

OBA CHAPTER COMMITTEE

Nomination Form

Please complete the form below to nominate yourself for election to the OBA Chapter committee operating in your area. Please ensure that you meet the eligibility criteria* below:

1. That you are a [member of the OBA Network](#) and have activated your online account
2. That you reside in the region of the Chapter for which you wish to nominate yourself
3. You must be a member of the Chapter for which you are standing (**unless it is a new group**)
[Review your membership and join the relevant mailing list](#)

This form requests:

- **Your candidate details**
- **An election statement of not more than 250 words**
- **A recent portrait photo (jpg or tif format, 300 dpi)**
- **A public LinkedIn profile web link**
- **Secunder's contact details**

* For eligibility, please read the FAQ section of the [OBA Chapter election microsite](#).

SECTION ONE: CANDIDATE'S DETAILS

REQUIRED: Please read the 'Notes for Guidance' on page 3 before completing this section. Please use **BLOCK CAPITALS**.

Full Name: Title (e.g. Mr, Ms, Dr):

Name as you wish it to appear on the election material if different to above:

PLEASE NOTE: Your title will not be published on the election materials.

Address for correspondence:

Country: Post Code/ZIP Code:

Contact Telephone Number: Date of Birth:

Contact Email Address:

PLEASE NOTE: Address, telephone and email information are for the sole use of Electoral Reform Services (ERS) and the Saïd Business School, Oxford University Alumni Relations Office, so they can contact you about your nomination form. This information will remain confidential.

Please tick if you agree that we can update these details in our database ☐

Alumni Number:

[Request your alumni number](#)

Programme:

Matriculation year (the year you began your programme of study):

Name of your seconder (must be a Saïd Business School alumnus/a):

Secunder's email address:

PLEASE NOTE: Your seconder must also send an email with their Alumni number confirming their support for your nomination. This should have 'OBA Chapter Election - region - name of candidate' in the subject line and be sent to nominations@electoralreform.co.uk

Nominations close at 23.59 GMT on TUESDAY 6 FEBRUARY 2018

SECTION TWO: CONSTITUENCY

Please select the Chapter committee for which you are standing.

You must be a member of the Chapter you are standing for **(unless it is a new group)**.

- | | | |
|---|---|--|
| <input type="checkbox"/> OBA Amsterdam | <input type="checkbox"/> OBA Kuala Lumpur | <input type="checkbox"/> OBA San Francisco |
| <input type="checkbox"/> OBA Bangalore | <input type="checkbox"/> OBA London | <input type="checkbox"/> OBA São Paulo |
| <input type="checkbox"/> OBA Bangkok | <input type="checkbox"/> OBA Lagos | <input type="checkbox"/> OBA Shanghai |
| <input type="checkbox"/> OBA Beijing | <input type="checkbox"/> OBA Los Angeles | <input type="checkbox"/> OBA Singapore |
| <input type="checkbox"/> OBA Boston | <input type="checkbox"/> OBA Melbourne | <input type="checkbox"/> OBA Sydney |
| <input type="checkbox"/> OBA Brussels | <input type="checkbox"/> OBA Moscow | <input type="checkbox"/> OBA Tokyo |
| <input type="checkbox"/> OBA Delhi | <input type="checkbox"/> OBA Mumbai | <input type="checkbox"/> OBA Toronto |
| <input type="checkbox"/> OBA Dubai | <input type="checkbox"/> OBA New York | <input type="checkbox"/> OBA Washington |
| <input type="checkbox"/> OBA Hong Kong | <input type="checkbox"/> OBA Paris | <input type="checkbox"/> OBA Zurich |
| <input type="checkbox"/> OBA Johannesburg | <input type="checkbox"/> OBA Palo Alto | |

SECTION THREE: ELECTION STATEMENT

Please provide a statement of not more than 250 words describing why you would be a good candidate to represent your regional OBA Chapter and what experience you can bring to a role on the Chapter committee.

Please refer to the 'Notes for Guidance - Election Statement Preparation Instructions' on page 3 before writing your statement.

Total No. of Words (Max. 250)

SECTION FOUR: ADDITIONAL INFORMATION

Please email a recent portrait photo to nominations@electoralreform.co.uk

Please confirm that you have supplied a photograph with your nomination by ticking this box ☐

LinkedIn public profile web link:

DECLARATION

I, the above named candidate, consent to my nomination and agree to stand for election. I confirm that, to the best of my knowledge, the information provided on (or with) this form is accurate.

