this will not prevent the National Secretary or National Chair from holding the relevant office.
- 38.3. If a person elected to the National Board is appointed to perform part-time service as a police officer, the duty in paragraph 38.2. to give full time and attention to that national role will apply only to that person's determined hours.
- 38.4. A person will cease to be a member of the National Board if he or she:
- 38.4.1. resigns as such;
 - 38.4.2. ceases to be a subscribing member of the Federation;
 - 38.4.3. ceases to be a member of his or her police force or a police cadet in that force;
 - 38.4.4. in the case of a person elected by a region, ceases to belong to the region for which he or she was elected; or
 - 38.4.5. is removed from his or her position under the Ethics, Standards and Performance Procedure.

Rule 39: Role of the National Board

- 39.1. The National Board will lead and run the Federation.
- 39.2. The National Board will make policy decisions.
- 39.3. The National Board will be the strategic driver of the Federation, formulating strategy and putting it to the National Council for approval.

Rule 40: Meetings and Proceedings of the National Board

- 40.1. The National Secretary will not be entitled to vote.
- 40.2. The National Chair will be entitled to vote and will have a second or casting vote.

- 40.3. Subject to the provisions of the Regulations and these Rules, the National Board will regulate its own procedures, including arranging such meetings as it considers appropriate.
- 40.4. The National Board may provide for the appointment of committees and sub-committees and for their procedure.

Chapter 3: The National Secretary, Chair and Other National Officers

Rule 41: The National Secretary

- 41.1. The National Board will appoint a national secretary (“the National Secretary”) from among its members in accordance with the following provisions.
- 41.2. The National Board will agree a job description and person specification for the position of the National Secretary.
- 41.3. Any member of the National Board who seeks appointment as the National Secretary will submit a written application.
- 41.4. All members of the National Board who are not seeking appointment will form a selection panel (“the Selection Panel”).
- 41.5. The Selection Panel will consider the applications and select the National Secretary.
- 41.6. Candidates will be excluded from the Selection Panel’s deliberations, but the Selection Panel may conduct such interviews of the candidates as it considers appropriate.
- 41.7. In the event that the Selection Panel is not unanimous, selection will take place on the basis of a majority vote of the Selection Panel, with the Chair holding a casting vote if necessary.
- 41.8. The selection of the National Secretary will take place at the first meeting of the National Board after its election by the National Council.
- 41.9. A person becoming the National Secretary will become such on the first day of the month following his or her appointment and, subject to paragraph 41.10., he or she will remain National Secretary until the last day of the month in which the following National Secretary is appointed.
- 41.10. A person elected as National Secretary will cease to be the National Secretary if he or she:
 - 41.10.1. resigns as such;

- 41.10.2. ceases to be a subscribing member of the Federation;
- 41.10.3. ceases to be a member of his or her police force or a police cadet in that force; or
- 41.10.4. is removed from his or her position under the Ethics, Standards and Performance Procedure.

Rule 42: The National Chair

- 42.1. All members of the Federation will elect the National Chair from among members of the National Council in accordance with the provisions of this Rule and of Appendix 2.
- 42.2. The election of the National Chair will take place after the formation of the National Council.
- 42.3. A person becoming the National Chair will become such on the first day of the month following that in which the election is held and, subject to paragraph 42.4., he or she will remain National Chair until the last day of the month in which the following election is held.
- 42.4. A person elected as National Chair will cease to be the National Chair if he or she:
 - 42.4.1. resigns as such;
 - 42.4.2. ceases to be a subscribing member of the Federation;
 - 42.4.3. ceases to be a member of his or her police force or a police cadet in that force; or
 - 42.4.4. is removed from his or her position under the Ethics, Standards and Performance Procedure.

Rule 43: Other National Officers

- 43.1. There will be a national treasurer ("the National Treasurer") who will be elected by the National Board from among its members.
- 43.2. A person becoming the National Treasurer will become such on the first day of the month following that in which the election is held and, subject to paragraph 43.3., he or she will remain the National Treasurer until the last day of the month in which the following election is held.
- 43.3. A person elected as the National Treasurer will cease to be the National Treasurer if he or she:

- 43.3.1. resigns as such;
 - 43.3.2. ceases to be a subscribing member of the Federation;
 - 43.3.3. ceases to be a member of his or her police force or a police cadet in that force; or
 - 43.3.4. is removed from his or her position under the Ethics, Standards and Performance Procedure.
- 43.4. In addition to the National Secretary, the National Chair and the National Treasurer, the National Board may elect such other National Officers from among its members as it may from time to time determine.
- 43.5. Where the National Board determines to have other National Officers, any such Officer will take up and hold the office, cease to hold the office and be subject to re-election on the same basis as the National Treasurer under these Rules.

Part 3A – Wales

Rule 43A: Additional Provisions for Wales

- 43A.1. For the triennial period beginning in 2021 the additional provisions set out in Appendix 11 (“Additional Provisions for Wales”) will apply.
- 43A.2. Prior to every subsequent round of triennial elections, the National Board will review the Additional Provisions for Wales.
- 43A.3. Any amendments to the Additional Provisions for Wales will be made at least six months before the relevant round of triennial elections begins.

Part 4: Conference

Part 4: Conference

Rule 44: Conference

44. The National Board will hold an annual conference (“Conference”) at such time as agreed with the Secretary of State lasting not more than three days.

Rule 45: Delegates to Conference

- 45.1. The following are entitled to attend Conference as delegates:
- 45.1.1. members of the National Board;
 - 45.1.2. members of the National Council;
 - 45.1.3. the trustees of the National Fund; and
 - 45.1.4. delegates elected from each branch in accordance with the provisions of this Rule and any provision contained in Appendix 4.
- 45.2. If a person has been elected as Branch Secretary or Branch Chair, but has not taken up the relevant office at the time of Conference, he or she will be treated as a member of the National Council for the purposes of Rule 45.1..
- 45.3. The number of delegates to Conference elected by branches will be determined by the formula contained in the Regulations subject to any variation set out in Appendix 4.
- 45.4. The election of delegates to Conference from each branch will be conducted on an annual basis and in accordance with the rules set out in Appendix 4.
- 45.5. The National Board will review the rules set out in Appendix 4 at the same time that it reviews the National Electoral Arrangements under Rule 5.3.. Each such review will include consideration of whether it is appropriate to take any positive action steps in relation to members who share a particular protected characteristic.
- 45.6. A person who is elected as a delegate to Conference will cease to be a delegate if he or she:
- 45.6.1. resigns as such;
 - 45.6.2. ceases to be a subscribing member of the Federation;
 - 45.6.3. ceases to be a member of the police force or a police cadet in that force; or

45.6.4. is removed from his or her position under the Ethics, Standards and Performance Procedure.

45.7. A Branch Board may make rules to deal with the treatment of any casual vacancy in the branch's delegates to Conference.

Rule 46: Role of Conference

46.1. Conference will discuss policing matters as they relate to members and the public and engage with external stakeholders.

46.2. Any variation in the level of voluntary subscriptions must be approved by Conference.

46.3. If the National Board determines that the level of voluntary subscriptions is to change:

46.3.1. A motion will be put to Conference, including the proposed variation and the date it is to take effect;

46.3.2. If a majority of the delegates present vote in favour of the motion it will be carried; and

46.3.3. In the event of a tie, the National Chair (or in the absence of the National Chair, the person chairing Conference) will have a casting vote.

