



# **SU Leadership Elections 2019**

## **A Guide for Candidates**

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## STUDENTS' UNION BACKGROUND

### The Students' Union

The SU is a democratically run organisation which, although independent, works closely with the University. The SU is a registered charity, which has the sole purpose of serving and representing students of the University, and is ultimately responsible to its members through an Annual General Meeting. The 4 elected Full Time Officers oversee the running of the SU, as well as performing specific duties.

The Full Time Officers are supported by a team of permanent staff. These staff members provide expertise in a number of essential areas of the Union on a day-to-day basis. The most senior member of staff is the Chief Executive.

SU policy is formulated at Executive Committee Meetings, which take place once a month to discuss Union issues. Along with the 4 Full Time Officers there are 17 elected Experience Officers. 5 of these Experience Officers chair committees of staff and students which are responsible for a specific area or interest group e.g. campus, sports etc. All Student Experience Officers sit on the Executive Committee. For more info on Experience Officers and SU committees head to: [www.uogsu.com/student-voice/yourrepresentatives](http://www.uogsu.com/student-voice/yourrepresentatives)

### Students' Union Services

**Representation and Student Voice** – The core service of the SU. The Union has representatives on all University committees and represent students on any matter within the University environment.

**Welfare and Advice** – The Full-Time Welfare Officer is assigned to welfare services and campaigns. The SU has strong links with the University's Student Services Department, which encompasses services such as accommodation, counselling and the Chaplaincy, and can offer advice on matters from debt management to where to get legal advice.

**Entertainment** – Although the SU no longer runs the bars, it runs events which are well managed, customer focussed and in safe environments, providing value for money.

**Sports and Societies** – The SU is committed to providing support to any sporting or special interest group; sports range from cricket to lacrosse and kendo, whilst societies include salsa and philosophy.

**Other SU activities** – Community Volunteering, JobShop, R.A.G. (charity fundraising), games machines and pool tables, laundry operations, Tone Radio Station and a dynamic website.

## FULL-TIME OFFICER INFORMATION

The 4 Full-Time Officer posts are:

- Education Officer
- President
- Sports Officer
- Welfare Officer

Over the last few years each role has experienced alterations, to reflect the changing culture and need of the student body.

Once elected you may find that there are certain things which interest you and amongst the team you will be able to be flexible with certain elements of the job roles.

For further information on the specifics of each job role, refer to the individual job descriptions via the SU website: [www.uogsu.com/elections](http://www.uogsu.com/elections) or click [here](#). You can also email Louise [lfensome@glos.ac.uk](mailto:lfensome@glos.ac.uk) for specific job descriptions.

### What is it really like to be a Full-Time Officer?

- Being a Full Time Officer is a responsible position that brings both pressures and privileges. It should, however, be a great experience that stands you in good stead for future employment.
- As a Full-Time Officer it is your responsibility to listen to and represent the views of the 8,000+ students that we have at this University. Through gaining feedback from the students at the University of Gloucestershire (UoG) and acting upon it, you can help to shape the direction of the Students' Union, making the student experience at the UoG better for all.
- As a Full-Time Officer you will sit on important committees, which means you will get the opportunity to influence and work with the University on big issues that affect students.
- Organise events and activities, involve the student body on important issues and be part of the Students' Union team that continuously improves students' lives at the University of Gloucestershire.
- Be part of the democratic processes of the Students' Union, improving skills which make you an effective representative and can be carried into employment.
- Attend training sessions to further develop your skills in public speaking, leadership, management, equality and diversity, and much more

Each Full-Time Officer has a different remit, but you will also create personal objectives surrounding your job role, which will make up part of your job. Each officer also looks after parts of the Students' Union strategy, and they are in charge of working with staff to ensure that the objectives are met.

The life of a Full-Time Officer is a fantastic challenge. Hours tend to be variable and life as a Full Time Officer is always busy.

