

## National Pharmacy Boards Election 2010 –Timetable

**Key:**

HD = Howard Duff	LB = Lyndon Braddick
PG = Paul Gimson	GS= Graeme Smith
ERS= Electoral Reform Society	MSa = Michele Savage
MS = Martyn Schofield	MSnell = Mary Snell
MN= Mark Newby	SH = Sarah Hickman
EP = Elaine Preece	RA = Richard Anderson

By	Date	Action
MS/MSa	September 2009	Review current year election for learning points and all documentation. Prepare Boards election timetable for following year and circulate to those concerned. Fix Effective Date, date on which electoral rolls will be closed and induction date for new Board members in February 2010.
MS	2 September 2009	Inform Electoral Reform Society that an Election will be held, setting out format and timetable. Enclose details and a copy of the timetable with the letter.  Contact at Electoral Reform Society is Mr Alex Lonie, Ballot Adviser.
MS/MSa	7 October 2009	Council to agree appointment of ERS as scrutineer and to agree effective date.
HD PG LB	EPB – 16 Sep WPB – 17 Sep SPB – 21 Oct <i>(will also email Boards after Council on 7 October with formal report for noting in Oct/Nov)</i>	Report to the Boards on the election process for 2010.
MSnell	23 October 2009	Election guidance papers and nomination form on website – create “Boards Elections” link on right-hand-side of home page.
GS	24 October 2009 31 October 2009 7 November 2009 14 November 2009 21 November 2009	<i>The Pharmaceutical Journal:</i> Publish under “Official Notices”: - 3 separate notices for England, Scotland and Wales.
GS	24 October 2009	Publish the national Pharmacy Boards Election Procedures document and attendance of Board members at Board meetings.
GS	14 November 2009 21 November 2009	PJ news item to explain about electoral rolls closure.
All candidates/ MSnell	<b>1200 noon, Monday 23 November 2009</b>	Closing date for receipt of mandatory material (nomination forms, undertaking, declaration of adverse decisions, retention fee declaration, particulars of work and declaration of interests) AND such discretionary material as the candidate chooses to provide (particulars of professional qualifications, election

By	Date	Action
		statements, photographs and photo certification). Information, inclusive of particulars of work and professional qualifications, declaration of interests and election statement, not to exceed 630 words in total. Election guidance papers to remain on website until results announced. Nomination form to be removed.
MSnell	23 November 2009	Set up candidate contact page on website.
MS	23 November 2009	Inform Electoral Reform Society of number of Board candidates.
MS/SH/EP	23 November 2010	Write to all candidates confirming eligibility and candidature following validation and resolution of any issues.
MS/SH/EP	23 November 2010	Send names of candidates to appropriate Board and names on website and release to press.
SH/EP	25 November 2009	Send MS particulars of work & professional qualifications, policy statements, photographs and declarations of interest.
MS	30 November 2010	Send particulars of work & professional qualifications, policy statements, photographs and declarations of interest to ERS for formatting.
MS	1 December 2009	Electoral rolls close at 5pm.
MS	2 December 2009	Order final data file containing the names and addresses of the members and Fellows on the Pharmacists' register. Check final data files are correct. Send data files by email to ERS for preparing mailing of voting papers. Respond to ERS data verification request confirming data is correct.
ERS	8 December 2009	Proof read voting papers and candidates' booklets
MS	4 December 2009	Give names, particulars of work etc. to C&D as well as PJ – embargoed until 11 December 2009.
ERS	<b>11 December 2009</b>	Post voting papers - arrange for overseas members to be mailed as a priority.
GS	12 December 2009	The Pharmaceutical Journal: Publish particulars of work and professional qualifications, declarations of interests and photographs, and details of how election is conducted.
GS	First issue after posting of voting papers (12 December) and weekly up to and including 16 January 2010	Reminder about voting papers and second class post. Include sentence asking anyone who does not receive the voting papers to contact ERS on 020 8365 8909 so that a further set can be sent. Voting papers to be returned to the Electoral Reform Ballot Services Limited, PO Box 6352, London N1 1YR, to arrive not later than <b>12 noon, Friday 22 January 2010</b> . Advise Switchboard and all staff.

<b>By</b>	<b>Date</b>	<b>Action</b>
MS	<b>12 noon, Friday 22 January 2010</b>	Closing date for return of voting papers to ERS.
HD/LB/P G	Tuesday 26 January 2010	Results available from Electoral Reform Society. Returning officers to ring candidates with results Email/post to members of the national Pharmacy Boards and candidates marked CONFIDENTIAL - not to be released before results are on website or until 1 February, whichever comes first.
MSnell	After Board and candidates are informed	Publish election results. All other election documentation to be removed from website.
MS/GS	ASAP after Board and candidates are informed	Put results on website. Send results to Directors, PJ, Gary Paragpuri (Editor C&D). The Pharmaceutical Journal: Publish election results.
HD/LB/P G	31 January 2010	All existing national Pharmacy Board members stand down.
HD/LB/ PG	00.01hrs 1 February 2010	New national Pharmacy Board members take office.