* 1. Has the RCC advised you that the selection should use the shortened process (R8).

As ARO’s it is likely that the majority, if not all, of your selections will be using the short process. However, it is easier to check than there be a misunderstanding. (If following an advert, using the short process, you receive 6 or more applications you will need to revert to the full process – more of that later).

* 1. Are there any special requirements or “selection arrangements to address an under-representation of groups” (R19/20).
	2. Local Party number (for use in advert application).
	3. Names/contacts for the Local Party Executive Officers including your contact for membership issues.
	4. LP contact for applicants (R10)
	5. Has anyone shown interest in applying? (If not obvious then you should ask the LP to do some pre-work to avoid no response to advert).
	6. Are any interested people approved candidates?

(Item 6/7 are an attempt to prevent adverts receiving no response or for making timetables unreasonable/ impractical.

8. Have you briefed the LP Executive on the selection process (R5). In particular the Rules applying to candidates communications with members.

9. Have you agreed a financial and bulk mailing limit for candidates (R28/29)

10. Have the LP agreed who will manage the bulk emails from candidates to members and any timing issues.

11. Have the LP confirmed that their bulk mailing system is GDPR compliant.

12. Have you agreed a draft timetable to include

13. The LP must contact the Party Organisations detailed in Rule 8 before the advert can b e published. (4 weeks is allowed for this in the Rules).

14. Date advert to HQ

15. Date advert to be posted

16. Closing date (at least 2 weeks after posting R12)

17. Provisional date of Hustings.