## Support

- National Union of Students (NUS) – who hold training courses
- SU staff – help in the induction of new officers, and keep them updated with issues throughout their term of office
- University staff – key figures within the University support the officers throughout the academic year.

## Handover

The provisional date for commencement of Full Time Officer handover is Monday 17<sup>th</sup> June 2019 (for a two week handover), where the incoming officers work alongside the outgoing Full-Time Officers to share their insights and advice to their successors before they leave the SU. There will also be time over the Easter vacation when incoming officers may be asked to come in to the union and other specific times to attend meetings with the outgoing officers. If you have holidays booked / other commitments already arranged between 17<sup>th</sup> June '19 and the end of June '20, you must approach the Elections Officer before standing in these elections.

## Location

During the academic year 2018/19 the Full Time Officers will be based at the following campuses:

- President: Park Campus
- Education Officer: Park Campus
- Sports Officer: Oxstalls Campus
- Welfare Officer: Park Campus

Full-Time Officers are also expected to work at different campuses where necessary.

## FULL-TIME OFFICER ROLES

All Executive (Full and Experience) Officers are expected to attend the regular Executive Committee meetings and can have a strong influence on the direction and activities of the SU.

Executive Officers are valued and respected members of the SU team, with an important role to play.

Full-Time Officers are encouraged to submit regular new articles via the SU website, and to create monthly blogs about what they have done during the month.

The following Full-Time Officer positions are currently in existence:

### EDUCATION OFFICER

### PRESIDENT

### SPORTS OFFICER

### WELFARE OFFICER

If you wish to see their full job descriptions, please visit the SU website under elections. [www.uogsu.com/elections](http://www.uogsu.com/elections)

## NOMINATING YOURSELF

Deciding to stand for election can be a difficult decision and only you can make it. Below are some tips which may help you make your decision.

- Research the posts and the SU and decide which post you can bring the most to
- Be sure that if you are elected that you REALLY have the enthusiasm for the job
- The election can be daunting and time-consuming – so organise your academic work in advance
- Your manifesto and campaign policies are up to you, however try to be realistic about what you can actually deliver if elected
- Read and understand the election regulations before you stand and again before you start campaigning.

**What you will need to complete a nomination form by 12pm (midday) on Wednesday 13<sup>th</sup> February 2019 online.**

## SUBMITTING YOUR MATERIALS

All materials must be EITHER submitted online OR emailed to Louise: [lfensome@glos.ac.uk](mailto:lfensome@glos.ac.uk) by 12pm (midday) on Friday 15<sup>th</sup> February 2019.

These materials are:

- Your manifesto (300 words) submitted via SU website
- A colour head-shot photo that you would like used throughout the elections period. Please ask if you would like the SU to take this picture for you. If you do not have a suitable photo, SU staff can take your photo with a digital camera. Submitted via SU website
- Poster design submitted via email: [lfensome@glos.ac.uk](mailto:lfensome@glos.ac.uk)
- Flyer design submitted via email: [lfensome@glos.ac.uk](mailto:lfensome@glos.ac.uk)

All materials **MUST** be submitted by 12pm (midday) on Friday 15<sup>th</sup> February 2019. Any questions, please email Louise [lfensome@glos.ac.uk](mailto:lfensome@glos.ac.uk)

### Manifesto

Your manifesto should be a maximum of 300 words, outlining your aims to aid your campaign and help make the voters aware of your ideas. The manifesto should be realistic, stating goals which you consider to be achievable. Your manifesto must be submitted online when you submit your nomination.

You should be aware that the Elections Committee has the right to change or delete any wording on your poster or in your manifesto (we will inform you of the changes). Use phrases such as, 'I aim to', 'I will lobby for' to avoid making unrealistic promises to students. For more guidance, see the Elections Q&A page on the Students' Union website.

