

## AREA COMMITTEE — ELECTION GUIDANCE 2012

### Introduction

This short paper provides some simple guidance on the process of carrying out the 2012 election of Area Committee members for FCTU Scotland.

As in previous years, each constituent union should have completed their election processes by 31<sup>st</sup> March and each Area Committee should aim to complete its election process as soon as possible after 1<sup>st</sup> April 2012.

**Can you please let me know when you have set a date for your election and at the end of the meeting send through your completed form to me.**

Important points, which may help to keep in mind, are:

- \* Area Committees are made up of a combination of elected and co-opted members.
- \* The number of elected members is limited by the agreed compositions for each Area Committee, and is elected by each of the unions through their own internal processes.
- \* The process used to elect Area Committee reps is entirely each unions' own business and out with the scope of this guidance.
- \* Staff Council teams operate as sub-committees of each Area Committee, are instructed by the Area Committee, and are answerable to them. Members of Staff Council teams are appointed by the Area Committee from amongst its elected and co-opted members (additional members may be co-opted specifically for this purpose).

If you have any concerns or questions regarding the process, please contact me as soon as possible.

Sam Telford  
FCTU Assistant Secretary | Tel: 0131 314 6294

## Election Process

The annual election process has four main stages:

- Determine who has been elected by each union, and who needs/wishes to be co-opted.
- Elect an Area Committee Chairperson.
- Co-opt additional members as necessary.
- Elect other Area Committee posts.

The complete process should be overseen by the current Chairperson from 2011/12.

### Obtain Nominations from Each Constituent Union.

The Chairperson should ask the lead representative from each constituent union to notify them of the names of the reps that have been nominated by their union; and should enter these on the attached form.

The numbers of reps, which may be elected to each Area Committee by each union, has already been agreed centrally by the unions. It is not subject to further discussion by Area Committees as part of the election process.

The elected members form the core of the Area Committee and are the only members eligible to vote on the co-option of additional members or on Area Committee decisions that require a vote to be taken.

### Election of a Chairperson

The current Chairperson should call for nominations from each union for the position of Chairperson. Where there is more than one candidate, a show of hands of elected members should be taken. The candidate with the most votes will be declared elected from the end of the meeting. Enter the election result on the attached form.

In order to maintain clear accountability, the Chairperson must be elected from amongst the Area Committee members elected at step one. (Other posts may come from either the elected or the co-opted group). Each union may nominate one candidate for Chairperson, who must be a member of their own union, and have been elected by them at step one.

### Co-option of Additional Members as Necessary

The Chairperson should ask those elected in step one if there are additional members whom they believe should be co-opted onto the Area Committees (and why). Additional members should be co-opted by a show of hands of those elected in step one, and should be entered on the attached form.

Reasons why Area Committees may wish to co-opt additional members:

1. Staff Council reps;
2. Extras to share workload;
3. Liaison with other Area Committees;
4. Functional and geographic coverage.

There is no limit to the number of additional members, which the Area Committees may co-opt; in most cases, it will probably be desirable to co-opt anyone who is interested in taking an active role. Proposed members do not necessarily have to be present at the meeting, as long as it is known that they are willing to take on a particular role.

### Election of Other Post-Holders

The Chairperson should call for nominations from each union for each of the roles in turn. Where there is more than one candidate, a show of hands of elected members should be taken. The candidate with the most votes will be declared elected from the end of the meeting. Enter the election results on the attached form.

The final stage of the election process is to elect other post-holders. Candidates may either have be elected or co-opted. The main roles, which need to be filled, are *Area Committee Secretary, Staff Council Chairperson, and Health and Safety Co-ordinator*.

It is recommended that the Chairperson ask for names for each of the additional functions outlined at stage three separately. This will make it easier to ensure that each of the necessary functions is covered, and to identify any gaps in the scope of the Area Committees coverage.

## FCTU Scotland AREA COMMITTEE – Election Pro-forma

Step 1: Elected Representatives		
<i>Name</i>	<i>Union</i>	<i>Location</i>
	PCS	
	PCS	
	PCS	
	PCS	
	PCS	
	Unite	
	Unite	
	Unite	
	Unite	
	Unite	
	Prospect	
	Prospect	
	Prospect	
	GMB	
	GMB	
	GMB	
	GMB	

Step 2: Co-opted Members			
<i>Name</i>	<i>Union</i>	<i>Location</i>	<i>Reason for Co-option</i>

Step 3: Chairperson	
<i>Post</i>	<i>Name</i>
Chairperson	

Step 4: Other Post-holders	
<i>Post</i>	<i>Name</i>
Secretary	
Staff Council Chair	
H&S Co-ordinator	

Once Completed please return the form to  
[sam.telford@forestry.gsi.gov.uk](mailto:sam.telford@forestry.gsi.gov.uk)

If you have any questions regarding this form please contact me on 0131 314 6294.