

# Standing for election to Conference Procedures Committee

A guide from CAMRA's Conference  
Procedures Committee



# Standing for election to Conference Procedures Committee

This guide is maintained by CAMRA's Conference Procedures Committee (CPC) and advises members on standing for election to CPC.

More information on CPC, including meeting minutes, contact details, and updates on the current Conference cycle is here: [camra.org.uk/cpc](http://camra.org.uk/cpc)

Other volunteering opportunities in the Campaign are on the website at [camra.org.uk/volunteer](http://camra.org.uk/volunteer)

## Contents

1. General information on standing for election to CPC	1
2. About CPC	2
3. How to submit nominations	2
4. Election process and hustings	2
5. CPC Electioneering Guidance	3
5.1 Introduction	3
5.2 Examples of what activity is permitted during the election period	3
5.3 Examples of what activity is not permitted during the election period	4
6. Reasonable adjustments	4
7. Contact	4

## 1. General information on standing for election to CPC

- It is strongly advised that you read the whole of this guidance document before submitting a nomination.
- Deadlines relating to submitting nominations for election will appear on the CAMRA website at: [members.camra.org.uk/volunteers-area/conference-procedures-committee-cpc/](http://members.camra.org.uk/volunteers-area/conference-procedures-committee-cpc/)
- By submitting a nomination, you are agreeing to abide by the Electioneering Guidance for elections to CPC, contained in Section 5 of this document.

# Standing for election to Conference Procedures Committee

## 2. About CPC

CPC is comprised of four elected members who hold the position for a maximum two-year term, with at least two being elected each year.

The Remit and Procedures document for CPC is in the Volunteer Resources Area of the CAMRA website here: [camra.org.uk/cpc](http://camra.org.uk/cpc)

The remit details the role and purpose of CPC, including information about meetings and procedures that the Committee follows. It is strongly recommended that you read the full remit if you are considering submitting a nomination.

## 3. How to submit nominations

- Nominations should be submitted using the form here: [camra.org.uk/cpc](http://camra.org.uk/cpc) (the form will only be available when the nominations process is open – usually from November to February the next year).
- You can also download a paper copy of the form and post it to CPC Secretary, 230 Hatfield Road, St Albans, AL1 4LW.
- You will need to submit details of two proposers, who are both current CAMRA members, to support your nomination. We will contact these people to confirm they have consented to propose you as a candidate.
- All nominations submitted will be acknowledged by the CPC Secretary. If you have not received acknowledgement of your nomination by 3pm on the nomination deadline date or within five working days of submission (whichever is earlier), please email [cpcsecretary@camra.org.uk](mailto:cpcsecretary@camra.org.uk) to confirm receipt.
- By submitting a nomination form, you are agreeing to abide by the Electioneering Guidance in Section 5 of this document.
- The CPC Secretary will write to you within a week of the deadline for receipt of nominations to inform you whether the election will be contested or not.

## 4. Election process and hustings

- If the number of valid nominations exceeds the number of vacancies on CPC, an election will take place as part of CAMRA Conference that year.
- The electorate are attendees at Conference.
- In the event of a contested election, candidates are invited to provide a hustings statement of up to 300 words, accompanied by a suitable

# Standing for election to Conference Procedures Committee

photograph for use in Conference materials and online. Statements and photographs should be sent to [cpcsecretary@camra.org.uk](mailto:cpcsecretary@camra.org.uk).

- The CPC Secretary will advise you of the deadline for submitting hustings statements and photographs within a week of the close of nominations.

## 5. CPC Electioneering Guidance

### 5.1. Introduction

In the event of a contested election, candidates' hustings statements will be posted online, including on CAMRA's online discussion forum Discourse.

During the election period, candidates may wish to engage with CAMRA members through Discourse, but there is **no** expectation or requirement for candidates to do so. If they choose to do so, they are asked to follow this guidance.

This guidance should also be read alongside the Member Code of Conduct and Volunteers Charter, available on the '[Important Documents](#)' [page in the Volunteer Resources Area of the website](#).

On no account should any election campaigning commence until the candidates have been formally announced by the nominated Returning Officer (usually the CPC Secretary) and advised that they may do so.

### 5.2. Examples of what activity is permitted during the election period.

- **Discourse** – you may wish to engage with members on Discourse, which is the Campaign's official forum. If you would like help in registering to use Discourse, then please contact [press@camra.org.uk](mailto:press@camra.org.uk)
- **Social media** – Please feel free to use your own social media accounts or other personal web presence.
- **Email** – Please feel free to email personal contacts and reply to any member who contacts you. Please note you should not contact members whose email address has been gathered carrying out CAMRA activities.

# Standing for election to Conference Procedures Committee

## 5.3. Examples of what activity is not permitted during the election period.

- Using a privileged position as an admin, moderator, editor or similar of any official CAMRA social media account or website (including but not limited to branch or regional channels) to post positive or negative comments about any candidate. This rule applies not only to candidates but all CAMRA members.
- Use of mailing lists (email or postal) gathered for the purpose of communicating CAMRA business.
- Formal rallying events at CAMRA meetings are not permitted as all other candidates may not be available.
- Making defamatory comments about other candidates.
- Be seen to intimidate other candidates through your own comments made on social media, Discourse etc.

## 6. Reasonable Adjustments

CAMRA is committed to ensuring that our members can contribute to the Campaign. We will make reasonable adjustments to ensure that you can stand for election for positions within the Campaign. This includes on-site access issues at Conference.

To let us know about any adjustments, or discuss your requirements, please contact the CPC Secretary on [cpcsecretary@camra.org.uk](mailto:cpcsecretary@camra.org.uk).

## 7. Contact

If you have any questions about standing for election to CPC or are not sure whether your planned electioneering activity will be within the guidance set out above, please contact the CPC Secretary on [cpcsecretary@camra.org.uk](mailto:cpcsecretary@camra.org.uk).