

**Selection Procedure**  
**Parliamentary Candidates**

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## Introduction

### 1. This pack is designed for CLPs running a selection for a parliamentary candidate.

The pack has been designed to make the selection process as straightforward as possible, by providing guidelines and resources.

The NEC remains committed to the principle of achieving 'equality of outcome' in our selection processes and actively encourages CLPs to consider equality and fair representation when selecting candidates. The NEC's objectives are set out in the rule book - to select more candidates who reflect the full diversity of our society in terms of gender, race, sexual orientation and disability, and to increase working class representation.

The broad principles to be followed are self-application by candidates together with nominations submitted by Labour Party organisations and affiliates followed by local shortlisting and selection. The formal campaign period (during which candidates are able to distribute literature) is constrained by the Candidate Code of Conduct to the period between shortlisting and the selection meeting. Once the procedure has commenced any applicant may receive details of the secretaries of Labour Party branches and of affiliated organisations.

The CLP may agree variations with the NEC designated representative to the timetable to take account of local circumstances.

The NEC shall have a supervisory role to ensure that objectives in relation to quality and diversity are met. This procedure is designed to ensure the process is open and accessible to applicants from all backgrounds including individuals from under-represented groups.

The selection of a parliamentary candidate is subject to the endorsement by the NEC.

## NEC supervision

There shall be an NEC representative to supervise each selection.

The NEC will ask the appropriate Regional Director (RD) to appoint a member of the relevant Regional Board, who will represent the NEC. The NEC Representative will be responsible for approving each stage of the selection process, including the longlist and shortlist, and

including applications to be included on the lists of eligible members and applications for postal votes and emergency postal votes.

Each NEC Representative will be issued with guidance on their role.

The RD shall also appoint a staff member for each selection to advise on rules and procedures and to support the selection process.

The NEC Representative will consult the Governance and Legal Unit as and where necessary, and any matters of that cannot be resolved shall be referred to the Chair of Org Sub whose decision shall be final.

## Candidate Code of Conduct

Each candidate must comply with the code of conduct in force for this selection, and ensure that any persons working to support their campaign are aware of the code and the need to comply with it.

Once the timetable has commenced, candidates who have submitted an application will be entitled to details of the secretaries of Labour Party branches and of affiliated organisations for that Constituency.

The attention of candidates and their supporters is drawn to the Labour Party's data protection policy and the Data Protection Act. Candidates in particular should be aware that the misuse of data may bring the party into disrepute and lead to disciplinary action.

Should any candidate allege any breach of the code of conduct then the following procedure must be followed.

- The allegation detailing the breach must be made in writing together with any supporting evidence to the NEC Representative and copied to the RD.
- On receipt of any such allegation the RD will write to all candidates reminding them and their supporters of their responsibilities under the code of conduct.
- The NEC representative will consult the complainant and if necessary consult with the Governance and Legal Unit. The NEC Representative will attempt to resolve the issue locally without delay and without disruption to the selection procedure.
- Where the NEC representative finds that there is prima facie evidence of a breach of the code which may lead to the exclusion of a candidate from the selection, then the General Secretary shall be notified forthwith.

- The General Secretary shall convene a panel of the NEC to consider the issue without delay and using whatever means are appropriate and fair to the parties concerned. The decision of the panel shall be final.

## Security of the procedure

It is important that everyone involved with the organisation and management of the procedure takes steps to ensure that not only is the procedure carried out in a secure but transparent way, but also that they themselves are protected from any allegations of impropriety.

The key issues to consider are

- The accuracy of the list of eligible members;
- Application for, and the despatch and return of postal votes; and
- The count.

There are a number of steps the Procedure Secretary can consider to minimise the risk to the procedure and to her/himself.

### **Membership**

The list of eligible members should be checked with the CLP membership secretary. An electronic membership list will be made available to all shortlisted candidates upon application. It may be that this will give rise to questions about the eligibility or otherwise of members of the constituency.

You must ensure that all members – including those not eligible – are written to with a statement of their eligibility and opportunity to bring their membership into compliance if they are in arrears (but not lapsed).

It is important that any disputes as to eligibility are dealt with quickly and decisively. Further advice on particular questions of eligibility may be obtained from the Governance and Legal Unit at Head Office.

Any allegations of abuse of the membership system by one or more individuals must be reported to the Governance and Legal Unit without delay – even if there appears to be no case to answer.

### **Postal Votes**

If postal votes are by application, you should ensure that members applying provide a proper reason for needing a postal vote.

However, there is no requirement to check the validity of the reason given.

Postal vote applications must be signed by the applicant – or by a person acting on their behalf with the consent of the NEC Representative if they are incapable of signing the form (this arrangement does not apply to people unable to sign because they are, for example, out of the country or otherwise unavailable). If you have any doubt that a form was signed by the applicant you must seek advice from the Governance and Legal Unit at Head Office.

Postal votes should be returned to one address only, which should be a secure office address. If there is any prospect that postal votes could go astray at the address in question, then an alternative return address should be sought – either the Regional Labour Party Office, or a local solicitor, or some other secure location.

Postal votes should be returned in a recognisable envelope and immediately upon receipt placed unopened into a locked ballot box. If a ballot box is not available then some other secure lockable box should be used. The box should itself be stored in a locked cupboard or room with restricted key access. Advice on ballot boxes may be obtained from the appropriate regional or national office.

On no account should returned envelopes be left unsecured in any way. Keeping returned votes in a simple carrier bag or cardboard box is not appropriate or acceptable.

On no account should blank postal vote forms be made available to anyone other than the person who has requested the postal vote.

## **The Count**

There is a separate note on how to conduct the count itself, but in terms of confidence in the result you should consider the following:

- Appointment of tellers: where the count is conducted following the final hustings meeting, it is usual for the meeting itself to select a number of tellers to count the votes. Where it is an all postal ballot you may have to appoint tellers in advance, and you will need to ensure that they are independent of the candidates (or balanced in terms of support for all the candidates) as well as being competent to undertake the count.
- Candidate observers: of course all candidates are able to observe the count, but if you have sufficient room, it may be appropriate to allow at least one other observer on behalf of each candidate.

- Complete the postal vote verification before moving on to the next stage: the verification process is checking the signature on the original application form against the signature on the verification slip returned with the vote. Make sure that candidates see why any vote is rejected – absence of verification slip, or obviously signed by a different person. There is more detail on the verification process shown below.
- Do not separate envelopes containing ballot papers from their verification slips, or open the ballot envelope, until the verification is complete.

Once the postal vote verification is complete, the votes themselves can be opened and combined with other votes in the ballot box (if not an all postal vote selection) and the count commenced.

