

WARWICK SU GUIDE TO OFFICER ELECTIONS 2016





POSTS TO BE ELECTED

SABBATICAL OFFICERS

President
Education Officer
Postgraduate Officer
Welfare and Campaigns Officer
Democracy and Development Officer
Societies Officer
Sports Officer

UNDERGRADUATE FACULTY REPRESENTATIVES

Undergraduate Arts Faculty Representative
Undergraduate Social Science Faculty Representative
Undergraduate Engineering and Experimental Science Faculty Representative
Undergraduate Physics and Formal Science Faculty Representative

PART-TIME AND LIBERATION OFFICERS

Disabled Students Officer
Ethnic Minorities Office
LGBTUA+ Officer
Women's Officer
Environment and Ethics Officer

OFFICER ELECTION TIMELINE 2015/16

WEEK	DATE	DAY	TIMELINE
2	18-Jan	Monday	Nominations Open – 9am
4	04-Feb	Thursday	Thinking of Running for Election? – 12noon, Location TBC
5	09-Feb	Tuesday	Thinking of Running for Election? – 12noon, Location TBC
6	17 -Feb	Wednesday	Deadline for Officer and NUS Delegate Nominations – 12noon
6	17 -Feb	Wednesday	Provisional Candidate List Published – 4pm
6	18-Feb	Thursday	Media Day – 9am till 4pm
6	18-Feb	Thursday	Compulsory Candidate Briefing – 4pm, MR4/5 SUHQ
7	22-Feb	Monday	Candidate List Complaints Deadline – 12noon
7	22-Feb	Monday	Paper Manifesto Deadline – 12 noon, to Democratic Services Office
7	23-Feb	Tuesday	Final Candidate List – 12 noon
7	23-Feb	Tuesday	Compulsory Candidate Briefing – 4pm, MR4/5 SUHQ
7	26-Feb	Friday	Electronic Manifesto Submission – 12noon
8	29-Feb	Monday	Campaigning and Publicity Begins -9am
8	29-Feb	Monday	Candidate Question Time
8	01-Mar	Tuesday	Candidate Question Time
8	02-Mar	Wednesday	Polling Opens – 9am
8	04-Mar	Friday	Polling Closes – 9pm
8	04-Mar	Friday	Results Party - 10pm till 1am, Dirty Duck
8	05-06-Mar	Sat-Sunday	Removal of all campaign publicity
9	11-Mar	Friday	Candidate Expenses Deadline – 12noon to Democratic Services Offices
9	11-Mar	Friday	Elections Complaints Deadline – 12 noon



Thinking of **STANDING** as a Union Officer?

- When you are thinking of standing as a Union Officer your first port of call should be the job descriptions for the position you are considering. You can find all the information by going to the current Sabb's page on our website (www.warwicksu.com/democracy/officers)
- The best way to get a full and realistic knowledge of the post you are considering, and what is expected, is to meet with the present post-holder, have an informal chat about the realities of the role. You can arrange a meeting via the Democratic Services Office, Level 2, Warwick SUHQ.

SABBATICAL OFFICERS Term of Office

- The Sabbatical Officer term of office commences from 1st August until 31st July, inclusive.
- The Postgraduate Officer term of office commences from 1st September until 31st August inclusive.
- If a postgraduate student is elected to a Sabbatical post other than the Postgraduate Officer, the term of office for the incoming and outgoing officers of that post will be decided on a case-by-case basis.
- All Sabbatical Officers receive two weeks training in July.

Interested? Then attend a 'Thinking of Running for Election' sessions

- There is no commitment, just an opportunity to find out more. Prospective Candidate Briefings will fully inform you of the elections process, giving you the opportunity to ask questions and speak with the current post-holders of the roles you may be interested in standing for.

Thursday, Week 4, (4th February) 12.00noon, The Graduate

Tuesday, Week 5, (9th February) 12.00noon, The Graduate (Women only)

- If you are unable to attend either of these briefings then please come to the Democratic Services Office where alternative arrangements can be made.



