



Cambs LMC Elections 2021



Stand. **Vote.** **Engage.** **Change.**

Committee Election 2021 User Guide

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Introduction to Online Elections

We are delighted to introduce the online election system for the 2021 LMC Committee Election which will be open, transparent, and accessible to all our constituent GP colleagues within Cambridgeshire & Peterborough.

The online system not only streamlines the process by reducing the burdensome use of paper, it also aims to support easy user access to the nomination and voting pages, giving constituent GPs more flexibility to participate.

This guide will provide you with the necessary information for the 2021 LMC Committee election and will guide you through the online election process. For specific help as to how to nominate and vote, please do not hesitate to contact us at office@cambslmc.org

Election schedule

Notice of Election:	Tuesday 4 th May 2021
Nominations open:	Tuesday 4 th May 2021
Nominations close:	Tuesday 18 th May 2021 (12:00noon)
Voting opens:	Tuesday 25 th May 2021
Voting closes:	Friday 11 th June 2021 (12:00noon)

Results will be announced soon after voting has closed.

Cambs LMC Committee Elections

Bi-annually, around half of the Committee seats are available for all constituent GPs to nominate themselves by standing for election.

In this election, we have **14 seats available**, open to **all constituent GPs** on the National Performers List, working in Cambridgeshire & Peterborough.

We take our **commitment to equality and inclusion** seriously and encourage participation from as broad a range of GPs as possible, always welcoming fresh perspectives and new ideas.

Before each election, the Committee considers constituency boundaries and how seats should be distributed within them, and in 2021, has agreed to have a **single constituency** covering the whole of Cambridgeshire and Peterborough.

Election Principles

- Candidates submit their nominations online at <https://vote.cambslmc.org/>
- Voting is by single transferable vote and is online.
- Detailed instructions on how to vote are provided.

Eligibility to stand for election

Constituent GPs in Cambridgeshire & Peterborough who are eligible to nominate themselves to stand for election to the Cambs LMC Committee are defined as Partners, Salaried GPs, GP Retainers, Locum GPs, OOH GPs, Prison GPs and Portfolio GPs.

If this is your first time standing for election, or you are an existing committee member and want to stand again, you will need to submit your nomination online at <https://vote.cambslmc.org>

If you are standing for election, you **MUST** provide the names and email addresses of 2 GPs, who are also eligible to vote in this election and are willing to support your nomination. We will contact them upon receipt of your nomination to confirm their support.

Eligibility to vote in the elections

All constituent GPs in Cambridgeshire & Peterborough are eligible to vote in the Cambs LMC Committee elections.

Candidate Statement Guidelines

Word count: Your statement must be no longer than 100 words, unless otherwise stated. We will manually check the word count upon submission to ensure the final candidate statement does not exceed 100 words

Role profile and skills: First, read the role profile to make sure your statement is relevant. You could use real-life examples to demonstrate that you have the skills needed.

Don't write in CAPITALS: Writing in all-capital letters can come across as shouting, as do exclamation marks. Consider other ways to convey the importance of your message.

Abbreviations: Recognised abbreviations can help you keep within the word limit, but make sure they are easily understood. Try to avoid jargon and write what you mean.

Be concise: Don't make your statement longer than it needs to be. A long statement can be discouraging and lose readers interest before they get to your final point.

Tone: Avoid irony and humour that can be misunderstood. It's always best to keep the tone professional and business-like. Discriminatory, unpleasant, or negative comments could constitute harassment and are not acceptable. If these are found in your statement, you will be asked to remove them.

External links: No hyperlinks are permitted within your statement, including links to websites, YouTube, or other media.

Photograph: You are required to include a photograph of yourself to support your nomination which will be included in the online Candidate Profile Page. The recommended size of your photo is 500x600 pixels. If you are unsure how to do this, try to select an image of yourself that isn't too close up and we can re-size it for you.

Review your statement: Allow plenty of time to complete your statement and revisit it and read it through from the voter's perspective.

Check before you submit: Once you submit your nomination and the nominations close, you cannot edit your statement. Treat it like any other official document and look out for potential misunderstandings, also checking for tone.

What is STV

STV (Single Transferable Vote) is a form of proportional representation where you rank the candidates.