Take the count slowly: Stop after each round and show the candidates the result of that round, who is being eliminated, and what happens next. Make sure everyone understands what is happening after each round and that they are happy with the procedure.

Declare the final result to the candidates. Again make sure that they are happy with the procedure.

**The ballot papers, postal ballot papers and verification slips must be retained in a safe place for a period of 12 months or until the statutory close of nominations of the election in question, whichever is shorter. The pack of ballot papers etc. may be given to the Governance and Legal Unit at head office or regional office for safekeeping.**

## Equal opportunities guidelines

Selecting a parliamentary candidate is one of the most important jobs a CLP does. They are selecting the person who will lead their campaign for the next general election, and may also be selecting the person who will then go on to represent the constituency, its electors and Labour members in Westminster. It is therefore crucial that the best candidates are selected in every seat. The party is keen to ensure that our candidates are diverse and representative of the communities in which they will campaign and perhaps go on to represent.

These guidelines provide advice on procedures to follow, and pitfalls to avoid, in order to ensure that there is equality of opportunity in

each constituency and that Labour's candidates are drawn from the widest possible pool of talent. They should be used in addition to the specific procedures relating to increasing the representation of women through all-women shortlists and those for ethnic minorities.

**To assist in monitoring of all aspects of our selection procedure there is a simple form attached to the guidelines which must be completed and returned to the Governance and Legal Unit at the completion of the process.**

## **What makes an MP?**

- Make use of the job description and person specification which have been produced by the party. The person specification which you have been provided with represents the standard requirements. You may add elements to it as necessary, and you must be sure that these are fair and measurable. These will need to be agreed with the Regional Director.
- Make sure that you apply the same criteria to everyone who applies and that you can clearly state your reasons for rejecting any candidate.
- Questions must not be asked on financial means or support or relating to any of the nine protected characteristics under the Equality Act: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.
- At shortlisting meetings you should use a standard set of questions which are asked of each candidate. Of course, supplementary questions may vary according to the answers given.
- At hustings meetings you may wish to consider that some questions are reserved as set questions to all candidates.
- Avoid making assumptions based on physical characteristics, dress, body language or voice. If you have any concerns, ask a question rather than making an assumption.
- Try to make any meeting as relaxed and friendly as possible, put candidates at their ease and allow them to stand or sit down as they wish when addressing a meeting.
- Encourage members not to make a decision about a candidate before they have heard all she/he has to say. A quick decision may well be based on assumptions and the candidate's physical appearance.

- Ensure that the building where you hold any meetings to which candidates are invited is accessible to any candidates with a disability and that any other arrangements are made as appropriate to accommodate candidates and members with a disability.

## **Assessing specific attributes**

When assessing applicants, either through the CV, during shortlisting or at the hustings meeting, you should look for the following:

Labour Party experience:

- o Practical experience of campaigning and organisation – more than just a list of constituency posts held. If the candidate simply gives a list, ask about what each position entailed.
- o Achievements, for example, winning a seat from another party, increasing membership, revitalising a moribund branch, setting up a local policy forum.

Other experience:

- o Practical and relevant experiences and achievements outside the party, particularly in areas which are important to your constituency.
- o Be flexible with your expectations – candidates with caring responsibilities, for example, may not have work-related or trade union experience, but may be active in the community.

Commitment to equal opportunities:

- o Evidence to demonstrate this commitment, rather than just a statement of their views.
- o Work which candidates have been involved in could focus on race, gender, disability, sexuality, economic equality, or any work which increases the opportunity or influence of under-represented or disadvantaged groups in society.

Knowledge:

- o A basic understanding of the role of Parliament.
- o Knowledge of other bodies (such as local government, devolved bodies and European parliament) or other organisations which may be relevant to your constituency.

# The Labour Party

- o Knowledge of the local area – don't assume that local candidates have a greater degree of knowledge than those who come from further afield.
- o A description of how candidates have or would apply their knowledge.

## Abilities:

- o Evidence of how candidates have demonstrated their abilities, rather than just listing things they claim to be able to do.
- o Written communication skills will be evident from the CV which should be clear and easy to read, using plain English. Avoid making judgements based on simple mistakes.
- o Interpersonal skills are important but try not to let these dominate your decision; listen to what the candidates say as well as how they say it.
- o Creative and strategic skills could possibly be assessed by asking them to describe their vision for the constituency and as your parliamentary candidate – look for innovative ideas which aren't merely lifted from somewhere else!
- o Oral communication skills: candidates should speak clearly and authoritatively, avoid using jargon and keep to the point. A good speaker will be aware of the audience and tailor her/his speech accordingly.
- o Campaigning ability: look for references to leadership and motivating people, to working as part of a team, to thorough planning, as well as interesting and innovative ideas which are relevant to your constituency.
- o Commitment to practical use of members' skills, membership recruitment and building up the party's local profile, as well as practical commitment to leading your party to develop/improve members' involvement in policy development.

## Summary

The important thing to remember is that no matter how safe (or otherwise) your seat, it is important that every constituency selects the best possible candidate. A good candidate will motivate members and raise the party's profile in your area. By using these NEC guidelines and the person specification and job description provided (along with any additional attributes you have identified as

necessary), you should be able to successfully identify the best candidate from those who apply to your constituency. And remember, you may be able to find a candidate who does not yet have all the skills or experience set out in the job description. Sometimes that commitment, raw enthusiasm and energy comes from unexpected quarters.

## 5. Who does what?

<b>Who</b>	<b>Does What</b>	<b>Appointed or Elected by</b>
Constituency Executive Committee	Notify members of special CLP meeting to decide how many members shall be on the Selection Committee and to elect those members  Contact all affiliated organisations to make sure they have the correct contact for nominations.	<i>All eligible members</i>
Affiliated organisation Representative	Appoint the two affiliated organisation representative on the Selection Committee	<i>Affiliated organisations</i>
NEC Representative acting on behalf of the NEC	Approves each stage of the selection process, including appointments, the longlist and shortlist	<i>Regional Director</i>
All members	Elects Selection Committee	<i>Local party members</i>
Selection Committee	Elects Procedures Secretary from the SC	<i>Open places elected at special meeting</i>
Regional Officer	Advises on procedures	<i>Regional Director</i>
Selection Committee	Sets the timetable, receives CVs, draws up a longlist and shortlist	<i>Constituency Executive Committee</i>
Branches and affiliates	Make formal nominations	
Procedure Secretary	Administers the procedure	<i>Selections Committee</i>
All eligible members	Participate in the final selection of the candidate in an OMOV ballot, either at hustings meetings or by post	<i>Must be eligible members of the Labour Party</i>

## 6. Selection Committee and first steps

A Selection Committee should include members elected by the General Committee or an All Member Meeting where there is no General Committee (or where the General Committee decide to elect by an All Member Meeting).

