



## Police Federation for Northern Ireland



## Police Federation Rules **Effective 2022**



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# Police Federation for Northern Ireland - Rules

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## PART I

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### GENERAL

#### Regulations and Rules

1. (1) These Rules have been made under the terms of Regulation 23 of the Police Association for Northern Ireland Regulations 1991 (S.R. 1991 No. 168).
- (2) These Rules shall be construed in accordance with the Regulations.
- (3) These Rules
  - (a) have been prepared by the Central Committee and ratified by delegates at the Annual Conference; and
  - (b) have been approved for submission to and approval by the Appropriate Authority.

#### Definitions

2. Unless the context requires otherwise, in these Rules the following expressions shall have the meanings hereby assigned to them: -

“Annual Conference” means the Annual Conference referred to in Regulation 13;

“Appropriate Authority” means The Justice Minister or Secretary of State, or, in the absence of a Justice Minister, the Permanent Secretary in the Department of Justice;

“Board” means one of the Regional Boards referred to in Regulation 9;

“Central Committee” means the Central Committee of the Police Federation for Northern Ireland referred to in Regulation 14;

“Constable” means a Constable in the PSNI;

“Crime Operations Branch” means C1, C2, C3, C4, C5 and Public Protection Branch collectively;

“Federation” means the Police Federation for Northern Ireland;

“Inspector” means an Inspector or Chief Inspector in the PSNI;

“Member” means a member of the Police Federation for Northern Ireland;

“Part Time Reserve” means a Constable in the PSNI Reserve (Part-Time);

“Police Service” means the PSNI and PSNI Reserve (Part-Time);

"PSNI" means the Police Service of Northern Ireland;

"Quorum" means 50% plus one of the members of a Board or, as the case may be, the Central Committee or a Committee or Sub Committee of either body;

"Region" means an electoral area established pursuant to Regulation 8;

"Regulations" means the Police Association for Northern Ireland Regulations 1991 and "Regulation" shall be construed accordingly;

"Sergeant" means a Sergeant in the PSNI.

"Student Officer" means Officer from the date of appointment to attestation.

### **Statutory Limitation of Interests**

3. The Federation shall consider only matters affecting the Health and Safety, welfare and efficiency of the Police Service including Student Officers. It shall not consider questions of discipline affecting individuals (other than in relation to the representation of an individual at any disciplinary proceedings, or on an appeal from such proceedings) or of promotion affecting individuals.

## **ORGANISATION**

### **Membership**

4. Every member of the Police Service below the rank of Superintendent including Student Officers shall be a member of the Federation.

### **Regions**

5. For the purpose of elections to Boards in accordance with Regulation 9 there shall be established 5 Regions as specified in Schedule 1.

### **Boards**

6. A Board shall comprise Representatives of Inspectors, Sergeants, Constables and Part Time Reserve in accordance with Schedule 2.

### **Central Committee**

7. The Central Committee shall comprise Representatives of Inspectors, Sergeants, Constables and a Part Time Reserve in accordance with Schedule 4.
  - (i) No PFNI Representative shall attend any meeting, training course, function or otherwise in a representative capacity, while subject to suspension or sick leave absence. All such meetings are regarded as Police Duty, Regulation 22 of the PSNI Regulations 2005, refers.

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## **PART II**

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### **ELECTIONS**

#### **Elections to Boards**

8. Elections to the membership of a Board shall be carried out in accordance with the provisions of Schedule 3 and those elected shall hold office for a period of 3 years.

