

# Defence Police Federation



## GUIDANCE & PROCEDURE NOTE

## ELECTION OF BRANCH REPRESENTATIVES 2026

## SUPPLEMENTARY NOTE

# INTRODUCTION

Following publication of DPF Circular 11/26 dated March 9<sup>th</sup> 2026 which was accompanied by a Guidance & Procedure Note regarding the 2026 Election of Branch Representatives, CASOC has received feedback requesting further advice and guidance on two matters that are central to the administration and organisation of the 2026 Branch Representative elections.

This Supplementary Note is to be read in conjunction with that Guidance & Procedure Note.

## 2026 ELECTION OF BRANCH REPRESENTATIVES

1. At the 2025 Annual Conference it was agreed to amend Rule 18 in two respects:
  - (a) To extend the tenure of Branch Representatives from one year to three years and
  - (b) Change the date when Branch Annual Meetings are held from the 4<sup>th</sup> Quarter (October, November and December) to the 2<sup>nd</sup> Quarter (April, May and June). A full explanation of this matter is given in the earlier Guidance & Procedure Note.
2. All Branches are, therefore, required to hold a Branch Annual Meeting in the period: **01<sup>st</sup> April 2026 ending 30<sup>th</sup> June 2026**. Again, full details are given in the Guidance & Procedure Note.
3. A timetable for setting the date of the Branch Annual Meeting is given in the Guidance & Procedure Note.
4. Following closure of any nomination window, if an election is necessary, then the following two matters are of importance.

## BALLOT SECRECY

It is imperative that all ballots for the election of Branch Representatives are secret.

Branches are to adopt their usual method of electing Branch Representatives.

If a Branch opts to use an electronic/digital polling programme, it is vital that this system is set up by the lead Branch Representative, who will act as the Administrator. As Administrator, the utmost care is to be adopted to maintain the integrity of the election process. Any information or data that is accessible from the polling programme is to be handled with the utmost sensitivity and confidentiality.

## HOW MANY VOTES DOES A MEMBER HAVE?

### **Stations with 1 Branch Representative**

If there are more candidates than the ONE vacancy, the members of the Branch get ONE vote in the ballot.

### **Stations with 2 Branch Representatives**

If there are more candidates than the TWO vacancies, the members of the Branch get TWO votes in the ballot.

### **Stations with 3 Branch Representatives**

If there are more candidates than the THREE vacancies, the members of the Branch get THREE votes in the ballot.

### **Stations with 4 Branch Representatives**

If there are more candidates than the FOUR vacancies, the members of the Branch get FOUR votes in the ballot.

## FINAL CONSIDERATIONS

Whatever ballot method is used by a Branch, **ALL** members are to use the standard “**X**” as used in a parliamentary election to mark the ballot paper. No other mark should be accepted.

Finally, voting members for Branches with multiple candidates are **NOT** to place such candidates in an order of preference – just use the “**X**”.

The use of the “**X**” will allow for ease of counting the ballots.

### **IF THERE ARE ANY PROBLEMS OR QUERIES**

**OR**

**SHOULD YOU REQUIRE FURTHER CLARIFICATION ON ANY MATTER PLEASE SPEAK TO YOUR RESPECTIVE AREA SECRETARY WHO WILL ASSIST YOU.**