1. The Selection Committee shall be gender balanced and comprised of not less than six and not more than 10 members. As far as possible it should reflect the demography of the constituency and in particular at least two members representing affiliated organisations. All members of the Selection Committee shall be members of the CLP and have six months membership on the freeze date.

### **The CLP Secretary and the CLP Treasurer shall automatically be members of the Selection Committee**

Where a CLP Secretary or Treasurer expresses an interest in standing as the Parliamentary Candidate, they shall excuse themselves from the process and not take their place on the Selection Committee. Where the Secretary is intending to put themselves forward for selection, the CLP Chair or Vice Chair shall automatically take the relevant position on the Selection Committee. Where the Treasurer intends to put themselves forward as a candidate, the CLP Chair (as Deputy Treasurer) shall automatically replace the Treasurer on the Selection Committee.

### **NEC Representative**

The Regional Director shall appoint a member of the NEC or the Regional Board to represent the NEC on the Selection Committee.

### **Affiliated Organisation Representatives**

The CLP Secretary will contact the Regional Director, who will contact the Regional Political Officers of the trade unions affiliated to the CLP. The Regional Political Officers shall then agree the two representatives (at least one female) for each CLP. Where there are existing trade union delegates in the CLP, they should be considered

for the roles as a priority. Where a socialist society is affiliated to a CLP and has a large membership within the CLP, the Regional Director shall also provide contact details for the Chair of the relevant socialist society along with the Regional Political Officers of the trade unions so they too can be involved in the process of agreeing the two representatives.

The two affiliated organisation representatives shall be gender balanced (at least one shall be female). Both representatives shall be members of the CLP. The appointment of the two affiliated organisation representatives shall, where possible, happen before or at the CLP meeting to elect the remaining members of the Selection Committee.

Therefore the Selection Committee should be as follows:

Required 1	CLP Secretary	Automatic
Required 2	CLP Treasurer	Automatic
Required 3	NEC Representative	Automatic
Required 4	Affiliated Organisation Rep	Appointed by affiliates
Required 5	Affiliated Organisation Rep	Appointed by affiliates
Required 6	To be elected subject to gender quota	Elected
Optional 7	To be elected subject to gender quota	Elected
Optional 8	To be elected subject to gender quota	Elected
Optional 9	To be elected subject to gender quota	Elected
Optional 10	To be elected subject to gender quota	Elected

2. No member of the selection committee should campaign for or in opposition to any candidate until after shortlisting has been completed.
3. The Selection Committee shall elect one competent and available member of the SC to act as Procedure Secretary (PS) for the selection.
4. The SC shall agree with the NEC Representative the outline timetable and discuss how to carry out the various administrative tasks.

5. The PS should agree with the CLP Treasurer a budget for the process, to include stationery, photocopying, postage, room bookings and other expenses.
6. The PS should obtain a list of all members, including details of their current eligibility or otherwise.
7. The PS should arrange advertising to ensure that aspiring candidates are aware the selection procedure is about to begin and inform GLU so that the vacancy can be advertised nationally.

## 7. Freeze date and eligibility

### A. Candidates

Eligibility of candidates is set out in Chapter 5 the current rule book. In brief, in addition to fulfilling any statutory requirements for the relevant public office, persons wishing to stand as a Labour candidate must have continuous membership of the party of at least 12 months at the freeze date. They should also be a member of a trade union affiliated to the TUC or considered by the NEC as a bona fide trade union and contribute to the political fund of that union. Any exceptions to these conditions must be approved by the NEC or by an officer authorised by the NEC.

### B. Affiliated Trade Unions and other organisations making nominations

Affiliated Trade Unions and other organisations making nominations must be affiliated for the year ending 31<sup>st</sup> December prior to the year in which the selection process commences.

### C. Eligible participating members

In order to participate in the selection process a member must:

- o Be a current member of the Constituency in question at the freeze date and at each stage of the procedure (i.e. a member who transfers to another constituency prior to the ballot will lose their right to vote)
- o Have at least six months continuous membership of the Labour Party (any constituency) at the freeze date.
- o Be up to date with their membership subscription and otherwise in proper compliance with their membership. Members may be offered the opportunity to bring their subscription up to date if they are in arrears.

## D. Freeze date

The freeze date for determining eligible members shall be the date on which the Executive Committee meets to appoint the Selection Committee.

The NEC Representative or the NEC may require an alternative freeze date if there are special circumstances.

## 8. Basic stages - what happens, when

### A. Timetable

This is a suggested short timetable. A short timetable is fairer on candidates, but may place additional strains on the volunteers managing the process. Local variations to the timetable may be made with the consent of the NEC Representative.

What	When	Notes
The Regional Director appoints a member of staff to advise on procedure, and the NEC Representative to act on behalf of the NEC. Informal discussions are held with the CLP and a date set for the CLP to elect the Selection Committee.	Sufficiently before the proposed start of the procedure to allow the CLP to consider the possible make-up of and elect the Selection Committee	<i>In line with Labour Party rules 7 days' notice of a special meeting shall be given to voting members entitled to attend</i>
Affiliated organisation representatives to be appointed by the affiliated organisations	Before the special CLP meeting to elect the Selection Committee	
Selection Committee and Procedure Secretary are elected	At the special CLP meeting	<i>PS elected by the newly elected SC only</i>
The SC considers whether to apply for an "ALL POSTAL BALLOT" selection procedure.	Formal start of the procedure and normally the Freeze Date for membership.	<i>Any request for an All Postal Ballot must be authorised by the Chair of the NEC Organisational Sub-Committee, and accompanied by evidence that the CLP can afford postal mailings to all members.</i>
Selection Committee meets to agree timetable and any other matters relating to the selection procedure.	Week 1	<i>Must include closing dates for PV and emergency PV applications</i>
Procedure Secretary notifies procedure to members, including any	Week 1	<i>Prospective candidates may canvass branches and affiliates</i>

procedure in respect of postal votes, and advertises vacancy. Labour Party branches and organisations and affiliated organisations are notified of the procedure and invited to make nominations at the due time.

