HASSRA ELECTION RULES AND NOMINATION PROCEDURES

**1. Introduction**

1.1 This document sets out the Association’s Rules of Election as required by the HASSRA Constitution and supports the decision-making structure of the Association.

1.2 The decision-making structure consists of five bodies, membership of which is determined by an election process with the exception of those posts appointed by the Department for Work and Pensions as described in the Constitution. The five bodies are:

* National Board of Management (BOM)
* Finance Committee (FC)
* Diversity and Inclusion Committee (D&I)
* Awards Committee (AC)
* Programme and Delivery Committee (PDC)

1.3 Principles and rules of elections and the processes can be found in Section 2 of this document. They apply to all elections, and the filling of all vacancies governed by these arrangements during this year, which will be determined at our Conference on 15th May 2025.

1.4 Applications for these positions must be endorsed according to procedures as detailed in section 3 below and emailed to [Jen Richardson](mailto:jenny.e.richardson@dwp.gov.uk) in time for them to be received **no later than** **Thursday 3rd April 2025.**

**2. General Guidance**

2.1 The following principles of the electoral process apply to all candidates who wish to be considered for appointment to the decision-making bodies of National HASSRA:

* candidates may apply for election to more than one vacancy on different decision-making bodies if they wish to do so. In such cases, and subject to the positive endorsement of each respective application by their Association, all submitted applications will be circulated to Associations prior to Conference.
* no person should normally serve on more than one decision-making body unless the nature of their appointment determines they sit on another Committee, for example the Finance Director who sits on the BOM shall automatically be the chairperson of the FC.
* the membership/ make-up of the committees should be phased to ensure that continuity of experience and expertise is maintained on each decision-making body, as well as encouraging newcomers and fresh outlooks.
* candidates should complete a standard application form which should be submitted by the stated date as it will be issued to all Associations in advance of Conference.
* candidates should be positively endorsed by their affiliated Association.
* Chairs of affiliated Associations must state on the appropriate form whether they endorse a candidate’s application for membership of a decision-making committee.
* if a Chair does not endorse an application, they should inform the candidate; and
* at Conference, only one vote should be cast in respect of each post.

Vacancies Arising Other than at Annual Conference

2.2 Should an elected member of the BOM, PDC, FC, D&I or AC stand down, resign or otherwise become ineligible to serve the Committee before the end of their term of office, the BOM shall be entitled to co-opt a replacement until the opportunity arises to elect a replacement at the next Conference or Special General Meeting. In such circumstances, the period of election shall not exceed the remainder of the term due to be served by the member who resigned/stood down.

**3. Nomination Process**

**3.1 Candidates** should:

* Complete section 1 of the application form and send to [Jen Richardson](mailto:jenny.e.richardson@dwp.gov.uk) by **13th March**
* The onus lies with the candidate to ensure that her/his nomination is completed, endorsed, and submitted to HASSRA National before the closing date. Any nominations received after this date will not be admissible.

**3.2 Chairs** should:

* On receipt of a nomination form from National HASSRA, complete section 2 of the application form. Exceptionally, if the Association Chairperson is unavailable to complete the endorsement or is the named candidate, another elected officer of the affiliated association may complete the endorsement
* Tell the candidate of the decision of the Chair, irrespective of whether it is an endorsement
* Send the completed nomination form to [Jen Richardson](mailto:jenny.e.richardson@dwp.gov.uk) before the deadline of **Thursday 3rd April 2025**
* It is important not to delay sending nomination forms to HASSRA National as they have to implement the Constitutional process for elections with timescales they must adhere to. Delays could mean candidates miss the opportunity to be elected.

**4. Election Process at Conference**

4.1 All submitted nominations will be circulated to Associations not later than

Thursday 17th April 2025.

4.2 Elections will take place in the following order: BOM, FC, AC and PDC. Multiple applications for Committees will be decided in order of the elections. If successful in the first election, applications for other posts for subsequent elections will be deemed to be withdrawn. Alternatively, if unsuccessful, a candidate’s application will go forward to the next election. No applications will go forward to another Conference or election process.

4.3 If such instances should arise, delegates and officers will be advised prior to voting if the published list of candidates requires revision in any way.

4.4 Should multiple applications of the type described above occur, the election process may be phased within the Conference agenda to ensure that tellers and scrutineers can identify any required amendments to the list of candidates due for consideration for any other decision-making bodies or committees.

4.5 A full list of eligible candidates to vote shall be provided at Conference. Each person entitled to vote will be allowed one vote for each vacancy that exists on the committee. The result of any such election shall be announced at the conclusion of Conference.

**5. National Officers**

National Chairperson

5.1 It is recognised that the post of National Chairperson is one that is appointed by the Permanent Secretary of DWP in consultation with the Permanent Secretary DH, normally for a period not exceeding four years. As such, Conference does not elect this post-holder but endorses the appointment after the selection has been made. This position is reflected within the HASSRA constitution.

National Operations and Finance Directors

5.2 The Association’s constitution clarifies the status of these two national roles in that both are salaried posts within the staffing structure of the Association and as such, they are not subject to election or endorsement by Conference.

5.3 Selection for these posts shall be made by reference to the prevailing personnel rules and procedures of the host Department, currently Department for Work & Pensions, and with due regard to the required performance competencies and person specification identified. When either or both posts become vacant, the vacancy shall be publicised via normal Departmental media and, internally, via the HASSRA Association network.