

Defence Police Federation



GUIDANCE & PROCEDURE NOTE

ELECTION OF BRANCH REPRESENTATIVES 2026

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INTRODUCTION

At the 2025 Defence Police Federation Annual Conference, the Succession Planning – Supplementary Report (1) was unanimously approved.

One section of the Supplementary Report (1) recommended amendments to Rule 18 (b) and (e).

The effect of these amendments was to increase from 1-year to 3-years the tenure of the Branch Representative(s) and to change from the fourth quarter of the year to the second quarter of the year, the period during which an Annual Branch Meeting must be held.

These changes were effective from January 1st 2026.

In consequence, ALL Branches are obliged to hold an Annual Branch Meeting during April, May or June 2026. The single most important item for that Annual Branch Meeting will be the election of Branch Representative(s) to serve for the extended term of office.

There are additional organisational matters to bear in mind for those Branches which, by virtue of the number of members that they have, are entitled to more than one Branch Representative.

TIMETABLE

1.
 - (a) All current Branch Representatives should give a minimum of 21 day's-notice of the intention to hold the Annual Branch Meeting.
 - (b) The notice should state the date, time and location when the meeting will be held in April, May or June 2026.
2.
 - (a) At the same time, all current Branch Representatives should give notice that nominations for the position of Branch Representative are open.
 - (b) Any such nomination for Branch Representative requires a proposer and seconder. Please ensure that any prospective candidate, proposer and seconder are Defence Police Federation members.
 - (c) Nominations should be advised to the current Branch Representative no later than 7 days before the date of the Annual Branch Meeting. It is suggested that the deadline for nominations (date and time) should be explicitly stated on the Notice to avoid any uncertainty. This will give time, in the event of there being more candidates than vacancies, for ballot papers or any other approved method of election to be properly organised.

CALCULATION OF THE TERM OF OFFICE

Branches entitled to ONE Representative

- (a) The candidate receiving the highest number of votes for the election of a Branch Representative at the Annual Branch Meeting will be elected with a **3-year** term of office.

Date of Initial Election	Date of Next Election	Date of Next Election
Second Quarter of 2026	Second Quarter of 2029	Second Quarter of 2032

Branches entitled to TWO Representatives

- (a) The candidate receiving the highest number of votes for the election of Branch Representatives at the Annual Branch Meeting will be elected with a **3-year** term of office

Date of Initial Election	Date of Next Election	Date of Next Election
Second Quarter of 2026	Second Quarter of 2029	Second Quarter of 2032

- (b) The candidate receiving the second highest number of votes for the election of Branch Representatives at the Annual Branch Meeting will be elected with an initial **2-year** term of office and once the election cycle is established a **3-year** term

Date of Initial Election	Date of Next Election	Date of Next Election
Second Quarter of 2026	Second Quarter of 2028	Second Quarter of 2031

Branches entitled to THREE Representatives

- (a) The candidate receiving the highest number of votes for the election of Branch Representatives at the Annual Branch Meeting will be elected with a **3-year** term of office

Date of Initial Election	Date of Next Election	Date of Next Election
Second Quarter of 2026	Second Quarter of 2029	Second Quarter of 2032

- (b) The candidate receiving the second highest number of votes for the election of Branch Representatives at the Annual Branch Meeting will be elected with an initial **2-year** term of office and once the election cycle is established a **3-year** term

Date of Initial Election	Date of Next Election	Date of Next Election
Second Quarter of 2026	Second Quarter of 2028	Second Quarter of 2031

- (c) The candidate receiving the third highest number of votes for the election of Branch Representatives at the Annual Branch Meeting will be elected with an initial **1-year** term of office and once the election cycle is established a **3-year** term

Date of Initial Election	Date of Next Election	Date of Next Election
Second Quarter of 2026	Second Quarter of 2027	Second Quarter of 2030

Branches entitled to FOUR Representatives

- (a) The candidate receiving the highest number of votes for the election of Branch Representatives at the Annual Branch Meeting will be elected with a **3-year** term of office

Date of Initial Election	Date of Next Election	Date of Next Election
Second Quarter of 2026	Second Quarter of 2029	Second Quarter of 2032

- (b) The candidate receiving the second highest number of votes for the election of Branch Representatives at the Annual Branch Meeting will be elected with an initial **2-year** term of office and once the election cycle is established a **3-year** term

Date of Initial Election	Date of Next Election	Date of Next Election
Second Quarter of 2026	Second Quarter of 2028	Second Quarter of 2031

- (c) The candidates receiving the third and fourth highest number of votes for the election of Branch Representatives at the Annual Branch Meeting will be elected with an initial **1-year** term of office and once the election cycle is established a **3-year** term

Date of Initial Election	Date of Next Election	Date of Next Election
Second Quarter of 2026	Second Quarter of 2027	Second Quarter of 2030

SPECIAL CONSIDERATIONS

- (a) For those Branches with multiple Branch Representatives, CASOC suggests the following procedure in the event of there being the same number of candidates for the initial number of vacancies.

Either:

- (i) Agree between themselves who receives which term of office
- (ii) Conduct a “beauty contest” election to allow the Branch Representatives to be “ordered” thus allowing the correct allocation of years for their respective terms of office
- (iii) With all the Branch candidates together and in the presence of an independent adjudicator (suggest that this is the SPO), draw straws or something similar.

The shortest straw gets the 3-year term, the second shortest straw gets the 2-year term and so on.

- (b) The election cycle for all Branches thereafter will be determined by the number of Branch Representatives that they are entitled to. All successive elections will, ordinarily, be for the one vacancy thus making the elections easier to organise and declare.
- (c) Should the Branch entitlement to a specific number of Branch Representatives change, for example, due to an increase in membership over the requisite threshold or fall below the requisite threshold then special arrangements will be made by CASOC on a case by case basis and due to the specific circumstances of each Branch.

RECORD KEEPING & ASSURANCE

- (a) Following the Annual Branch Meeting, it will be the responsibility of the Branch Representative who receives the initial 3-year term (the senior Branch Representative for those branches with multiple Branch Representatives) to advise their respective Area Secretary of the results of the election.
- (b) The Area Secretary will thereafter notify CASOC who will create a definitive spread sheet of who the Branch Representatives are and where they sit in the election cycle. The spreadsheet will clearly highlight the date of all subsequent elections.
- (c) The spreadsheet will be available for viewing 24/7 in the password protected area of the Defence Police Federation website.
- (d) Should any Branch Representative resign from their position before their term of office is completed it will be the responsibility of the Branch, in conjunction with the respective Area Secretary, to arrange a casual election for the balance of the term due. This preserves the election cycle.