## Poster and flyer design

- You must submit your artwork for your poster/flyer via email by **15<sup>th</sup> February at 12pm (midday)**
- All campaign material must be provided at a high resolution of at least 200dpi.
- Your poster and flyer designs can be submitted in PDF, TIFF, PHOTOSHOP or JPEG format (not in WORD). The poster and flyer artwork **MUST** be sized at 100% and at a resolution of at least 200dpi. The flyer design must have a 1cm border in which there is no text ('bleed') to aid guillotining. Please email Louise [lfensome@glos.ac.uk](mailto:lfensome@glos.ac.uk) if you would like further assistance.
- You can only have **ONE** poster design and **ONE** flyer design (these can be the same if you wish). They can be portrait or landscape.
- All poster and flyer designs can only be one-sided

All display materials will be produced on your behalf by the SU Design team, and will be ready for collection after candidates briefing on **Thursday 21<sup>st</sup> February 2019** from Oxstalls SU office. The SU will not guillotine the material (you will have to do this yourself) but you can use the guillotine available at the Oxstalls SU office.

Please note: Candidates may only submit their work **ONCE**, so be sure that you have everything gathered together before submission. In addition, we will **NOT** proof any submissions, nor will we alter any mistakes so it's a good idea to run it past someone who can check it for you. We will refuse to print any designs that the Elections Committee deem to be in poor taste, offensive or otherwise unsuitable.

## Support

The current Full-Time Officers team and SU staff members are more than happy to meet with any individual who is thinking about standing for election, to help give an insight into the posts and the elections. Staff members can chat with you for up to 20 minutes only.

To arrange a meeting simply phone or e-mail the individual you need to speak to. Contact details can be found in the 'contacts' section of this pack. Or simply email [su@glos.ac.uk](mailto:su@glos.ac.uk)

## KEY DATES

### Elections Info Sessions

Please note: these sessions have already passed

### Nominations

Submissions before or after the specific dates and times will not be included in the Election. Monday 28<sup>th</sup> February 12pm (midday) to Wednesday 13<sup>th</sup> February 12pm (midday)

### Submitting Materials

Submissions before or after the specific dates and times will not be included in the Election. Monday 28<sup>th</sup> February 12pm (midday) to Friday 15<sup>th</sup> February 12pm (midday)

### Candidates' Briefing

The Deputy Returning Officer, who oversees the Election process will lead this session, going over the rules and useful tips. **The briefing is compulsory for all candidates to attend.**

**Thursday 21<sup>st</sup> February, 12pm (midday) @ Oxstalls Campus. Room; OX-BG-143 (Business School)**

### Publicity Materials Pick Up

Thursday 21<sup>st</sup> February, Oxstalls SU office, after candidates briefing

### Campaigning

Candidates are forbidden from canvassing for votes before this time. All candidates must attend a briefing prior to commencing any campaigning. A candidate that starts to campaign without a briefing may be disqualified from the election.

### Campaigning Begins

Online/Active campaigning: Thursday 21<sup>st</sup> February, after candidates briefing

### Question Time ('Hustings') event:

All candidates **MUST** attend the Question Time 'Hustings' event.

**Question Time at Oxstalls Bar:** Monday 25<sup>th</sup> February, time; TBC.

### Voting

Voting will be online at [www.uogsu.com](http://www.uogsu.com)

**Friday 22<sup>nd</sup> February 12pm (midday) to Friday 1<sup>st</sup> March 5pm (midday)**

### Results Night

Everyone is invited to Results Night to share the excitement with other students. It's a night full of suspense; a lot of fun and not to be missed! The elections results party will be from 7pm – late.

**Friday 1<sup>st</sup> March, 7pm in FCH Bar**

The results of the election will be announced as soon as all votes are counted at the results night. They will also be displayed on [www.uogsu.com](http://www.uogsu.com) the following Monday.

