



ISU

**THE UNION FOR THE
BORDER AGENCY**

RULES

**PROVISIONS REGARDING THE
ADMINISTRATION OF ISU FINANCIAL ASSETS**

1. The Finance Officer shall be responsible for the overall operation of the financial affairs of the union. He/she will take all appropriate and reasonable steps to ensure that all transactions are appropriately authorised, all records of transactions are accurate, that all necessary data is entered on the budgetary monitoring system and that all accounts are subjected to independent audit on an annual basis. He/She will compile any returns required of the ISU by statutory provision.
2. He/she will establish procedures for the timely payment of bills and claims from members for expenses or other financial payments.
3. The Finance Officer shall make available to any NEC member/ trustee within a reasonable time, written details of the current budgetary situation if this is requested. He will provide every NEC meeting with a report upon the financial situation of the union.
4. With the agreement of any two other officers the Finance Officer may vire up to £ 10,000 between budgets in any one quarter if, in his/her opinion, such a step is necessary for the financial well being of the organisation. Any such step must be reported at the next subsequent NEC.
5. The General-Secretary shall assist the Finance Officer in undertaking his/her duties. In particular he/she must ensure that sufficient administration resources are available to the Finance Officer in order that financial affairs are undertaken efficiently and effectively.
7. As long as to do so would not result in budgetary overspend, the General-Secretary and the Finance Officer shall have authority to authorize non-recurring expenditure of £1,500. In such circumstances they will advise each other of the transaction. The agreement of the Annual Budgets by the NEC shall be authority for recurring sums, that might be in excess of £ 1,500, such as, for example, salaries, utility bills or insurance premiums, so long as this will be met within the limit of the agreed budgets.

As Amended by the NEC 2nd March 2016

The union shall not be liable for any costs, charges or other payments in connection with legal action or advice, either incurred or made on behalf of members, without the prior consent of the National Executive Committee.

2. Matters Related to Employment.

Members may obtain representation from an accredited officer of the union in a matter arising from employment with, or directly connected to, the Home Office; subject to the conditions set out in section 1 above.

2.1 Range of assistance available.

A range of assistance is available from officers of the union in matters arising from employment and may include:

- 2.1.1 Informal advice on local or procedural matters.
- 2.1.2 Attendance as a companion in internal proceedings where such is allowed for, or at the discretion of the employer.
- 2.1.3 Attendance as a representative in internal proceedings where such is allowed for, or at the discretion of the employer.
- 2.1.4 Written representation to the employer.
- 2.1.5 Provision of employment law advice.
- 2.1.6 Representation at the Civil Service Appeal Board
- 2.1.7 Representation at law.

2.2 Applications for assistance.

2.2.1 Assistance is available on request from a suitably qualified officer of the local branch, subject to the exclusions above. Officers become qualified to conduct personal cases by attending regular training at the appropriate level. Officers who have not attended such training, or whose training has lapsed, should not conduct personal cases.

2.2.2 If assistance from a National Caseworker is sought the application can be made directly to the National Casework Manager in writing, or through the local branch.

2.2.3 Applications for employment law advice or legal representation in matters connected to employment must be made in writing to the National Casework Manager, or to another officer appointed by the General Secretary for that purpose.

2.2.4 The caseworker allocated in response to such a request is at the discretion of the National Casework Manager or any other officer appointed by them. If the member has concerns about the appointed caseworker they must raise this in the first instance with the National Casework Manager. If the matter cannot be satisfactorily resolved the member may appeal to the General Secretary in writing. The decision of the General Secretary is final. If the concern is regarding the allocation of the National Casework Manager in person any concerns may go directly to the General Secretary.

3.2 Refusal of advice.

If the decision is taken by the ISU to refuse a request for advice made under section 3 the scheme the member is entitled, on application, to written reasons for that decision.

4. Appeals.

Should a member be refused assistance under these principles, or if assistance already provided is withdrawn or curtailed the member has a right of appeal.

4.1 In any appeal the decision of the National Executive Committee is final. The appeal must be made in writing to the National Chair within 14 days of the date the member was notified of the adverse decision.

4.2 The appeal will not succeed unless the member can demonstrate that the decision was not made in accordance with these principles, is contrary to law or that there are exceptional compelling circumstances for allowing such an appeal.

