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| **Date** | **Activity/Action** | **By** | **Done** |
|  | Meeting with Local Executive. Contact Organisation Rule 8 | RO/LP |  |
|  | 1st meeting with Shortlisting Committee – decide Selection Criteria & contents of Application Pack | SC & RO |  |
|  | Finalising of Application Pack | SC & RO |  |
|  | Submit advert to Candidates’ Office (10 days prior to running)  Request membership list from Membership Services at HQ | RO |  |
|  | Send membership list to local Data Officer for checking | RO |  |
|  | Advert runs on Members’ website all PPCs advised  Deadline for membership for right to vote | RO |  |
|  | 2nd Meeting with Shortlisting Committee  Questions/Interview Procedures and scoring system  Provisional arrangements for members’ meetings and preparation of members’ mailing | SC & RO |  |
|  | Closing date for applications | RO |  |
|  | Copy & distribute candidates’ application forms | RO |  |
|  | Long listing and finalising arrangements for short listing (if applicable) | SC & RO |  |
|  | Notify candidates to be interviewed (if applicable) | RO |  |
|  | Interviews (if applicable) & Shortlist decided | SC & RO |  |
|  | Shortlist announced (allowing for appeals deadlines)  Initial target for membership queries to be resolved | RO |  |
|  | Deadline for artwork from shortlisted applicants & mailing letter  Send out membership list to shortlisted candidates | RO |  |
|  | Printing of manifestos | LP & RO |  |
|  | Preparation of mailing to members (printing, folding & stuffing) | LP & RO |  |
|  | Despatch of mailing to members (2nd class post) (or email) | LP |  |
|  | Arrival of mailing to members |  |  |
|  | Members, meeting & count (14 days later if e-ballot) | LP, SC, RO |  |
|  | SC/LP Announce result; RO inform RCC and Candidates’ Office | SC,LP,RO |  |