



## Inaugural UK NALW Council Elections Guidance 2023

### Introduction

The NALW Council plays a pivotal role as the representative arm of the association within NALW's governance structure.

### Overview of NALW Governance Structure

#### 1. Executive Board

- Holds legal responsibility for directorship, strategic planning, and risk assessment.

#### 2. NALW Council

- Represents members, providing overall guidance and monitoring of NALW's general purpose and mission.

#### 3. Advisory Board and Committees

### Evolution into Elected National Representatives

Since 2019, our champions program has successfully identified and recruited representatives for various areas. Evolving into a stable and professional representative body, our next step is to introduce the NALW Council made up of elected representatives, aligning with professional best practices. Originally planned for 2022, unforeseen circumstances, including the aftermath of COVID-19 and prioritising our members' needs, have led to a delay until 2023.

### Nationally Elected Representatives

We anticipate having a large council with a total of 34 Nationally Elected representatives distributed as follows:

- **England (9 Regions)**
  1. London
  2. South East
  3. East Midlands
  4. West Midlands
  5. East of England
  6. Yorkshire and Humber
  7. North East



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8. South West

9. North West

- **Scotland: 3 representatives**
- **Wales: 2 representatives**
- **Northern Ireland: 2 representatives**

### Call to Action

We encourage all eligible members from diverse backgrounds to actively participate and shape the future of our profession through these elections.

### Nominations

#### Opening and Closing Dates

- **Nominations for candidates will be made online** using an external election platform, and emailed to members.
- **Nominations Open:** November 16th, 9 am
- **Nominations Close:** November 28th, 12 pm

#### Eligibility Criteria

1. A Member shall be eligible for election only if they are a professional or accredited social prescribing link worker member of the National Association of Link Workers and practising as a social prescribing link worker.
2. Associate members are not eligible for election and have no voting rights.
3. A Member shall be eligible for election for their respective locality only.
4. If, by resolution of a council, any elected Member ceases to meet residency requirements, they shall cease to be a Member.
5. Any elected Member shall serve and commit to servicing their term and be a practising social prescribing link worker for the duration of their term, maintaining active membership of the NALW.
6. No Member shall be eligible for election if charged with a criminal offence or subject to unresolved investigations by NALW or any professional, regulatory, or public body.
7. No Member shall be eligible for election if they are an employee of NALW.



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### **Periods of Office**

The period of office for members elected to the NALW Council shall be two years. No member shall serve more than 2 terms.

### **Eligibility to Vote**

Only professional and accredited members practising in the UK are eligible to vote. Members' votes are based on their residency and have only one vote.

### **Nominations Process**

#### Submission Requirements

1. Nominations must be made online using the provided platform and comply with the requirements.
2. A member can nominate themselves or another member
3. Only one candidate may be nominated on any nomination.
4. Nominations must be submitted digitally and specify the candidate's details, including their first and last name, email address, membership number, and what area of practice they are employed in (General Practice, Hospital, community, Local Authority, Criminal Justice etc.
5. A declaration confirming the information's correctness and the candidate's consent to nomination must be included.
6. If elected, the candidate intends to serve for a full term of office.

### **Nominated Candidates Manifesto, Photographs, CVs, Attestation**

1. Nominated candidates will be notified after administrative checks to confirm eligibility and attestations.
2. Attestations include confirming no ongoing criminal offences, investigations, or convictions.
3. A declaration of the candidate's relevant interests for the last 5 years or a statement confirming no relevant interests.
4. A written election statement of not more than 150 words and a recent photograph will be required within the specified timeframe. These will be published on the election platform.
5. CVs will be retained by NALW for administrative purposes and shall not contain false information.

### **Candidate Meeting and Hustling Meeting (Optional)**

An opportunity to answer queries nominated candidates may have at a candidate meeting and a hustling meeting organised by NALW to facilitate candidate and member interaction to discuss their manifesto and plans for members and answer questions from members. This takes place before voting opens.



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### Candidate Campaigns

Use of the NALW's logo is strictly prohibited in any candidate photo or video and in all election material other than that published directly by the NALW. NALW's platform must not be used for candidate campaigns. Our hustling meeting provides a fair opportunity for all candidates to meet members to discuss their campaigns. Other candidate hustling must be done independently by the candidate and not using NALW's platform.