*All of this information in the Key Dates section is subject to change at the discretion of the Elections Committee and Returning Officers.*



## **PUBLICITY MATERIALS**

Every Candidate will have the following allocation of resources noted below for free, from the Students' Union. You can pick your publicity materials up to help you during elections after candidates briefing on **Thursday 21<sup>st</sup> February**.

- **A3 - 40 Posters**
- **A4 - 40 Posters**
- **A6 - 200 Flyers (a further 100 available should you run out)**
- **A6 – 100 Voting flyers**
- **1 x Candidate T-shirt**
- **White Tac**

You are not entitled to print off any more posters and flyers. Posters will be printed in colour on white paper. Please note that we reserve the right NOT to print work which we consider breaches any laws of copyright or which may cause general offence.

### **Promotional items**

You are not entitled to spend any money on extra printing. However, candidates and their campaigners can dress up or have a theme for their campaign. You can create promotional materials that are at no extra cost e.g. cardboard cut outs or banners.

### **T-Shirts**

Each individual standing for elections will be provided with a t-shirt which has their name and the position they are running for on it. Your campaign team will not be provided with any additional material. However, your campaign team members are allowed to create their own T-shirts.

Receipts and records of spending must be kept as they are may be required by the Returning Officer.

*Please note: 1)Each campaigner in your team is entitled to spend no more than £10 on 'dressing up', printing T-shirts, or can buy non-printed, plain T-shirts and write on them with marker pens. You may not make bulk orders with combined funds. (please refer to page 10, campaigning for more information).*

## CAMPAIGNING

We provide specific details which candidates need to be aware of during the Full-Time Officer Elections 2019. We suggest you give copies to your campaign team.

All candidates standing in elections must abide by the SU stated values, the University of Gloucestershire's student charter and Student Code of Conduct. Candidates who do not abide by these rules may be disqualified or withdrawn from the elections.

### Active Campaigning

The more imaginative you can be with your campaign generally the bigger following you will get. Why don't you theme your campaign with a specific colour, use fancy dress or create some homemade placards.

Active campaigning commences on **Thursday 21<sup>st</sup> February 2018** after candidates briefing. On this date candidates and campaign teams will be allowed to canvass university campuses to put up posters and flyers in designated areas (see below) and speak to the student body.

Below are the rules and regulations for this election: (Further regulations can be found on p.14).

- 1) Candidates can only use posters and flyers supplied by the SU. Candidates must not print further posters or flyers.
- 2) Candidates must not organise any activity, event or campaign that has an inherent financial value. E.g. Ed Sheeran is your brother and you asked him to follow you around singing during your campaign. Or, your sister owns a fancy dress shop and she donates some costumes free of charge for you and / or your campaigners.
- 3) **Park, FCH and Oxstalls Campus:** Candidates may place posters and flyers anywhere on campus, ON GLASS SURFACES ONLY, using **ONLY** white tac.

#### **EXCEPT in the following banned sites -**

Sites banned for postering and flyering (all campuses):

- in or near the HelpZones
- in any SU office
- in the Libraries
- in any teaching room
- in FCH Chapel
- in any faith / prayer room.
- in any toilets
- door vision panels

- 4) **Pittville Village:** Candidates may place posters and flyers within designated poster board areas within the Laurie Lee building. Candidates **MUST NOT** place posters on any glass areas at Pittville Village.
- 5) Posters must **NOT** be placed on door vision panels and sellotape must **NOT** be used.
- 6) Homemade placards may be positioned on campus. They must be authorised by the deputy returning officer first and should no bigger than 4 foot in any dimension.
- 7) Candidates must not deface or remove any campaign materials belonging to other candidates.
- 8) Each campaigner in your team is entitled to spend no more than £10 on 'dressing up', printing T-shirts, or can buy non-printed, plain T-shirts and write on them with marker pens. You may not make bulk orders with combined funds.