4.3 The member may make written representations only to the NEC. These must be submitted within 14 days of the appeal being lodged.

4.4 Responsibility for ensuring that any appeal is received lies with the submitting member. Proof of posting will not be taken as proof of receipt.

4.5 The outcome of the appeal will be notified to the member in writing within 14 days of the NEC's decision.

Adopted by the NEC 9th April 2008 Amended July 2014. Amended January 2016.

As amended by the NEC 5th December 2007
As amended by the NEC 10th March 2010
As amended by the NEC 19th January 2011
As amended by the NEC 17th August 2011
As amended by the NEC 2nd March 2016

8. Benefit, if granted, shall be paid at the rate of £42 per week. £6 per day pro rata Benefit, paid continuously or in a series of separate claims, is payable to a cumulative maximum total of £2,184 regardless of length, or continuity, of membership.

9. If all or part of the SDA / AHA / AAA or similar payment for which the union has provided compensation is subsequently repaid to the member by the department, or is recovered from any other source (for example through an insurance policy held by the member, or as compensation awarded following litigation whether or not this litigation was supported by the ISU), the union is entitled to recover any sums paid to a member under this scheme. In seeking to recover any monies the union will consider all relevant circumstances.

Adopted by the NEC 15th January 2003
Amended by the NEC 5th December 2007
Amended by the NEC 19th January 2011
Amended by the NEC 17th August 2011
Amended by the NEC 14th December 2011
Amended by the NEC 2nd March 2016

Disciplinary Procedures

Complaints about the provision of goods and services.

1. Any member has the right to complain about matters relating to the provision of goods and services by the ISU. Such complaint to be made in writing to the General Secretary within 3 months of the issue arising.
2. On receipt of a valid complaint the General Secretary shall make such enquiries as are necessary and proportionate to determine the relevant facts. Such investigation may be delegated to any full member of the ISU unconnected with the matter if required.
3. Where relevant the General Secretary may meet with the member raising the complaint and seek their views on appropriate resolution; or they may make any other proposal for resolution as is relevant to the matter complained of.
4. If the member raising the complaint is not satisfied with the resolution offered they may seek a review of that decision by the National Chair. Any such review to be requested within 14 days of the final notification of the outcome of the complaint.

Complaints about employees of the ISU

5. Where a member has a complaint about the actions of an employee of the ISU they shall raise the matter in writing with the General Secretary within 3 months of the matter arising.
6. The General Secretary, or any such person to whom they have delegated this responsibility may, if appropriate, meet with the member making the complaint to seek further information or discuss resolution.
7. The complaint will then be dealt with in accordance with the provisions as set down in the employee handbook; and in compliance with applicable law.

Complaints about other ISU members

8. Issues which arise between individuals are always best resolved informally if at all possible. A member with complaint about the actions of another should initially try to speak to the other person, with the support of an ISU colleague if needed.
9. Where the matter for complaint concerns the conduct of another ISU member in the context of their employment then the complaint should be made to the employer rather than the Trade Union.
10. Where the complaint arises from the actions of a member in the conduct of ISU duties or activities, or where the employer would not reasonably be expected to

ISU TRAVEL AND SUBSISTENCE POLICY

The ISU encourages its officers to travel by the most economical means possible subject to the caveats below.

All travel and subsistence claims which exceed £200 in total for a single event must be authorised in advance by the Finance Officer. The claimant should be expected to justify the cost by providing appropriate comparisons with other means of transport, reference to time savings, saving of overnight subsistence etc as appropriate. In the event of a dispute, or if the Finance Officer refuses to authorise the cost of the journey, details of the appeal process can be found at the end of these rules.

Any problems or difficulties regarding these rules should be discussed in advance with the Finance Officer, or in his/her absence, the National Chairman, General Secretary or Vice-Chair.

A. TRAVEL

1. MOTOR MILEAGE ALLOWANCE

The ISU will pay a rate of 35p per mile for all journeys undertaken in the member's own vehicle on ISU business.

FROM 1.4.16 40p per mile.

All other reasonable costs will be reimbursed, e.g. car parking, motorway/tunnel/bridge tolls, congestion charge.

