

06 July 2017

Dear Member,

## **OFFICER AND EXECUTIVE COUNCIL VACANCIES**

Could you play a leading role in helping to run your trade union? This is an invitation to members to stand as one of the Officers of the Writers' Guild of Great Britain (WGGB) – Chair, Deputy Chair or Treasurer – or as a member of the Executive Council (EC).

This year, six national/regional seats are vacant – East Midlands, West Midlands, North West (Merseyside), North West (Manchester), South West (Devon & Cornwall) and Yorkshire & North East. It is vital for the vacancies to be filled if the EC is to be truly representative of all members of the Guild. It is possible for two members to “job-share” an EC seat.

To be eligible, you need to have been a Full Member of the WGGB for at least two years continuously prior to the date on which nominations close, or else you need to be a Life Member. You also need a proposer and seconder, who must be Full Members of the WGGB in good standing.

Officers will serve for a one-year term. Those elected to the other EC vacancies including the President will serve for a three-year term.

Members of the Executive Council attend about six meetings per year at which they formulate WGGB policy and take decisions about collective agreements, membership and financial matters, and other issues of importance to working writers. Members attending EC meetings can claim expenses for their travel, meals, and, if necessary, overnight accommodation.

If you are interested please fill in the details on the following pages and return the entire form as soon as possible to: General Secretary, Writers' Guild of Great Britain, First Floor, 134 Tooley Street, London SE1 2TU.

The closing date for receipt of nominations is noon on **Friday 4th August 2017**. If you have any questions, please telephone 020 7833 0777 or email [ellie@writersguild.org.uk](mailto:ellie@writersguild.org.uk).

Yours sincerely



**Ellie Peers**  
General Secretary  
Writers' Guild of Great Britain

**Writers' Guild of Great Britain  
Nomination form for Officer positions 2017**

Name .....

Guild Membership Number .....

Please tick the position you wish to stand for:

Chair

Rule 11.1 states that there may be Joint Chairs if so agreed by the candidates for that office.

Deputy Chair

Rule 11.1 states that there shall be two Deputy Chairs.

Treasurer

Please give the names of your Proposer and Seconder, who must be Full Members of the Guild in good standing.

Proposer ..... Seconder .....

Please note:

Rule 11.2 states that candidates for Officer positions "shall have had at least two years' experience as an Executive Councillor at the time of their nomination."

Rule 11.3 states that Officers "shall hold office for one year but shall be eligible for re-election. No member of the Executive Council, excepting the Treasurer, shall hold the same office in the Guild for more than three years consecutively. No retiring officer of the Guild shall be eligible for election to the EC for a period of one year after relinquishing office. No member may hold more than one of the offices specified above at any one time."

Rule 5.4 (i) states: "A Full Member who is in benefit, or a Life Member, may serve as an Officer of the Guild or as a member of the Executive Council. A member engaged in any capacity with input into company policies, the hire and fire of writers, and/or the determination of fees and acceptance or rejection of work, must declare this at the time of nomination and the details shall be circulated to the membership and published on any ballot paper."

If you need to make such a declaration please tick the box below and briefly state the reason:

.....

Please read the Notes for Candidates overleaf, check the details you have given, sign your name and date the form:

Signed ..... Date .....

Please return the completed form to: General Secretary, Writers' Guild of Great Britain, First Floor, 134 Tooley Street, London SE1 2TU. Nominations can also be sent by email to: [ellie@writersguild.org.uk](mailto:ellie@writersguild.org.uk). Nominations must be in the hands of the General Secretary by **Friday 4<sup>th</sup> August 2017** at the latest. Please telephone to make sure that your nomination has been received.

**Writers' Guild of Great Britain  
Nomination form for Executive Council elections 2017  
Term: 3 years**

Name .....

Guild Membership Number .....

Note: Two members may stand as a "job-share".

Please tick the regional seat you wish to stand for:

- East Midlands (Derbyshire, Leicestershire, Lincolnshire, Northamptonshire and Nottinghamshire)
- North West (Manchester and Lancs)
- North West (Merseyside)
- West Midlands
- South West (Devon & Cornwall)
- Yorkshire & North East

Please give the names of your Proposer and Seconder, who must be Full Members of the Guild in good standing:

Proposer ..... Seconder .....

Rule 5.4 (i) of the Writers' Guild states:

"A Full Member who is in benefit, or a Life Member, may serve as an Officer of the Guild or as a member of the Executive Council. A member engaged in any capacity with input into company policies, the hire and fire of writers, and/or the determination of fees and acceptance or rejection of work, must declare this at the time of nomination and the details shall be circulated to the membership and published on any ballot paper."

If you need to make such a declaration, please tick the box below and briefly state the reason:

.....

Please read the Notes for Candidates overleaf, check the details you have given, sign your name and date the form:

Signed ..... Date .....

Please return the completed form to: General Secretary, Writers' Guild of Great Britain, First Floor, 134 Tooley Street, London SE1 2TU, or via email to: [ellie@writersguild.org.uk](mailto:ellie@writersguild.org.uk). Nominations must be in the hands of the General Secretary by **Friday 4<sup>th</sup> August 2017** at the latest. Please telephone to make sure that your nomination has been received.

## Notes for candidates

If the number of eligible candidates is the same or fewer than the number of vacancies in each category, the candidates will be elected unopposed.

If the number of eligible candidates is greater than the number of vacancies in any category, a postal ballot of relevant Guild members will be organised in accordance with Guild rules and trade union legislation.

In the event of a ballot the following arrangements will apply:

- Each candidate will be invited to submit an election statement not exceeding 250 words. Any candidate who exceeds the word limit will be asked to shorten the statement to the required length, failing which the statement will be cut short at or about the 250<sup>th</sup> word.
- In addition to the statement, each candidate will be invited to submit a list of professional writing credits, plus a list of any Guild posts currently or previously held.
- The election statements, etc., will be circulated to all candidates, and each candidate will be invited to submit in response a statement, not exceeding 100 words, of rebuttal or clarification. Any candidate who exceeds the word limit will be asked to shorten the statement to the required length, failing which the statement will be cut short at or about the 100<sup>th</sup> word. *While there is no Guild rule preventing the separate circulation of election material, it is hoped that this provision will make it unnecessary for candidates or their supporters to do so, as such activity has caused controversy in the past.*
- Ballot papers, election statements, etc., will be sent to each Guild member eligible to vote, along with a reply-paid envelope. All ballots or unopposed elections will be conducted and/or supervised by Electoral Reform Services Ltd, the Independent Scrutineer appointed by the Guild for this purpose.

It is intended to conduct these elections strictly in accordance with the Rules of the Writers' Guild and the relevant trade union legislation. The Guild Rule Book can be downloaded from our website ([www.writersguild.org.uk](http://www.writersguild.org.uk)) and paper copies can be obtained from the Guild office.