ROGN 34b

Dear Member

This is your chance to take part in the **selection of the next Liberal Democrat Parliamentary Candidate for the [Constituency] Westminster Constituency.**

We are now selecting the person to stand as our Parliamentary Candidate.

[INSERT IF LONG PROCESS - Following an application and interview process, the Shortlisting Committee appointed by your local Party Executive has selected XXX candidates, one of whom will be selected by you, the members.]

You have a choice of [number] candidates and they are listed below.

X

X

X

[If there are fewer than three candidates then you must include Re-open nominations RON in the list]

In this envelope, please find enclosed a **cv**/**manifesto** from your candidate/s and any further information from the Local Party. This letter itself includes;

1. A **Zoom hustings and voting guide**, giving details of the date and time of the hustings (members’ meeting) and the voting procedure; and
2. Guidance on **how to apply for a postal vote**.

**If you are receiving this, we are not currently able to provide your ballot by email so you must apply for a postal vote.** If you wish to vote by email in future, please contact membership@libdems.org.uk and HQ will update your contact details.

**The Selection Campaign has commenced and will last until the close of the ballot, during which period you may expect to be contacted directly by candidates.**

Eligible members whose subscriptions are no more than three months overdue shall be entitled to attend any members’ meeting but shall be eligible to vote only if they pay their overdue subscription and notify the Returning Officer in writing that they have done so, by [date and time - *at least 2 days before the RO is due to confirm the voting list with the Ballot administrator*].

**The hustings (members meeting)**

You can hear the candidates speak and submit questions for them to be asked at the online hustings now fixed for [date and time].

Please carefully read Appendix 2 on the Hustings and voting which will give you all the information and explain the links you need to attend the Hustings, ask questions and vote afterwards.

There will be no in-person hustings for this selection, however candidate will (indeed must) each be invited to all and any social and campaigning events between now and the close of voting.

**Voting**

Voting will open after the final Hustings and close at [date and time]. Details of how to receive your postal ballot, or access to the unique voting code required to vote on line, can be found in Appendix 1.

If, after receiving your paper ballot, you decide to vote online, please go to www.Mi-Vote.com and enter your unique voting code, which will be on your ballot.

To vote by post, please write to me either at [RO email] or at [address for written correspondence] to request a postal vote ballot paper.

This may be a tight deadline so please apply immediately (see Appendix 1).

In order to be counted, your votes must be received by [date and time]

Yours sincerely

[Returning Officer name]
Returning Officer

[Returning Officer email] [contact number]

PS if you’re interested in reading the Selection Rules that describe how members choose our candidates, go to: https://www.libdems.org.uk/selection\_rules

**Appendix I - Postal vote application**

Please send me a postal vote ballot paper for the above selection. (If this is a last-minute request please telephone the Returning Officer for advice.)

Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Membership No (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I declare I am over 10 years of age on the day of the last members' meeting

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this request by post to the Returning Officer, as soon as possible

[Returning Officer name]

[address for written correspondence]

Please enclose a self-addressed envelope with an appropriate stamp with the application. The Returning Officer will use that envelope to return your postal ballot.

Once you have completed your postal ballot you should return it, in a sealed envelope, to the Returning Officer. Please mark that envelope BALLOT in the top left corner, to arrive with the Returning Officer by no later than [date and time]

**Appendix 2 - Online hustings guide**

The English Party has directed that all Hustings and voting in connection with the selection of Prospective Parliamentary Candidates (“PPCs”) will be online until the next General Election.

The Hustings for this selection will be held on [date and time]

Zoom is a widely used platform for virtual meetings and is approved and used by the Party generally. It is simple, quick and easy to use.

To access the Hustings use the information here:

[Access codes etc]

For the purposes of the Hustings, you may not necessarily be able to see or hear your fellow attendees but will be able to see and hear the Candidates, the Chair, and the Returning Officer.

**How do I actually join the Zoom Hustings?**

From any time after [date and time] use the link above.

To avoid delaying the start of the Hustings, please log in as soon as possible after [time]

**How will I be able to vote for the PPC Candidates?**

Voting will be electronic, unless you have no registered e-mail address, in which case you will need a postal ballot form and will not start until after the completion of the last Hustings.

Voting will be by the Single Transferable Vote (STV) method and you will be able to express your relative preferences for the Candidates.

Only members who were on the membership register for the **[Constituency]** (in accordance with the Local Parties Constitution**)** and were fully paid up on [date and time] or who having lapsed no more than 3 months before that date have re-joined before the first Hustings are eligible to vote.

**If you are receiving this, we are not currently able to provide your ballot by email so you must apply for a postal vote.**

With that postal ballot paper you will find your personal Unique Voting Code. If you decide to vote on line the link to vote is: www.Mi-Vote.com. If not, then please return your completed postal ballot as detailed in Appendix 1.

If you wish to vote by email in future, please contact membership@libdems.org.uk and HQ will update your contact details.

**Questions**

If you wish to ask a question to be put to the Candidates, please pre-submit it by email to the Returning Officer [Returning Officer name] before [date and time] by email to [Returning Officer email], or by post to [address for written correspondence].

You may also be able to use the chat/Q&A facility during the Zoom Hustings to ask questions, which we shall endeavour to pick up.

However, in view of the limited time available for them to be collected and moderated by the Returning Officer during the Hustings, there is no certainty in either case that they will be in time to be put to the Candidates.