Part 5 - Equality

Rule 47: Equality Assessment, Information and Report

47.1. In accordance with regulation 15 and the following provisions of this rule the National Board will:

47.1.1. carry out or arrange an assessment (“the Assessment”) of the representation of persons with protected characteristics in the Federation;

47.1.2. publish information (“the Information”) relating to the protected characteristics of:

47.1.2.1. members of:

- the Federation;
- the Federation branches;
- the Federation bodies;
- the Federation officers; and

47.1.2.2. delegates to the annual conference; and

47.1.3. prepare a report (“the Report”) on the steps it is taking to advance equality of opportunity in the Federation between those who share a protected characteristic, and those who do not share it.

47.2. Subject to paragraph 47.3., the Assessment, Information and Report will relate to such of the following protected characteristics as the National Board may determine:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;

- sexual orientation

47.3. In preparing the Assessment, Information and Report, the sub-categories used for any characteristic (as to matters including age group; type of disability; description of racial group or ethnicity; categories of religion or belief) will be as determined by the National Board.

Section C: Financial and other matters

Part 1: Financial Arrangements

Rule 48: Federation Fund Rules

48. The Rules in Appendix 5 (“the Federation Fund Rules”) have effect.

Rule 49: Financial Policies and Procedures

49.1. The National Board will maintain such financial policies and procedures as are agreed by the National Board and the National Council.

49.2. The current policies and procedures are contained in Appendix 6.

49.3. The National Board may introduce new financial policies and procedures and may amend or revoke policies and procedures from time to time. Any new policy, amendment or revocation must be approved by the National Council.

Rule 50: Additional Responsibility Payments, Expenses and Hospitality

50.1. The National Board will maintain policies dealing with the following issues:

50.1.1. the nature and level of any payments which can be made to Federation representatives and the conditions which apply to such payments. Such payments will be known as “Additional Responsibility Payments”; and

50.1.2. the treatment of expenses and the giving and receipt of hospitality by Federation members and representatives.

50.2. Every member and every representative of the Federation must comply with the Additional Responsibility Payment and Expenses and Hospitality policies.

50.3. No payments are to be made to members or representatives outside the terms of the Additional Responsibility Payment and Expenses and Hospitality policies.

50.4. The current Additional Responsibility Payment and Expenses and Hospitality policies are contained in Appendix 7.

50.5. The National Board may introduce new policies and may amend or revoke Additional Responsibility Payment and Expenses and Hospitality policies from time to time. Any new policy, amendment or revocation must be approved by the National Council.

Part 2: Ethics, standards and performance

Rule 51: Standards and Performance Agreement

51. The Federation's Standards and Performance Agreement at Appendix 8 sets out the expectations of all Federation representatives.

Rule 52: Ethics, Standards and Performance Procedure

52. The Ethics, Standards and Performance Procedure at Appendix 9 will apply to all Federation representatives.

Part 3: Transitional provisions

Rule 53: Transitional provisions

53. The transitional provisions in Appendix 10 have effect.

APPENDIX 2

The National Electoral Arrangements (“NEA”)

Introduction

1. The arrangements set out below are the National Electoral Arrangements which apply to the Federation electoral cycle which begins in 2021.

Appointment of independent scrutineer

2. The National Board will appoint an independent scrutineer to conduct all elections in this electoral cycle, subject to, and in accordance with, these NEA.

Membership

3. In order to be able to vote in an election, a person must be a member of the Federation two months before the day on which nominations open for Branch Council elections outside the Metropolitan Branch (“the relevant date”).
4. The independent scrutineer will determine whether a person is a member on the relevant date. In making such a determination, the independent scrutineer will rely on the Federation’s membership data and any additional information provided by the Branch Board.

Complaints and disputes

5. In the event of a complaint which cannot be resolved by the independent scrutineer or a matter relating to an election which is not covered by these NEA, the complaint or matter will be referred to the National Secretary, whose decision upon it will be final.
6. If the National Secretary considers there to have been a significant irregularity which has or may have affected the outcome of an election, the National Secretary shall have the power to declare the outcome of that election void and require a fresh election to be held. In such circumstances, the person or persons elected are entitled to continue to hold the elected position or positions pending the outcome of the fresh election.

Arrangements of general application

Nomination

7. Unless otherwise stated, in any election, any member who meets the nomination criteria for that election may stand as a candidate. There is no need to be nominated by anyone else.
8. Any person standing as a candidate in an election must:
 - (a) complete such nomination form as the independent scrutineer shall require; and
 - (b) sign the Federation's Standards and Performance agreement.
9. The following restrictions ("the general restrictions") will apply. A member cannot stand as a candidate in any election if:
 - (a) he or she is not a subscribing member;
 - (b) he or she does not meet the subscription condition;
 - (c) he or she is suspended as a police officer;
 - (d) he or she is suspended by the Federation; or
 - (e) he or she is prohibited from standing for election under the Ethics, Standards and Performance Procedure.
10. For the purposes of paragraph 9 and these NEA "the subscription condition" is that the member:
 - (a) has been paying voluntary subscriptions for a continuous period of at least 12 months ending with the relevant date; or
 - (b) if the member has been a police officer for less than 12 months at the relevant date, he or she commenced paying voluntary subscriptions within 6 months of joining the police service and has continued to pay;

provided that where a member is on unpaid leave he or she will be regarded as being a subscribing member and paying voluntary subscriptions for that period of unpaid leave if he or she was paying such subscriptions immediately before the period of unpaid leave commenced.

Voting and conduct of elections

11. In these NEA "the Branch Officer nomination requirement" is that a candidate for the relevant position must satisfy the nomination requirement set out in Rule 11A or Rule 21A.
12. In these NEA, unless otherwise stated:

- (a) all elections will be conducted by the independent scrutineer, unless agreed otherwise by the independent scrutineer. In the event that the independent scrutineer agrees that an election can be conducted by a Federation body or officer, that body or officer must provide the independent scrutineer with any information the independent scrutineer may reasonably require;
 - (b) all elections will be conducted online, unless agreed otherwise by the independent scrutineer;
 - (c) all elections will be by secret ballot;
 - (d) a person who is eligible to vote in any election will have as many votes as there are vacancies to be filled; and
 - (e) a candidate in an election can vote for him or herself.
13. Where a person has more than one vote, each vote must be for a different candidate.
14. In the event of a tie, unless otherwise stated, the independent scrutineer will choose the successful candidate or candidates by an appropriate random method.
15. If there is only one candidate for a position or if the number of candidates nominated for a number of positions is equal to or less than the number of positions, then the nominated candidate or candidates shall be deemed to be elected without the need for a vote.
16. After each election the independent scrutineer will publish the successful candidates, but details of the votes cast for candidates will not be published.

Protected characteristics

17. There will be safeguarding of seats for female and BAME candidates in accordance with the provisions of these NEA.
18. The figures for the proportion of female officers and for BAME officers in each force are taken from the Home Office police officer statistics as at 31st March 2019.
19. For the purposes of these NEA:
- (a) a person will be regarded as being BAME if he or she defines his or her ethnicity as Black, Asian, Mixed, Chinese or Other on the relevant nomination form; and
 - (b) a person will be regarded as being female if she defines herself as female on the relevant nomination form.

