

## **SUGGESTED TIMETABLE FOR AN ELECTION AGENT TO A NON-ALDERMANIC CANDIDATE**

Check-off list of essential and suggested dates for use by the Election Agent of a Non-Aldermanic Candidate. (This will NOT be all encompassing and should be read in conjunction with Annex A since many dates are the same).

### **NB 1 All campaign material must have a footnote stating:**

"Printed, published and promoted by X (Election Agent and address) on behalf of Y (name of candidate and address)", or as appropriate - see Annexes

### **NB 2 The Election address should also carry a reminder that:**

"Admission to Common Hall is by a Pass card obtained from your Livery Company"

- One to two years prior to Election date candidate makes soundings as to potential support should they decide to stand.
- Candidate sounds out possible Committee Chairman and Election Agent and contacts either the Livery Committee or Sheriffs.' Society.
- Candidate may 'Declare' his intention to stand at any date after Installation of Sheriffs for the preceding year, but note that the clock starts for Expenses from that date.
- By the date of the Installation of the Lord Mayor, or earlier, a candidate will sensibly have verbal agreement that should he stand, certain Liverymen will constitute his Inner or Core and Supporters Committee.
- The Core Committee is generally not more than 8 in number and assists the candidate after his 'Declaration' with Election Address, CVs (candidate & consort), Press Release and identifying potential members of Supporters Committee.
- Candidate obtains full contact details of all Supporters, including email addresses if available, as soon as possible.
- A series of meetings of the Core Committee will be required, one of which the Candidate's consort should attend.
- January - Chairman writes to Supporters to confirm their support together with a reply form seeking how they wish to be styled - (post nominals) to exclude JP and degrees - include date and location for Supporters Meeting in March - see Annex C 1 & C 2- this may be done by email.
- January - where there are expected to be only 2 candidates a joint meeting of the candidates, Election Agents and Chairman will be held with a 2nd meeting some two months later. Joint printing and other matters of mutual interest will be discussed.
- January - Candidate writes to Agent asking if he will act for him. Agent replies that "he is delighted to act as the Agent for the candidate" - letters are lodged with Election Office
- January - Candidate & Agent visit Senior Election Officer at Guildhall.
- February - Agent obtains Nomination Forms from Election Office and ascertains the maximum amount of expenses which may be incurred.

Forms must be signed by a minimum of 15 Liverymen with the correct addresses as per the Common Hall Register (important where signatory has two addresses). Ideally have two copies of the forms in case one goes AWOL. The evening of the Supporters' Meeting is a suitable date to obtain the signatures. If possible, choose current Masters, past Chief Commoners, past Sheriffs, etc.

- March - candidate arranges to meet the Lord Mayor.
- March – candidate writes to/meets President of Sheriffs' Society.
- March - finalise Election Address and CV in time for Supporters' Meeting.
- March – candidate has approximately 100 Election Addresses, 100 CVs and 500 sheets of headed paper ready for Supporters' Meeting.
- March – Supporters' Meeting. Normally held in a Livery Hall - wine with nibbles/canapes. Obtain Nominators' signatures at this event (min. 15 required). Nominations forms must be submitted on or before 1 May.
- March – candidate starts work on Guildhall Speech. First draft approx. 4-5 mins.
- March – send electronic letter from the Chair of the Supporters' Committee of the non – Aldermanic candidate to all Masters etc. via the Clerks - see Annex D.
- April – Agent obtains Expenses Declaration Form from Guildhall.
- 1 May – where there are only two candidates. one of the Election Agents will email the Clerks on behalf of both candidates seeking their assistance in disseminating the Election Addresses - see Annex E 1. Where there are more than two candidates each Agent will email/write.
- 1 May – one of the Agents (where there are only two candidates) will send the electronic Election Addresses to the pre-selected printer.
- As soon the Addresses have been printed they are distributed to those (few) Clerks who have requested them. Where there is a contested election this process will be done by each Election Agent.
- June – Election Day - Midsummer's Day or nearest working day.
- June – immediately the candidate is elected, the Agent will write to the Supporters' Committee seeking details of all expenditure incurred on behalf of candidate with, where possible, receipts for expenditure in excess of £20 with a Return Date around 15 days later so that the Return of Electoral Expenses may be submitted to Guildhall within the 28 day limitation - see Annex G.
- June/July – prior to the 28 day limitation following the Election, submit the Declaration of Expenses and receipts (above £20) to the Electoral Office.