- 9) Candidates should ask prior permission from the lecturer if they wish to do a 'lecture shout'. Candidates cannot shout out in lectures if the lecturer is eligible to vote, candidates are responsible for checking this. Candidates are also responsible for ensuring that the lecturer remains impartial and does not express any opinion on the candidate.
- 10) No campaigning of any nature is allowed in the Libraries.
- 11) Candidates must not be seen to be close to students who are trying to vote using online devices (including computers, phones or tablets). Any candidates suspected of coercion, or putting pressure on students to vote, will be at risk of being disqualified. You may not actively campaign within 3 metres of a student who is voting.
- 12) Candidates may promote their campaign on the social network pages of other candidates, providing they have their permission to do so. Any negative or defamatory statements will be investigated.
- 13) Candidates must not enter halls of residence, either to put up posters or canvass voters. Entering halls of residence is against Elections regulations. If you have a friend living in halls, they can put up posters on your behalf.
- 14) Candidates must not 'bulk email' students or request that a member of SU or UoG staff should bulk email on their behalf.

If you have ideas for your campaign but would like guidance, please contact Louise: [lfensome@glos.ac.uk](mailto:lfensome@glos.ac.uk)

***Candidates must be aware that the elections committee will take action against any candidate whom they deem to have breached Election regulations, even if it is a member of your campaign team who has broken the rules. You are responsible for the actions of your campaign team.***

## **Campaign Conduct**

Candidates are expected to conduct themselves in an appropriate manner at all times. Intimidation or bullying of other candidates or voters will not be tolerated.

## **Social Media**

You are entitled to promote your campaign through social media after the Candidates' Briefing Session on Thursday 21<sup>st</sup> February 2019.

You must:

- not conduct yourself in manner that is detrimental to the University, or the Students' Union
- not make promises that you know you cannot realise
- not make offensive or defamatory statements.

If the Returning Officer or Deputy Returning Officer deems that you, or your campaigners have defamed a fellow candidate or their supporters or broken an election rule in any medium, the Elections Committee will be advised and you may be given a warning, with the possibility of disqualification pending the seriousness of the allegation.

The Elections Officer and Deputy Returning Officer must be given administrator status on your social media pages so that activity can be monitored. They will remove any posts that breach the election rules or are offensive/ defamatory and will report any breaches to the Elections Committee.

You will be held responsible for false or offensive words spoken or written by you and your campaigners. Any assertions you make must always be backed up by evidence so better to focus on your positives rather than your perception of a fellow candidate's negatives.

## KEY CONTACTS

The following contact details are for key officers involved in the elections process. All SU staff will try and help with any enquiries, however it is advisable that you contact Louise for any detailed or complicated issues that you may have.

Madi Azizi	SU President / Elections Officer 01242 714781 <a href="mailto:Mazizi1@glos.ac.uk">Mazizi1@glos.ac.uk</a>
Stewart Dove	Director of Student Services / Returning Officer 01242 714536 <a href="mailto:stewartd@glos.ac.uk">stewartd@glos.ac.uk</a>
Louise Fensome	SU Student Voice Manager / Deputy Returning Officer 01242 714281 <a href="mailto:lfensome@glos.ac.uk">lfensome@glos.ac.uk</a>

NB. Members of SU staff and the Elections Committee are not allowed to support any individual's campaign and will not be able to help formulate any campaign policies or ideas. They can only aid individual candidate's research by giving accurate information.

## The Elections Committee

This year's Elections Committee members:

Madi Azizi	SU President / Elections Officer
Peter Rayward	SU Sports Officer / Elections Officer
Stewart Dove	Director of Student Services / Returning Officer
Louise Fensome	SU Student Voice Manager / Deputy Returning Officer
Linda Farrall	SU Membership Services Manager
Frankie Last	SU Student Voice Coordinator
Alex Burnett	SU Student Activities Coordinator
Reece Buckingham	SU Marketing and Engagement Manager
Charlie Crawford	SU Events Manager
Gary Ware	Student Member
Isabel Cornwall	Student Member

## THE RULES

Elections are fun but also a serious one. Remember, you are solely responsible for the actions of everyone campaigning on your behalf. You must make sure your campaign team is aware of the rules. Make sure you make yourself familiar with the Elections Regulations which are in this guide.