### Social Media and Other Forums

#### Guidelines

Promoting your election campaign via social media, online forums, blogs, and other social networking sites can be a good way to reach and engage with voters. Healthy and robust debate is expected and encouraged. Members must:

- Conduct themselves in a manner that upholds and enhances the reputation of the NALW.
- Never engage in any activity that will impair the dignity, reputation, or welfare of the NALW, members, or the profession.
- Exercise the right to speak freely and express views but think carefully about language and tone.
- Remember personal accountability for everything posted on social media.
- Use common sense and consider the impact of posts/comments on others.
- Avoid offensive or misconstrued content that could damage individual or NALW's reputation.
- Not defame or disparage the NALW, its members, other candidates, or staff.
- Be respectful of other people's opinions.
- Exercise caution when engaging in controversial topics or issues.

#### Voting

1. Nominated candidates, photographs, and manifesto will be uploaded to the election platform.
2. The voting period shall commence on the specified date and end at the specified date and an email will go out to members notifying them of commencement.
3. Votes shall be cast electronically.
4. Only one vote for each vacancy may be cast by each voter.



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### Outcome of Election

- At the conclusion of the election at the specified timeline, the names of the candidates elected will be announced.
- In the event of a tie, the election shall be decided between the tied candidates by random selection.

### Challenges and Complaints

Any challenge to the results of an election, or any complaint or information which alleges or becomes of the opinion that:

- A candidate was or has become, ineligible for election.
- A candidate submitted inaccurate or misleading declarations or statements.
- A candidate submitted a false or misleading election statement.
- A candidate committed electoral malpractice.
- There has been a failure to comply with the election guidance.

Any challenge, complaint, or information relating to the election received after 28 days from the date on which the election results are published shall not be considered. A challenge that is vexatious or trivial, purely a matter of personal disagreement, or brought with the aim of preventing an individual from standing for office shall not be considered.

Before taking any action in relation to a challenge, complaint, or information relating to an election, the NALW election officer shall:

- Provide details of the challenge, complaint, or information to the candidate(s) concerned.
- Afford the candidate(s) concerned the opportunity to make representations on the allegations and any subsequent action.

Upon considering any representations received from the candidate(s) concerned, the Election officer(s) may take necessary action in the interests of fairness and all circumstances of the case, including:

- Declaring the results of any candidate or the whole election null and void.
- Disqualifying a candidate or candidates.
- Rerunning any ballot or election.

Before taking any action, the election officer may take further steps to investigate the matter and may seek legal advice. The decision of the Election Officer in relation to any challenge, complaint, or information concerning the election shall be final.



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Challenges or complaints must be made in writing and emailed to [elections@nalw.org.uk](mailto:elections@nalw.org.uk).

### Key Dates

- **Nominations Open:** November 16th, 9 am
- **Nominations Close:** November 28th, 12 pm
- **Manifestos and Photo Deadline:** December 1st, 5 pm
- **Candidates' Meeting:** December 5th, 1 pm
- **Hustings Meeting:** December 6th, 6 pm
- **E-Polling Opens:** December 7th, 9 am
- **E-Polling Closes:** December 11th, 5 pm
- **Results Announcement:** December 12th, 12 pm

### Council Meetings 2024

Council meetings will be held virtually and in person during our annual conference, each lasting 90 minutes. Initially anticipated to be monthly, elected representatives will determine the terms of reference and frequency at the first meeting.

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

### NALW Branches

Council Members are expected to support local networks by giving presentations, participating in meetings, and actively promoting the policies and activities of the NALW.



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### **Induction and Development**

Induction and development for elected members will be provided. An induction day gives members the chance to find out more about the organisation and their role within it and to meet Directors and other key members of staff. All newly elected council members will attend induction and take part in the ongoing training provided.

### **Expenses and Allowances**

Council members contribute to the community, NALW and the profession on behalf of the membership and develop their leadership skills. While they should not be out of pocket by working on NALW business, neither should they profit from it. NALW reimburses original, itemised receipted travel, hotel, and subsistence expenses involved in attending scheduled meetings, submitted in accordance with the NALW Expenses Policy.