#### **By-elections to Vacancies on Boards**

9. (1) A member of a Board shall cease to be a Federation Representative with immediate effect
- (a) on leaving the Police Service; or
  - (b) on changing rank, not including acting up or temporary promotion; or
  - (c) on transferring including HQ temporary transfer of more than six months to another District, (Constable and Sergeants Only) within that Area, or Area Command Unit (Inspectors only), Headquarters, Department, as the case may be; or by-election whichever is the sooner; or
  - (d) Voluntarily; or
  - (e) Ceasing to be a subscribing member of the Voluntary Fund
- (2) A member of a Board shall cease to be a member of that Board with immediate effect
- (a) on election as Chair, Secretary, Assistant Secretary or Treasurer of the Police Federation for Northern Ireland; or
  - (b) Ceasing to be a member of a Board by virtue of Schedule 7.
- (3) Such vacancy on a Board as is occasioned by any of the events mentioned in paragraph (1) or (2)(a) shall be filled by the election of a member of the appropriate rank as defined in schedule 3 stationed in the same Command Unit or Headquarters Branch/Department, as the case may be, as the retiring member.
- (4) By-elections shall be held in accordance with the provisions of Schedule 3 -
- (a) in the event of a vacancy arising as provided by paragraph (1), within four weeks; or
  - (b) in the event of a new Branch/Department, District/Area Command Unit being established, within eight weeks of the date of establishment.

- (c) A vacancy still exists at the completion of the tri-annual elections.
- (d) No by-election shall take place within the 6 month period prior to a tri-annual election.

### **Elections to the Central Committee**

10. Elections to the Central Committee shall be carried out in accordance with the provisions of Schedule 5.

### **By-elections to Vacancies on the Central Committee**

11. (1) A member of the Central Committee shall cease to be a member of that Committee:
- (a) on ceasing to be a member of a Board in accordance with Rule 9;
  - (b) voluntarily; or
  - (c) on the vote of no confidence by the appropriate ranks on the Regional Boards.
- (2) Such vacancy on the Central Committee shall be filled: -
- (a) by election from the relevant Board in accordance with the provisions of Schedule 5; and
  - (b) following the by-election held, if necessary, in accordance with Rule 9.
  - (c) no co-opted member to a Board is eligible for nomination or appointment to Central Committee.

## **PROCEDURAL MATTERS**

### **Functions and Proceedings of Boards**

12. (1) A Board may from among its members, appoint a Committee or Sub Committee to consider any of the authorised matters specified in Rule 3.
- (a) Each board shall elect a Chair, Secretary and Treasurer from amongst its members and notify the relevant Assistant Chief Constable, or as the case may be, Head of Department/Unit and the Secretary of the Central Committee of the names of the members so chosen.
  - (b) The Chair, Secretary and Treasurer shall hold office for one year and shall be eligible for re-election.

(2) A Board shall:-

- (a) ascertain the views of members of the ranks represented on the Board who are stationed within the Region on the authorised matters specified in Rule 3;
  - (b) where appropriate, settle matters of concern to the Region by referring them to the relevant Assistant Chief Constable, or as the case may be, Head of Department/Unit and decide what matters or questions it shall seek to put forward for discussion by the Central Committee;
  - (c) elect members of the ranks represented on the Board to serve on the Central Committee as hereinafter provided and notify the Chief Constable, the relevant Assistant Chief Constable, or as the case may be, Head of Department/Unit and the Secretary of the Central Committee of the names of those so elected;
  - (d) submit to the Secretary of the Central Committee for inclusion in the agenda of meetings of the Central Committee matters affecting the ranks represented by the Board;
  - (e) consider such other matters as may from time to time be referred to it by the Chief Constable, Assistant Chief Constable, or as the case may be, Head of Department/Unit or the Central Committee.
- (3) Where there is disagreement between members of a Board on any matter under consideration the question at issue shall be decided by vote and in the event of there being equality of votes, the Chairman shall have a second or casting vote.
- (4) Subject to rule 12 (6), a meeting of a Board or of a Committee or Sub-Committee thereof shall not be lawfully constituted unless a quorum is present.
- (5) A Board may co-opt Board Representatives when a Representative is temporarily absent for whatever reason for more than 2 months. When considering a nomination to co-opt a member, acceptance of the nomination shall be by a majority of members present and a quorum is met.
- (6) Where a Board Representative fails, without apology or reasonable excuse to attend three consecutive Regional Board Meetings, that member may be disregarded for the purposes of the quorum.

### **Proceedings of the Central Committee**

13. (1) The Central Committee may, from among its members, appoint a Committee or Sub Committee to consider any of the authorised matters specified in Rule 3.
- (2) Where there is a disagreement between members of the Central Committee on any matter under consideration, the question at issue shall be decided by a vote. Voting in such circumstances shall be by show of hands and in the event of there being equality of votes, the Chairman shall have a casting vote. In all other circumstances the Permanent Officials shall not have a vote with the exception of Schedule 8, (6).