Rank protection

20. In any reference to safeguarding positions for rank, the three relevant ranks are:

- constable;
- sergeant;
- inspecting ranks (inspector and chief inspector).

21. Any reference to “inspector” or “inspectors” is a reference to a member or members of inspecting ranks.

Specific arrangements

Branch Council elections outside the MPS.

Who can stand?

22. Subject to the general restrictions, and to any applicable rank restriction, any Federation member who is a member of a relevant constituency can stand as candidate for the position of representative and member of the Branch Council. Any such member will need to be nominated and seconded in accordance with such arrangements as the independent scrutineer shall require.

Who can vote?

23. Each member of the Federation can vote in the constituency in which he or she is determined to be a member in the Constituency Arrangements made under the Rules.

Safeguarding for rank and protected characteristics

Rank protection

24. Each branch will safeguard 20% of seats on its Branch Council for sergeants and 20% of seats for inspectors.

25. The number of seats safeguarded in a branch for sergeants and inspectors will be determined by multiplying the overall size of the Branch Council (i.e. the number of representatives) by 20%. The figure will then be rounded up to the nearest whole number.

26. If there are insufficient candidates of the relevant rank for a seat which is safeguarded for rank, that seat will become open to candidates of any rank.

27. The way in which seats are allocated is explained at paragraphs 36 – 61 below.

Protected characteristics

(a) Female members

28. Each branch will safeguard a number of seats on its Branch Council equivalent to the proportion of female officers in that force, with that proportion rounded down (where rounding is necessary) to the nearest 5%.

29. The number of seats safeguarded in a force will be determined by:

(a) multiplying the overall size of the Branch Council (i.e. the number of representatives) by the proportion of female officers in the force rounded down in accordance with paragraph 28; and

(b) (where rounding is necessary) rounding down the figure in (a) to the nearest whole number.

30. If there are insufficient candidates for a seat which is safeguarded for a female member, that seat will be filled by the highest placed appropriate candidate, regardless of gender.

31. The way in which seats are allocated is explained at paragraphs 36 – 61 below.

(b) BAME members

32. Where applicable, each branch will safeguard a number of seats on its Branch Council equivalent to the proportion of BAME officers in that force, rounded (where rounding is necessary) to the nearest 0.1%.

33. The number of seats, if any, safeguarded in a force will be determined by:

(a) multiplying the overall size of the Branch Council (i.e. the number of representatives) by the proportion of BAME officers in the force rounded in accordance with paragraph 32; and

(b) (where rounding is necessary) rounding the figure in (a) to the nearest whole number.

34. If there are insufficient candidates for a seat which is safeguarded for a BAME member, that seat will be filled by the highest placed appropriate candidate, regardless of ethnicity.

35. The way in which seats are allocated is explained at paragraphs 36 – 61 below.

Allocation of seats to deal with safeguarding for rank and protected characteristics

Constituency seats and list seats

36. In each branch, prior to drawing up the Constituency Arrangements, the numbers of seats to be safeguarded for rank and protected characteristics must be calculated.
37. The Constituency Arrangements must provide for the following types of seat:
 - (a) constituency seats; and
 - (b) list seats.
38. "Constituency seats" are seats in a constituency or constituencies which are defined in the Constituency Arrangements.
39. "List seats" are seats which will be filled from a list of candidates who are not elected in constituency seats.
40. The number of list seats will be equivalent to the number of seats safeguarded for protected characteristics and for rank minus the number of constituency seats reserved for rank. The remaining seats will be constituency seats.

Safeguarding for rank

41. The way in which seats are safeguarded for rank is as follows.
42. The Constituency Arrangements must reserve at least 50% of the appropriate number of seats in constituencies, determined in accordance with paragraphs 24 – 25, for members holding the rank of sergeant and at least 50% of the appropriate number of seats in constituencies, determined in accordance with paragraphs 24 – 25, for members holding the rank of inspector.
43. Subject to paragraph 26, only members who hold the relevant rank at the time of the election may stand in the reserved positions.
44. All members in a constituency, regardless of rank, will vote for any reserved seat.

Conduct of elections and the list seats

45. Once elections have been held, the proportion of the votes for each candidate in each constituency will be calculated.
46. In calculating the proportion of votes for each candidate in each constituency:
 - (a) Where more than one member is to be elected in a constituency, the proportion of votes for each candidate will be:

$$A \div B \times 100$$

- (b) Where A is the number of votes received by the candidate and B is the maximum number of votes which the candidate could have received in the election from those who voted in the election. Where an election is uncontested, the relevant candidates in that constituency will be deemed to have had 100% of the votes in that constituency.

47. Constituency seats will be allocated:

(a) in the case of seats reserved to sergeants and inspectors, to the appropriate candidates receiving the highest proportion of votes in the relevant constituency; and

(b) in the case of other constituency seats, to the candidates receiving the highest proportion of votes in the relevant constituency

until all constituency seats are filled.

48. A list will then be prepared of all candidates across the force who have not been elected to constituency seats, in order of the proportion of votes received by each such candidate.

49. For the purposes of paragraphs 50 – 53 below, it is to be assumed that any constituency seat which was reserved for a particular rank was filled by a member of that rank.

50. If, following the allocation of constituency seats, there would be fewer representatives holding the rank of sergeant than the number of seats safeguarded for that rank on the Branch Council, the highest placed candidate holding that rank will be elected to a list seat.

51. If necessary, the process at paragraph 50 will be repeated until the appropriate number of seats safeguarded for sergeants on the Branch Council are filled.

52. If, following the allocation of constituency seats, there would be fewer representatives holding the rank of inspector than the number of seats safeguarded for that rank on the Branch Council, the highest placed candidate holding that rank will be elected to a list seat.

53. If necessary, the process at paragraph 52 will be repeated until the appropriate number of seats safeguarded for inspectors on the Branch Council are filled.

54. If there are insufficient candidates of the appropriate rank for a seat which is safeguarded for a particular rank, that seat will be filled by the highest placed appropriate candidate, regardless of rank.
55. If, following the allocation of constituency seats and any list seats to sergeants and inspectors in accordance with paragraphs 50 – 54, there would be fewer BAME representatives than the number of seats safeguarded for BAME officers on the Branch Council, the highest placed BAME candidate on the list will be elected to a list seat.
56. If necessary, the process at paragraph 55 will be repeated until the appropriate number of seats safeguarded for BAME officers on the Branch Council are filled.
57. If there are insufficient BAME candidates for a seat which is safeguarded for a BAME member, that seat will be filled by the highest placed appropriate candidate, regardless of ethnicity.
58. If after the filling of constituency seats and any list seats allocated to BAME representatives there would be fewer female representatives than the number of seats safeguarded for female officers on the Branch Council, the highest placed female candidate on the list will be elected to a list seat.
59. If necessary, the process at paragraph 58 will be repeated until the appropriate number of seats safeguarded for female officers on the Branch Council are filled.
60. If there are insufficient female candidates for a seat which is safeguarded for a female member, that seat will be filled by the highest placed appropriate candidate, regardless of gender.
61. After the allocation of list seats to BAME and female representatives, or if there is no need to allocate list seats for the purpose of safeguarding for those protected characteristics, any remaining list seats will be allocated from the list in order of the proportion of vote which the candidates achieved.

Branch Board elections outside the MPS

Who can stand?