### **Elections Committee**

In the event that there is an accusation that any of the regulations have been broken, it must be brought to the attention of the Elections Committee. The committee will meet to decide on whether there has been a breach and if so to decide on what actions to take.

In the event the committee feels there has been a breach of regulations, it has a number of options available, including:

- Take no action
- Issue a warning
- Immediate disqualification
- Suspend the elections.

Any incident brought to the attention of the elections committee will be dealt with on a case by case basis at the discretion of the committee.

### **Election Rules**

It is important to remember that during the elections campaign you are bound by the election regulations and sets of rules that, while not strictly election rules, still have a bearing on your conduct.

#### **1. Students' Union Rules:**

This includes abiding by the Students' Union rules generally, its behavioural code and equal opportunities procedure. If you breach these and the Elections Committee decides not take action under the auspices of the election regulations, you may still be subject to the SU's disciplinary procedure, which can revoke membership rights.

#### **2. University Rules:**

The University operates a number of rules that relate to your membership of the student community and use of its facilities and property, for example damage to University property etc. If you breach these and the Elections Committee decides not take action under the auspices of the election regulations, you may still be subject to the University disciplinary procedure.

#### **3. The Law**

Running an election campaign does not remove you from the auspices of the law. Again, if you breach these and the Elections Committee decides not take action under the auspices of the election regulations, they still reserve the right to refer the matter to the appropriate authorities.

# Election Regulations

## 1 The Returning Officer

- a The Returning Officer will be appointed annually by the Vice Chancellor.
- b Failing appointment by the Vice Chancellor, the Executive council/Board of Trustees will appoint.
- c In the event of a split vote in the Elections Committee, the Returning Officer has the final casting vote.
- d The Returning Officer should be independent of the Students' Union (SU).

## 2 Elections Officer

- a The Executive Committee will appoint an Elections Officer, usually from the serving Full Time Officers.
- b The Elections Officer will nominate a Chair of the Elections Committee.
- c The Elections Officer will chair Question Time (Hustings), the candidates' briefing and also the elections results event.
- d The Elections Officer will monitor the candidates' use of online social media and report any breaches to the Elections Committee.
- e The Elections Officer will provide students with information about the elections and be the first point of contact for enquiries about the Officer positions.
- f The Elections Officer will remain independent of all candidates' campaigns.
- g The Chair of the Elections Committee will set the agenda for each Elections Committee and will investigate any potential breaches with the Elections Officer and Deputy Returning Officer.

## 3 Deputy Returning Officer

- a The Returning Officer shall appoint a Deputy Returning Officer, usually from the Students' Union staff or volunteers.
- b The Deputy Returning Officer will organise and oversee the day to day running of the elections and support the Chair and Elections Officer.
- c The Deputy Returning Officer will provide staff with information about the elections and be the first point of contact for staff enquiries.
- d The Deputy Returning Officer will remain independent of all candidates' campaigns.

## 4 Elections Committee

- a The aim of the Committee will be to discuss the details of the elections, consider any complaints and ensure fair play.
- b The Elections Committee has the power to deliver warnings, sanctions or alternatively disqualify candidates.
- c The Committee Chair will have voting rights.
- d The Committee will consist of the Elections Officer, Returning and Deputy Returning Officers and at least two students.
- e Quoracy of the Elections Committee: 3 members.

## 5 Candidates

- a All candidates shall be current members of the University of Gloucestershire Students' Union who are enrolled on a programme of study at the University of Gloucestershire.
- b Full time officers will be eligible to hold post for a maximum of two years (subject to their re-election for a second term of office).
- c Experience Executive candidates must be registered students in the academic year following their election.