- (3) A meeting of the Central Committee or of a Committee or Sub Committee thereof shall not be lawfully constituted unless a quorum is in attendance.

### **Transitional Arrangements**

14. (1) Boards shall meet within two weeks, and the Central Committee within four weeks, after elections, such dates being specified in advance by the Secretary of the Central Committee.
- (2) In a year in which elections are held, the Office-bearers of the Central Committee shall continue to hold office and to transact necessary Federation business until new officers have been appointed by the incoming Central Committee; but nothing shall be done during the transitional period, which was not previously authorised by the outgoing Central Committee.
- (3) Federation Representatives shall retain their representative role during the period of the tri-annual elections.

### **OFFICE-BEARERS**

#### **Office-Bearers of Boards**

15. (1) The roles and responsibilities of the Chair, Secretary, and Treasurer shall be as defined Schedule 6.

#### **Office-Bearers of the Central Committee**

16. (1) Prior to the election of Office-Bearers of the Central Committee of the Police Federation for Northern Ireland, candidates must be properly proposed and seconded at a Central Committee Meeting, with nominations closed and circulated to all Regional Board Secretaries at least one calendar month prior to the date of the election. Only substantive members of Central Committee are eligible for nomination to the vacant Permanent Official post/s. Subject to rule 16 (2).
- (2) Members of the Central Committee shall elect a Chairman, Vice Chairman, Secretary, Assistant Secretary and Treasurer from within the Committee. Where Central Committee is unable to elect a member of Central Committee to a Permanent Official post they will seek nominations from Regional Boards. Central Committee shall elect, from these nominees, a suitable candidate to the Permanent Official post/s.

If Central Committee is unable to elect a member to a Permanent Official post, with the approval of the Chief Constable, some other member of the PSNI who is willing to serve in the capacity, may be nominated for consideration. Voting in such circumstances shall be by closed ballot and elections shall be by the majority of those present. Only substantive members of Central Committee can nominate individuals for a Permanent Official post.

The process of election of Permanent Officials by Central Committee is outlined in the provisions contained within Schedule 8.

- (3) The Chair, Vice Chairman, Secretary, Assistant Secretary and Treasurer so appointed shall, during their term of office, be Ex Officio members of Central Committee. The Chair so appointed shall, during his term of office, hold a casting vote only.
- (4) Where a member of the Central Committee is appointed as Chairman, Vice-Chairman, Secretary, Assistant Secretary or Treasurer the members of the Board of which he is a Representative shall elect another Representative to fill the vacancy on the Committee in accordance with Schedule 5.
- (5) The Secretary of the Central Committee shall immediately after the appointment of Office-bearers notify the Chief Constable and Boards of the names and ranks of the persons so appointed.

#### **Tenure of Office of Office-Bearers**

- 17. (1) The Chairman, Vice Chairman, Secretary, Assistant Secretary and Treasurer appointed under Rule 16 shall each hold office for such period as the Central Committee by which they have been appointed may determine, but not exceeding the term of office of that Committee (subject to rule 14(2)).
- (2) The Chair, Vice Chair, Secretary, Assistant Secretary or Treasurer appointed under Rule 16 may be removed from office following a vote of no confidence carried by more than two thirds of the substantive members of Central Committee.
- (3) A person appointed to any of the offices mentioned in paragraph (1) shall be eligible for re-appointment.

#### **ANNUAL CONFERENCE**

##### **Standing Orders**

- 18. The Annual Conference shall be conducted in accordance with Standing Orders. Unless and until the Annual Conference makes Standing Orders in their place, the Standing Orders hitherto in operation shall remain in use.

##### **Attendance**

- 19. The Annual Conference shall be open to all elected Representatives of Boards, each of whom shall have the right to vote on any motion, amendment or election at the Conference. (Subject to Rule 5(r) of the Voluntary Fund Rules).

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## **PART III**

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### **FINANCIAL ARRANGEMENTS**

#### **Subscriptions**

20. Voluntary subscriptions may be deducted from salary and forwarded directly to the Treasurer, if such appointment be made in accordance with Rule 16(2), or to the Secretary; and the normal amount of such subscriptions (including additional subscriptions) shall be determined by the Central Committee.

