

## Medical Faculty Representative ELECTIONS TIMELINE

| UG Week  | Date    | Day | Medical Faculty Representative Election Timeline  |
|----------|---------|-----|---|
| Vacation | 15-Aug  | Mon | <b>NOMINATIONS OPEN</b>   |
| Vacation | 05-Sept | Mon | <b>Prospective Candidate Briefing<br/>Medical Teaching Centre 9.30am – 12.30pm</b>                                |
| Vacation | 16-Sept | Fri | <b>NOMINATIONS CLOSE<br/>9:00pm</b>   |
| Vacation | 18-Sept | Sun | <b>Display of Provisional Candidate List 5:00pm</b>   |
| Vacation | 19-Sept | Mon | <b>Complaints Relating to Provisional Candidate List<br/>12noon</b>   |
| Vacation | 19-Sept | Mon | <b>Display of Final Candidate List<br/>5:00pm</b>   |
| Vacation | 19-Sept | Mon | <b>Manifesto Submission Deadline<br/>12noon</b>   |
| Vacation | 20-Sept | Tue | <b>Campaign and Publicity Period Begins<br/>9:00am</b>  |
| Vacation | 20-Sept | Tue | <b>POLLING OPENS</b>  |
| Vacation | 21-Sept | Wed | <b>POLLING</b>  |
| Vacation | 22-Sept | Thu | <b>POLLING CLOSES</b>   |
| Vacation | 23-Sept | Fri | <b>Count Completed and Results Posted 12noon<br/>EXPENSE FORM DEADLINE 12noon<br/>Removal of Publicity 5:00pm</b> |
| Vacation | 30-Sept | Fri | <b>Objections Deadline 12noon</b>   |
| W3       | 22-Oct  | Sat | <b>UNION COUNCIL TRAINING</b>   |
| W4       | 24-Oct  | Mon | <b>FIRST UNION COUNCIL MEETING OF THE YEAR</b>  |

## INTRODUCTION

The following is a guide for candidates standing for **Medical Faculty Representative** in the Autumn Elections 2011. This is not a substitute for having a thorough knowledge of the elections appendix and regulations. <L:\Democracy\Governing Documents\Election Regulations\Part E1a - Medical Election.pdf>

- **Medical Faculty Representative candidates are permitted** to spend money on their campaign

### Contact

If you have any questions please contact Elections Group at [elections@warwicksu.com](mailto:elections@warwicksu.com) or visit the Democratic Services Office, Level 2, Warwick, SUHQ

## CANDIDATE BRIEFINGS

The Sabbaticals and members of Elections Group will be visiting the Medical Teaching Centre on the morning of 5<sup>th</sup> September to answer any queries you may have. Should you be unable to attend any briefings then please do not hesitate to contact the Democratic Services Office, Level 2, Warwick SUHQ [democracy@warwicksu.com](mailto:democracy@warwicksu.com)

## NOMINATIONS

- Have a chat with the Education Officer or the Democratic Services Office, Warwick SUHQ. They can answer any queries you may have and if necessary assist you to submit your nomination. Forms are accessible through the Union website, [www.warwicksu.com](http://www.warwicksu.com)
- Your on-line nomination must be submitted by **9:00pm, Friday, 16<sup>th</sup> September 2011**. Nominate yourself promptly, as **late nominations cannot be accepted whatever the reason**. Remember to **submit your £20 refundable deposit, to the Democratic Services Office**, Level 2, Warwick SU HQ, by Tuesday 20<sup>th</sup> September at 9:00am prior to commencing your campaign.
- If you have any problems contact the Elections Group **immediately** at [elections@warwicksu.com](mailto:elections@warwicksu.com)
- If you change your mind and wish to withdraw your nomination, put this in writing to the Returning Officer of Elections Group at [elections@warwicksu.com](mailto:elections@warwicksu.com).
- When you hand in your deposit to the Democratic Services Office you will also receive an **Equal Opportunities Form**. Please make sure you fill this in and return it to the Democratic Services Office.

## MANIFESTOS

- There is one manifesto for you to do. This is an online manifesto which any Union website user will be able to view, and importantly, **will be available for viewing at the point of voting**.
- If you are standing for more than one post (this is rare), you must submit **separate material** for each candidacy (although they can be similar if you wish).

- Make your campaign **interesting** and **eye-catching** – try to come up with an attention-grabbing theme. If you get stuck for ideas, visit the Democratic Services Office and ask to see copies of some previous years' manifestoes.
- Your online manifesto will be built using a simple text editor that allows you to upload both text and pictures. You can amend your online manifesto until **12noon, Monday 19<sup>th</sup> September**.

