



ELECTION OF NATIONAL EXECUTIVE COMMITTEE 2025-26 (BY-ELECTION)

Notice and Call for Nominations – Closing noon 19 December 2025

Nominations are invited for election to the AEP's National Executive Committee for:

A National Member

A Trainee Member

A Regional Representative for Region 9 (Cymru / Wales)

Terms of office will commence in December 2025 / January 2026

If you are interested in making a difference to the profession at a strategic level, this is an ideal opportunity for you to become involved. No previous experience is required! You can find out more about the roles and responsibilities of all NEC members from the Members' Handbook, which is available on the AEP website, and from articles on the website. Or we can put you in touch with a member of the NEC or AEP staff, who would be happy to discuss this with you (just send an email, or 'phone the AEP).

There are two seats on the NEC for **National Members**, one of which will become vacant when the current holder's term of office comes to an end on 30 November 2025. Any eligible member (who can be a Trainee or Full member) can be elected to this position. The term of office will run to November 2027.

The office **Trainee Member** of the NEC is open to anyone who is a trainee member of the Association and meets the requirements of the Trainee category of membership at the time of the election. This position may be held by two eligible members elected jointly. The term of office will run to November 2027.

We are also seeking nominations for a **Regional Representative** for **Region 9 (Cymru / Wales)**. This is to complete the current term of office ending 30 November 2026.

The AEP is committed to advancing equality of opportunity and actively promotes the values of equality, diversity and inclusion. We welcome nominations from anyone who meets the eligibility criteria, particularly members from under-represented groups.

PROVISIONAL TIMETABLE FOR THE NEC BY-ELECTION 2025-26

19 December 2025 (noon)	- Last date for receipt of nominations
W/B 5 January 2026	- Ballot of members (<i>if required</i>)
20 January 2026 (noon)	- Close of ballot
21 January 2026	- Declaration of results

Guidance Notes for Candidates

This guidance is provided for members seeking nomination for office to the AEP's National Executive Committee and for members wishing to nominate a candidate. It is based on the Rules and Regulations of the AEP's Constitution as set out in Section I of the Members' Handbook (which can be downloaded from the AEP website or obtained from the AEP Office) and on previous rulings by the NEC.

Who can stand in this election to the NEC?

Only **Full** and **Trainee** members of the AEP can be elected to the NEC. The table below summarises the membership categories eligible for each office subject to election on this occasion, and whether the office can be held by two members jointly. Members may stand for election to more than one office but can be elected to, and hold, only one office.

NEC Office	Full	Trainee	Can be held jointly *
National Member	YES	YES	NO
Trainee Member	NO	YES	YES
Regional Representative Member **	YES	YES	YES

* Two eligible members may stand for and be elected on a **joint basis** to share the responsibilities.

** Candidates for office of Regional Representative must also be members of that Region.

Candidates for election to the office of Trainee Member must be in the Trainee category of membership **and eligible for such** at the time of this election. For the avoidance of doubt the 'time of this election' will be taken as the closing date for nominations published in this notice.

A member's electoral Region is normally determined by place of work and not home address. For self-employed members, 'place of work' is deemed to be the address for correspondence or other address previously notified to the AEP. Details of all the AEP's electoral Regions are shown in Section 5 of the Notice.

Candidates who are unsure whether their nomination will meet these requirements should **seek advice** from the Association Secretary as soon as possible and **before** submitting their nomination; email: aepelections@aep.org.uk with 'NEC Election 2025' as the subject, or telephone the AEP office.

Seeking nomination

You must be **eligible** to stand for the relevant office **on the closing date for nominations**. Your nomination must be supported by **two other eligible members** of the AEP. They must be Full, Trainee or Assistant members at the closing date for nominations; for Regional Representative posts supporters must also be members of your Region. A member may nominate only **one candidate** (or, where applicable, two standing jointly) for the same office.

Submitting nominations

A nomination must be submitted using the **appropriate form(s)** provided by the AEP for **this election only**. The forms can be downloaded from the AEP website or obtained from the AEP office.

The Candidate (or Candidates, where two are standing jointly) should complete and sign the Candidate section of the appropriate nomination form and, where applicable, make clear whether standing on an individual basis or a joint basis. The members 'supporting' the nomination should then complete and sign the form in the relevant section.

Separate forms can be submitted for one nomination where it is impractical for a Candidate's supporters (or another Candidate, where two are standing jointly) to sign the same form. In this case each nomination form must clearly show the name of the nominated Candidate(s) and the office for which they are being nominated.

Where two Candidates are standing on a **joint basis** for one office, each may be supported by **different** members. Each nomination form submitted must include the names of **both candidates**.

Election of the AEP National Executive Committee 2025-26

If more than one form is to be submitted for a single nomination, all forms should be submitted together if possible; each form should state how many forms in total are being submitted for this nomination. Nomination forms that include any **significant alterations**, e.g. to the name of a candidate or a nominating member, may invalidate a nomination.

Nomination forms may be signed with electronically scanned signatures. If scanned forms are submitted these should be produced on a flatbed scanner if possible, for best legibility. The names and signatures of candidates and supporters must be clearly legible. Nomination forms may be submitted by post or email.

Including an Election Address / Statement

The Employment Act 1988 gives candidates in elections to a trade union executive committee the right to prepare an election address or statement in their own words. The AEP encourages every candidate to submit a statement and asks that this include a brief description of their views on the major professional issues of the day, an outline of the areas of their professional and trade union interests and a statement on any long-term strategic policies they would wish the Association to pursue. It would be helpful to also include, as appropriate, the full title of their present post and the name of their employer, or state if they are self-employed or trainee EPs.

An election statement **must not exceed 250 words**, but candidates **standing jointly** for office may each submit their own statement of up to 250 words in length. Statements exceeding the maximum word limit will be truncated to comply with the limit. Election statements must reach the Scrutineer by the **closing date** for nominations. *Candidates should note that all statements will be published to members, even where a candidate is elected to office unopposed.*

Submitting your nomination

Your completed nomination form(s) must be sent to reach the AEP's appointed **Independent Scrutineer** at the address given below **NO LATER THAN NOON ON 19 DECEMBER 2025**. Nomination forms may be submitted by email or by post. Ensure that with your nomination form(s) you include a completed **Contact Details** form, to enable the Scrutineer to send you **confirmation of receipt** of your nomination. If you have not received confirmation of receipt of your nomination within seven days of posting it you should contact the Scrutineer directly (see contact details below).

Independent Scrutineer

Section 15 of the Employment Act 1988 requires Trade Unions to appoint an independent scrutineer to conduct any ballots in connection with elections to the NEC. The AEP has appointed Civica to act in this capacity.

Their address is: **Civica, The Election Centre, 33 Clarendon Road, N8 0NW**

Tel: **0208 8899 203**

email: nominations@cesvotes.com

Election Outcome

Where only one valid nomination for a vacant office is received, the candidate (or, if applicable, candidates standing on a joint basis) will automatically be **deemed elected** to that office. If there is more than one valid nomination for an office, the Scrutineer will arrange a **postal ballot** of all members entitled to vote, in accordance with the election timetable below. A candidate who wins an election to **more than one** office, or already holds another office on the NEC, will be required to state which office they wish to take up / relinquish, before the result of the election is declared.

Declaration of results

The AEP will publish the outcome of the election in line with the **election timetable** shown below. This will normally be by means of a notice placed on the AEP website. However, the AEP will endeavour to inform all candidates individually of the outcome of the election in which they stood, before the results are made public.

John Drewicz
Association Secretary
November 2025