#### **Funds**

21. The Federation may also raise funds by –
- (a) borrowing money from any person or persons or body corporate, or other legally constituted body authorised to lend, on such security and upon such terms as may from time to time be arranged;
  - (b) the acceptance of donations or gifts, whether directly or by bequest, providing the acceptance of such donations or gifts does not affect or interfere with, the impartial discharge of police duties; and
  - (c) the sale of articles, periodicals or publications; and by such other activities as may be considered incidental to and compatible with, the objects and purposes of the Federation.

#### **Trustees**

22. The property and funds of the Federation shall be vested in not more than three Trustees appointed in such a manner as may be determined by the Central Committee.

## SCHEDULE 1

### REGIONS-5

For the purposes of these Rules (Section 1) there shall be the following Regions: -

Region	District Command Units or Departments in the Region	Region	District Command Units or Departments in the Region
1	Belfast City Policing District (a) Belfast - N (b) Belfast - S (c) Belfast - E (d) Belfast - W	2	Newry Mourne & Down Armagh, Banbridge & Craigavon Fermanagh & Omagh Mid Ulster
3	Derry & Strabane Antrim & Newtownabbey Mid & East Antrim Causeway Coast & Glens North Down & Ards Lisburn & Castlereagh	4	Headquarters comprising of the following Departments:  (a) Police College; (b) Roads Policing; (c) Headquarters staff based at Knocknagoney, Castlereagh, Lisnasharragh, Brooklyn, Seapark/ Sprucefield and CPU except those at (a),& (b) above  (d) Armed Response Unit (e) Operational Support – Not at (a),(b),(c) and (d) above
5	Crime Operations Branch C1 - Organised Crime C2 - Serious Crime C3 - Intelligence C4 - Specialist Operations C5 - Crime Ops Support Public Protection		

## **ELECTORAL BASE.**

### **REGIONS NO. 1 – 3.**

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Local Police Teams  
Neighbourhood Police Teams  
District Support Teams

#### **Area/HQ resources, voting in relevant Districts.**

Coordination and Tasking Centre	Case Progression Teams
Ops Planning	Reducing Offending Unit
Viper Suites	PPS Liaison
Crime Management Teams	Volume Crime Support Teams
Video Identification Unit/District E-crime Support Unit	
Property	OCMT
District Trainers	CMC

### **REGION NO. 4**

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Headquarters comprising of the following Departments:

- (a) Police College; Student Officers, Garnerville and Training Staff at the following locations, Ballykinlar, Ballymoney, Enniskillen, Garnerville, Gough, Lisnasharragh, Magilligan, Mahon Road, Maydown, and Steeple.
- (b) Road Policing;
- (c) Headquarters staff based at Knocknagoney, Castlereagh, Lisnasharragh, Brooklyn, Seapark/Sprucefield and CPU except those at (a) & (b) above Command: Corporate Command, Financial Support, Community Safety and Service Overheads (excluding Student Officers)
- (d) ARU
- (e) OSD: not at (a), (b), (c) and (d) above.  
Ops Policing Support, Legacy & Justice, Ops Support, Dog Unit and TSG.

### **REGION NO. 5**

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Crime Operations Branch, incorporating C1, C2, C3, C4, C5 and Public Protection.

#### **Representation**

*\*\*\*The Representative levels identified on pages 12-13 are based on PSNI posts at the time of preparation of this document. Final Representative levels will be identified in compliance with figures provided as per Schedule 3. Para 2(d).*

*The Stations identified at Regional Board 1, Belfast below are not an exhaustive list. Any officer identified in the electoral base on page 12, will vote in the relevant location that they are stationed.*



