

PUTTING YOURSELF FORWARD AS A CANDIDATE

CAN I NOMINATE BY POST?

No. The entire election process will be conducted online.

WHEN WILL I HEAR FROM THE TRUST AND HOW WILL I BE ABLE TO TAKE PART?

Eligible candidates will receive an email containing a link to the election portal. Candidates will only be able to put themselves forward using the election portal. Please note, postal nominations will not be accepted.

I'VE NOT RECEIVED AN EMAIL, AM I ELIGIBLE TO PUT MYSELF FORWARD AS A CANDIDATE IN THE ELECTIONS?

Firstly, we recommend that you check your junk folder for the email. Secondly, we suggest that you check the eligibility criteria for nominations which can be found in the Election Rules. Only eligible individuals will receive an email. The Election Rules can be found on the Trust's website [here](#). Finally, please contact council@canalrivertrust.org.uk if you have any questions.

IF I DON'T HAVE AN EMAIL ADDRESS, CAN I TAKE PART?

Yes, we will send you all the information you need by post, but you will then need to go online to take part. You cannot nominate or sponsor a candidate or vote by post.

IF I DO NOT HAVE ACCESS TO THE INTERNET, CAN I TAKE PART?

You will need access to the internet to nominate and sponsor candidates and to vote. If you do not have a computer or smart phone, we would encourage you to ask a friend who has either of these to help you.

I OWN A SHARE OF A BOAT BUT MY NAME IS NOT ON THE BOAT LICENCE. CAN I PUT MYSELF FORWARD AS A CANDIDATE?

Shared boats are generally licensed as private boats so there is no national register of boat share owners on which to base an electoral roll. Only the boat's licence holder will be able to put themselves forward as a candidate.

IF I WANT TO PUT MYSELF FORWARD AS A CANDIDATE, WHAT DO I HAVE TO DO?

You will need to have the support of the required number of sponsors who meet the eligibility criteria (2 or 3 sponsors – check the Election Rules for your constituency's requirements. The Election Rules can be found [here](#)). Once you have identified your sponsors, you should:

- go to the election website once nominations open on 21 October 2019 and before they close on 18 November 2019 (we would recommend allowing yourself adequate time to complete the online form)
- complete your details for the relevant nomination and provide your 200-word manifesto. We suggest that you upload a photograph so your constituency can recognise you

- provide the details of your sponsors
- submit your nomination. You can save and return to your nomination at a later date but for your nomination to be accepted you must have submitted it before midnight on 18 November 2019.

WHAT SHOULD I INCLUDE IN MY MANIFESTO?

Candidates can provide a maximum of 200 words for their manifesto. If the number of candidates exceeds the number of posts available, a ballot will be held in January 2020. Your manifesto will help voters decide how to cast their vote so it's an opportunity to introduce yourself to voters. Your manifesto could include information about yourself, such as why you are standing for election, what you feel you can bring to the role of Council member and any other information you feel it is of importance.

Please note, the Canal & River Trust reserves the right to edit or not to publish a manifesto that exceeds the word limit, is factually inaccurate or contains libellous material.

If you choose not to provide a manifesto, this will not invalidate your candidacy. Instead, the words 'Information not provided' will be published in the space which would have contained your election statement.

We recommend that you provide a photograph, so your constituency can recognise you. However, this is not mandatory and failing to provide a photograph will not invalidate your candidacy.

WHAT HAPPENS NEXT?

Nominations close on 18 November 2019. Should candidates wish to withdraw their candidature, they can do so online.

The results of nominations will be announced on 25 November 2019 on the Canal & River Trust's website [here](#).

The Trust will be in contact with candidates on 25 November 2019 to confirm the outcome of nominations in their constituency.

If the number of candidates exceeds the number of posts available, voting will open in January 2020. Eligible voters will be contacted in January 2020 with information on how to cast a vote.