62. Subject to the general restrictions, any member of the Branch Council can stand as a candidate for membership of the Branch Board.

Who can vote?

63. Each member of the Branch Council can vote.

Safeguarding for rank and protected characteristics

Rank protection

64. Each branch will safeguard seats on its Branch Board for constables, sergeants and inspectors. 20% of seats will be safeguarded for each rank.
65. The number of seats safeguarded for each rank will be determined by multiplying the overall size of the Branch Board by 20%. The figure will then be rounded up to the nearest whole number.
66. The way in which seats are allocated is explained at paragraphs 73 – 83 below.

Protected characteristics

Female members

67. Each branch will safeguard a number of seats on its Branch Board equivalent to the proportion of female officers in that force, with that proportion rounded down (where rounding is necessary) to the nearest 5%.
68. The number of seats safeguarded will be determined by:
 - (a) multiplying the overall size of the Branch Board (i.e. the number of representatives) by the proportion of female officers in the force rounded down in accordance with paragraph 67; and
 - (b) (where rounding is necessary) rounding down the figure in (a) to the nearest whole number.
69. The way in which seats are allocated is explained at paragraphs 73 – 83 below.

BAME members

70. Where applicable, each branch will safeguard a number of seats on its Branch Board equivalent to the proportion of BAME officers in that force, rounded (where rounding is necessary) to the nearest 0.1%.
71. The number of seats, if any, safeguarded will be determined by:
 - (a) multiplying the overall size of the Branch Board (i.e. the number of representatives) by the proportion of BAME officers in the force rounded in accordance with paragraph 70; and
 - (b) (where rounding is necessary) rounding the figure in (a) to the nearest whole number.

72. The way in which seats are allocated is explained at paragraphs 73 – 83 below.

Allocation of seats to deal with safeguarding for rank and protected characteristics

Calculating the number of safeguarded seats

73. The number of seats being safeguarded will be calculated in accordance with the provisions set out above:

- (a) for each rank;
- (b) for female members; and
- (c) (if applicable) for BAME members

Allocating seats

74. Once the election has been held, candidates will be listed in order of votes received.

75. The number of seats safeguarded for each rank will be filled by the highest placed candidates for that rank.

76. If there are insufficient candidates for a seat which is safeguarded for a particular rank, that seat will be filled by the highest placed appropriate candidate, regardless of rank.

77. If, following the allocation of the seats safeguarded for rank, there would be fewer BAME representatives than the number of seats safeguarded for BAME officers on the Branch Board, the BAME candidate with the highest number of votes from among the candidates who have not been allocated a seat will be allocated a seat.

78. If necessary, the process at paragraph 77 will be repeated until the appropriate number of seats safeguarded for BAME officers on the Branch Board are filled.

79. If there are insufficient BAME candidates for a seat which is safeguarded for a BAME member, that seat will be filled by the highest placed appropriate candidate, regardless of ethnicity.

80. If after the allocation of seats safeguarded for rank and any safeguarding for BAME representatives there would be fewer female representatives than the number of seats safeguarded for female officers on the Branch Board, the female candidate with the highest number of votes from among the candidates who have not been allocated a seat will be allocated a seat.

81. If necessary, the process at paragraph 80 will be repeated until the appropriate number of seats safeguarded for female officers on the Branch Board are filled.

82. If there are insufficient female candidates for a seat which is safeguarded for a female member, that seat will be filled by the highest placed appropriate candidate, regardless of gender.

83. If after the allocation of seats safeguarded for rank and any safeguarding for BAME and female representatives there are seats which have not been allocated, any such seat will be allocated to the highest placed candidate who has not yet been allocated a seat.

Election of Branch Secretary

Who can stand?

84. Subject to the general restrictions, any member elected to the Branch Board who satisfies the Branch Officer nomination requirement can stand as a candidate for Branch Secretary. An additional member of a Branch Board cannot stand as a candidate.

Who can vote?

85. Each member of the Branch Board can vote. An additional member of a Branch Board cannot vote.

Election of Branch Chair

Who can stand?

86. Subject to the general restrictions, any member elected to the Branch Board who satisfies the Branch Officer nomination requirement can stand as a candidate for Branch Chair. An additional member of a Branch Board cannot stand as a candidate.

Who can vote?

87. Each member of the branch can vote.

Election of Branch Treasurer

Who can stand?

88. Subject to the general restrictions, any member elected to the Branch Board who satisfies the Branch Officer nomination requirement can stand as a candidate for Branch Treasurer. An additional member of a Branch Board cannot stand as a candidate.

Who can vote?

89. Each member of the Branch Board can vote. An additional member of a Branch Board cannot vote.

Elected Representative elections in the Metropolitan Branch.

Who can stand?

90. Subject to the general restrictions, and to any applicable rank restriction, any Federation member who is a member of a relevant constituency can stand as candidate for the position of Elected Representative. Any such member will need to be nominated and seconded in accordance with such arrangements as the independent scrutineer shall require.

Who can vote?

91. Each member of the Federation can vote in the constituency in which he or she is determined to be a member in the Constituency Arrangements made under the Rules.
92. Members can only vote for candidates of their rank.

Safeguarding for rank and protected characteristics

Rank protection

93. The Constituency Arrangements for the Metropolitan Branch will safeguard 20% of Elected Representative seats for sergeants and 20% of seats for inspectors.
94. The number of seats safeguarded for sergeants and inspectors will be determined by multiplying the overall number of representatives before any safeguarding by 20%. The figure will then be rounded up to the nearest whole number.
95. If there are insufficient candidates of the relevant rank for a seat which is safeguarded for rank, that seat will be left vacant. This will not prevent the seat subsequently being filled as a casual vacancy.

Protected characteristics

(a) Female members

96. The Metropolitan branch will safeguard a number of Elected Representative seats equivalent to the proportion of female officers in the Metropolitan force, with that proportion rounded down (where rounding is necessary) to the nearest 5%.
97. The number of seats safeguarded in the branch will be determined by:

- (a) multiplying the overall number of Elected Representatives before any safeguarding by the proportion of female officers in the force rounded down in accordance with paragraph 96; and
 - (b) (where rounding is necessary) rounding down the figure in (a) to the nearest whole number.
98. The way in which safeguarding will operate is explained at paragraphs 102 – 107 below.
- (b) BAME members
99. The Metropolitan Branch will safeguard a number of Elected Representative seats equivalent to the proportion of BAME officers in the force, rounded (where rounding is necessary) to the nearest 0.1%.
100. The number of seats safeguarded in the branch will be determined by:
- (a) multiplying the overall number of Elected Representatives before any safeguarding by the proportion of BAME officers in the force rounded in accordance with paragraph 99; and
 - (b) (where rounding is necessary) rounding the figure in (a) to the nearest whole number.
101. The way in which safeguarding will operate is explained at paragraphs 102 – 107 below.

The operation of safeguarding for gender and ethnicity

102. Elected Representative seats will be allocated to the appropriately qualified candidates who receive the highest number of votes in the relevant constituency.
103. A list will then be prepared of all candidates across the force who have not been elected , in order of the proportion of votes received by each such candidate in his or her constituency.
104. If, following the allocation of Elected Representative seats, there would be fewer BAME representatives than the number of seats safeguarded for BAME officers in the branch, the highest placed BAME candidate on the list will be elected as an additional representative.
105. If necessary, the process at paragraph 104 will be repeated until the appropriate number of seats safeguarded for BAME officers are filled.