*for supporting nominations.*

Applications close and nominations open      Week 2

Nominations close. Selection Committee considers CVs from candidates and draws up a longlist from the nominations received      Week 4

*Long list requires the approval of the NEC Representative.*

Selection Committee interviews longlisted candidates and draws up shortlist. Postal votes issued.      Week 5

*Short list requires the approval of the NEC Representative.*

Shortlisted candidates are now free to start campaigning in accordance with the code of conduct.      Week 5

Final hustings and OMOV ballot counted to determine the selection of candidate - NO POSTAL      Week 7

Final hustings and OMOV ballot counted to determine the selection of candidate - ALL POSTAL      Week 9

## 9. Procedure Checklist

- A. NEC Representative and Regional Organiser appointed
- B. Executive Committee meets with NEC Representative and Regional Organiser

The NEC Representative confirms the seat in question is an Open Selection or All Women Selection.

Affiliated organisations appoint two representatives to the Selection Committee.

The EC arranges and sends notifications of special meeting to elect the Selection Committee. The newly elected Selection Committee elects a member to act as the Procedure Secretary.

The NEC Representative will advise whether there are any special requirements in respect of the Freeze Date. Otherwise it is set as the date of this meeting.

The EC considers whether to apply for a variation to the Freeze date.

The NEC Representative will advise whether the NEC require an all postal ballot.

The EC considers whether to apply to the Chair of the Organisation Sub-Committee of the NEC (via the NEC Representative) for the selection to be conducted as an all postal ballot.

C. The Selection Committee meets

- o To receive any decision in respect of freeze date and all postal ballots.
- o To agree the timetable

D. Advertising the procedure

The Procedure Secretary

- o Writes to all eligible members advertising the procedure and draft timetable, including application forms for postal votes or details about all postal vote procedure as appropriate.
- o Writes to all branch secretaries and affiliated organisations advertising the procedure and draft timetable.
- o Advertises the vacancy

The Governance and Legal Unit

- o Advertises the vacancy nationally
- o Makes the standard CV and code of conduct available nationally

E. Equal Opportunities Monitoring

Following the selection of the candidate the Procedure Secretary shall complete the monitoring form attached to these procedural notes and return it to the Governance and Legal Unit.

## F. Receiving Applications

Prospective candidates will submit a CV to the Procedure Secretary and will receive a list of contact details of Secretaries of Labour party branches and organisations and affiliated organisations entitled to make nominations.

The Procedure Secretary will circulate all applications and CVs to the Selection Committee, and to all party branches, party organisations and affiliates. It is best practice to circulate all material at the same time following the close of the period for applications. However, the Procedure Secretary may circulate them in batches prior to the closing date if necessitated by the volume of applications.

Any applications received prior to the vacancy being advertised or after the closing date for applications are not considered.

## G. Receiving nominations

Labour Party branches and eligible Labour Party forums within the CLP, the Co-operative Party, Trade Unions and other affiliated organisations may make a nomination for one or more candidates known in writing to the Procedure Secretary. Only nominations received from the correct designated member of the affiliated organisation will be accepted.

Affiliated organisations may make nominations according to their own procedures.

Labour Party branches may make nominations at any ordinary meeting during the procedure or may convene a special meeting once applications have closed. In either case all members must be notified of the agenda item and of candidates who have expressed an interest. Candidates seeking nominations are responsible for supplying a statement, which may be circulated to branches. This statement should be one side of A4 in a form that may be easily copied by the Procedure Secretary.

Nominations may be for one man and/or one woman in open selections and for up to two women in AWS selections.

Where neither of the two nominations made is for a BAME candidate, a further nomination of a BAME candidate may be made.

Nominations may only be made for candidates who submit an application by the closing date.

Potential candidates may approach members to seek nominations.

Any nominations received shall be notified to the Selection Committee.

## H. longlisting

All applications should be received in the form of standard CVs. However, you should not rule out an application just because it comes in a non-standard format.

You will receive nominations from the Co-operative Party, Labour Party Branches and affiliated organisations in respect of one or more candidates.

All applications and nominations should be circulated to the Selection Committee, branches and affiliated organisations at the end of the application period. However, should the volume of applications require, they may be circulated in batches as they become available. A balance needs to be drawn between giving each application the same time to be considered by the Selection Committee and others, and giving the Selection Committee and others sufficient time to properly consider all applications.

The Selection Committee will meet to consider the applications. Arrangements may be made for members of the committee to join by telephone conference call if they are unable to attend in person.

Any person who has been nominated by the Co-operative Party or an affiliated organisation must be longlisted.

The purpose of the longlist is to decide which of the applicants should be invited for interview. The final shortlist will be drawn from those interviewed. In an open selection procedure, the longlist does not have to be gender balanced, but it should be possible to select a gender balanced shortlist from those longlisted.

One or more members of the Selection Committee would usually propose a suggested list of applicants from amongst those nominated for consideration. Other

members may wish to give support to those names and / or suggest other names, thereby beginning to establish a consensus around the suggested applicants to be longlisted.

The NEC Representative must ensure that proper consideration is given to any nominated candidates with a disability and to BAME and LGBT candidates. Where BAME candidates have submitted applications at least one BAME candidate must be longlisted, from among nominations received. If no nominations for a BAME candidate have been received the Selection Committee may make one nomination for a BAME candidate.

The Selection Committee must longlist the best range of candidates from the available nominations. The committee must assume that any person longlisted may finally be selected as the parliamentary candidate. The Selection Committee must also take a view on the number of people it can reasonably interview in order to finalise the shortlist.

It is expected that the final decision on the longlist will be determined by consensus. If there are disagreements whether an individual should be on or off the longlist, they should be decided by a simple majority vote.

The NEC Representative must approve the longlist on behalf of the NEC. If the NEC Representative is unable to agree the longlist it must be referred to the Chair of the Organisational Sub-Committee of the NEC for determination.

## I. Shortlisting

The Selection Committee will interview longlisted candidates with a view to producing a shortlist.

The Selection Committee should satisfy itself of the eligibility of any candidate.

Any person who receives nominations from Labour Party branches with a combined membership of more than 50 per cent of the CLP membership must be shortlisted, subject to meeting eligibility criteria.

The Selection Committee must give full consideration to any candidate nominated by the Co-operative Party and/or by an affiliated organisation when determining the shortlist.

The interviews should be designed to achieve a high degree of consistency of approach by the Selection Committees. They should also be robust enough to ensure candidates make full declarations of any issues of concern, and commitment to the candidate contract. The same initial questions should be asked of each candidate.

The shortlist must be:

- In an open selection, a minimum of four with at least two women;
- for an all women selection a minimum of three women; and,
- there is no maximum set for the number shortlisted. However this should be set with a view to the practicalities of the remainder of the selection campaign including any hustings meetings.

The NEC Representative is required to ensure that due consideration is given to applications from Black and Minority Ethnic (BAME) candidates, from people with disabilities and from LGBT candidates.

