

Police Federation of England & Wales: Guide to 2018 elections

The purpose of this document is to provide an overview of the 2018 Police Federation of England and Wales (PFEW) election process and frequently asked questions (FAQs). The document includes a summary of the relevant provisions in the PFEW Rules and National Electoral Arrangements (NEA) - however, the precise position is governed by the PFEW Rules and NEA and in the event of a conflict between this document and the Rules or NEA, the Rules and NEA will prevail.

The below description of the elections process will vary slightly for Region 8 (Metropolitan Police).

Please note, candidates can self-nominate in all elections and unless otherwise stated candidates can vote in elections in which they are standing.

Elections process

1. **Nominations for Branch Council:** The online nominations portal opens for Branch Council (workplace representative) nominations – all members receive an email from the national centre with a link to their Branches portal. All eligible subscribing members can put themselves forward for election, providing that they are not suspended as a police officer or by the Federation, and that they have not been prohibited from standing for election under the Ethics, Standards and Performance Procedure.

(Duration – 17 days)

2. **Turnaround time:** Copies of online nominations will be received by email in real-time by the appropriate Branch contact. Branches will be asked to supply the Branch contact details to Mi-Voice during preparation for elections. Branch Secretaries are responsible for confirming that candidates for Branch Council are eligible to stand in the Branch Council elections. Mi-Voice set up the online portal for each Branch Council election during this period.

(Duration – 11 days)

3. **Branch Council elections:** Voting in Branch Council elections opens online. All Branch members (non-subscribing and subscribing) are eligible to vote in this election and all members will receive an email from the national centre prompting them to vote. A voter will get as many votes as there are seats in their constituency, but may choose to vote for fewer candidates if they wish. Where there are multiple constituencies, the voter will identify the constituency in which they are based and vote in. Once they have cast their vote, they will not be eligible to vote in any other election.

(Duration – 21 days)

4. **Turnaround time:** Votes from the Branch Council elections are counted and the results are announced - new Branch Council members will be notified of the outcome of the election and

whether they have been elected by email. A newly-elected Branch Council member will take up their position from the 1st of the next month.

(Duration – 8 days)

5. Branch Board nominations: Branch Board nominations and elections will take place online. There is no requirement to hold a Branch Council meeting to open nominations, but Branches may choose to hold a Branch Council meeting during this time. All those elected to the Branch Council, as well as incumbent 'full-time' officers – i.e. Secretary, Chair and any other officer who is currently an additional member of the Branch Board, even if not full-time - unless they chose to stand for election to the Branch Council and were not elected, are eligible to stand for election to the Branch Board and can self-nominate. When nominations open, all Branch Council members (and any eligible incumbent full-time officers) will be notified by email that the self-nomination portal is open.

(Duration – 9 days)

6. Turnaround time: Copies of online nominations will be received in real-time to the Branch email address that is supplied to Mi-Voice. Branch Secretaries are responsible for confirming that the candidates are eligible to stand in the Branch Board elections. Mi-Voice set up the online portal for each Branch Board election during this period.

(Duration – 3 days)

4. Branch Board elections: Branch Board elections will take place online (Mi-Voice will send voting emails to all those eligible to vote). All Branch Council members, as well as incumbent full-time officers standing for the Branch Board, can vote in the Branch Board elections. A candidate can vote for themselves.

(Duration – 9 days)

5. Turnaround time: Votes from the Branch Board elections are counted and the results are announced. New Branch Board members will be notified of the outcome of the election and whether they have been elected as a member of the Branch Board by email. A newly-elected Branch Board member will take up their position from the 1st of the next month.

(Duration – 6 days)

6. Nominations for Branch Chair: Once the Branch Board is formed, self-nominations for Chair will open online. You must be a member of the newly-formed Branch Board to be eligible to stand for Chair. There is no requirement to hold a Branch Board meeting prior to opening online nominations for Branch Chair, but Branch Boards may do so if they wish.

(Duration – 11 days)

7. Turnaround time: Copies of online nominations for Chair will be collated. Branch Secretaries are responsible for confirming that the candidates for Chair are eligible to stand. Mi-Voice set up the online portal for each Branch Chair election during this period.