106. If after the filling of Elected Representative seats and any additional seats allocated to BAME representatives there would be fewer female representatives than the number of seats safeguarded for female officers, the highest placed female candidate on the list will be elected as an additional representative.
107. If necessary, the process at paragraph 106 will be repeated until the appropriate number of seats safeguarded for female officers are filled.

Branch Council elections in the Metropolitan Branch

108. There will be three Branch Councils in the Metropolitan Branch:
- (a) The Front Line Policing (“FLP”) Branch Council;
 - (b) The Met Operations (“MO”) Branch Council; and
 - (c) The Specialist Operations (“SO”) Branch Council.
109. Elected Representatives will be elected to each Branch Council from the constituencies in the relevant area of the force.
110. The “relevant area” for each Branch Council is:
- (a) the Frontline Policing BCUs and the Frontline Policing Specialist Crime Commands of the Metropolitan Police Service for the FLP Branch Council;
 - (b) the Met Operations units of the Metropolitan Police Service and such other constituencies as are provided for in the Metropolitan Constituency Arrangements for the MO Branch Council; and
 - (c) the SO units of the Metropolitan Police Service and such other constituencies as are provided for in the Metropolitan Constituency Arrangements for the SO Branch Council.
111. The Constituency Arrangements shall provide:
- (a) the number of representatives to be elected to the relevant Branch Council in each constituency;
 - (b) whether candidates must be from any particular rank or ranks; and
 - (c) whether votes can be cast for any rank or only for a particular rank or ranks.

Who can stand?

112. Subject to the general restrictions and to any relevant provision in the Constituency Arrangements, a member can stand in his or her constituency as a

candidate for membership of the relevant Branch Council if he or she has been elected as an Elected Representative in that constituency in the election immediately prior to the election to the Branch Council.

Who can vote?

113. Subject to any relevant provision in the Constituency Arrangements, the Elected Representatives in the relevant constituency, including candidates, can vote.

Tied votes

114. In the event of a tie in a Branch Council election, the candidate or candidates who received the highest share of the vote in the relevant Elected Representative election will be elected.

Safeguarding for rank and protected characteristics

Rank protection

115. The Constituency Arrangements for the Metropolitan Branch will safeguard 20% of the seats on each Branch Council for sergeants and 20% of seats for inspectors.
116. The number of seats safeguarded for sergeants and inspectors will be determined by multiplying the overall number before any safeguarding of Branch Council seats by 20%. The figure will then be rounded up to the nearest whole number.
117. If there are insufficient candidates of the relevant rank for a seat which is safeguarded for rank, that seat will be left vacant. This will not prevent the seat subsequently being filled as a casual vacancy.

Protected characteristics

(a) Female members

118. The Metropolitan Branch will safeguard a number of seats on each Branch Council equivalent to the proportion of female officers in the Metropolitan force, with that proportion rounded down (where rounding is necessary) to the nearest 5%.
119. The number of seats safeguarded on each Branch Council will be determined by:

- (a) multiplying the overall number of members of that Branch Council before any safeguarding by the proportion of female officers in the force rounded down in accordance with paragraph 118; and
 - (b) (where rounding is necessary) rounding down the figure in (a) to the nearest whole number.
- 120. The way in which safeguarding will operate is explained at paragraphs 124 – 129 below.
 - (b) BAME members
- 121. The Metropolitan Branch will safeguard a number of seats on each Branch Council equivalent to the proportion of BAME officers in the force, rounded (where rounding is necessary) to the nearest 0.1%.
- 122. The number of seats safeguarded on each Branch Council will be determined by:
 - (a) multiplying the overall number of seats on each Branch Council before any safeguarding by the proportion of BAME officers in the force rounded down in accordance with paragraph 121; and
 - (b) (where rounding is necessary) rounding the figure in (a) up or down to the nearest whole number.
- 123. The way in which safeguarding will operate is explained at paragraphs 124 – 129 below.

The operation of safeguarding for gender and ethnicity

- 124. Branch Council seats will be allocated to the appropriately qualified candidates who receive the highest number of votes.
- 125. A list will then be prepared of all candidates in the Branch Council elections across the relevant area who have not been elected, in order of the proportion of votes received by each such candidate in his or her constituency in the Elected Representative elections.
- 126. If, following the allocation of Branch Council seats, there would be fewer BAME representatives on a Branch Council than the number of seats safeguarded for BAME officers on that Branch Council, the highest placed BAME candidate on the list for the relevant area will be elected to the Branch Council as an additional member.

127. If necessary, the process at paragraph 126 will be repeated until the appropriate number of seats safeguarded for BAME officers are filled.

128. If after the filling of Branch Council seats and any additional seats allocated to BAME representatives there would be fewer female representatives than the number of seats safeguarded for female officers, the highest placed female candidate on the list will be elected to the Branch Council as an additional member.

129. If necessary, the process at paragraph 128 will be repeated until the appropriate number of seats safeguarded for female officers are filled.

Election of Metropolitan Branch Council Chairs

Who can stand?

130. Subject to the general restrictions, any member of a Branch Council (other than the Branch Council Secretary) can stand as a candidate for Chair of that Branch Council.

Who can vote?

131. All members of the relevant Branch Council can vote.

Election of Branch Metropolitan Branch Council Secretaries

Who can stand?

132. Subject to the general restrictions, any member of a Branch Council can stand as a candidate for Secretary of that Branch Council.

Who can vote?

133. Any member of the relevant Branch Council election can vote.

Metropolitan Executive Committees

134. Each Branch Council will have an Executive Committee consisting of:

(a) the Secretary of the Branch Council

(b) the Chair of the Branch Council; and

(c) members elected from amongst its number in accordance with the following paragraphs.

135. After the Chair of a Branch Council has been elected, the Council will elect members so that the total number of members from each rank on the Council,

including the Chair, but not including the Secretary, will be as specified in the following paragraphs.

136. The FLP Branch Council will elect a total, including the Chair but not including the Secretary, of:

- 7 constables
- 4 sergeants
- 3 inspectors

137. The MO Branch Council; and the SO Branch Council will each elect a total, including the Chair, but not including the Secretary, of:

- 3 constables
- 2 sergeant
- 1 inspector

Who can stand?

138. Subject to the general restrictions any member of a Branch Council can stand for election to that Council's Executive Committee.

Who can vote?

139. Every member of a Branch Council can vote for that Council's Executive Committee. There is no rank voting.

The Metropolitan Branch Board

140. The Metropolitan Branch Board will consist of:

- (a) The members of the three Metropolitan Executive Committees;
- (b) Any additional members elected through the safeguarding process below; and
- (c) The relevant Branch Board officers.