No additional mileage is paid if passengers are carried.

2. TRAVEL BY PUBLIC TRANSPORT

This will be reimbursed at cost. Every effort should be made to take advantage of discounted advance purchase tickets, low cost/no frills airlines, and restricted rather than the more expensive fully-flexible tickets, where possible.

For any rail journey of in excess of 2 hours where standard class is crowded and/or more efficient use of time is presented by first class travel, then NEC officers may elect to travel first class on that sector of the journey and the cost will be reimbursed. An explanation for the use of first class travel facilities must be included on the expenses claim form and approved by the Finance Officer.

The ISU acknowledges that there is no departmental mechanism for paying overtime/travelling time to any ISU officer who makes long journeys and therefore is away from home for many hours, and that the ISU does not have the financial resources to offer such compensation. Therefore, any exploration of low cost air fares or discounted off-peak rail travel must take this into account and such fares should not be selected when this would result in an unacceptable disruption to the work-life balance.

the National Executive with regard to the rates payable, and should review all rates on an three yearly basis.

No travel expenses or subsistence will be paid to an officer who attends their normal place of work on ISU business since it is acknowledged that it is the officer's own responsibility to meet the normal home to office journey costs. For the avoidance of doubt, it is acknowledged that the definition of "normal place of work" includes other locations on the same site, e.g. an officer based at Heathrow Terminal 2 would not be able to claim travel expenses or day subsistence for attending a meeting at Heathrow Terminal 3.

E. DISPUTES/APPEALS

The Finance Officer should initially try to resolve all disputes. In any unresolved dispute the Finance Officer should inform the member that they may appeal to the General Secretary.

In the event that the Finance Officer refuses to authorise travel expenses in excess of £200, the following appeal process will apply:

- a) In the normal course of events, the appeal should be made to the General Secretary whose decision will be final.
- b) If it is the General Secretary who wishes to appeal, that appeal should be made to the National Chairman, whose decision will be final.
- c) If the Finance Officer wishes to obtain authority for travel in excess of £200, prior authority should be sought from the National Chairman, with any appeal directed to the General Secretary as in (a) above.

These rules were adopted by the National Executive on 9 November 2005.

Amended on 2.3.16 w.e.f. 1.4.16

ISU RULES FOR INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS USE, MONITORING AND SURVEILLANCE.

(1) Immigration Service Union information technology and network facilities are provided for use in accordance with the following policy.

The ISU provides computer facilities and access to its computer networks only for purposes directly connected with the work of the Union. Individuals have no right to use Union facilities for any other purpose.

The Union reserves the right to exercise control over all activities employing its own information technology and telecommunication facilities and facilities made available to the Union by agreement with individuals and other organisations, including examining the content of users' data, such as e-mail, where that is necessary:

- (a) for the proper regulation of the Union's facilities;
- (b) in connection with properly authorised investigations in relation to breaches or alleged breaches of provisions in the Union's statutes, decrees and regulations, and the rules on computer; or
- (c) to meet legal requirements.

Rules Governing IT Use

The following rules govern all use of Union information technology and telecommunication facilities and facilities made available to the Union by agreement with individuals and other organisations, whether accessed by Union property or otherwise.

- (1) Use is subject at all times to such monitoring as may be necessary for the proper management of the network, or as may be authorised by the General Secretary for the purpose of investigation of allegations of activity in breach of the law, or of the Union's statutes, decrees and regulations.
- (2) Persons may only make use of Union facilities with proper authorisation. *Proper authorisation* in this context means prior authorisation by the General Secretary or his or her nominated deputy. Any authorisation is subject to compliance with these rules, and with the Union's statutes, decrees, and regulations, and will be considered terminated by any breach or attempted breach of these rules.
- (3) Authorisation will be specific to an individual. Any password, authorisation code, etc given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other person.
- (4) While engaged on Union business, or on matters relating to the Union or when communicating with, or on matters concerning the Union, employees, officials and members of the Union should not use Union IT or network facilities, private or other means for any of the following:

unrestricted dissemination; such information shall not be copied, modified, disseminated, or used either in whole or in part without permission of the General Secretary ;

(7) No user may use IT facilities to hold or process data relating to a living individual save in accordance with the provisions of current data protection legislation (which in most cases will require the prior consent of the individual or individuals whose data is to be processed). Any person wishing to use IT facilities for such processing is required to inform the Union Data Protection Officer in advance and to comply with any guidance given concerning the manner in which the processing may be carried out.

