1. Pre RO - diversity action

2. RO briefs Local Party Executive (LPE) on timetable.

3. LPE proposes names for Shortlisting Committee (SC)

4. RO approves membership/training of SC

5. RO meets SC and discusses/agrees process/timetable.

6. LPE contacts agreed list of Party Organisations re Diversity

 There are 4 weeks included in the Rules to allow this.

7. SC/RO run process

 (4 weeks after item 6 the advert is placed / membership list ordered).

8. Advert placed (D)

9. Advert closes after 2 weeks (D+14)

10. On closing date applications sent to SC members

 Return to RO in 7 days (D+21).

 DD enhanced diligence form to HQ. Scheduled return (D+28).

11. Shortlisting Committee consider results of marked applications/criteria and results of DD check. (D+35)

12 Interviews of candidates arranged (D + 36 – D + 43)

13. Those who are successful are informed and campaign starts for them.

Those unsuccessful are informed with appropriate feedback.

14. SC/RO agree date/s of Husting/s and arrangements

(Zoom until next General Elections)

Local Party inform all members.

15. RO arranges e-ballot / postal ballot

16. Date for close of ballots agreed. (ballot opens on line at end of final Hustings and closes 2 weeks later)

16. When provisional result available RO contacts each candidate individually. If all candidates accept the result then RO will email the candidates, SC and LPE and announce the result. LPE can then inform members.

17. If any candidate does not accept the result Rule 61 and Appendix A will apply.