Candidates don't need a majority of votes to be elected, just a known 'quota', or share of the votes, determined by the size of the electorate and the number of positions to be filled.

Each voter gets one vote, which can transfer from their first preference to their second- preference, so if your preferred candidate has no chance of being elected, or has enough votes already, your vote is transferred to another candidate in accordance with your instructions. STV thus ensures that very few votes are wasted, unlike other systems, especially First Past the Post, where only a small number of votes actually contribute to the result.

Why do we use STV?

We use the Single Transferrable Vote (STV) method of election as defined by the Electoral Reform Society because we believe that it is the best way of ensuring that the wishes of the electorate are followed. STV gives voters more choice than any other system. This in turn puts most power in the hands of the voters.

Fewer votes are 'wasted' (ie cast for losing candidates or unnecessarily cast for the winner) under STV. This means that most voters can identify a representative that they personally helped to elect. Such a link in turn increases a representative's accountability.

Contact Us

For any questions on eligibility to nominate or vote or about the election process please contact us at office@cambslmc.org

To check or update your contact details that we hold, please email us at office@cambslmc.org

Instructions for Nomination to Stand for Election

You will receive an email 'Notice of Cambs LMC Committee Election – 2021' on Tuesday 4th May 2021. The email address we send this to will be treated as your unique identifier so please use this email address throughout the process. If you need us to amend your email address at any point before voting opens, please contact us at office@cambslmc.org.

Note: email addresses cannot be changed once voting has opened.

Disclaimer: Every effort has been made to ensure our electoral roll is fully up to date. If you received the email in error, if you received it more than once or if it was received to an email address you'd prefer us not to use, please get in touch with us!

There will be a link, inviting constituent GPs to consider standing for election to the Committee by nominating themselves. Click this link to visit the site: <https://vote.cambslmc.org>

If you would like to nominate yourself, click the **CANDIDATE SUBMISSION** tab across the top or the orange **SUBMIT NOMINATION** button further down the page.

This will open the online nomination submission form.

*****All fields are mandatory*****

Please complete all the fields, attach your photo, read the declaration, and tick the box to agree to the terms.

Note: In accordance with our Constitution, your nomination must be supported by two GP colleagues, also eligible to vote in this election. We will ratify their support by emailing them upon receipt of your submission. Please ensure you have sought their consent for us to contact them.

Click **PREVIEW INFORMATION**

When you are happy with the information, click **SUBMIT**

You will receive an automated email **CONFIRMATION OF NOMINATION SUBMISSION**. (Check your spam inbox if you don't receive it straight away).

We will receive a copy of this email. Once we have ratified support for your nomination from the two GP colleagues detailed in your submission, we will prepare your candidate profile, ready for when voting opens on **Tuesday 18th May 2021**.

All candidate profiles will be visible to everyone eligible to vote in the election and these will assist them in making their choices when voting.

If you experience any issues with the online nomination submission, please contact us without delay at office@cambslmc.org or [01954 268156](tel:01954268156).

Instructions for Voting in the Election

You will receive an email '**Voting Now Open - Cambs LMC Committee Election – 2021**'. The email address we send this to will be treated as your unique identifier so please use this email address throughout the process. If you need us to amend your email address at any point, please contact us at office@cambslmc.org.

1. You will be informed of the number of nominated candidates and the number of available seats.
2. Visit <https://vote.cambslmc.org> and click on the **CANDIDATE PROFILES** tab at the top of the page. This is where you will be able to view each profile by clicking on them individually to read their candidate statements to assist you in making your choices when voting.
3. You can vote by clicking the orange **SUBMIT YOUR VOTE** button at the bottom of the home page.
4. This will take you to the online voting application.

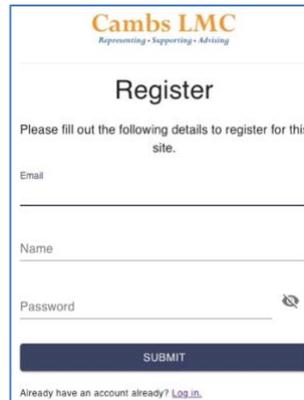
Note: The registration process below validates your email address to ensure that only those eligible to vote can log into the voting application.