Reg. Bd	District	Constables	Sergeants	Inspectors	PTR
1 (16)	(a) Belfast N Tennent Street Antrim Road	2	1	2	1
	(b) Belfast S Lisburn Road Musgrave	3	1		
	(c) Belfast E Strandtown Stormont	2	1		
	(d) Belfast W Woodbourne Grosvenor Road	2	1		
		9	4	2	1
2 (17)	'D' Newry, Mourne & Down	3	1	2	1
	'E' Armagh, Banbridge & C'avon	3	1		
	'F' Mid Ulster	2	1		
	'G' Fermanagh and Omagh	2	1		
		10	4	2	1
3 (22)	'H' Derry and Strabane	3	1	2	1
	'J' Causeway, Coast & Glens	2	1		
	'K' Mid and East Antrim	2	1		
	'L' Antrim and Newtownabbey	2	1		
	'B' Lisburn & Castlereagh	2	1		
	'C' Ards & North Down	2	1		
		13	6	2	1
4 (19)	HQ			2	
	(a) Police College	3	1		
	(b) Roads Policing	2	1		
	(c) HQ	2	1		
	(d) ARU	1	1		
	(e) OSD	4	1		
		12	5	2	0
5 (23)	Crime Operations Branch				
	C1 Organised Crime	3	1	2	
	C2 Serious Crime	3	1		
	C3 Intelligence	3	1		
	C4 Specialist Operations	2	1		
	C5 Crime Ops Support	1	1		
	Public Protection	3	1		
		15	6	2	0
	<b>Totals</b>	<b>59</b>	<b>25</b>	<b>10</b>	<b>3</b>
	<b>Total Reps.</b>	<b>97</b>			

## CENTRAL COMMITTEE.

	(5 Boards)
INSP'S	5 (1 PER BOARD)
SERGEANTS	5 (1 PER BOARD)
CONSTABLES	10 (2 PER BOARD)
PTR	1
PO'S	4
TOTAL	25

## SCHEDULE 2

### BOARDS

The composition of each Board shall be as specified in the following table: –

Region	Police Officers Part Time
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1	1 Representative
2	1 Representative
3	1 Representative

Region	Constables
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1	1 Representative per 125 (rounded up) Belfast N, S, E, W
2	1 Representative per 125 (rounded up) per District
3	1 Representative per 125 (rounded up) per District
4	1 Representative per 125 (rounded up) per Department grouping.
5	1 Representative per 125 (rounded up) per C1, C2, C3, C4, C5 and Public Protection

Region	Sergeants
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1	1 Representative per Belfast N, S, E, W
2	1 Representative per District equates to 4 per Board.
3	1 Representative per District equates to 6 per Board.
4	1 Representative per HQ/Unit Department as per Schedule 1 (a)-(e). 5 per Board.
5	1 Representative per C1, C2, C3, C4, C5 and Public Protection. 5 per Board

Region	Inspectors
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1	2 per Board
2	2 per Board
3	2 per Board
4	2 per Board
5	2 per Board

## SCHEDULE 3

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### ELECTIONS TO THE MEMBERSHIP OF BOARDS

1. The first elections to the membership of Boards under these Rules shall be held in 2018 and in the early part of every third year thereafter.
  - (a) Where a vacancy/vacancies still exist at the completion of the election process referred to at Schedule 3(1) in a District Command Unit/Department not having a nomination from a Constable or Sergeant Representative, [and] in the interest of the membership the vacancy may be offered as per Rule 9 – ‘By-elections to vacancies on Boards’. The process of election should be as Schedule 3.
  - (b) Where a vacancy/vacancies still exist at the completion of the election process referred to at Schedule 3(1) in an Area Command Unit/Department not having a nomination from an Inspector Representative, in the interest of the membership the vacancy may be offered as per Rule 9 – ‘By-elections to vacancies on Boards’. The process of election should be as Schedule 3
2. (1) For each Region for membership of each Board there shall be elected by:-
  - (a) Part Time Reserve Officers stationed in Region 1, 2, and 3: one of their number per Region;
  - (b) Constables in each District Command Unit, Representative(s) as detailed in sub paragraph 2. (1)(d); unless Rule 1 (a) applies where it will be new District Command Unit.
  - (c) Constables based in each of the Departments specified for Regions 4 and 5, Representative(s) as detailed in sub paragraph (d);
  - (d) Constables 1 per 125 rounded up. Such numbers to be advised by Human Resources no later than two months prior to the date that nominations must be entered;
  - (e) Sergeants in each District; one of their number for Regions 1, 2, and 3;
  - (f) Sergeants; 1 in number for each section (a) – (e) in Region 4;
  - (g) Sergeants; 1 in number for each department in Region 5;
  - (h) Inspectors stationed in Region 1, 2, and 3: two of their number per Region;
  - (i) Inspectors based in Region 4 and 5; two of their number per Region;
- (2) A Constable stationed in Region 1, 2, and 3 shall vote only for a candidate stationed in the same District Command Unit as that member unless 1(a) applies.