The NEC Representative must be satisfied that the shortlist is of the highest possible quality and as far as possible reflects the aspirations of the Labour Party in respect of diversity.

The NEC Representative may refer the shortlist to the NEC if he or she is not satisfied that the shortlist meets the requirements specified above.

Once the shortlist is approved, the Procedure Secretary will advise the candidates in question of further details of the selection procedure as appropriate. Shortlisted candidates may receive a membership list on application.

All shortlisted candidates shall provide a statement of 250 words for circulation to members in advance of the hustings.

## J. Shortlisting interview guidance

The Selection Committee must be confident that it is presenting local members with the best possible choice for this seat. In an open selection, the committee must also seek to present a gender balanced shortlist.

The interviews must be fair to each candidate.

The Procedure Secretary will advise each candidate of the arrangements for the interviews.

The interviews should comprise:

- o An introduction by the person appointed by the Selection Committee to Chair the interview sessions;
- o a set question notified to all candidates in advance to allow them to make an opening statement;
- o a series of other questions agreed in advance by the Selection Committee;
- o supplementary questions to follow up answers that need further explanation;
- o a final set question to confirm that the candidate has nothing in their background which might, if known, cause embarrassment to the Party or otherwise disqualify their candidature;
- o an opportunity for the applicant to confirm that they believe the procedure to have been conducted fairly; and finally
- o to advise the candidate of when the decision will be made and how they will be informed.

The interview should be conducted in the same way for each candidate, so that a consistent approach makes it easier to judge one person against another.

The NEC Representative must approve the shortlist on behalf of the NEC. If the NEC Representative is unable to agree the shortlist it must be referred to the Chair of the Organisational Sub-Committee of the NEC for determination.

## K. Opportunities to meet candidates

In the event that the agreed procedure is an all postal ballot, then at least one formal hustings must be arranged prior to the despatch of postal votes.

In all circumstances the Selection Committee may consider arranging formal or informal opportunities to meet the candidates.

Care must be taken to ensure that any arrangements for formal or informal meetings are fair to all candidates.

## L. Guidance for hustings meetings and informal gatherings

For the purpose of this note, there are two main types of meeting – those formal meetings at which members may cast a vote and those where members just have the chance to meet and question the candidates but voting takes place elsewhere or by post.

In both cases there are some general principles:

- o The procedure must be fair to all candidates, and the Chair, in particular, must ensure that equal time is allowed for candidates for any speeches and questions.
- o All candidates must be invited.
- o The meeting should only be open to eligible members, the candidates, and other persons designated by the General Secretary or Regional Director.
- o The dates, times and venues for hustings meetings should be finalised at or shortly after the first meeting to set the timetable, and advertised in the letters to members.

The decision on how many hustings or informal meetings to hold should be dependent on balancing the costs, administration and extra strain on aspiring candidates involved in attending multiple hustings meetings, with giving members a realistic opportunity to hear and question the nominees. If at all reasonable, subject to the geography of the constituency, there may be only one hustings meeting. All shortlisted candidates must be invited to each hustings meeting.

Where the selection is to be by all postal ballot, at least one hustings meeting must take place before the issue of postal votes.

## M. Hustings where ballot papers are issued

There are two approved types of formal hustings meetings. Whichever type is selected it must be used for all hustings meetings organised by the procedure secretary as part of the selection process.

- o Type 1: Is where each candidate is individually invited to make a short speech and then answer questions.

# The Labour Party

- o Type 2: Is where all candidates form a “Question Time” type panel and listen to each other’s speeches and answer the same question in rotation.
- o Either type of meeting may include an informal session where party members may meet and talk to individual candidates.
- o All candidates should be told the format of the meeting, and the length of speeches, at least a week in advance.
- o For either type many of the principles are the same.

A list of eligible members should be kept at the door and marked as they enter. If there is more than one meeting, the same list must be used for each.

Members must have their credential (letter of invitation) and evidence of membership or other form of identity.

At the start of the meeting the door stewards should announce to the meeting how many eligible members are present.

Once the first candidate has started speaking the doors should be closed. Latecomers can be admitted but they should be kept at the back of the room, away from the main audience and must not participate in any way, and may not vote.

A separate quiet room should be kept for the candidates. When they have all arrived, the NEC representative and chair of the meeting should meet them to explain how the meeting will be conducted (and draw lots for order of appearance if they are to be interviewed separately).

Candidates should expect water and a PA to be available on the platform if they wish to use them. You should consider providing a lectern, and also take all the candidates into the meeting room together for them to see the room layout and where they will speak from.

## The meeting

The chair should begin by briefly outlining the procedures and listing the candidates in the order they will speak.

The time allocated for speeches and questions should be enforced. Time for questions cannot be used to make up for time not taken up in speeches. (NEC recommends the

time for questions be longer than the speeches, for example five minutes for speeches and 15 for questions.)

In a Type 2 Question Time format, the Selection Committee will want to carefully consider the overall time for speeches and questions according to the number of candidates on the shortlist. It is recommended that the time allocated for all opening speeches is no more than 30 minutes, and that the remainder of the session is given over to questions. Each candidate should be allowed a one minute closing statement.

If the meeting is to be in a panel format, then the order of answering questions must rotate among the candidates (the person who answers question 1 first would answer question two second, question three third and so on. The chair will need a checklist to keep track of who has answered when.) Closing statements should be given in reverse order to the opening speeches.

Where candidates are interviewed separately, an arrangement may be made to ask all candidates the same set question or questions. Should a candidate answer all the set questions within the time allowed for questions then further questions may be taken from the floor.

No questions on financial means of support, or referencing any candidates' protected personal characteristics under the Equality Act: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation, shall be permitted. Neither should there be any questions about a candidate's domestic circumstances, nor any pertaining to the candidate's or the constituency party's financial arrangements or possible support for the constituency from affiliated organisations.

## The ballot

After the final candidate has concluded, the tellers should distribute ballot papers for completion. The ballot box should be supervised by the NEC representative.

## N. Informal or formal opportunities to meet the candidates only

Where the event consists wholly of an informal gathering:

All candidates should be kept apart from members until the announced starting time.

No candidate should be allowed or asked to address the gathering unless all candidates have equal time to address it and all have been notified of this in advance.

At the start of the event, a party officer should call for order and indicate the candidates present and their names. Where possible, candidates should be given badges bearing their names, so that members can identify them during the gathering.

CLP officers should circulate during the event and seek to ensure that all candidates have the opportunity to meet as many members as possible.