(8) Any person responsible for the administration of any Union computer or network system, or otherwise having access to data on such a system, shall comply with the provisions of the rules and instructions, as published by the General Secretary from time to time.

(9) Users shall at all times comply with guidance issued from time to time by the General Secretary to assist with the management and efficient use of the network.

(10) Connection of computers, whether Union or privately owned, to the Union network is subject to the following additional regulations:

(a) Computers connected to the Union network may only use network identifiers which follow the Union's naming convention, and are registered with the General Secretary.

(b) The administrators of computers connected to the Union network are responsible for ensuring their security against unauthorised access, participation in "denial of service" attacks, etc. The Union may temporarily bar access to any computer or sub-network that appears to pose a danger to the security or integrity of any system or network, or which, through a security breach, may bring disrepute to the Union.

(11) In the event that a user is thought to be in breach of one or more of these rules or of Union statutes, decrees, or regulations he or she shall be reported to the General Secretary who may recommend to the National Executive Committee that proceedings be instituted under Union disciplinary procedures. Access to facilities may be withdrawn pending a determination, or may be made subject to such conditions as the General Secretary shall think proper in the circumstances.

Guidelines for Examining Users' Data

(1) All staff who are given privileged access to information must respect the privacy and security of any information not intended for public dissemination, that becomes known to them by any means, deliberate or accidental.

(2) System Administrators (ie those responsible for the management, operation or maintenance of computer systems) have the right to access users' files and examine network traffic, but only if necessary in pursuit of their role as System Administrators. They must endeavour to avoid explicitly examining the contents of users' files without proper authorisation.

(3) If it is necessary for a System Administrator to inspect the contents of a user's files, the following procedure must be followed. Normally, the user's permission should be

ISU Policy on Data Assurance and Security

The ISU is registered with the ICO for the purposes of the Data Protection Act. The Data Controller is:

Lucy Moreton.
General Secretary.

General

ISU officers, representatives and staff have a duty to ensure the security of data in their care regardless of its content. Reasonable care must be taken to ensure that copies, electronic or otherwise, are not lost. Hard copies should be kept securely when carried outside the workplace. Once no longer needed documents should either be destroyed or sent to ISU Hq in Harwich for secure storage. When emailing documents reasonable care must be taken to ensure that the email address used is reasonable and not subject to interception.

What is Personal Data?

Personal data is any information held as part of a relevant filing system which relates to a living individual who can be identified from that data.

In practice this means emails, or similar electronic communications, papers related to a personal case; sometimes papers needed in connection with management meetings / negotiations; membership lists.

Why do we have to be careful with it?

This is usually limited to papers connected to a personal case; but could include things like a printed membership list. Both would be classed as sensitive data and as such particular care must be taken.

In practice: Do not print out lists of members. If you need to do so make sure that the print outs are securely destroyed when you have finished with them. Never leave them where someone else could find them.

When handling papers related to a personal case keep them securely and take particular care when travelling with them. Do not keep copies of anything you do not need. When the case is concluded either destroy the data, if the case is minor, or send it to HQ for secure storage.

Electronic data

Electronic data can take many forms whether text or emails viewed on a mobile device, work undertaken on a laptop or home PC, work undertaken on a secure workplace PC and data on a storage device.

Each form of data storage and processing will have different requirements; but in principle everything should be secured by password access and / or encryption. When such devices are disposed of this must be done in such a way that no data can be recovered.

In Practice: Work and emails within the HO secure system remain the property of the ISU. But they are secure by virtue of the security HO themselves maintain for the system. Take care when sending emails with personal data that they are correctly addressed and the distribution list no wider than is reasonable and necessary.

Any mobile devices or private PCs should have a suitable and up to day anti virus /anti malware product. Internet access should have a sufficient firewall. The data should be password protected and / or encrypted so that it cannot be accessed should the device be stolen, or accessed by mistake by a third party. Emails containing personal data should be sent only through a system which is secure from interception.

