

Checklist and timetable for Elected Federation Representatives to Annual Conference 2025

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

1. **Week beginning 29 July 2024** the Federation sends a notice to all Federation delegates advising that if they wish to express an interest in seeking nomination as an Elected Representative to Annual Conference they should contact their Federation as soon as possible in order to register their interest and, where possible, attend the meeting where nominations are being discussed. A template letter is attached if you wish to use it.
 2. Each Federation is entitled to send two delegates. Nominations must be submitted by **7 March 2025**.
 3. If more nominations have been received by the Federation than funded places, the Federation will need to run a secret ballot at a quorate meeting.
 4. The National Union will validate and register all nominees for Annual Conference upon receipt of the ER1 Form and accompanying paperwork from Federation submitted by the deadline of **7 March 2025 and confirm to the Federation when these have been successfully registered**.
 5. The Federation will need to ensure that any nominations received that were not successfully elected are advised and ensure that those Federation delegates have not made any bookings for accommodation.
- NB: Where the President and/or Secretary of a Federation shall be representing the Federation Ex-Officio, the processes above do not apply and the Federation will need to advise the names of the Officers who will automatically be nominated.

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