

RCVS COUNCIL ELECTION 2010

GUIDANCE NOTES FOR CANDIDATES

Election Scheme

1. The election of members to RCVS Council is conducted in accordance with the Election Scheme made by the Privy Council under the Veterinary Surgeons Act 1966. Copies of the Scheme are available upon request.
2. Every candidate for election to the Council must be a member of the RCVS, and must not be resident in the Republic of Ireland, unless he/she has retained his/her right to vote in Council elections, pursuant to the provisions of the Veterinary Surgeons (Agreement with the Republic of Ireland) Order 1988.
3. The role of the RCVS and of Council Members is set out briefly in the attached document. (These matters are set out in more detail in a Handbook for Council Members, copies of which are available upon request.)

Timetable

4. The elections are run for the RCVS by the Electoral Reform Services (ERS) who undertake the ballot administration for a number of professional bodies and trade unions.
5. The timetable for the election is:

a. Closing date for submission of nominations	31 January 2010
b. Circulation of voting papers	Wednesday 10 March 2010
c. Closing date for receiving votes	Friday 30 April 2010
d. Candidates informed of results	Tuesday 4 May 2010
e. New Council Members join Council	Friday 2 July 2010 (RCVS Day)
6. On the date when Electoral Reform Services sends the results to the RCVS, the Executive Office will contact all candidates individually to pass on the results; candidates are therefore asked to let the office know where and how they can best be contacted on that day. Once all the candidates have been told the results they will be released to the veterinary press and published on RCVSonline.

Documentation

7. Those wishing to stand for election should return the enclosed **Nomination Form** in hard copy, duly completed and signed, ensuring that it reaches the RCVS by the date stated above. NB. Forms received after the closing date will **not** be accepted. Faxed and emailed forms will only be accepted if the signed hard copy original is received by the closing date.
8. This form must be signed by two proposers each of whom shall be a member of the RCVS, but neither a member of the Council of the College nor resident in the Republic of Ireland,

unless he/she has retained his/her right to vote in Council elections, pursuant to the provisions of the Veterinary Surgeons (Agreement with the Republic of Ireland) Order 1988.

9. No proposer may nominate more than one candidate.
10. The Nomination Form may be accompanied by:
 - a. the **Candidate Information Form** containing:
 - i. full name, title and qualifications;
 - ii. contact details, including any or all of: postal address, telephone number(s), email address, website. NB. Only the address listed in the *RCVS Register* will be printed on the actual ballot paper; an alternative contact address may be included on the Candidate Information Form; and
 - iii. **Candidate Statement** for publication, comprising a separate candidate biography and candidate manifesto (see paragraphs 14-19); and
 - b. a recent **colour photograph** in hard copy (larger than passport-sized) or digital format (minimum of 300dpi at 100%).
11. All Forms and photographs should also be submitted in electronic format wherever possible.
12. All statements and photographs supplied will be published by the RCVS in *RCVS News – Council Election Special*, which is circulated to all members with the ballot papers, and on RCVSonline. The photographs and statements will also be made available for publication in the veterinary press.
13. All nominations will be acknowledged and the RCVS will confirm that the names and addresses of the candidates and proposers conform to those in the *RCVS Register*.

Candidate Statement

14. The overall Candidate Statement should total **no more** than 500 words (excluding name, qualifications and contact details) but should comprise a separate **Candidate Biography** and **Candidate Manifesto**; these will be published with the ballot paper. The biography should be **no more** than 200 words and the manifesto **no more** than 300 words.
15. The biography should contain information about a candidate's education and training, previous and current employment, relevant achievements, membership of other organisations, interest and hobbies etc. Candidates should also declare any relevant conflicts of interest in this section.
16. The statement is an opportunity for candidates to promote their suitability to serve on RCVS Council and set out what they could bring to the Council and the activities of the RCVS. Candidates may wish to address current issues facing the RCVS and the veterinary profession generally, and/or those that might arise in the future. Candidates who are previous or

existing Council Members may also, or instead, wish to highlight their RCVS-related activities and contributions to the work of the Council and its committees.

17. It is strongly recommended that candidates familiarise themselves with the role and function of the RCVS and that of Council Members so their manifestos can be as relevant as possible.
18. Candidates should ensure that their Election Statements do not contain claims that are inconsistent with the legal position of the RCVS and should be aware that the Election Scheme gives the Registrar power to delete any material that s/he considers to be defamatory or the publication of which would be unlawful.
19. Candidates who are currently involved in the investigation of a complaint against them which has been, or might be, referred to the Disciplinary Committee are particularly asked to consider whether standing for election might be inappropriate and represent a conflict of interest until the matter is resolved.
20. **NB** Candidates wishing to submit statements should ensure they are received by the RCVS by **5pm on 31 January 2010**. **No** late submissions will be accepted and those exceeding the word count **will not** be included, unless adjustments can be made before the closing date.

Canvassing

21. Candidates may canvass members either orally or in writing. The RCVS will supply a single set of names and addresses of all members in electronic format to any candidate upon request. Any candidate wanting sub-sets of data, eg all members in Scotland, or in a particular age or geographic category, will be charged £60 + VAT for the cost of producing such an extract from the database. It is expected that any communications to members will be legal, decent, honest and truthful, and that election expenses will be kept at a reasonable level.