(Duration – 3 days)

8. Branch Board meeting and election of Secretary/Treasurer: A Branch Board meeting will need to take place to elect the Secretary. A Branch may choose to elect the Treasurer and any other Branch officers (other than the Chair) during this meeting. The Secretary will need to be elected by the end of May (in order that the National Council can be formed) - the exact date of the Branch Board

meeting will be set by the Branch. The election of the Secretary, Treasurer and any other Branch officers (other than the Chair) will not be conducted online (by Mi-Voice) unless requested. Results of the elections for these positions, including Secretary and Treasurer, will need to be recorded and shared with the General Secretary. Incumbents will continue in post until the 1st of the next month when the newly-elected officers take up their positions.

9. Branch Chair election: The election for Branch Chair will take place online and the full membership of the Branch – both subscribing and non-subscribing members – are eligible to vote. An email will be sent to all members from the national centre with a link to the voting platform. (Duration – 17 days)

10. Turnaround time: Votes from the Chair election are counted and the result announced. The new Chair will be notified of the outcome of the election and whether they have been elected by email. The new Chair will take up their position from the 1st of the next month. The incumbent Chair will continue in post until the 1st of the next month when the newly-elected Chair will take up the position. (Duration – 1 day)

11. Nominations for additional National Council members: Each Branch Secretary and Chair will automatically be a member of the National Council. After completion of the Branch elections, online nominations will open for the election of regional additional National Council Members. Each region will elect an additional female representative and any region in which at least 3.5% of officers in the police forces in the region are identified as BME will elect an additional BME representative.

Candidates can self-nominate. Any appropriate member of a Branch Board is eligible to stand as a candidate in their region – only female members stand for the additional female member positions and only BME members can stand for the additional BME member positions. In a region which is electing an additional BME member, a candidate who is both BME and female will be able to choose to stand for one or other position or to stand for both positions. If a BME female candidate stands for both positions and is elected as the BME representative in a region, a further female representative will still be elected. (Duration – 11 days)

12. Turnaround time: Copies of online nominations for additional National Council members will be collated. Mi-Voice set up the online portal for the additional National Council election during this period. (Duration – 2 days)

13. Election for additional National Council members: This election will be conducted online. Each Branch Chair and Secretary (and two further members of the Branch Board in the Met) can vote for the additional National Council member(s) at a regional level. Candidates cannot vote in this election.

(Duration – 7 days)

14. Turnaround time: Votes from the election for additional National Council members are counted and the results announced, thereby completing formation of the National Council.

15. Nominations for Chair: As soon as the full National Council is formed, nominations for National Chair will open online. Candidates can self-nominate for the Chair election and must be a member of the National Council or an incumbent member of the Interim National Board.

(Duration – 13 days)

16. Turnaround time: Copies of online nominations for the National Chair election will be collated. Mi-Voice set up the online portal for the National Chair election during this period.

(Duration – 2 days)

17. National Chair election: The National Chair election will be conducted online. All members (non-subscribing and subscribing) are eligible to vote in this election – an email from the national centre will go to all members with a link to the voting platform. Candidates are allowed to vote in this election.

(Duration – 19 days)

18. Turnaround time: Votes for the National Chair election are collected and the result is announced.

(Duration – 2 days)

19. Nominations for National Board members: Nominations for National Board members will be conducted online. Any member of the National Council, including any unsuccessful candidates for National Chair, are eligible to stand. Incumbent members of the Interim National Board are also eligible to stand. Candidates must stand to be a member of the National Board for the region of which their Branch is a part.

(Duration – 6 days)

20. Elections for National Board members for Regions 1 – 7: Elections will be conducted online to elect regional National Board members. The following people can vote: each Branch Board Chair and Secretary, any additional members of the National Council, and any incumbent Interim National Board member from the region who is standing in the election.

(Duration – 5 days)

21. Election for other National Board members: This election will be conducted online. The candidates in this election are those who stood for election as regional members of the National Board but who were not elected to a regional position. The electorate comprises each Branch Board Secretary and Chair; the further members of the National Council from the Metropolitan Branch; the additional members of the National Council; any incumbent Interim National Board member who is standing in the election in question and the National Board members just elected in the regional positions.

(Duration – 11 days)

22. Turnaround time: Votes for the election for other National Board members are collected and the results announced. The National Board is fully formed.

(Duration – 4 days)

23. Application for General Secretary position: Once the National Board has been formed, applications for the position of General Secretary will open. These will not take place on the Mi-Voice platform. Selection of the General Secretary will be conducted by the National Board.