- (3) A Sergeant stationed in Region 1, 2, and 3 shall vote only for a candidate stationed in the same District as that member.
  - (4) An Inspector stationed in Region 1, 2, and 3 shall vote only for a candidate stationed in the same Area as that member.
  - (5) A member based in each of the Departments specified for Region 4 and 5 shall vote only for a candidate based in the same Department as that member. (Subject to (5) 1. 2. and 3).
    1. Region 5: If a vacancy exists at the completion of the tri-annual elections in any Department, then any member of the appropriate rank from Crime Operations Branch may be eligible for nomination and election.
    2. Region 5: If a Departmental by-election is required and no member of the appropriate rank is willing to stand at the close of nominations, then the vacancy shall be extended to any member of the appropriate rank from Crime Operations Branch.
    3. Only members attached to the Department where a vacancy so exists shall be eligible to vote for that candidate nominated at 1. and 2. above at the appropriate rank.
  - (6) A Part Time Reserve Officer stationed in Regions 1, 2, and 3 shall vote only for a candidate stationed in the same Region as that member.
3. (1) Each candidate for election shall be nominated and seconded by members of the same rank who shall sign the printed nomination form, having ascertained that the nominee is willing to accept the nomination.
- (2) No officer may stand for or receive a nomination for a representative vacancy where they are not a subscribing member of the Voluntary Fund.
- (3) No officer may stand for or receive a nomination for a representative vacancy for a period of 12 months from the date they re-join the Voluntary Fund and commence contributions.
- (4) Outgoing members shall be eligible for nomination.
- (5) Nominations from a District Command Unit, Area or Department, as the case may be, shall be lodged with the appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit at least fourteen days before the date of the election.
- (6) The appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit, on receiving the nominations shall -
- (a) prepare a list for each rank showing the rank, surname, forename, registered number, station, District/Area Command Unit or Department, as the case may be, of each candidate and the names of the proposer and seconder and;

- (b) cause such lists to be circulated to all members of that rank within the District/ Area Command Unit or Department, as the case may be, in which members of similar rank are stationed, not less than seven days before the date of election.
  - (7) Nominees can submit an ethical precis to prospective voters indicating their relevant experience and skills and outlining why they wish to be considered as a Federation Representative. This precis must focus on nominees attributes only and not refer to or disparage any other nominee. Nominees are reminded of their integrity responsibilities as laid out in Article 7 of the PSNI Code of Ethics;
  - (8) No person shall control, direct, improperly influence, or in any other way interfere with or cause to be controlled, directed, improperly influenced or interfered with, the nomination of a candidate.
  - (9) In the event that the number of nominations received does not exceed the number of members to be elected, those nominated in accordance with the provisions of this paragraph shall be declared elected by the appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit.
4. (1) Each member of the ranks represented on the Board -
- (a) may, throughout the designated period of the election, vote once in accordance with paragraph 2(2), (3) or (4) for the candidate or candidates of his own rank and choice within the Region on the voting paper supplied;
  - (b) having voted, shall place the voting paper in an envelope, write their name, rank and District/Area Command Unit or Department, as the case may be, in which they are stationed and the Region for which they are voting on the back and lodge the sealed envelope with the appropriate returning officer.
- (2) As soon as possible after the close of the poll, but not later than the following day, the appropriate returning officer shall forward the envelopes containing the votes in a sealed packet to the appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit.
5. (1) The appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit shall, as soon as possible after the date of the election, in the presence of scrutineers appointed from their Regional Headquarters Station, one for each rank represented on the Board, and should they wish to be present, those standing for election check all envelopes against the voting roll for the Region prior to the opening of them.
- (2) The scrutineers shall extract the voting paper and destroy the envelope.
- (3) The appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit shall, in the presence of scrutineers and should they wish to be present, those standing for election, count the votes recorded.