## **6 Nominations**

- a All candidates will need to complete an official online nomination form declaring their intention to stand which should include a 300 word manifesto. The Deputy Returning Officer will make arrangements for the submission and verification of all nominations.

## **7 Publicity**

- a Active campaigning commences Thursday 21<sup>st</sup> February 2019, after candidates briefing. No candidate can use any material whatsoever or campaign in person prior to this time.
- b Campaigning on Social Media may commence after the Candidates' Briefing.
- c Publicity material shall not be displayed in SU offices.
- d The SU will provide dedicated spaces on all campuses for the display of campaign material.
- e In all other areas candidates shall check that the Deputy Returning Officer has gained permission from the relevant authority before displaying publicity.
- f The SU will print publicity materials as approved by the Returning Officer.
- g Flyer and poster designs shall be approved by the elections committee prior to campaigning to ensure equity and legality of each candidate's campaign.
- h Candidates must not site posters in such a way as to cause damage to the University or SU premises (or on fire exits). They must only be attached to glass surfaces.
- i Candidates must ask permission from lecturers before any 'lecture shouts' and must ensure the lecturer remains impartial.
- j Posters / flyers may be displayed in the public areas of halls of residence and in the windows of students who have given their expressed consent to do so. Candidates are not entitled to enter halls of residence to poster or campaign.
- k Any candidate or candidate's supporter or agent found to have defaced or removed another's posters will incur a warning or may be disqualified from the elections
- l Candidates are responsible for the actions of their supporters: a candidate's ignorance of their supporter's breach of the rules is not a defence.
- m Permanent staff of the Students' Union will act impartially and will not assist any candidate in their campaign.
- n Student staff employed by the Students' Union are not allowed to campaign whilst at work or whilst wearing the SU uniform.
- o Further guidelines shall be considered by the Returning Officer.

## **8 Manifesto**

- a All candidates must submit a manifesto containing their pledges to members if elected. This must be done when submitting nominations online.
- b All candidates' manifestos shall be published by the SU through current and relevant media.
- c The SU shall be responsible for ensuring candidates have a question time (Hustings) where members of the SU can ask questions.

## **9 Candidates' Briefing**

- a All candidates must attend the candidate briefing. If any candidate does not attend, they risk disqualification from the elections.
- b Candidates may bring up to one student supporter (campaign agent) to the briefing.
- c Candidates and their agent will be given an opportunity to put direct questions to the Deputy Returning Officer and Elections Officer about campaigning, the voting process and rules.

## **10 Hustings ('Question Time')**

- a Hustings will be on Monday 25<sup>th</sup> February 2019; time TBC.
- b Hustings will be chaired by the Elections Officer.
- c If candidates do not attend the Hustings event without a reason acceptable to the Elections Committee, they may be disqualified from the elections.

## **11 Voting**

- a Full or Honorary members of the Students' Union are eligible to vote in SU elections. University and Students' Union staff are not eligible to vote.
- b The voting system to be used shall be based on a 'alternative vote' system.
- c RON (re-open nominations) shall be a 'candidate' in each election.
- d The Returning Officer shall publicise arrangements for those not able to vote in person.
- e The Elections Officer shall be responsible for ensuring that the ballot is accessible to the membership for a reasonable period of time.

## **12 Rules context**

- a The elections shall be run using those rules set by the Returning Officer but candidates shall be made aware that these are not exhaustive but for the purposes of the elections law, University policy and Union policy are a compulsory rule.

## **13 Timetable**

- a The Elections Officer is responsible for ensuring that a timetable is produced for the elections ensuring that all candidates have clear deadlines relating to: the opening and closing of nominations, candidates training, campaigning, voting and announcement of results.

## **14 Complaints**

- a The elections complaints procedure 2018-2019 can be found [www.uogsu.com/elections](http://www.uogsu.com/elections) or email [lfensome@glos.ac.uk](mailto:lfensome@glos.ac.uk)