Further Clarifications:

Electoral constituencies: All members in a Branch must be allocated to a constituency and must vote in that constituency. All Branches will be required to confirm their constituencies prior to the elections commencing. During nominations for Branch Council, the incumbent Branch Secretary will be responsible for reviewing nominations to ensure that Branch Council members (workplace representatives) are standing in constituencies in which they are a member.

Publication of results: All results for Branch Council elections will be shared with Branches at the same time - a list of successful constituency and list candidates will be made available. The percentage of votes received by each candidate will not be published. The General Secretary is the final arbiter of election disputes.

People on leave/secondment: If they are not able to access their PNN to self-nominate, members are being advised to visit polfed.org/elections where a link to the nomination site will be available. For voting, members are being advised to contact their local Branch for advice if they are unable to access their PNN email account in order to pick up their Unique Voting Identifier code sent by PFEW. Once they have their code they can log on and vote via www.mi-vote.com.

Frequently Asked Questions

The Q&As below are intended to summarise the main parts of the NEA. In the event of any conflict between the Q&A and the NEA, the NEA will prevail.

General questions

- **Can Branches vary the timing of elections?**

No, all elections will be conducted in accordance with the electoral timetable.

- **Can Branches conduct their own elections?**

No, Mi-Voice has been appointed to conduct all elections, with very limited exceptions (some of the officer posts).

- **Can Branches amend the rules relating to the conduct of elections – as to nominations or otherwise?**

No, the rules (primarily contained in the NEA) are binding.

- **What happens if there are insufficient candidates of a particular rank or with a relevant protected characteristic?**

The general approach is that the relevant seat will be filled, rather than being kept open. (There are limited exceptions – the additional seats on the National Council and in the Metropolitan Branch.)

Branch Council elections (outside the Metropolitan Branch)

- **Who can stand for election?**

Any subscribing member who is not suspended can stand as a candidate in the constituency of which they are a member. There is no need to be nominated by another member. Any candidate will need to fill in the online nomination form and sign the Standards and Performance agreement.

- **Who can vote?**

Any member, whether subscribing or not, can vote in their constituency so long as they were a member of the Federation two months before nominations open (outside the Metropolitan Branch); e.g. if nominations open on 1 February 2018, it will be necessary to have been a member on 1 December 2017.

- **How will the election be conducted?**

Candidates will nominate themselves via an online portal during the nomination period (a link will be provided to all members at the appropriate time). Voting will be online during the election period. Once the election closes, constituency and list seats will be allocated to the successful candidates.

- **Does an incumbent Secretary or Chair need to stand for election to the Branch Council?**

An incumbent Secretary or Chair can stand for election to the Branch Board without having to stand for election to the Branch Council, but may stand for election to the Branch Council if they wish to do so. If an incumbent Secretary or Chair stands for election to the Branch Council and is not elected, they will not be able to stand for election to the Branch Board (nor stand for re-election as Secretary or Chair).

- **Does an incumbent Treasurer need to stand for election to the Branch Council?**

The position depends on whether the Treasurer is currently an additional member of the Branch Board. If they are, then the Treasurer's position is exactly the same as the Secretary and Chair (see previous question). If they are not, then the Treasurer will need to stand for election to the Branch Council (and will also need to be elected to the Branch Board).

- **What is the position of other Branch officers – do they need to stand?**

The position depends on whether the Branch officer in question is currently an additional member of the Branch Board. If they are, then their position is exactly the same as the Secretary and Chair. If they are not, then they will need to stand for election to the Branch Council.

Branch Board elections (outside the Metropolitan Branch)

- **Who can stand for election?**

Anyone who has been elected to the Branch Council, and the Secretary, Chair and any other additional members of the current Branch Board, (so long as they have not stood unsuccessfully for election to the Branch Council) can stand as a candidate for election to the Branch Board.

- **Who can vote?**

Anyone who can stand in the election (see previous question) can vote.

- **How will the election be conducted?**

Candidates will nominate themselves via an online portal during the nomination period (a link will be provided to all members by Mi-Voice at the appropriate time). Voting will be online during the election period. Once the election closes, seats will be allocated to the successful candidates.

- **Does an incumbent Secretary or Chair need to stand for election to the Branch Board?**

Yes. If an incumbent Secretary or Chair is not elected to the Branch Board, they will not be able to stand for re-election to the relevant office.

