POLICE FEDERATION ELECTION AND REPRESENTATION POLICY

This policy, and procedures detailed within it, are owned and overseen by the head of human resources as an independent returning officer for the purposes of Federation elections.

The following policy details procedures relating to:

- Period of office
- Nominations for Election
- Election Procedure

Electoral constituencies

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Period of Office

Membership of the Branch Board resulting from the triennial elections will start on the first day of the next month following date of election, and continue until the last day of the month in which the next triennial election is held.

Membership of a branch board resulting from an election to fill a casual vacancy will commence on the day following the announcement of the result of any poll, or if the vacancy is not contested, on the day following the closing date for nominations. Providing that where no election is held to fill a casual vacancy by reason of its proximity to the date of the triennial elections, a member elected at the triennial elections shall be held to have been elected to fill the vacancy and in addition to holding office for the following year, also hold office for that period of time remaining in the current year.

Nominations for Election

The period for acceptance of nomination papers by the returning officer, the Head of Human Resources, will commence 42 days before the date of the election. The closing date will be 28 days prior to the date of the election.
The election of representatives for the Reserved Position will be on a County basis and conducted by postal voting.

Nomination papers of candidates, signed by a proposer, seconder and candidate, must reach the returning officer at least 28 days before the date of the election. In the case of the nomination of only one candidate, the returning officer will declare that candidate as elected.

The returning officer circulate in General Orders at least 14 days before the election a list of candidates with the names of the proposers and seconders in respect of each of the three Branch Boards.

**Election Procedure**

The elections will take place on December 2010 and every third year thereafter, on a day set by the Branch Boards with the approval of the Chief Constable, this date will be published in General Orders.

Where a casual vacancy occurs on a Branch Board for any reason, the Head of Human Resources, after consulting the Secretary of the Joint Branch Board, will arrange an election for a successor to be appointed. However, should the vacancy occur in the month nominated for annual elections or in the month immediately preceding the aforementioned month, an election to fill the casual vacancy will not be separately held.

- Head of Human Resources will act as returning officer.
- The following will act as deputy returning officer: the head of learning and development.
- A Chief Inspector for all Federated ranks within an electoral area.
- A nominated Woman Inspector for the reserved position.

All officers of the appropriate rank, who on the day of the election are stationed at the listed stations for the electoral area, are entitled to vote. Separate lists showing the names of electors for each of the electoral constituencies and the polling stations at which they are entitled to cast their vote will be prepared by the deputy returning officers and will consist of:-

**ALL ELECTORAL CONSTITUENCIES:** the officers of the Federated ranks.

**WOMEN’S RESERVED POSITION:** all Federated ranks of Hertfordshire Constabulary.

If the candidates in any election agree, the ballot may be conducted by postal voting.

The nominated Chief Inspectors will ensure that there are sufficient polling stations to reasonably cover the electoral constituencies. He/she will personally supervise the activities of the presiding officers and scrutineers.

Polling will take place during the 24 hours commencing at 7.00 a.m. on the day of the poll and end at 7.00 a.m. on the day following. Polling stations will be open at such times and for such periods as will afford all qualified voters access having regard to the normal tours of duty undertaken by them.
The nominated Chief Inspectors will publish notices in all stations throughout the electoral constituency for which he/she is responsible for at least 5 days before the election showing the place and times of poll and a list of officers entitled to vote at them.

The nominated Chief Inspector will be responsible for appointing sufficient presiding officers and scrutineers to supervise all the polling stations for which he is responsible. These officers must not be candidates for election.

Ballot boxes will be provided which must be locked and sealed before the commencement of the ballot and every precaution taken to ensure secrecy in voting.

On attending to vote, each elector will be given a ballot paper on which will be shown the names of the candidates. He will place an 'X' opposite the name of the candidate for whom he/she wishes to vote and will fold the paper so that the name and the 'X' cannot be seen, and then place it in the ballot box in the presence of the presiding officer who will indicate on the list of electors that the elector has voted.