Where the event consists wholly of a more formal meeting:

This may be either in the form of a traditional selection meeting (with each candidate speaking and taking questions in turn) or in the form of a hustings with all candidates present as a panel where they can take questions in turn and respond to what other candidates are saying. The format of the meetings must be decided in advance by the Selection Committee and advised to the candidates.

Candidates should draw lots for order of speaking. If the meeting is to be in a panel format, then the order of answering questions must rotate among the candidates (the person who answers question 1 first would answer question two second, question three third and so on. The chair will need a checklist to keep track of who has answered when.)

The usual time limits must be decided in advance and notified to the candidates, and the rules on subjects which may not be raised should be applied as set out elsewhere.

Where the event consists of a formal session and an informal session:

The formal session should normally be taken first to facilitate discussion during the informal session.

The formal session may consist of speeches only on the basis that questions can be asked during the informal session.

## O. Postal Ballot

Whether the postal ballot is full or partial, the Procedure Secretary must make arrangements for the return of postal ballots to a secure location.

Ballot papers must only be issued to the person who has applied for them. Blank ballot papers and verification slips must be held securely by the Procedure Secretary.

Members must be notified of the closing dates for application for postal votes and emergency postal votes.

If postal votes are by application only, a reason for applying for a postal vote must be given but there is no requirement on the Procedure Secretary to verify that reason.

For any all postal vote procedure, arrangements must be made for members to deposit their completed postal ballot papers (as though they were posting them) in a ballot box at any hustings meeting taking place after the despatch of postal votes.

All postal ballot papers must be returned with a verification slip which confirms the identity of the person who has completed the ballot paper.

Emergency postal vote applications must state a reason why the postal vote could not be applied for during the time for ordinary applications. All applications must be determined, if necessary in consultation with the Governance and Legal Unit, by the NEC representative whose decision is final. Emergency Postal votes may not be issued simply because a person failed to apply for an ordinary postal vote in due time.

## P. Guidance on verification of postal ballot

Postal votes will have been returned in a recognisable return envelope. The objective of the verification stage is to ensure that the ballot paper in the envelope has been returned by the person entitled to cast that vote, and that they have voted only once.

You must have the original application forms with their signatures. These should be sorted into alphabetical order for ease of reference. If you have the time and ability, you may also wish to produce a postal voter list with their scanned signatures alongside their names for immediate

reference. You can then refer to the original application forms if the scan is unclear. Lists with scanned signatures mean that each of the tellers can be active in opening, and verifying the process should be a bit quicker.

You should also have a list of any replacement ballot papers issued and a note of how the replacement return envelope has been marked.

When opening envelopes do not separate the envelope from the contents until the whole verification process is complete.

The first step is to open the outer envelope and check that it contains a ballot paper envelope and a verification slip. If it does, check the verification slip against the original application or scanned signature and confirm that they are by the same person.

Tick that person off the register as having returned their vote. If a person returns more than one vote then all their votes are discounted.

If the signature cannot be verified or the verification slip is missing the envelope and contents must be put to one side and that vote not counted.

Once all the postal votes have been verified and the returns marked on the register of postal voters, the postal vote envelopes may be separated from the return envelopes and mixed. The ballot paper envelopes may then be opened and the ballot papers mixed with the other ballot papers from the hustings meeting. Any envelope containing more than one ballot paper at this stage should be ruled as invalid except in the circumstances shown below.

*What if there is no verification slip in the return envelope?*

- o Open the ballot paper envelope and see if it has been put in there instead. If it has, carefully extract it and leave the ballot paper in its own envelope and then proceed as above.

*What if there are two or more verification slips in the envelope?*

- o Carefully open the ballot paper envelope and check that there are two or more ballot papers, and no more than the total number of verification slips. If there are,

complete the verification but put this envelope to one side so that you know it contains more than one ballot paper and can be added to the count.

*What if a person has returned more than one ballot paper?*

- o All ballot papers are ruled as invalid, unless a person has been issued with a replacement ballot paper. Only the replacement (returned in a special envelope) should be counted.

## Q. Security of the ballot

The Procedure Secretary must make arrangements for the secure storage of postal vote application forms, returned postal votes and any votes cast at any hustings meetings.

## R. Count and announcement

The count of all ballots cast, including postal votes must be made at one location as soon as practicable following the end of the formal procedure. Often this will be immediately following the final hustings where people have an opportunity to vote (or return their postal vote).

All postal ballot papers must be verified before the postal ballots are opened and mixed with any other ballot papers for counting.

The count will be by Alternative Vote (preferential voting).

Candidates and an agreed number of supporters depending on space may be invited to witness the count.

In the event of a close result at any stage of the count, the Procedure Secretary must be satisfied of the accuracy of the count and may ask for a recount of the ballot papers.

The candidates, if present, must be advised of the result prior to any formal announcement.

## S. Disputes

Any disputes relating to the procedure, membership eligibility, conduct of candidates or any other matter should be referred to the NEC Representative whose decision shall be final having sought advice from the Governance and Legal Unit.

## T. Variation and interpretation of these procedures

Any interpretation of these procedures may be sought from the Regional Officer acting on behalf of the General Secretary / Regional Director. Any variation to these procedures may only be made with the consent of the Regional Organiser.

## 10. STANDARD TEXT

The following is a series of standard text paragraph which you can copy and adapt to meet the requirements of your correspondence. There may be a number of other letters which you will circulate during the procedure, but hopefully the text shown below will give you most of what you need.

No formatting has been applied so that you can copy standard text into your own letter or form style.

Where you are enclosing forms for completion – declaration of identity, applications for Postal votes etc. – it may be best to mail-merge those name and address details on to the form, so that the member merely has to confirm details and sign the form. This is likely to lead to a higher take up rate, and to reduce error due to poor handwriting.

## A. NOTICE OF SPECIAL MEETING TO MEMBERS

Date of letter  
Dear Member

Electing our Selection Committee

The Labour Party's National Executive Committee has agreed that [*Name of constituency*] should now begin the selection process for selecting our parliamentary candidate and that as local members we should all play a full and active role in the process. NEC has agreed that [*Name of constituency*] shall be [*an All Women Shortlist/Open Selection*].

The Selection Committee is responsible for running the selection process for our parliamentary candidate. To participate in electing our Selection Committee or if you wish to nominate yourself to be on the Selection Committee, please join us a special CLP meeting at the following time:

[*Dates, times, places*]

To be eligible to participate, you must be a fully paid up member of the CLP. If you are currently in arrears please bring your membership fees up to date before the meeting.