- (4) The appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit and the scrutineers shall jointly decide whether a voting paper is spoiled.
  - (5) Subject to a recount under 11, a spoiled vote shall not be valid.
6.
  - (1) On the completion of the counting of the votes, the appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit shall -
    - (a) in the presence of the scrutineers, add the number of votes recorded for each candidate; and
    - (b) subject to paragraph (2), declare candidates elected as provided in paragraphs (3) to (6).
  - (2) Where there are one or more vacancies for a District/Area Command Unit, Region or, as the case may be, a Department and two or more of the candidates each receive an equal number of votes, being the greatest number recorded, the election shall, where necessary, be decided by lot by the said candidates.
  - (3) Where the election is by Constables stationed in Region 1, 2, or 3 there shall, subject to paragraph (2), be declared elected the candidates who have received in order the highest number of votes for candidates stationed in the same District Command Unit[/Department], until the number of vacancies are filled.
  - (4) Where the election is by Sergeants stationed in Region 1, 2, or 3 there shall, subject to paragraph (2), be declared elected the candidates who have received in order the highest number of votes for candidates stationed in the same District Command Unit, until the number of vacancies are filled.
  - (5) Where the election is by Inspectors or Part Time Reserve Officers stationed in Region 1, 2, or 3 there shall, subject to paragraph (2), be declared elected the candidates who have received in order the highest number of votes for candidates stationed in the same Area/Region, until the number of vacancies are filled.
  - (6) Where the election is by Constables, Sergeants or Inspectors based in each Department specified for Region 4 and 5, there shall, subject to paragraph (2), be declared elected the candidates from each rank who have received in order the highest number of votes for candidates based in the same Department, until the number of vacancies are filled.
7.
  - (1) An elector absent for any reason from the District/Area/Command Unit, Region or Department, as the case may be, in which they are stationed shall, subject to paragraph (2), be responsible for having their vote, if recorded as provided by this Schedule, lodged before the close of poll with the appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit for the Region in which they are permanently stationed.

- (2) A vote lodged in accordance with paragraph (1) may be dispatched to the appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit before the opening of the poll, if it is enclosed in a secondary envelope.
8. (1) Following the result of the poll the appropriate Assistant Chief Constable, or as the case may be, Head of Department/Unit shall -
- (a) in the presence of the scrutineers seal the voting papers in an envelope or envelopes; and
- (b) subject to paragraph (2), retain them for a period of twenty-eight days before ordering their destruction.
- (2) Where a complaint is made in accordance with 11 the envelope or envelopes shall be retained until the investigation, if any, is completed.
9. The appropriate Assistant Chief Constable, or as the case may be, Head of Department shall, as soon as practicable, cause the names of candidates and the number of votes recorded for each to be circulated to each Police Establishment in the Region for which the election was held, the Chief Constable and the Secretary of the Central Committee.
10. No person shall control, direct, improperly influence or in any other way interfere with or cause to be controlled, directed, improperly influenced or interfered with, the election of a candidate.
11. (1) Should an elector have a complaint regarding the manner of nomination or election under this Schedule, such complaint shall be forwarded in writing to the appropriate Assistant Chief Constable, or as the case may be, Head of Department within seven days from the date of the announcement of the result of the elections.
- (2) The complaint shall be investigated by the appropriate Assistant Chief Constable, or as the case may be, Head of Department who may, on the allegation of the complaint being proved, direct disqualification and removal of the nominee/ electee, and/or order a recount or re-election if deemed necessary.
- Should a member be disqualified, he may appeal the decision within 7 days. The appeal will be heard by an independent officer of a higher rank than the officer who made the decision to disqualify.
- Any nominee/electee shall have sight of any complaint and all associated materials' for equality of arms in defence.'
- (3) A copy of the complaint referred to in paragraph (1) shall immediately be sent by the appropriate Assistant Chief Constable, or as the case may be, Head of Department to the Chief Constable who may issue any directions which may be considered necessary.