## GENERAL CAMPAIGNING RULES

- No publicity (such as flyers or posters or lecture tours) may be displayed or conducted until **9:00am Tuesday 20<sup>th</sup> September**.
- Anybody caught breaking the embargos on publicity will be penalised. You are responsible for the actions of **anyone helping with your campaign**. If they break the rules on your behalf then it is you that will be penalised.
- Make sure you are not canvassing or publicising your campaign close to any polling stations.
- Your publicity must accord with the Students' Union's policies and Memorandum and Articles of Association (see the Democratic Services Office for further information).
- Candidates cannot be endorsed by clubs and societies so make sure you **do not** claim in your publicity that any **club or society** is supporting you. You can say that you are a member of a club and any position you have held in it **but not claim their support**.
- **Do not** send unsolicited emails about your campaign.
- You can use Facebook to promote your **campaign in compliance with the Unions Equal Opportunities Bye-Law and all Union Policy**.
- **If you are already an officer**, it is important that you do not use ANY facilities which your position gives you special access to for your campaign.
- You will **be responsible for the cost of cleaning or repair of any damage** to Union or University property caused as a result of their campaign. This includes the use of chalk, except on blackboards.
- You may **only publicise email and website addresses that are freely obtainable** to everyone and free of charge (unless it is declared as an expense).
- Candidates **may continue any normal activities**, provided that in doing so they do not promote their candidacy. For example, candidates writing for the Boar or broadcasting on RAW may continue to use their real name, provided its use is consistent with normal practice. Candidates are advised to speak to the Chair of the Elections Group if they are unsure as to whether an activity is permissible.
- **Do not defame the character of any other candidate**. You may criticise another candidate's policies, but attacks must NEVER be of a personal nature. Comments should be based on fact e.g. saying "*candidate X has no experience in this field*" is ONLY acceptable if it is true. Stating "*candidate X is a joke*" is never acceptable.

## EXPENSES

- As you are standing for a Union Officer post you will receive some expenses to publicise your campaign.
- The expenses limit will be confirmed when the final candidate list is published.

- You **must not** spend more than your expenses limit. If you do you will be disqualified.
- The expenses limit is to be spent for materials and equipment for publicising your campaign (e.g. posters, flyers etc).
- All expenses must be recorded on the official 'Expenses Form' available to download from the Students' Union website.
- Expenses forms must be submitted by the deadline of **12noon Friday 23<sup>rd</sup> September 2011**. Failure to submit your Expenses Form may result in a fine.

## PRODUCING PUBLICITY

### Things you must declare: -

- **All paper publicity can only be produced by the Warwick SU Print Shop**. This is to allow all candidates to have access to identical amounts of publicity and make the election fair.
- Costumes must be declared, the value is at the discretion of Elections Group
- Other materials or equipment are to be declared at the price they are available to everybody. (In the past a stereo, toilet roll, plastic cups, clothes pegs have all been used!). A receipt or other proof will be required to show the price.
- If you are unsure, **ASK**. Don't risk getting into trouble.

### Things you don't need to declare: -

- Materials used to affix publicity.
- Transport solely for the purpose of moving items or people.
- Pens, pencils, paint and drawing materials.
- Any materials used that were free of charge to obtain, and are freely available to the opposing candidates (including cardboard).

### Things you can't use: -

- You **must not** use a vehicle to promote your campaign.
- You **must not** spend money on alcohol, drugs or tobacco to promote your campaign.

## DISTRIBUTING PUBLICITY

### In the Students' Union

**NO PUBLICITY IS PERMITTED IN EITHER OF THE STUDENTS' UNION BUILDINGS**

### Other General Publicity Rules: -

- The placement of publicity, including chalk, onto floors, walkways, pathways and roads is **prohibited**
- Do not place publicity in areas that you are not allowed.
- Make sure you **do not cover up** another candidate's publicity.
- **Do not** remove another candidate's publicity.
- **Do not** deface another candidate's publicity.

## CANDIDATES WILL BE FINED 50P FROM THEIR DEPOSIT FOR EACH INFRINGEMENT OF THESE RULES

### RESULTS

- The count will take place on **Friday 23<sup>rd</sup> September 2011** and the results will be announced as soon as possible after the count.
- After the results have been announced they will be displayed on The Elections Group notice board in SUHQ, the Democratic Services Office notice board, on the Students' Union website, and an email will be sent out to all candidates notifying them of the results.

### COMPLAINTS

- Elections Group is asked every year to decide what to do about candidates who may have broken the rules.
- Sadly some people do try to do something that is against the rules and get caught out.
- Sometimes this is deliberate and sometimes it is accidental. There is however no distinction, if you break the rules we will take action against you. Campaigning should be in the spirit of fair play.
- **If in doubt, ask the Chair of Elections Group before you act.**

#### Some advice on complaining: -

- We process all the complaints we receive. However, think before you make a complaint. We receive a large number of complaints every election period and these are often tiring and frustrating to deal with. This is usually because candidates often get caught up in the emotion of the elections process.
- We want you to complain if you have a genuine reason but we are not interested in bitching and whinging.
- We will not take action in the event of complaints that have no basis. So for example if you come to us with a complaint such as - "*Lots of my posters have been removed, but none of candidate X's have, it must be them doing it,*" this is an accusation with no grounds and we are unlikely to be able to do anything but dismiss this complaint. If you come to us and say something like - "*At 3:30pm on Monday I saw a member of candidate X's campaign team remove one of my posters*", we may be able to take action.
- Wild accusations and silly complaints are likely to be viewed dimly by Elections Group at such a busy time!

### TRAINING FOR UNION OFFICERS, COUNCILLORS AND UNIVERSITY REPRESENTATIVES

- All successful candidates to Union Councillor and Union Officer posts are required to attend a training session on **Saturday 22<sup>nd</sup> October 2011**. All candidates will receive further information nearer to the date.

## ONE FINAL WORD...

- Polling takes place online from **9:00am, Tuesday, 20<sup>th</sup> September 2011 until 9:00pm, 22<sup>nd</sup> September 2011.**
- The results are only final after the deadline for complaints has passed, notice will be posted to this effect.
- Remember, we are here to help you, not to make your life difficult. Make sure you understand the rules and act in the spirit of fair play and you will have a trouble-free, exciting and rewarding elections period. If you need anything clarifying then please let us know.