## B. NOTICE OF PROCEDURE TO MEMBERS

Date of letter

Dear Member

Selection of Parliamentary Candidate for the [*Name of constituency*]  
Constituency

You may be aware that the procedure to select our parliamentary candidate for the next general election is now underway. In order to take part in this selection you must have joined the Labour Party on or before [*Date*] and your subscription must be currently up to date.

### ELIGIBILITY

According to my records you are [*eligible to take part in this selection. not eligible to take part in this selection because...*]. If you believe this information to be incorrect, please contact me today at the email or number shown on this letter.

### APPLICATIONS AND SHORTLISTING

Any member who wishes to be considered as the candidate must apply using the standard form available from [...] by [*Date*].

The [*Constituency*] Labour Party has elected a Selection Committee for this procedure. The Selection Committee will consider all applications and draw up a longlist from among nominations received of people they wish to interview. Those interviews will take place on [*Date*]. The Selection Committee will interview potential candidates and draw up a shortlist for local members to consider. The final decision will be made by local members [*by an all postal ballot*] [*at a hustings meeting where you will be able to question candidates before casting your vote. Postal votes will be available for members who are unable to attend and an application form is enclosed*].

Hustings meetings and opportunities to meet candidates

The hustings meeting, where you will be able to cast your vote, will be held [*date, time, and place*]. Please note you must be present to hear all the candidates in order to be issued with a ballot paper at this meeting.

The following additional opportunities have been arranged for members to meet and question the candidates.

[*Dates, times, places*]

Further information about the hustings meeting will be sent in due course.

Postal Votes

If you are unable to attend the meeting to cast your vote you may apply for a postal vote. An application form is enclosed. The closing date for applications is [*Dates, times*]. Should an emergency arise following this date which would prevent you from attending you may apply for an emergency postal vote using the same form. The closing date for emergency postal vote applications is [*Dates, times*].

## C. NOTICE OF PROCEDURE TO BRANCHES AND AFFILIATES

Date of letter

Dear Secretary

Selection of Parliamentary Candidate for the [*Name of constituency*]  
Constituency

You may be aware that the procedure to select our parliamentary candidate for the next general election is now underway. The selection procedure is by self-application, followed by nominations, shortlisting and finally a selection by local members in a one-member one-vote (OMOV) ballot.

Any member who wishes to be considered as the candidate must apply using the standard form available from [...] by [*Date*].

The [*Constituency*] Labour Party has elected a Selection Committee for this procedure. The Selection Committee will consider all nominations and draw up a longlist of people they wish to interview. Those interviews will take place on [*Date*]. The Selection Committee will interview potential candidates and draw up a shortlist for local members to consider.

Nominations

The Co-operative party, each Labour Party Branch and any affiliated organisation may make a nomination for one man and/or one woman [*or up to two women in respect of AWS selections*] by the due deadline. In addition if neither of the nominations are for a BAME candidate a further nomination of a BAME candidate may be made. All nominations must be made from amongst those candidates who have applied for the selection in question.

Nominations may take any form, but must be in writing (by letter or email) and must be authorised by the proper person (usually the Secretary) of the organisation concerned. All nominations will be presented to the Selection Committee with the applications received.

Candidates may approach you directly to seek a nomination.

Nominations must be received by me by [*time, date*].

## D. NOTICE OF HUSTINGS

Date of letter

Dear Member

Selection of Parliamentary Candidate for the [*Name of constituency*]  
Constituency

The Selection Committee has shortlisted the following for consideration as parliamentary candidate for the general election.

[*Names*]

I enclose copies of the candidates' statements.

You are invited to a hustings meeting where the candidates will speak and answer questions and you will be able to cast your vote. The meeting will be held at [*date, time and place*], and doors will be open from [*time*].

Please ensure you arrive in good time, as anyone arriving after the first candidate has started to speak will not be able to vote. You will need to remain for the whole of the selection meeting to be eligible to vote. You must bring with you the enclosed credential and your current party membership card, or other proof of identity.

The ballot will be by alternative (preferential) vote, with the votes of the bottom candidate after each count being redistributed according to expressed preferences. You cannot harm your preferred candidate by indicating lower preferences, and in a tight final round the redistributed lower preferences may well determine the result.

The count will be held [*immediately following the hustings meeting / other date, time and place*] and the result announced following completion of the count.

## E. POSTAL VOTE APPLICATION FORM

[Merged details  
Name  
Address  
Membership Number]

### **Selection of Parliamentary Candidate for the [Name of constituency] Constituency**

I am unable to attend the hustings meeting for the above selection process on because:

(you must state a reason – simply stating that you are unable to attend, or don't wish to attend is not sufficient)

If there are any errors in your names and address details shown above please correct them here.

Signature

Date

NB: You must sign this form yourself. It will be used to validate your signature at the opening of postal ballot papers at the final count.

If you are unable to sign the form yourself, you (or someone on your behalf) should contact me on [*telephone*] so that I can arrange with you for an authorised person to witness your signature.

This form must be returned to me, [*name and address*] by [*date and time*].

## F. Emergency Postal Vote

If an emergency arises after [*date and time*] which would prevent you from attending the meeting you must also give a reason here why you were unable to apply earlier.

I was unable to apply for a postal vote within the normal timetable because:

Signature

Date

This form must be returned to me, [*name and address*] by [*date and time*].

## G. EMERGENCY POSTAL VOTE APPLICATION FORM

[Merged details

Name

Address

Membership Number]

### **Selection of Parliamentary Candidate for the [Name of constituency] Constituency**

I am unable to attend the hustings meeting for the above selection process on because:

I was unable to apply for a postal vote within the normal timetable because:

(you must state a reason – simply stating that you are unable to attend, or don't wish to attend is not sufficient. You must also state why you were unable to apply before the closing date for ordinary applications.)

If there are any errors in your names and address details shown above please correct them here.

Signature

Date

NB: You must sign this form yourself. It will be used to validate your signature at the opening of postal ballot papers at the final count.

If you are unable to sign the form yourself, you (or someone on your behalf) should contact me on [*telephone*] so that I can arrange with you for an authorised person to witness your signature.

This form must be returned to me, [*name and address*] by [*date and time*].

All applications for emergency postal votes will be determined by a representative of the National Executive Committee whose decisions will be final.

## H. POSTAL VOTE BALLOT PACK - Letter

Dear Member

Selection of Parliamentary Candidate for the [*Name of constituency*]  
Constituency

I am pleased to enclose your postal ballot paper and related information for this selection.

The Selection Committee has shortlisted the following for consideration as parliamentary candidate for the general election.

[*Names*]

I enclose copies of the candidates' statements.

The ballot will be by alternative (preferential) vote, with the votes of the bottom candidate after each count being redistributed according to expressed preferences. You cannot harm your preferred candidate by indicating lower preferences, and in a tight final round the redistributed lower preferences may well determine the result.