Signature:

Date:

PLEASE NOTE: Nomination forms that have not been signed by the candidate will be returned to the candidate via email within three working days.

SECTION THREE: NOTES FOR GUIDANCE

ELECTION STATEMENT PREPARATION INSTRUCTIONS

- Your election statement will be reproduced and circulated to voters as part of the election process. Please note that in the interest of fairness, ERS makes every effort to ensure candidates' election statements are reproduced exactly as they have been submitted. Therefore, please check your election statement carefully for any grammatical or spelling errors before submission.
- ERS strongly encourages you to submit your nomination form and election statement by email to nominations@electoralreform.co.uk. Please use OBA Chapter Elections as the 'Subject' of your email and include the nomination form, your photo and LinkedIn profile (essential) as attachments.
- The Saïd Business School Alumni Relations Office reserves the right to edit or to not publish your election statement if it contains factually inaccurate or libellous material.
- Your election statement must not exceed the limit of 250 words (see below). Please state the total number of words used at the end of your election statement in the space provided. If your election statement exceeds the word limit, it will be cut at the word limit and followed by the words **'statement cut at word limit'**.
- Your candidacy will be invalidated if you fail to provide an election statement by close of nominations.
- Please submit a photograph of yourself, and email it to nominations@electoralreform.co.uk. Photograph file names should include your full name and OBA Chapter Elections. Please also use OBA Chapter Elections as the 'Subject' of your email.
- Failure to provide a photograph by close of nominations will not invalidate your candidacy; instead, the words **'photograph not received'** will be published in the space where your photograph would have appeared.
- The following information will accompany your election statement:
 1. Programme
 2. Matriculation year
 3. A recent portrait photo
 4. Public LinkedIn web link

Candidates will be listed in alphabetical order on the election materials.

DETAILED RULES RELATING TO WORD COUNTS AND STYLE

- a. Every word no matter how small e.g. "I", "or", "and", "the" etc will be counted as one word.
- b. Numbers in a block will be treated as one word e.g. "2000", "1/128", "2001/2" and "2001/2002."
- c. Any acronyms or groups of initials will be treated as one word. For example, 'ERS' will count as one word. If, however, full titles for acronyms or groups of words are used, they will count as separate words. For example, Electoral Reform Services Ltd will count as four words.
- d. Compound words or hyphenated words, such as co-operation, will be treated as one word.
- e. Candidates' election statements will be published using a common typeface and type size font.
- f. Selected words or sentences can be emboldened, capitalised, underlined or italicised. Entire election statements submitted in any of these formats will, however, be reproduced in the common typeface and type size font detailed in Paragraph (e) above.
- g. The use of bullet points and numbering to make separate points is allowed and these will not be counted as words.
- h. Words or phrases can be centred or indented. Boxes around particular words or phrases will not, however, be reproduced.

COUNTING THE NUMBER OF WORDS IN YOUR ELECTION STATEMENT

ERS recommends that you do not use a word count function provided by word processor software to count the number of words used in your election statement. When counting words, such software does not apply the rules detailed above and tends to understate the actual number of words used. For example, Microsoft Word treats a group of words such as "Technical/Professional/Scientific" as one word (because it contains no spaces) whereas ERS would count that as three separate words.

The word count function provides a useful guide when preparing your election statement but ERS would recommend that you perform a manual count of your final election statement prior to its submission.

CLOSE OF NOMINATIONS AND RETURNING YOUR FORM

Completed nomination forms must be received by email (nominations@electoralreform.co.uk) no later than **23.59 GMT on TUESDAY 6 FEBRUARY 2018**. If your nomination form is received after this time and date it will be ruled invalid.

ERS recommends that nominees check on the receipt of their form by contacting Alex Davies at 020 8365 8909. All nominees will receive submission confirmation via email within three working days.

The safe submission of this form is the responsibility of the candidate.

CHECKLIST: (PLEASE TICK EACH RELEVANT BOX)

Before returning your nomination form, please ensure you have:

- ☐ Completed all fields in section 1
- ☐ Selected your Chapter in section 2
- ☐ Supplied an election statement
- ☐ Supplied a photo attachment
- ☐ Supplied a link to your LinkedIn Profile
- ☐ Signed the declaration above

Nominations close at 23.59 GMT on TUESDAY 6 FEBRUARY 2018