- **Does an incumbent Treasurer need to stand for election to the Branch Board?**

Yes. If an incumbent Treasurer is not elected to the Branch Board, they will not be able to stand for re-election as Treasurer.

- **What is the position of other Branch officers – do they need to stand for election to the Branch Board?**

The position depends on whether the Branch Board determines that the holder of the relevant office must be member of the Branch Board. If the Branch Board determines that the holder of an office must be a member of the Branch Board, then any candidate for that office will need to be elected to the Branch Board. If the Branch Board determines that the holder of an office need not be a member of the Branch Board, but can instead be a member of the Branch Council, then any candidate for that office will only need to be elected to the Branch Council.

Elections of Branch Secretary, Chair, Treasurer and other Branch officers

- **How is the Branch Secretary elected?**

The Branch Secretary is elected by the Branch Board at its first meeting from among the members just elected to the Branch Board. It is not intended that Mi-Voice will conduct this election unless requested to do so by the Branch.

- **How is the Branch Chair elected?**

The Branch Chair is elected by the members of the force in question. Nominees for Branch Chair come from among those just elected to the Branch Board. Nominations and voting will be online and the election will be conducted by Mi-Voice.

- **How is the Branch Treasurer elected?**

The Branch Treasurer need not be a full 'facilities time' officer, but they must be a member of the Branch Board and be elected by the Branch Board from among its members. It is for Branches to determine how they elect the Treasurer. It is not intended that Mi-Voice will conduct this election unless requested to do so by the Branch. It may well be appropriate for the Treasurer to be elected after the Secretary at the same meeting.

- **How are any other Branch officers to be elected?**

It is for Branch Boards to determine whether they have and how they elect any other Branch officers. It is not intended that Mi-Voice will conduct these elections unless requested to do so by the Branch.

National Council elections

- **How will the National Council be made up?**

The National Council will consist of:

- the Secretary and Chair from each Branch;
- two further members from the Metropolitan Branch;
- one additional female member from each region; and
- one additional BME member from each region where at least 3.5% of officers in the police forces in the region are identified as BME.

INB members will remain members of the National Council until the National Board is elected. Once elected, National Board members will remain members of the National Council.

- **How will elections of the additional members of the National Council be conducted?**

The elections will be conducted online by Mi-Voice. Any member of a Branch Board in the relevant region can stand as a candidate. Only female members can stand for the additional female member positions and only BME members can stand for the additional BME member positions. If a region is electing an additional BME member, then a female BME member can choose to stand for either position or for both positions. If a female BME member stands for both positions and is elected to the BME position, the region will still elect an additional female member.

Each Branch Secretary and 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 in this election.

Election of the National Chair

- **How is the National Chair elected?**

The National Chair will be elected by all Federation members from among the members of the National Council, including incumbent members of the INB. Nominations and voting will be online and the election will be conducted by Mi-Voice.

National Board elections

- **How will the National Board be made up?**

The National Board will consist of:

- the National Chair;
- two members each from Regions 1 to 7;
- four members from Region 8;
- four members elected by the National Council; and
- the National Secretary who will be appointed by the National Board after it has been elected.

- **How will the election of the 18 regional members of the National Board be conducted?**

The elections will be conducted online by Mi-Voice. Any member of the National Council, including incumbent members of the INB (and including any unsuccessful candidate for National Chair), from the relevant region can stand as a candidate. In Region 8, any member of the Metropolitan Branch Board and any current additional JEC members can stand, but there are rank restrictions.

In each region: Branch Secretaries and Chairs and additional members can vote; any INB members who stand for election can vote. In Region 8, the further members and any other person who is standing in the election can vote. If in any region there are insufficient candidates, the unfilled seat will be added to the four 'non-regional' seats to be elected by the National Council.

- **How will the election of the four 'non-regional' members of the National Board be conducted?**

The elections will be conducted online by Mi-Voice. There will not be any nominations; the candidates will be those who stood for regional positions but were not elected. In each region: Branch Secretaries and Chairs and additional members can vote, any INB members who stand for election can vote and the National Board members regionally elected can vote. In Region 8, the further members can also vote. The seats will be allocated to the highest placed appropriate candidates, having regard to any safeguarding which is necessary for BME and female members and to the provision that one, but only one, of the seats should be filled by a member from Region 8.

If you have any further questions, please contact andy.fittes@polfed.org.