

# Sikhs For Labour

*Proud to be Sikh, Proud to be British, Proud to be Labour*

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## Appendix 1

# Sikhs for Labour 2023 Annual General Meeting

## Timetable & Procedure for Elections to the Executive Committee

Any Full member of Sikhs for Labour whose membership was fully paid up at the Freeze Date is eligible to stand for election and to vote in the election for the Sikhs for Labour Executive Committee. These elections shall be overseen by the Returning Officer.

### Freeze Date

The Freeze Date for these elections is 23.59 on 10<sup>th</sup> March 2023.

### Positions to be Elected

There are four Key Officers and nine Functional Officers to be elected. Role descriptions for all positions are provided in the Constitution attached at Appendix 2.

#### Key Officers

Chair

Vice Chair

Secretary

Treasurer

#### Functional Officers

Campaigns Officer

Local Government Officer

Membership Officer

Equalities Officer

Policy Officer

Communications Officer

Trade Union Officer

Youth & Student Officer

Events Officer

### Nominations

All Full members of Sikhs for Labour whose membership was fully paid up at the Freeze Date are able to self-nominate for any position.

Self-nominations must be submitted on the form provided and by the Closing Date for Nominations.

Completed self-nomination forms must be returned by email to [sikhs4labour@gmail.com](mailto:sikhs4labour@gmail.com)

All candidates submitting a self-nomination may submit a statement in support of their candidature of maximum of 250 words and a passport sized photo via email with their self-nomination form.

### **Closing Date for Nominations**

All self-nomination forms, statements and photos must be received by 5pm on 20<sup>th</sup> March 2023.

### **Election**

All Full members of Sikhs for Labour whose membership was fully paid up at the Freeze Date are entitled to vote in these elections and shall receive a ballot for that purpose.

Balloting will take place using Anonyvoter.

Ballots will be sent via email to the email address registered with Sikhs for Labour at the Freeze Date.

Ballots will be sent out from 22<sup>nd</sup> March 2023. Ballots will close at 5pm on 2<sup>nd</sup> April 2023.

There is required to be gender balance across all Officer roles. Following close of nominations, the ballot email shall detail how gender balance is proposed to be achieved.

### **Queries**

Should you have any queries about these elections, please contact the Returning Officer at [sikhs4labour@gmail.com](mailto:sikhs4labour@gmail.com)

### **Returning Officer**

The Sikhs for Labour Officers have appointed a Returning Officer to oversee all aspects of the elections and AGM. The Returning Officer is John Lehal.

The Returning Officer shall determine any issues that arise during the course of these elections and AGM following appropriate consultation with the Sikhs for Labour Officers.

Any decision of the Returning Officer on any matter to do with these elections and AGM shall be final.