Election of additional members

Protected characteristics

- (a) Female members

141. The Metropolitan Branch will safeguard a number of seats on the Branch Board equivalent to the proportion of female officers in the Metropolitan force, with that proportion rounded down (where rounding is necessary) to the nearest 5%.
142. The number of seats safeguarded will be determined by:
- (a) multiplying the total number of members of the three Metropolitan Executive Committees before any safeguarding by the proportion of female officers in the force rounded down in accordance with paragraph 141; and
 - (b) (where rounding is necessary) rounding down the figure in (a) to the nearest whole number.
143. The way in which safeguarding will operate is explained at paragraphs 147 – 152 below.
- (b) BAME members
144. The Metropolitan Branch will safeguard a number of seats on the Branch Board equivalent to the proportion of BAME officers in the force, rounded (where rounding is necessary) to the nearest 0.1%.
145. The number of seats safeguarded will be determined by:
- (a) multiplying the total number of members of the three Metropolitan Executive Committees before any safeguarding by the proportion of BAME officers in the force rounded in accordance with paragraph 144; and
 - (b) (where rounding is necessary) rounding the figure in (a) to the nearest whole number.
146. The way in which safeguarding will operate is explained at paragraphs 147 – 152 below.

The operation of safeguarding for gender and ethnicity

147. Executive Committee seats will be allocated to the appropriately qualified candidates who receive the highest number of votes.
148. A list will then be prepared of all candidates for the Executive Committees across all Branch Councils who have not been elected, in order of the proportion of votes received by each such candidate in his or her Elected Representative election.

149. If, when the members of the three Metropolitan Executive Committees are aggregated, there would be fewer BAME representatives than the number of seats safeguarded for BAME officers on the Branch Board, the highest placed BAME candidate on the list will be elected to the Branch Board as an additional member.

150. If necessary, the process at paragraph 149 will be repeated until the appropriate number of seats safeguarded for BAME officers are filled.

151. If, when the members of the three Metropolitan Executive Committees are aggregated and any additional seats are allocated to BAME representatives there would be fewer female representatives than the number of seats safeguarded for female officers on the Branch Board, the highest placed female candidate on the list will be elected to the Branch Board as an additional member.

152. If necessary, the process at paragraph 151 will be repeated until the appropriate number of seats safeguarded for female officers are filled.

Election of Branch Secretary in the Metropolitan Branch

Who can stand?

153. Subject to the general restrictions, any member of the Metropolitan Branch Board who satisfies the Branch Officer nomination requirement can stand as a candidate for Branch Secretary.

Who can vote?

154. Any person falling within paragraph 140, including candidates, can vote.

Election of Branch Chair in the Metropolitan Branch

Who can stand?

155. Subject to the general restrictions, any member of the Metropolitan Branch Board who satisfies the Branch Officer nomination requirement can stand as a candidate for Branch Chair.

Who can vote?

156. Each member of the Metropolitan Branch, including candidates, can vote.

Election of Branch Treasurer in the Metropolitan Branch

Who can stand?

157. Subject to the general restrictions, any member of the Metropolitan Branch Board who satisfies the Branch Officer nomination requirement can stand as a candidate for Branch Treasurer.

Who can vote?

158. Any person falling within paragraph 140, including candidates, can vote.

Elections to the National Council

159. The elected members of the National Council will be:

- each Branch Board Secretary and Branch Board Chair;
- two further members from the Metropolitan Branch (“the further members”) elected in accordance with the provisions below; and
- additional members to ensure appropriate representation for certain protected characteristics (“additional National Council members”) elected in accordance with the provisions below.

Election of the further members from the Metropolitan Branch

160. After the election of the Metropolitan Branch Chair under these arrangements and before the first meeting of the National Council, the Metropolitan Branch Board will elect two further members of the National Council from among its members.

Election of additional National Council members

161. The following additional National Council members will be elected in accordance with the provisions below:

- Each of the regions in Appendix 1 will elect an additional female member; and
- Where at least 4.1% of officers in the police forces in a region are identified as BAME, that region will elect an additional BAME member.

162. The elections will take place after every Branch in the relevant region has elected a Branch Chair.

Who can stand?

163. Subject to the general restrictions, any member of a Branch Board can stand as a candidate to be an additional National Council member for the region of which the Branch Board is part, provided that:

- Only female members can stand for the additional female member positions; and
- Only BAME members can stand for the additional BAME member positions.

Who can vote?

164. Each Branch Board Secretary and Branch Board Chair and, in the case of Region 8, the two further members from the Metropolitan Branch Board, can vote for the additional National Council members in their region. Candidates cannot vote.

Elections to the National Board

165. The members of the National Board will be:

- The National Chair;
- The National Secretary (who will be appointed in accordance with the Federation Rules);
- (Subject to paragraph 166) two members elected by each of Regions 1 to 7;
- (Subject to paragraph 166) four members elected by Region 8; and
- (Subject to paragraph 166) four members elected by the National Council.

The elections in all cases will be in accordance with the provisions below.

Insufficient candidates

166. If there are insufficient candidates for a regional position, any unfilled seat will increase the number of seats elected by the National Council.

Sequencing of National Board elections

167. The National Board elections will be conducted in the following order:

- (a) The election of the National Chair;
- (b) The election of members of the National Board by each of Regions 1 to 7 and by Region 8; and
- (c) The election of members of the National Board by the National Council.

The appointment of the National Secretary will take place after the National Board elections.

Election of the National Chair

Who can stand?

168. Subject to the general restrictions and the National Chair nomination requirement:

- (a) any member of the National Council; including
- (b) any person who, prior to the election, is a member of the National Board

can stand to be the National Chair.

169. For the purposes of paragraph 168 and these NEA “the National Chair nomination requirement” is that a candidate for National Chair must be nominated by:

- (a) at least 10 of the elected National Council members as defined in paragraph 159 of these NEA; and
- (b) the members nominating the candidate must be from at least two of PFEW’s regions.

170. The nomination process will operate as follows:

- (a) any person wishing to stand as a candidate must complete such nomination form as the independent scrutineer shall require by such date as the independent scrutineer shall require;
- (b) the elected National Council members as defined in paragraph 159 of these NEA will then be asked to nominate a candidate from those persons wishing to stand in accordance with such process as the independent scrutineer shall require; and
- (c) in the event that no candidate satisfies the National Chair nomination requirement all persons who completed the requirements of sub-paragraph (a) will be deemed to have satisfied the National Chair nomination requirement.

Who can vote?

171. All members of the Federation can vote in the election.

Election of National Board members

172. For the avoidance of doubt, an unsuccessful candidate for National Chair can stand for election to the National Board.

Election of National Board members by each of Regions 1 to 7

Who can stand?

173. Subject to the general restrictions:
- (a) any member of the National Council; including
 - (b) any person who, prior to the election, is a member of the National Board (“an incumbent National Board member”)

can stand to be a member of the National Board for the region of which his or her home force is part.

Who can vote?

174. The persons who can vote in such elections are:
- (a) Each Branch Board Secretary and Branch Board Chair in the relevant region;
 - (b) Any additional members of the National Council in the relevant region; and
 - (c) Any incumbent National Board member from the relevant region who is standing in the election in question.

There is no weighted voting.

Election of National Board members by Region 8

175. Subject to paragraph 166 Region 8 will elect to the National Board:
- two members who hold the rank of constable;
 - one member who holds the rank of sergeant; and
 - one member who holds the rank of inspector.

Who can stand?

176. Subject to the general restrictions:

- (a) any member of the National Council whose home force is in Region 8;
- (b) any other member of the Metropolitan Branch Board; and
- (c)
any person whose home force is in Region 8 who, prior to the election, is a member of the National Board (“an incumbent National Board member”)

who (subject to paragraph 166) holds the relevant rank can stand to be a member of the National Board for Region 8.

