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**Nomination and Voting Procedure for**

**Election for four members of the Healthwatch Committee**

**Membership:**

We are holding elections for four Healthwatch Committee members.

Any member signed up before 3rd February 2020is eligible to nominate themselves as a candidate for the elections and to vote at the Healthwatch meeting on the 5th March 2020. People or organisations not signed up as Healthwatch members by this date **will not be able to vote or stand for election to the Healthwatch Commitee on this occasion.**

**This role is voluntary and unpaid.**

**Completed nominations forms should be emailed to** [**sarahcook@wandcareall.org.uk**](mailto:sarahcook@wandcareall.org.uk) **or sent by post to Healthwatch Wandsworth\* by Monday 3rd of February 2020.**

For more information on the Healthwatch Executive, please refer to **Appendix A**.

**Notification of Postal Voting System**

* Members unlikely to attend the meeting on the 5th March 2020 will be able to vote by post. Postal voting will be through the office only\*\*. All requests for a postal vote must be received no later than noon on the 3rd February 2020.\*\*
* Those members who have requested a postal vote will receive by post no later than 19th February a numbered ballot paper together with a list of all the candidates and their supporting statements.
* Postal votes will be valid only if properly completed and returned to the our office on or before 12 noon, on Monday 2nd March 2020.
* Those registered Healthwatch members who have not requested a postal vote, will receive by email the list of candidates and supporting statements.

**Ballot Paper:**

* Members who have not requested a postal vote will have the opportunity to cast their vote on the day at the Healthwatch Wandsworth public meeting on the 5th March 2020. The chair will announce the point during the meeting when the ballot will be closed for voting, after which time votes will not be accepted.
* The numbering system will continue from the numbers issued with ballot papers for postal votes.
* Members who have been issued with a ballot paper for postal vote, but who attends the Healthwatch Wandsworth meeting on 5th March will not be given another ballot paper at the meeting.

A member of staff keep a record of all members attending the meeting and who has been issued with a ballot paper (which together with the record of the postal requests will complete a full record).

The ballot paper will show the names of all candidates (in random order) with space to vote alongside each name and provide space for the voter to mark their vote.

A valid vote will be taken to be made by a cross or a tick in one single box against a candidates name. Each voting member can vote for up to 4 candidates.

Staff will be responsible for the ballot box.

If a member “spoils” their ballot paper by mistake and requires a second copy, the spoilt paper must be retained and a replacement provided and it will be recorded on the members list that a second ballot paper was issued.

A ballot paper which has been posted to Healthwatch Wandsworth in the correct time, or one which has been placed in the ballot box at our meeting in March will be excluded from the count if spoiled. Such ballot papers will be kept for future scrutiny. The remaining valid ballot papers will be counted.

**Counting**

The count will be done by one teller reading out the names that have been voted for from each ballot paper and another teller recording the number of votes for each candidate.

The election record will show:

* total number of ballot papers issued to members by post and in person
* total number of ballots completed and returned by post and in the ballot box
* total number of invalid ballots (e.g. because someone voted for more than 1 candidate or spoiled the ballot paper by invalid voting)
* total number of votes for each candidate in descending order of size of vote

The election record will be given to the Chairperson of the meeting, who will announce the results.

If more than one candidate has received the same number of votes, resulting in a tie, the Chairperson will call for a show of hands from Healthwatch members eligible to vote.

\*If you are returning your nomination to us by post, please address it to Healthwatch Wandsworth, Trident Business Centre, 89 Bickersteth Road, London, SW17 9SH.

\*\*If you are unable to attend our meeting on the 5th March 2020 and would like to vote by post, please send your request to Healthwatch Wandsworth, Trident Business Centre, 89 Bickersteth Road, London, SW17 9SH. Your vote should also be returned to the above address, no later than Monday 2nd March 2020.

Appendix A

**Healthwatch Committee**

The Healthwatch Committee **is** responsible for the overall governance and strategic direction of Healthwatch Wandsworth. The Executive is locally accountable so that it is able to meet its corporate responsibilities and contractual duties and act lawfully at all times.

The Healthwatch Committee has eight voting members; four of whom will be Trustees of Wandsworth Care Alliance (of whom one will be Chair) and four members elected from the Healthwatch membership. Wandsworth Care Alliance is the organisation that operates Healthwatch. Meetings are held five times a year.

Healthwatch Committee members have a duty individually and collectively to:

* Determine the overall direction and development of Healthwatch Wandsworth through good governance and clear strategic planning.
* Give clear direction, leadership, guidance and advice to the Healthwatch Wandsworth Manager and staff.
* Safeguard the good name and values of Healthwatch Wandsworth and to act as an ambassador for the organisation.
* Provide vision, inspiration and support to the Healthwatch Wandsworth Manager and staff.