

Checklist and timetable for Elected Local Association Representatives to Annual Conference 2025

(This is not for Federation Representatives)

This checklist sets out the timetable the National Union will follow and the actions the National Union and the Local Associations need to take to meet the required process for electing, verifying and registering Representatives to Annual Conference.

1. This year the number of Elected Representatives allocated to your Local Association will be based on your membership as at January 2024.
2. **Week beginning 29 July 2024** the National Union sends a notice to all members advising that if they wish to express an interest in seeking nomination as an Elected Representative to Annual Conference they should contact their Local Association as soon as possible in order to register their interest and, where possible, attend the meeting where nominations are being discussed.
3. **From 29 July 2024** Local Associations should encourage members to seek nomination as an Elected Representative for Conference. A template letter is attached if you wish to use it.
4. The National Union will send a reminder email of the nomination process to all members during the nomination period.
5. If more nominations have been received by the Local Association than funded places, the Local Association will need to run a secret ballot at a quorate meeting.
6. The National Union will validate and register all nominees for Annual Conference upon receipt of the ER1 Form and accompanying paperwork from Local Association submitted by the deadline of **7 March 2025 and confirm to the Local Association when these have been successfully registered.**
7. The Local Association will need to ensure that any nominations received that were not successfully elected are advised and ensure that those members have not made any bookings for accommodation.

This meeting and the agenda item can be included in the Key Dates letter to members.

There is a separate process for Federation Representatives.