All other officers who wish to do so may also apply for a postal vote. Application for postal votes will normally be made not later than 7 days prior to the date of election. However, in exceptional circumstances, such as sudden and unforeseen absences due to the exigencies of duty or sickness, the nominated Chief Inspectors may personally issue a postal vote up to the time that the polling station is due to open. In this latter instance, the postal vote must be completed at the same time and handed to the nominated Chief Inspector immediately.

On every occasion that a postal vote is issued in accordance with this procedure, the name of the officer concerned will be suitably marked on the voting roll for his/her polling station and he/she will not be allowed to vote personally.

The elector will record his/her vote on the ballot paper and enclose it in a sealed envelope which should then be placed in a second envelope together with a slip of paper giving the name, rank and division or department of the voter. This 2nd envelope should be endorsed "BALLOT PAPER" in the top right hand corner and should be addressed to the nominated Chief Inspector in question, to reach them before the day that the ballot is being taken, except in cases of urgency as outlined in the circumstances mentioned above.

On receipt, the nominated Chief Inspector will remove the inner envelope and place it, unopened, in the ballot box, at the same time recording the name of the elector, as shown on the slip also enclosed.

The scrutineers and candidates will not be disqualified from voting.

Scrutineers will be present during the ballot.

Each elector may vote for one candidate only. If more than one candidate is voted for, or the ballot paper is signed or any mark other than 'X' is made thereon, the vote is lost.

If an elector spoils a ballot paper the presiding officer will provide an envelope marked "SPOILED PAPER" into which the elector will put the paper. The envelope will be sealed and placed in a receptacle to be provided for the purpose. The presiding officer will then issue another ballot paper upon which the elector can record his or her vote.
On the conclusion of the ballot, the ballot box will be opened by the nominated Chief Inspector in the presence of a scrutineer and the candidates nominated for the election if such candidates should desire to be present. The ballot papers will then be counted and the total compared with the numbers issued by the nominated Chief Inspector, allowance being made for any ballot papers supplied to absent electors which have not been returned. They will then be scrutinised by a scrutineer under the supervision of the deputy returning officer and the votes given for each candidate will be counted and recorded.

If the nominated Chief Inspector and scrutineers are satisfied that the voting has been carried out properly and no irregularity has been disclosed, the nominated Chief Inspector will declare the candidate with the highest number of votes as duly elected and will prepare a list of the candidates showing their names and number of votes recorded for each and arrange for copies of the list to be published at all stations within the electoral constituency. The result will be forwarded to the returning officer who will cause a list of all candidates elected to be published for the information of the Force.

If the number of votes recorded for any 2 candidates is equal and those candidates cannot come to an agreement, the question will be decided by drawing lots.

All ballot papers both used and unused and any spoiled papers, together with the marked list of electors and a summary of the ballot papers, must be forwarded to the returning officer who will keep them until 28 days after the next meeting of the board concerned.

If any scrutiny discloses any irregularity, the nominated Chief Inspector will report to the returning officer who will direct that the election will stand or declare the election void and order a new election to be held in the constituency concerned.

Any officer entitled to vote for a particular candidate who wishes to complain regarding the manner in which that particular election is or has been conducted, shall make his/her complaint to the returning officer directly or through the nominated Chief Inspector for that election. The returning officer, after enquiry into the matter, will direct that the election will stand or that a new election be held.

All such complaints will be reported by the returning officer to the Joint Branch Board Secretary. The Branch Board will endorse the action of the returning officer or, after enquiry into the matter, decides by a two-thirds majority of all members of that Board to declare the election void and order a fresh election.

All such complaints shall be made not later than one week before the next statutory meeting of the Branch Board concerned, providing that the Branch Board concerned shall have power to enquire into the complaint and take action as aforesaid if it is satisfied that the complaint could not have been made in time.

As adopted at JBB 19th July 2010