

Completion and return of Nomination Forms

Completed Nomination Forms should be returned to the Presiding Officer whose name and contact details are included on the Nomination Form.

Please use one of the three processes listed below.

1. Hard copy and post

Nomination Form printed and completed manually by candidate, proposer and seconder and then sent by post to the Presiding Officer.

2. Hard copy and email

Nomination Form printed and completed manually by candidate, proposer and seconder and then either scanned or photographed and sent by email to the Presiding Officer

Please contact Lesley Fusher if you would like to be sent a paper copy of the form:

lesley.fusher@truro.anglican.org

3. Electronic completion and email

Nomination Form completed electronically by the candidate, proposer and seconder and then sent to the Presiding Officer by email. The following process should be followed so as to ensure the validity of the nomination:

- i. Candidate to complete the form (electronically, rather than printing it out first) and send it to the proposer by email
- ii. The proposer to sign* and complete the relevant parts of the form and return it to the candidate with a covering email confirming that he or she wishes to propose the candidate for nomination as a member of Diocesan Synod.
- iii. The candidate to then send the form (which has been signed* by the proposer) by email to the seconder.
- iv. The seconder to sign* and complete the relevant parts of the form and return it to the candidate with a covering email confirming that he or she wishes to second the proposal to nominate the candidate as a member of Diocesan Synod.
- v. The candidate to sign* the declaration and send the form to the Presiding Officer together with copies of the emails from the proposer and seconder.

Please note that we are requesting that the proposer and the seconder provide emails confirming they are willing to act in those roles in order to avoid the possibility of questions being raised regarding the validity of the electronic signatures used in the form.

Please contact Lesley Fusher, lesley.fusher@truro.anglican.org if you have any queries about completing and returning the form.

***Electronic signatures**

From a legal perspective, electronic signatures are a valid form of signing/executing a document (or deed). We would suggest either:

- Typing your name (or initials) into the form (perhaps in italics to distinguish between confirmation of your full name).
- A scanned handwritten signature which is then pasted into the form.