177. If there are insufficient candidates of a particular rank that seat will become open to candidates of any rank.

Who can vote?

178. The persons who can vote in such elections are:
- (a) The Branch Board Secretary and Branch Board Chair from the Metropolitan Police Federation and from the City of London Police Federation;
 - (b) The further members of the National Council from the Metropolitan Branch; and
 - (c) Any additional members of the National Council from Region 8.

Candidates cannot vote. There is no weighted voting.

Election of National Board members by the National Council

Who can stand?

179. The candidates will be anyone who stood for election for a regional position on the National Board but was not elected to such a position.

Who can vote?

180. The persons who can vote in such elections are:
- (a) Each Branch Board Secretary and Branch Board Chair;
 - (b) The further members of the National Council from the Metropolitan Branch;

- (c) Any additional members of the National Council; and
- (d) Any incumbent National Board member who is standing in the election in question.

There is no weighted voting. For the avoidance of doubt, any person who has been elected to the National Board under paragraphs 173 – 178 can vote.

National Board members from Region 8 elected by the National Council

- 181. Subject to paragraphs 196 and 199, no more than one member from Region 8 may be elected to the National Board under paragraphs 190 – 200 – .
- 182. Subject to paragraph 183 and in accordance with the following provisions, one of the National Board members elected by the National Council will be from Region 8.
- 183. If there is no candidate from Region 8, paragraph 182 will not apply.

Protected characteristics

Female members

- 184. The Federation will safeguard, so far as possible, a number of seats on its National Board for female members equivalent to the proportion of female officers in all police forces, with that proportion rounded down (where rounding is necessary) to the nearest 5%.
- 185. The maximum number of seats safeguarded will be determined by:
 - (a) multiplying the proportion of female officers rounded down in accordance with paragraph 184 by 23; and
 - (b) (where rounding is necessary) rounding down the figure in (a) to the nearest whole number.
- 186. The way in which seats are allocated is explained at paragraphs 190 - 200 below.

BAME members

- 187. The Federation will safeguard, so far as possible, a number of seats on its National Board for BAME members equivalent to the proportion of police officers in all police forces who are identified as BAME, rounded (where rounding is necessary) to the nearest 0.1%.

188. The number of seats safeguarded will be determined by:
- (a) multiplying the proportion of BAME officers rounded in accordance with paragraph 187 by 23; and
 - (b) (where rounding is necessary) rounding the figure in (a) to the nearest whole number.
189. The way in which seats are allocated is explained at paragraphs 190 – 200 below.

Allocation of seats to deal with safeguarding for protected characteristics and Region 8

190. In the process set out in the following paragraphs, the National Secretary is not taken into account.
191. Following the election of the National Chair and the regional members of the National Board, the number of BAME and female representatives will be considered to determine whether there are fewer BAME or female representatives than the number of seats safeguarded for BAME and female members on the National Board.
192. If the number of BAME representatives is equal to or greater than the number of seats safeguarded for BAME members and the number of female representatives is equal to or greater than the number of seats safeguarded for female members, then the seats will be allocated as follows:
- (a) the first seat will be allocated to the candidate from Region 8 with the highest number of votes; and
 - (b) the remaining seats will be allocated to the candidates who are not from Region 8 with the highest number of votes.
193. If the number of BAME representatives is less than the number of seats safeguarded for BAME members and/or the number of female representatives is less than the number of seats safeguarded for female members, then the seats will be allocated as follows:
- (a) unless all the seats need or may need to be allocated to BAME and/or female representatives:
 - (i) the first seat will be allocated to the candidate from Region 8 with the highest number of votes; and
 - (ii) the remaining seats will be allocated in accordance with paragraphs 194 – 200;

- (b) if all the seats need or may need to be allocated to BAME and/or female representatives, the first seat will be allocated to the BAME or female candidate from Region 8 who has the highest number of votes, unless:
 - (i) the number of BAME representatives is equal to or greater than the number of seats safeguarded for BAME members; or
 - (ii) there is no BAME or female candidate from Region 8;
 - (c) if the number of BAME representatives is equal to or greater than the number of seats safeguarded for BAME members, the first seat will be allocated to the female candidate from Region 8 who has the highest number of votes, unless there is no such candidate; and
 - (d) once the first seat has been allocated to a candidate from Region 8, or if all the seats need to be allocated to BAME and/or female representatives and there is no such candidate from Region 8, all remaining seats will be allocated in accordance with paragraphs 194 – 200.
194. If following the election of the National Chair and the regional members of the National Board and the allocation of any seat to a candidate from Region 8 under paragraph 193, there would be fewer BAME representatives than the number of seats safeguarded for BAME members on the National Board, the BAME candidate from Regions 1 to 7 with the highest number of votes will be allocated a seat.
195. If necessary, the process at paragraph 194 will be repeated until the appropriate number of seats safeguarded for BAME officers on the National Board are filled.
196. If there are insufficient BAME candidates from Regions 1 to 7 for a seat which is safeguarded for a BAME member, that seat will be filled by the highest placed BAME candidate from Region 8. If there is no BAME candidate from Region 8, that seat will be filled by the highest placed appropriate candidate from Regions 1 to 7, regardless of ethnicity.
197. If after any safeguarding for BAME representatives there would be fewer female representatives than the number of seats safeguarded for female officers on the National Board, the female candidate from Regions 1 to 7 with the highest number of votes will be allocated a seat.

198. If necessary, the process at paragraph 197 will be repeated until the appropriate number of seats safeguarded for female officers on the National Board are filled, or until there are no more seats to fill.
199. If there are insufficient female candidates from Regions 1 to 7 for a seat which is safeguarded for a female member, that seat will be filled by the highest placed female candidate from Region 8. If there is no female candidate from Region 8, that seat will be filled by the highest placed appropriate candidate from Regions 1 to 7, regardless of gender.
200. If after any safeguarding for BAME and female representatives there are seats which have not been allocated, any such seat will be allocated to the highest placed candidate who has not yet been allocated a seat.

APPENDIX 4

Introduction

1. The arrangements set out below (“these arrangements”) apply to the election by branches of delegates to Conferences starting with the 2019 Conference.

Appointment of independent scrutineer

2. The National Board will appoint an independent scrutineer to conduct all delegate elections, subject to, and in accordance with, these arrangements.

Complaints and disputes

3. In the event of a complaint which cannot be resolved by the branch or a matter relating to a delegate election which is not covered by these arrangements, the complaint or matter will be referred to the National Secretary, whose decision upon it will be final.
4. If the National Secretary considers there to have been a significant irregularity which has or may have affected the outcome of a delegate election, the National Secretary shall have the power to declare the outcome of that election void and require a fresh election to be held. In such circumstances, the person or persons elected are entitled to continue to hold the elected position or positions pending the outcome of the fresh election.

Nomination

5. Any member who meets the nomination criteria may stand as a candidate. There is no need to be nominated by anyone else.
6. Any person standing as a candidate must complete such nomination form as the independent scrutineer shall require.

Voting and conduct of elections

7. All elections will be conducted by the independent scrutineer.
8. All elections will be conducted online.
9. All elections will be by secret ballot.
10. Unless otherwise stated, a person who is eligible to vote in a delegate election will have as many votes as there are delegate positions to be filled.
11. A candidate in an election can vote for him or herself.