Personal data on a mobile device should be kept to an absolute minimum as these devices present more of a risk of loss of theft.

It should be relatively rare for personal data to be held on a memory stick or other storage device. If it is necessary then particular care must be taken against loss and the data itself encrypted or password protected.

When you dispose of an electronic item you have used to process or store personal data the hard drive or other storage components must be rendered

ISU DIGNITY POLICY

POLICY STATEMENT

The Immigration Service Union (ISU) is committed to an environment that offers equal treatment and equal opportunities for all staff, officials and members. It recognises that all staff, officials and members have a right to be treated with dignity and respect in order to realise their potential and to achieve the ISU's objectives. The ISU recognises that any person could be affected by unfair treatment including harassment, bullying or victimisation and is committed to eliminating such behaviour.

The purpose of this policy is to give guidance on what is unacceptable behaviour and the procedures available for dealing with it.

What is Harassment or bullying?

These terms are used interchangeably by most people, and many definitions include bullying as a form of harassment. Harassment, in general terms is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, gender, sex, race, disability, religion, sexual orientation, pregnancy or maternity leave, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as violating dignity

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying or harassment may be by an individual against an individual (perhaps by someone in a position of authority such as a manager or supervisor) or involve groups of people. It may be obvious or it may be insidious. Whatever form it takes, it is unwarranted and unwelcome to the individual.

Examples of bullying/harassing behaviour include:

- spreading malicious rumours, or insulting someone by word or behaviour (particularly on the grounds of age, gender race, sex, disability, sexual orientation and religion or belief)
- copying memos that are critical about someone to others who do not need to know
- ridiculing or demeaning someone – picking on them or setting them up to fail
- exclusion or victimisation
- unfair treatment
- overbearing supervision or other misuse of power or position
- unwelcome sexual advances – touching, standing too close, the display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- making threats or comments about job security without foundation

- You will receive written confirmation of receipt of your complaint within five working days of the complaint being filed.
- The matter will be investigated by the harassment investigator as quickly as possible and, if possible, within 30 working days of the complaint being filed.
- During the investigation the alleged harasser and any witnesses will be interviewed and asked to give statements.
- All investigations will be carried out sensitively and the importance of confidentiality will be stressed at all times.
- The investigator will decide whether or not any further action is appropriate. If the investigation reveals that no further action is appropriate both the complainant and the alleged harasser will be informed accordingly as soon as possible after completion of the investigation. This decision is final.
- If the investigation reveals that there is a case to answer then the ISU's normal disciplinary procedure will be invoked as soon as possible and both parties will be informed of this in writing.
- Any member of staff, official or member who victimises or retaliates against another member of staff, official or member for bringing a claim under this policy or for giving evidence in connection with a harassment investigation will also be subject to disciplinary action.
- Any member of staff, official or member found to have brought a claim of harassment maliciously and without foundation of truth will be disciplined.
- If you do not feel that your complaint has been taken seriously or properly investigated you may appeal to the General Secretary, or if the General Secretary is involved to the National Chairman, in writing within 14 days of the decision. Any appeal will be heard within 30 working days of being lodged.

These Rules are issued by the General Secretary with the authority of the National Executive Committee given on 14 August 2002. Amended 19th January 2011. Amended June 2014.

EQUAL OPPORTUNITIES POLICY OF THE ISU

1. The Immigration service Union is committed to Equal Opportunities for all of its members within the Union, in the workplace and in society.
2. The Union is committed to ensuring that members, officials and employees of the ISU are able to work in an environment free from inappropriate conduct or any form of discrimination.
3. The I.S.U. is committed to the promotion of policies that aim to ensure that discrimination, direct or indirect, intentional or unintentional, is overcome as far as possible.

3. National Officer Posts.

3.1 The National Officers required by the ISU Constitution are:

- General Secretary
- Chairman
- Vice-Chairman

3.2 There shall be only one incumbent for each of the officer posts.

3.3 An individual may hold only one National Officer posts listed at 3.1 at any one time.

3.4 If there is more than one valid nomination for any officer post a ballot will be held as specified below.

4. NEC member posts.

4.1 Nominations shall be sought for those posts that will become vacant during the next NEC year.

4.2 A NEC Officer may not concurrently serve as a NEC Member.

4.3 If the total number of nominations for NEC member is greater than the specified number sought a ballot will take place as detailed below.

