

Nomination Form

Chartered Institute of Educational Assessors (CIEA) Trustee Elections 2008

You are invited to stand as a candidate in the above election. Before filling in this nomination form, please read each section carefully. If you require any further information or assistance please contact Tom Colling at Electoral Reform Services (ERS) on 020 8365 8909.

Section One: Candidate's Details

Please read the 'Notes for Guidance' at the bottom of this page before completing this section. Please use BLOCK CAPITALS.

Full Name: Title (e.g. Mr, Ms, Dr):

Name as you wish it to appear on the election material if different to above:

.....

PLEASE NOTE: Your title will not be published on the ballot paper.

Membership Grade

Membership Number: 00

Address for correspondence:

.....

..... Post Code:

Contact Telephone Number:

Contact Email Address:

Length of Membership with the CIEA Years..... Months

Current Position:

PLEASE NOTE: Address, telephone and email information is for the sole use of ERS so they can contact you about your nomination form. This information will remain confidential.

Notes for Guidance: Section One

In order to stand for election you must:

- be a fully suscribed Fellow, Full Member or Associate; and
- have the support of TWO supporters.

Nominations Close at NOON on FRIDAY 31st OCTOBER 2008

Notes for Guidance: Section Two

ELECTION STATEMENT PREPARATION INSTRUCTIONS

- You can hand-write your statement in the space provided on page 2, or type it on a separate sheet of paper and attach it to this form, or email it to nominations@electoralreform.co.uk. If you decide to email your statement, please use the name and title of this election as the 'Subject' of your email. Please also attach a copy of your emailed statement to this form.
- Your statement will be reproduced and circulated to voters with the ballot paper. Please note, that in the interest of fairness, ERS reproduces candidates' statements exactly as they have been received. This includes any grammatical or spelling errors, so please check your statement carefully before submitting it. To help ERS reproduce your hand-written statement faithfully, please ensure it is clear and easy to read. Typing or submitting your statement by email is encouraged.
- The CIEA reserves the right to edit or not to publish your election statement if it is factually inaccurate or contains libellous material.
- Your statement must not exceed the 250 word limit (see below). Please state the total number of words used at the end of your election statement in the space provided. If your statement exceeds the word limit, it will be cut at the word limit and followed by the words '**Statement cut at word limit**'.
- Failure to provide an election statement by close of nominations will invalidate your candidacy.
- The following information will be published on each candidate:
 1. Title (other than Mr, Mrs, Miss, Ms);
 2. Length of Membership with the CIEA;
 3. Current Position and organisation/establishment; and
 4. An election statement.

DETAILED RULES RELATING TO WORD COUNTS AND STYLE

- (a) Every word no matter how small e.g. "I", "or", "and", "the" etc will be counted as one word.
- (b) Numbers in a block will be treated as one word e.g. "2000", "1/128", "2001/2" and "2001/2002."
- (c) Any acronyms or groups of initials will be treated as one word; for example, ERS would count as one word. If, however, full titles for acronyms or groups of words are used, they will count as separate words; for example, Electoral Reform Services Ltd will count as four words.
- (d) Compound words or hyphenated words will be treated as one word.
- (e) Candidates' statements will be printed using a common typeface and type size font.
- (f) Selected words or sentences can be emboldened, capitalised, underlined or italicised. Entire election statements submitted in any of these formats will, however, be reproduced in the common typeface and type size font detailed in Paragraph (e) above.
- (g) The use of bullet points and numbering to make separate points is allowed and these will not be counted as words.
- (h) Words or phrases can be centred or indented. Boxes around particular words or phrases will not, however, be reproduced.
- (i) Candidates' Statements will be printed in black ink. Individual words will not be reproduced in colour.

Section Three: Supporters' Details

Please read the 'Notes for Guidance' below before completing this section. To be completed by TWO supporters.

1. Full Name: Membership Number: 00

Organisation/Establishment:

..... Signature:

2. Full Name: Membership Number: 00

Organisation/Establishment:

..... Signature:

Notes for Guidance: Section Three

Supporters must be permanent, Fellow, Full Member or Associate members of the CIEA and eligible to vote.

This form may be photocopied to obtain the signatures of two supporters, however, all signatures must be originals (i.e. faxed or photocopied signatures will NOT be accepted). If it is photocopied, the photocopied forms and the original form must be submitted together.

Supporters' details are published.

Declaration

I, the above named candidate, consent to my nomination and agree to stand for election. I confirm that, to the best of my knowledge, the information provided on (or with) this form is accurate.

Signature: Date:

PLEASE NOTE: Nomination forms that have not been signed by the candidate or without the required number of supporters will be returned to the candidate within three working days by first class post to the address provided.

Close of Nominations and Returning your Form

This nomination form must be received by **TOM COLLING** at Electoral Reform Services Limited, The Election Centre, 33 Clarendon Road, London, N8 0NW no later than **NOON on FRIDAY 31st OCTOBER, 2008**. If your nomination form is received after this time and date it will be ruled invalid.

Faxed nomination forms will be accepted on 020 8365 7013 but you must also return your original nomination form by post to be received by ERS within 24 hours, otherwise it will be ruled invalid.

We recommend its safe receipt by ERS is checked by contacting **Jane Lockhart** on 020 8365 8909. All nomination forms received will be acknowledged by first class post to the address above.

The safe return of this form is the responsibility of the candidate.

Checklist: (Please tick EACH box)

Before returning your nomination form, please ensure you have:

- Emailed/attached your statement
(if you have chosen to provide one)
- Obtained the signatures of two supporters
- Signed the declaration above