You should then adopt the following procedure to cast your vote:

First read and sign the declaration of identity. You must read the declaration carefully before you sign it.

Next, cast your vote on the ballot paper enclosed. You should fill this in according to the instructions on the paper.

Place your completed ballot paper in the smaller envelope and seal the envelope.

Place the sealed ballot paper envelope in the larger return envelope along with your signed declaration of identity.

Once you have completed the ballot paper you should return it to the address shown on the envelope. If for any reason you are unable to return your ballot papers to me by post you or a member of your immediate family may bring it to me in person. Please telephone me on [*phone*] to make arrangements.

In any event the ballot paper must be returned by [*date, time*].

On no account should you hand your ballot paper to anyone other than the member of your immediate family who is to deliver the paper on your behalf.

If you are now able to attend the hustings meeting you must bring your postal vote with you as you will not be issued with a further ballot paper at the meeting, and once the hustings meeting has commenced you will have to remain until the end of the meeting to cast your vote.

# The Labour Party

The count will be held [*immediately following the hustings meeting / other date, time and place*] and the result announced following completion of the count.

## I. POSTAL VOTE BALLOT PACK – Declaration of Identity

[*Merged details*

*Name*

*Address*

*Membership Number*]

I declare I am the member of the Labour Party identified above.

I am aware that in casting my vote in this selection procedure I must vote for a candidate purely on the basis of merit. I will not allow the gender of a candidate or any consideration that might favour one gender over another to affect my judgement. [*Delete last sentence where CLP has an all women shortlist*]

Signature

Date

You must sign this form yourself unless you have already made an arrangement with a representative of the National Executive Committee (NEC) that somebody should do so on your behalf. Your signature will be validated against that on your postal vote application form. If you have any difficulty in filling in the form you should contact your NEC representative as soon as possible.

The NEC representative for this ballot is [*Name*] who can be contacted on [*phone*].

You must sign and enclose this slip along with your ballot paper envelope, or your vote will not be counted.

Your completed paper must reach the postal vote ballot box no later than [*date, time*]

## J. BALLOT PAPER

[The same ballot paper can be used for postal and non-postal vote ballot. It is recommended a different colour is used for each]

Selection of Parliamentary Candidate for the [*Name of constituency*]  
Constituency

### BALLOT PAPER

Voting is by alternative (preferential) vote.

You should mark the candidates in order of preference: 1 against your first preference, 2 against your second preference, 3 against your third preference, and so on.

You may use as many preferences as there are candidates

You do not have to use all your preferences. If you only wish to vote for your first few preferences you may do so.

A vote for a lower preference will only be counted after your first preference has been eliminated. You cannot harm your preferred candidate by indicating lower preferences, and in a tight final round the redistributed lower preferences may well determine the result.

*[The form for the ballot paper should show the names in alpha order by surname – there should be no numbered column.]*

BROWN Jacob	
GREEN Mary	
ORANGE Simon	
WHITE Jasmine	

*J*

## 11. Monitoring Form

- A. Following the completion of your selection procedures  
Please complete the following form and return it to the  
Governance and Legal Unit, The Labour Party, Southside,  
105 Victoria Street, London SW1E 6QT

B. Applications

	Number Applied	Number longlisted	Number shortlisted
Men			
Women			
Asian			
Black			
Mixed race			
White British			
White European			
White Other			
Not specified			
Disability			
LGBT			

C. Selected candidate

The selected candidate is or considers themselves to be:

- Female       Male  
 Asian       Black       Mixed       White British  
 White Euro    White Other       Not specified  
 Disabled  
 LGBT

Please also attach a copy of the self-nomination forms and candidate's statement.

## 12. Procedural Flowchart for candidates

- A. This is not a complete list of all items but highlights the key elements for candidates. The full document should be read to further details.

- Keep an eye the web-site for details of new selections
- Submit your CV (on the standard form) to the Procedure Secretary

- Once you have submitted your CV, ask the Procedure Secretary for a list of secretaries of Labour Party Branches and affiliated organisations.

- Approach branches and affiliates for a nomination. You can produce one leaflet or letter (A4 full colour) to help you.

- If you are invited for interview by the Selection Committee make sure you understand how the interview will be conducted.

- If you are shortlisted by the Selection Committee you will have to produce a 250 word statement for circulation to members. You can also get an electronic list of all members.

- You can also now produce two more leaflets or letters (up to A3 size in full colour) plus a small calling card.

- Finally the hustings meeting. Make sure you know well in advance how it is going to be arranged.

### • DON'T FORGET

- Your Campaign Team is an extension of you. Don't let them break the code of conduct or it may have an impact on your campaign.

- You are not limited in personal contact with members, or in the use of electronic media. But if a member says don't call again, they mean it.

- At all times ask yourself, what would an ordinary member think about how I'm behaving. The code of conduct is a code. It's not an envelope to be pushed to breaking point and beyond.

### • AND FINALLY - GOOD LUCK

## 13. Supporting Documents

- A. Additional supporting documents are available on Membersnet
  - Standard CV for use as an application form
  - Candidate Code of Conduct
  - Guidance on the conducting a count by Alternative Vote.
  - MP Job and Person Specification

**Further information  
from:**

**The Governance and  
Legal Unit  
Legal\_queries@  
labour.org.uk or  
0207 783 1498**

South East  
0118 923 9403  
[southeast@labour.org.uk](mailto:southeast@labour.org.uk)

South West  
0117 972 9440  
[southwest@labour.org.uk](mailto:southwest@labour.org.uk)

East Midlands  
0115 943 1777  
[eastmidlands@labour.org.uk](mailto:eastmidlands@labour.org.uk)

Wales  
02920 877700  
[wales@labour.org.uk](mailto:wales@labour.org.uk)

Eastern  
01279 625 860  
[eastern@labour.org.uk](mailto:eastern@labour.org.uk)

West Midlands  
0121 569 1900  
[westmidlands@labour.org.uk](mailto:westmidlands@labour.org.uk)

London  
020 7783 1170  
[London@labour.org.uk](mailto:London@labour.org.uk)

Yorkshire and The Humber  
01924 291 221  
[yorkshire@labour.org.uk](mailto:yorkshire@labour.org.uk)

Labour North  
0191 246 5276  
[north@labour.org.uk](mailto:north@labour.org.uk)

North West  
01925 574913  
[northwest@labour.org.uk](mailto:northwest@labour.org.uk)

Scotland  
0141 572 6900  
[scotland@labour.org.uk](mailto:scotland@labour.org.uk)