4.4 There shall be only one incumbent for each of the member posts

5. Nominations.

5.1 Nominations shall be from two paid-up full members.

5.2 It is the responsibility of the Chairman to ensure that every reasonable effort is made to bring to the attention of members that nominations are being sought and to ensure that the elections comply with the rules, the ISU Constitution and legislation.

5.3 A membership circular shall be produced advising members of the arrangements of the forthcoming NEC elections. This must include a nomination form and give the time and date of the closing of the nomination period and give details of how nomination forms must be returned.

5.4 All nominations must be made on a nomination form.

5.5 All nominations must be proposed and seconded by a full member of the ISU.

5.6 A member nominated may not propose or second themselves and the proposer and seconder may not be the same person.

5.7 The person nominated must accept the nomination in writing.

5.8 Any nomination which is not properly proposed, seconded and accepted or which arrives after the closing date and time will be void.

5.9 Members should be given not less than 28 and not more than 42 days to make nominations.

5.10 A ballot will only be necessary when nominations exceed the number of posts.

- *Supervise the production of the voting papers.*
- *Supervise the distribution of the voting papers.*
- *Nominate the address to which the voting papers shall be returned.*
- *Conduct the counting of the voting papers.*
- *Retain the voting papers for the period of one year.*
- *Issue a report on the conduct of the election.]*

8. Voting.

8.1 The method of voting must be by the marking of a voting paper by the person voting.

8.2 Each voting paper must-

1. State the name of the independent scrutineer and clearly specify the address to which, and the date and time by which, it is to be returned,
2. Be given one of a series of consecutive whole numbers every one of which is used in giving a different number in that series to each voting paper printed or otherwise produced for the purposes of the election, and
3. Be marked with its number.

8.3 Every person who is entitled to vote at the election must-

1. Be allowed to vote without interference from, or constraint imposed by, the union or any of its members, officials or employees, and
2. So far as is reasonably practicable, be enabled to do so without incurring any direct cost to himself.

8.4 So far as is reasonably practicable, every person who is entitled to vote at the election must-

1. Have sent to him by post, at his home address or another address which he has requested the trade union in writing to treat as his postal address, a voting paper which either lists the candidates at the election or is accompanied by a separate list of those candidates; and
2. Be given a convenient opportunity to vote by post.

8.5 The ballot shall be conducted so as to secure that -

1. So far as is reasonably practicable, those voting do so in secret, and
2. The votes given at the election are fairly and accurately counted.

For the purposes of paragraph 8.5.2 an inaccuracy in counting shall be disregarded if it is accidental and on a scale which could not affect the result of the election.

8.6 The ballot shall be so conducted as to secure that the result of the election is determined solely by counting the number of votes cast directly for each candidate.

8.7 Voting shall take place in order of seniority of the post as an individual may be nominated for more than one post. The order of seniority shall be:

2013 Those elected in 2010 retire, elections held for those three posts (incumbents could of course stand for election again, with no limit on the number of terms for which they could be elected).

2014 Those elected in 2011 retire, elections held for those three posts (incumbents could of course stand for election again, with no limit on the number of terms for which they could be elected).

And so on.

In the event that numbers 4 and 5 in 2009, or 3 and 4 in 2010 receive an equal number of votes, a by-election be held for those two candidates only, to determine the term of election.

In the event of retirement, resignation etc during the 3 year tenure a by-election will be held for that one post, the successful candidate to remain in office for the remainder of the 3 year tenure only, save that if the retirement, resignation etc occurred during the last 6 months of office, the post should remain vacant until the next scheduled elections.”

APPENDIX d

“Elections of the Chair, Vice-Chair and General Secretary.