Click **CREATE AN ACCOUNT**

Enter your email address – remember this is your unique identifier so please use the one we use to contact you.

Create a password.

Click **SUBMIT**.

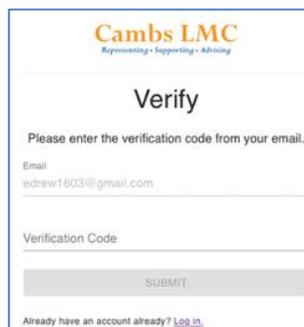


The screenshot shows the 'Register' page of the Cambs LMC website. At the top, the logo 'Cambs LMC' is displayed with the tagline 'Representing • Supporting • Advising'. Below the logo, the heading 'Register' is centered. A message reads: 'Please fill out the following details to register for this site.' There are three input fields: 'Email', 'Name', and 'Password'. The 'Password' field has a small eye icon to its right. A dark blue 'SUBMIT' button is located below the fields. At the bottom of the form, there is a link: 'Already have an account already? Log in.'

Wait a few seconds and a **VERIFY** window will pop up.

Locate the verification code from your email inbox and enter in the verification code field. Don't forget to check your spam box!

Click **SUBMIT**.

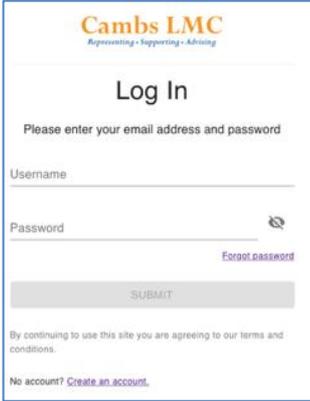


The screenshot shows the 'Verify' page of the Cambs LMC website. At the top, the logo 'Cambs LMC' is displayed with the tagline 'Representing • Supporting • Advising'. Below the logo, the heading 'Verify' is centered. A message reads: 'Please enter the verification code from your email.' There are two input fields: 'Email' and 'Verification Code'. The 'Email' field contains the text 'edrew1603@gmail.com'. A grey 'SUBMIT' button is located below the fields. At the bottom of the form, there is a link: 'Already have an account already? Log in.'

Once verified, the login page will appear.

Enter your password.

Click **SUBMIT**.



The screenshot shows the Cambs LMC login page. At the top is the logo 'Cambs LMC' with the tagline 'Representing • Supporting • Advising'. Below the logo is the heading 'Log In' and a prompt 'Please enter your email address and password'. There are two input fields: 'Username' and 'Password'. A 'Forgot password' link is located to the right of the password field. A 'SUBMIT' button is centered below the fields. At the bottom, there is a disclaimer: 'By continuing to use this site you are agreeing to our terms and conditions.' and a link: 'No account? [Create an account.](#)'

The voting application will open.

You will see the voting rules on the left-hand side and the list of candidates down the right-hand side.

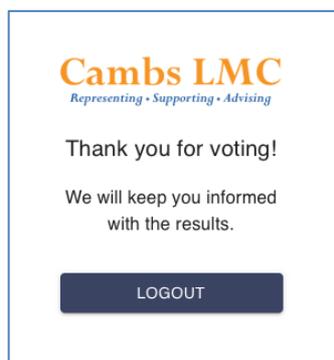
You will see a box in the middle under the header **VOTES**

To vote, click and drag the candidate names from the list on the right-hand side, to the **VOTES** box in the order that you wish to vote. If you want to make any changes to the order of the votes, you can easily click and drag them into the position you want them.

When you are happy with your vote, Click **CONFIRM**

You will then be asked to re-confirm your vote by clicking **CONFIRM**

A pop up window will appear, thanking you for voting. Click **LOG OUT**



You will also receive an email confirming your voting choices.

Note: By registering your details with the Cambs LMC Voting Application and creating an account, we can confirm that you will not receive any other communication or spam emails. This registration is used purely to allow you to cast your vote. You will only ever receive emails relating to this election and once the election process is over, your details will be removed (until the next election, in two years' time, when we will repeat the process all over again!)

If you experience any issues with online voting, please contact us without delay at office@cambslmc.org or [01954 268156](tel:01954268156).