## SCHEDULE 4

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### CENTRAL COMMITTEE

The composition of the Central Committee, in addition to the Chairman, Secretary, Assistant Secretary and Treasurer, shall be as specified in the following table:-

Region	Constables	Sergeants	Inspectors	PTR
1	2	1	1	
2	2	1	1	1
3	2	1	1	
4	2	1	1	
5	2	1	1	
<b>TOTAL</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>1</b>

## **SCHEDULE 5**

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### **ELECTIONS TO THE CENTRAL COMMITTEE**

1. The election of members to the Central Committee shall be as per Rule 14(1).
2.
  - (1) From each Board and for membership of the Central Committee there shall be elected by:
    - (a) Constables of each Board in Regions 1 to 5: two of their number
    - (b) Sergeants of each Board in Regions 1 to 5: one of their number
  - (2) Inspectors of the boards shall elect representatives to the Central Committee as follows
    - (a) Inspectors of each board in regions 1-5; one of their number
  - (3) Part Time Reserve Officers shall elect a Representative to the Central Committee jointly from Regions 1 to 3: one of their number.

## SCHEDULE 6

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### ROLES AND RESPONSIBILITIES FOR OFFICE BEARERS OF REGIONAL BOARDS

1. **CHAIRMAN;** while the term Chairman remains in widespread use Chairwoman, Chairperson and Chair have become increasingly common.

The duties of the Chairman are to preside over the assembly and to conduct its business in an orderly fashion. When the Regional Board is not in session, the Chairman often acts informally as its head; its representative to the outside world, its spokesperson etc.

2. **TREASURER;** would also be part of the group which would oversee how the money is spent, either directly dictating expenditure or authorising it as required. It is their responsibility to ensure that the Regional Board has enough money to carry out their stated aims and objectives, and that they do not overspend or underspend. They also report to the Board Meetings the financial status of the Regional Board to ensure checks and balances. Accurate records and supporting documentation must be kept to a reasonable level of detail that provides a clear audit trail for all transactions. These will be presented to Central Office on an annual basis to facilitate grant aid.

3. **SECRETARY;** is a title commonly held by a member of the Regional Board. Common duties of the Secretary include taking minutes, notifying members of meetings, contacting various persons in relation to the Regional Board and creating the order of business.

Whilst these definitions of the roles and responsibilities are an outline they cannot be construed as prescriptive.



## **SCHEDULE 7**

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### **CEASING TO BE A MEMBER OF A BOARD.**

A member of a Board shall cease to be a member of that Board with immediate effect-

#### **Rule 1**

Upon non-attendance at 3 consecutive meetings of the board without apology and the board agrees by a two thirds majority to the members cessation of attendance; or

#### **Rule 2**

Upon a vote of no confidence by a two thirds majority of the members of the Board.

Where a member has ceased to be a member of a Board by virtue of Rule 1 or 2, the Secretary of the Board shall immediately write to the General Secretary of the PFNI outlining the decision and the rationale of the Board.

The General Secretary of the PFNI shall inform the member concerned regarding the decision of the Board.

### **APPEAL**

The member concerned may, up to 7 days after they have been informed of the Boards decision appeal the decision of the Board to the General Secretary.

The appeal will be considered by the Executive Sub-Committee of the PFNI, the Business, Finance, Pay and Pensions Committee, whose decision will be final.

Where the Executive Sub-Committee uphold the decision of the Board, the General Secretary of the PFNI will inform the member concerned and advise the PSNI Chief Constable that the member no longer has the support to carry out duties on behalf of the PFNI.

This does not have the effect of removing the member's Representative status.

## **SCHEDULE 8**

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### **ELECTION OF PERMANENT OFFICIALS BY CENTRAL COMMITTEE**

- 1.** Where one nomination is received for a vacant Permanent Official post there will be no requirement to carry out a vote. The member shall be duly elected.
- 2.** Where two nominations are received, the member with the greater number of votes shall be duly elected.
- 3.** Where there are more than two nominations received, the member with the least number of votes shall be removed from the voting process. This shall continue until there are two remaining candidates.
- 4.** Where a member receives a majority vote of the Central Committee at any stage of this process, that member shall be duly elected.
- 5.** At any time where there is a tied vote, the Chairman shall have a casting vote.
- 6.** The Secretary, Assistant Secretary and Treasurer will each have one vote in respect of the election of any of the PFNI Officials, including the Vice Chairman, which will be carried out in accordance with Rule 16 (2).

