NCG Election Procedures

If you have any questions, please contact legal@peoplesmomentum.com as soon as possible.

A) Appointment of a Returning Officer

Appointment

- The Returning Officer may be any credible and impartial person agreed by the NCG Officers

Powers

- Interpret and enforce the agreed procedures laid down in this document and elsewhere
- Adjudicate on any election-related matters arising that fall outside of the scenarios envisaged in said procedures
- Impose sanctions on candidates or campaigns in breach of procedures including:
    - Written warning
    - Campaigning bans (for up to 72 hours)
    - Final written warning
- For the following sanctions the RO may form a panel of NCG representatives not standing for re-election to consider the issue without delay and using whatever means are appropriate and fair to the parties concerned. The decision of the panel shall be final.
    - Exclusion from the election
    - Expulsion from Momentum

B) Complaints procedure

Any alleged breach of procedure may be reported in the following way:

1. The allegation detailing the breach must be made in writing together with any supporting evidence to the Returning Officer and sent to

complaints@peoplesmomentum.com, with "NCG elections" in the subject line.

2. On receipt of any credible allegation the Returning Officer will write to all candidates reminding them and their supporters of their responsibilities under the Code of Conduct.
3. The Returning Officer will consult the complainant. They will attempt to resolve the issue locally without delay and without disruption to the election procedure.
4. Where the Returning Officer finds that there is sufficient evidence of a breach of the code, the Returning Officer may impose any appropriate sanction within their powers.

C) Role descriptions

Role Descriptions

D) Code of Conduct

Code of Conduct

E) Candidate Social Media vetting

Candidate Screening

F) Data rules

If you are collecting and/or otherwise processing personal data as, or on behalf of, one or more candidates for the purpose of contesting the NCG elections, you must adhere to data protection law. We set out a short compliance guide here.

Candidates may be sanctioned for any breaches made by them or a joint campaign acting on their behalf. Any breaches and possible sanctions will be adjudicated by the Returning Officer.

Momentum's data may not be used to promote candidates or canvass the electorate, with the exception that local groups can email members once to endorse candidates if due procedure for group endorsements have been

followed. These restrictions include any data gathered by local groups using the Momentum name and/or branding. No other pre-existing databases, including those held by organisations affiliated to Momentum, may be used to promote candidates or canvass the electorate.

Any questions regarding compliance should be made to our Compliance Officer at legal@peoplesmomentum.com

G) Group endorsement rules

Before the endorsement

- Groups shall be eligible to make endorsements only if they have held an AGM in the past 14 months and can provide evidence of activity in the past 3 months.
- All groups who expressed support for any candidates prior to the endorsement must delete any relevant social media posts.
- Candidates and their supporters shall be able to post in support of themselves, or share third party endorsements, in local Momentum Group Facebook groups, provided those local groups provide fair and proportionate opportunities to all candidates to do so.
- Groups may only endorse candidates in the members section from their NCG region as well as candidates from the elected representatives section.

How should endorsement meetings be conducted?

- Decisions to endorse candidates can only be made by a vote at an all members meeting, held online via Zoom.
- Conducting business meetings online, especially larger ones, can be difficult to manage in a fair, participatory way, and groups should take this into account when organising their meeting. For more guidance, see here.
- The endorsement meeting should be a space for local members to discuss candidates on a level playing field, so external speakers like candidates or campaigners must not be invited to endorsement meetings.

- Endorsement meetings should be publicised to all members by the official Momentum email system with a minimum of 7 days' notice to make sure everybody who wants to is able to attend.

After endorsing

- Endorsements on social media must be communicated in respectful language, free from any negative campaigning against other candidates and in line with Momentum's Code of Ethics as outlined in the constitution.
- Groups who have correctly followed the above procedure may email members in their area once to communicate their endorsement.
- Groups may not use paid advertising to promote candidates.

H) Nominations

Candidates shall be required to gain a minimum 20 valid nominations from Momentum members in order to progress to the One Member One Vote stage. Upon the verification of 20 nominations, candidates will be informed they have sufficient verified nominations to stand in the election. Momentum reserves the right to perform further checks on verified nominations and subsequently find them to be invalid.

Candidates will be allowed to secure a further 10 nominations before the deadline, but it will be no longer possible to nominate them once the deadline has passed. This is to allow candidates to secure enough nominations that, in the event of some of the verified nominations being found to be invalid, they still have sufficient nominations to stand. If a candidate's verified nominations drop below 30 they will be informed of this by email and it will be possible to nominate them again. If a candidate's verified nominations drops below 20 they will be informed by email that they no longer have sufficient nominations to stand in the election.

If there is only one candidate for a position meaning there is no contest, the candidate is automatically elected without having to gain any nominations.

I) Momentum Staff

Momentum staff will not use their position, the organisation's resources or time in the process of an internal election so as to further the interests of any candidate(s). This does not preclude normal contact or general conversation undertaken in their capacity as a member of the Organisation or undertaking of their normal duties.

The Returning Officer will make a decision on any alleged breach by a staff member and staff will be entitled to the regular internal disciplinary procedure, as agreed by the organisation and the trade union.

J) Spending limits and donation reporting

There are spending limits for each candidate to ensure a level playing field. There are also limits on campaign advertising.

There is a spending limit of £250 per candidate.

Donations must be reported according to the following terms:

Any candidate, slate or organisation supporting the campaign(s) of one or more candidates must report all applicable donations made to that slate/organisation. Any donation over £500 from any single donor made to a candidate/slate/organisation must be reported. There is a £2000 limit on donations from any single donor or organisation made to a candidate/slate/organisation.

Donations should be reported within three days of receiving them. Candidates or slates/organisations who do not disclose donations they have received may face exclusion from the elections.

K) Cutoff date

In order to maximise the possibilities for recruitment, the freeze date will be set on 19 Nov, as late as possible while allowing the digital team enough time to ensure all new members are issued ballots

L) Eligibility for suspended members

Members who are suspended from the Labour Party following the conclusion of their case, and who are not the subject of any other pending investigation may stand for the NCG.

Members who are suspended from the Labour Party pending investigation or awaiting the outcome of their investigation will not be eligible to run for the NCG.