The transitional process for introducing a three-year period of office will be:

2009 Chair elected until 2012, V/C and Gen Sec for 1 year

2010 Gen Sec elected until 2013, V/C for 1 year

2011 Vice-Chair elected until 2014

2012 Chair elected until 2015

2013 General Secretary elected for 3 years

2014 Vice Chair elected for 3 years

2015 Chair elected for 3 years

And so on

In the event of retirement, resignation etc during the 3 year tenure a by-election will be held for that one post, the successful candidate to remain in office for the remainder of the 3 year tenure only, save that if the retirement, resignation etc occurred during the last 6 months of office, the post should remain vacant until the next scheduled elections.”

4.2 A BEC officer may not concurrently serve as a BEC member.

4.3 If the total number of nominations for BEC member is greater than the specified number sought, a ballot will take place as detailed below.

4.4 There shall be only one incumbent for each of the member posts.

4.5 The BEC may give a member specific duties and an appropriate title (e.g. membership secretary) but this will not constitute an officer post. Assistant Secretary is not an officer post and one or more Assistant Secretaries may be appointed by the BEC at its discretion from among the elected members.

4.6 The number of BEC members should reflect the size and makeup of the branch considering the number of locations which the branch covers and any specialist units or activities.

5. Nominations.

5.1 All members of the branch shall have an equal entitlement to be nominated for any post or to act as proposer or seconder to any nominee.

5.2 It is the responsibility of the Branch Chairman to ensure that every reasonable effort is made to bring to the attention of members that nominations are being sought and to ensure that the elections comply with the rules and with the instructions of the General Secretary or Deputy General Secretary (Organisation).

5.3 A membership circular should be produced advising members of the arrangements of the forthcoming BEC elections which must include where each of the nomination forms may be found, with the time and date of both the opening and closing of the nomination period. The membership circular should be sent to all members of the branch by email where available.

5.4 Nomination forms must be posted on all ISU notice boards or, in locations without a notice-board, in the ISU general information file, at all locations covered by the branch.

5.5 As an additional measure, a nomination form may be emailed or faxed to all the branch members.

5.6 All nominations must be made on the nomination form.

5.7 All nominations must be proposed and seconded by a member of the branch who is also a member of the ISU.

5.8 A member nominated may not propose or second him or herself and the proposer and seconder may not be the same person.

5.9 The person nominated must accept the nomination in writing.

5.10 Any nomination which is not properly proposed, seconded and accepted by the closing date and time will be void.

5.11 Members should be given not less than 21 and not more than 28 days to return their nominations.

5.12 The Chairman must ensure that the nomination forms are collected as soon as possible after the closure of the nomination period.

- The email address from which the message is sent, and to which votes are returned, must not be that of a person who is a candidate in any contested election already held, or due to be held that year.
- An acknowledgement must be sent by email for each vote received.
- All emails containing votes (including spoilt votes) must be printed out and counted as set out under 'Ballot Count' below.

6.5 At least 21 and no more than 28 days should be allowed for voting.

7. The Ballot Count

7.1 The ballot count should be overseen by an independent witness (an ISU member who is not involved in the election e.g. a member from a different branch such as a Management Grades Branch or a member of staff who is not an ISU member).

7.2 The ballot box (if used) should be opened by the Chairman, or by a BEC officer or member nominated to do so by the Chairman, in the presence of the independent witness and the count undertaken.

7.3 The nominee for each of the Branch Officer posts, who receives the highest number of votes shall be elected.

7.4 If the total number of nominations for BEC member is greater than the specified number sought, the nominee receiving the highest number of votes will be elected. The nominee receiving the second highest number of votes will be elected and so on until the specified number of BEC member posts has been filled.

7.5 The result should be recorded and any spoilt papers noted. The independent witness and the Chairman should countersign a written record of the result.

7.6 Ballot papers should be retained for the period the BEC is in office in case of any challenge to the ballot.

7.7 In the event of more than one nominee receiving the same number of votes the ballot will be held again, except where, in a BEC Member election, posts are available for both nominees to be elected.

7.8 The result of each ballot should be published as quickly as possible before any other ballot is commenced.

8. Co-options.

8.1 The post of Chairman may not be co-opted.

8.2 The posts of Vice-Chairman and Secretary may not both be held by persons who have been co-opted at any one time.

8.3 No more than three Branch Members who have been co-opted may serve on a BEC at any one time.

8.4 Branch Members may only be co-opted to make the number up to the figure required at the time nominations were sought.