*To:* ***Shortlisted Applicants***

*From: Returning Officer*

*Date: As soon as possible after Shortlist decided*

Dear

**Selection of a PPC for Somewhere Constituency**

I am writing to confirm that you have been included in the Shortlist for *Somewhere*Constituency and to give you further information on the rest of the selection process.

**Announcement of the shortlist & right to complain**

Details of the shortlist will be sent to all applicants at this stage, but will not be further announced until after \_\_\_\_\_\_\_\_\_\_, being the deadline for appeals and complaints about the process to date. If you have any such complaint about how the process has been conducted so far, you should raise it with me immediately. Once this deadline has passed, there will be no further opportunity to discuss any problems with this first part of the process.

**Manifesto material for members’ mailing**

You are invited to submit a manifesto/CV to cover \_\_\_\_\_\_\_\_\_ (size and number of sides) which will be printed by the local party using \_\_\_\_\_\_\_\_\_\_\_ (printing method). This will be sent to members with the calling notice for the hustings meeting. Please ensure that an electronic copy in one of the following formats \_\_\_\_\_\_\_\_\_\_\_ (PDF, Word, PageMaker, PagePlus etc) reaches me no later than \_\_\_\_\_\_\_\_\_\_\_

**Contact with Members & Membership List**

I attach a form for you to sign and return to me if you would like a copy of the membership list (Selection Register) valid for the selection process. Before I send the Register, I need confirmation from you that you will only use the data for the purpose of the selection. If you discover any membership queries during the selection, please refer them to me immediately so they can be dealt with.

***The next section on Transport depends on whether this is a physical or on line Hustings***

**Transport to Members’ Meeting**

Members requesting transport to the members’ meeting should be referred to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is co-ordinating lifts on behalf of the Local Party.

Applicants should not organise or provide transport to the meeting.

**Details of members meeting(s)**

The format of the meeting will be as follows............................

Applicants will not be allowed into the hall during the other applicants’ individual slots.

Each applicant’s spouse/partner (or a friend) will be able to attend the meeting, but will not be allowed to move in and out of the hall to report on other applicants’ performances.

**Media Enquiries**

All media enquiries about the selection process should be directed to the Returning Officer in the first instance. Applicants or their supporters must not comment to the media on what is an internal party election.

**Conducting Normal Business**

It is permissible to conduct your normal business as a Liberal Democrat during the selection, provided your ‘activities are not calculated to have an influence on the selection process and are no more than is reasonably necessary for the purpose or function in question’.

**Abiding by the Rules**

May I remind you of the Selection Rules and the importance, for the benefit of all concerned, that everyone follows these rules. Please consult the rules for information about what is permitted and what is not.

Please feel free to contact me if you wish clarification about anything or if you feel that there has been any breach of the Rules.

Yours sincerely,

Returning Officer,

Somewhere Constituency