12. Where a person has more than one vote, each vote must be for a different candidate.
13. In the event of a tie the independent scrutineer will choose the successful candidate or candidates by an appropriate random method.
14. If there is only one candidate for a delegate position or if the number of candidates nominated for a number of positions is equal to or less than the number of positions, then the nominated candidate or candidates shall be deemed to be elected without the need for a vote.
15. After each election the independent scrutineer will publish the successful candidates, but details of the votes cast for candidates will not be published.

Protected characteristics

16. There will be safeguarding of delegate positions for female members in accordance with the provisions of these arrangements.
17. Unless otherwise stated, the figures for the proportion of female officers in each force are to be taken from the Home Office police officer statistics as at 31st March in the year that was two years before that in which the election is held.
18. For the purposes of these arrangements a person will be regarded as being female if she defines herself as female on the relevant nomination form.
19. In the case of a member of the National Council, "the relevant nomination form" will be such monitoring form issued by the scrutineer as is completed prior to the commencement of the election in question.

Branch delegate elections outside the MPS

Who can stand?

20. Subject to the general restrictions contained in the NEA, any member of a branch's Branch Council can stand as a candidate for a position as a delegate for that branch.

Who can vote?

21. Each member of the relevant Branch Council can vote.

Safeguarding for protected characteristics

Female members

22. Each branch will safeguard a number of delegate positions equivalent to the proportion of female officers in that force, with that proportion rounded down (where rounding is necessary) to the nearest 5%.

23. The number of positions safeguarded will be determined by:

(a) multiplying the overall number of delegates from the branch (including any members of the National Council from the branch, but not including any members of the National Board or the national trustees) by the proportion of female officers in the force rounded down in accordance with paragraph 22; and

(b) (where rounding is necessary) rounding down the figure in (a) to the nearest whole number.

24. The way in which delegate positions are allocated is explained at paragraphs 26 – 29 below.

Allocation of seats to deal with safeguarding for protected characteristics

Calculating the number of safeguarded-positions

25. The number of positions being safeguarded for female members will be calculated in accordance with the provisions set out above.

Allocating positions

26. Once the election has been held, candidates will be listed in order of votes received.

27. If, taking into account the National Council members from the branch, there would be fewer female delegates from the branch than the number of positions safeguarded for female officers, the female candidate with the highest number of votes from among the candidates who have not been allocated a position will be allocated a position.

28. If necessary, the process at paragraph 27 will be repeated until the appropriate number of positions safeguarded for female officers are filled.

29. If there are insufficient female candidates for a position which is safeguarded for a female member, that position will be filled by the highest placed appropriate candidate, regardless of gender.

Branch delegate elections in the Metropolitan branch

Who can stand?

30. Subject to the general restrictions contained in the NEA and in accordance with the provisions below:

- (a) any member of a Metropolitan Branch Council; and
- (b) any member of the Metropolitan Branch Board who is not a member of a Metropolitan Branch Council and not a member of the National Council

can stand as a candidate for a position as a delegate for the Metropolitan branch.

Who can vote?

31. Any person who can stand for election as a delegate for the Metropolitan branch can vote in accordance with the provisions below.

Members of the Metropolitan Branch Board who are not members of a Metropolitan Branch Council and not members of the National Council

32. For the purposes of these arrangements only, any member of the Metropolitan Branch Board who is not a member of a Metropolitan Branch Council and not a member of the National Council is deemed to be a member of the FLP Branch Council.

Safeguarding for rank, protected characteristics and for each Branch Council

33. In accordance with the provisions below, the Metropolitan Branch will safeguard a number of delegate positions:

- (a) for members of each Metropolitan Branch Council;
- (b) for rank; and
- (c) for female members.

Members of each Branch Council and rank

34. Delegate positions will be safeguarded for members of each Branch Council as follows:

- (a) In FLP:
 - 13 positions will be safeguarded for constables;
 - 7 positions will be safeguarded for sergeants; and
 - 6 positions will be safeguarded for inspectors

(b) In MO

- 6 positions will be safeguarded for constables;
- 3 positions will be safeguarded for sergeants; and
- 3 positions will be safeguarded for inspectors

(c) In SO

- 2 positions will be safeguarded for constables;
- 1 position will be safeguarded for sergeants; and
- 1 position will be safeguarded for inspectors

35. Any reference to “inspector” or “inspectors” is a reference to a member or members of inspecting ranks.

36. The way in which delegate positions are allocated is explained at paragraphs 44 – 52 below.

Female members

37. The Metropolitan branch will safeguard a number of delegate positions equivalent to the proportion of female officers in the MPS, with that proportion rounded down to the nearest 5%. The figure for the proportion of female officers are to be taken from the Home Office police officer statistics as at 31st March 2019.

38. The number of positions safeguarded has been determined by:

(a) multiplying the overall number of delegates from the Metropolitan branch (including any members of the National Council from the branch, but not including any members of the National Board or the national trustees) by the proportion of female officers in the MPS rounded down in accordance with paragraph 37; and

(b) (where rounding is necessary) rounding down the figure in (a) to the nearest whole number.

39. For the elections in 2019 to 2021 inclusive, the number of positions safeguarded for female delegates is 18. For the elections in 2021 to 2024 inclusive, the number of positions safeguarded for female delegates is [number].

40. The way in which delegate positions are allocated is explained at paragraphs 44 – 52 below.

Allocation of positions to deal with safeguarded seats

Conduct of the election

41. Members of each Branch Council will vote for delegates from their own Branch Council.
42. Each such member will have the following number of votes:
 - Members of the FLP Branch Council will have 8 votes
 - Members of the MO Branch Council will have 4 votes
 - Members of the SO Branch Council will have 2 votes
43. Each such member can vote for a member of any rank.

Allocating positions

44. Once the election has been held, the proportion of the votes for each candidate in each Branch Council will be calculated.
45. In calculating the proportion of votes for each candidate in each Branch Council the proportion of votes for each candidate will be:

$$A \div B \times 100$$

Where A is the number of votes received by the candidate and B is the maximum number of votes which the candidate could have received in the election from those who voted in the election.

46. Delegate positions will be allocated to the appropriate number of candidates of each rank in each Branch Council (as set out in paragraph 34) receiving the highest proportion of votes in the relevant Council.
47. If there are insufficient candidates of a particular rank in a Branch Council to fill the safeguarded places for that rank in that Council then the highest placed candidate or candidates of any rank from that Council after the allocation of the other rank protected places will be allocated the relevant place or places.
48. If there are insufficient candidates of any rank in a Branch Council to fill the total of safeguarded places for all ranks in that Council, then that place or places will be allocated to a candidate or candidates from another Council in accordance with the following provisions.

49. After the safeguarded places for ranks in each Council have been allocated a list will be prepared of all candidates across all three Branch Councils who have not been elected to delegate positions, in order of the proportion of votes received by each such candidate.
50. If, taking into account the National Council members from the Metropolitan branch, there would be fewer female delegates from the branch than the number of positions safeguarded for female officers, the female candidate with the highest proportion of votes from among the candidates who have not been allocated a position will be allocated a position.
51. If necessary, the process at paragraph 50 will be repeated until the appropriate number of positions safeguarded for female officers are filled.
52. If there are insufficient female candidates for a position which is safeguarded for a female member, that position will be filled by the highest placed appropriate candidate, regardless of gender.