What you need to do to NOMINATE yourself.

- Click the stand for election tab on the Students' Union elections website homepage.
- Follow the simple instructions on screen.
- When you have completed the on-screen process you **MUST** print off a hard copy nomination form, sign it and hand it to Democratic Services by **12noon, Wednesday, Week 6** (17th February), together with a **£20 refundable deposit for Sabbatical Officer positions, £10 for any other elected position.**
- Nominate yourself promptly, we are sorry but **late nominations cannot be accepted.**
- If you have any problems contact Democratic Services immediately democracy@warwicksu.com
- You can withdraw your candidacy. If you change your mind and wish to withdraw your nomination, just let us know in writing, **before the close of nominations (Wednesday, Week 6 at noon).**

Now is the time to attend a CANDIDATE BRIEFING.

- You have decided to stand, so it is essential that you know what you can and what you can't do when planning your campaign.
- This guide is not exhaustive so please read the Elections By-Law and Elections Regulations, available here (<http://www.warwicksu.com/democracy/documents/archive/#By-laws/>).
- You will have some questions about promoting your candidacy so it is **compulsory** you attend one of the candidate meetings:

Sabbatical Officer Candidates

Wednesday, Week 6, (18th February), 4pm, MR4/5 (Warwick SUHQ)

Part-Time Officer Candidates

Tuesday, Week 7, (19th February), 4pm, MR4/5 (Warwick SUHQ)

- If you are interested in wanting to run for an NUS Delegate and want to know more please look at our website (<http://www.warwicksu.com/democracy/nus/>) or make contact with the Democratic Services

- Again, if you are genuinely unable to attend the appropriate briefing then please come to Democratic Services where alternative arrangements can be made.



What you need to do about your MANIFESTOS

- There are **two** manifestos for you to do. The first is for the Manifesto Booklet which is a special edition of the Boar, circulated widely. The second 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.**
- Make your campaign is **interesting** and **eye-catching** – try to come up with an attentiongrabbing theme.
- If you are successful in your elections you will be held accountable by Student Council to meeting your manifesto promises.
- If you are not sure where to start then, visit the Democratic Services Office and have a look at some previous manifestos.
- You can use the Resources Room in SUHQ for creating publicity for your campaign, but you cannot print any campaign material on Union printers.
- If you hold a position already, and have access to resources through that position, these resources **must not** be used for your campaign. If in doubt, ask Democratic Services.

ONLINE Manifesto

- Remember this is the online manifesto which any Union website user will be able to view, and importantly, **can be viewed at the point of voting.**
- The deadline for uploading your online manifesto is **12noon, Friday, Week 7**, there is no text limit and you can upload pictures and website links.
- You can amend your online manifesto until this deadline.
- Again, please make **it interesting!!!!**



Candidate Media Day

- All Sabbatical candidates will be given the opportunity to film a campaign video. You will only get a couple of takes due to time constraints.
- There will be one minute camera time allotted to each Sabbatical Candidate so it is important that your video is memorable and innovative.
- All candidates, including Sabbatical, Part-time, Faculty Representatives and NUS delegate candidates, must have their photo taken, for SU publicity, on this day.
- Candidate videos will be shown on the 'digi screens' in the Atrium and available on the Elections webpage for the voters to view.
- Please make an appointment, during the times listed below, with Democratic Services Office, democracy@warwicksu.com

Time slots are available 9-4pm Thursday 18th February

Sabbatical Candidates must attend CANDIDATE QUESTION TIME

- Candidate Question Time is held in the SU Atrium, on Monday and Tuesday of Week 8 at 5.00pm, all Sabbatical candidates are given the opportunity to speak on behalf of their candidacy and respond to questions.
- Candidates are allowed to anonymously submit questions to other candidates concerning their policies.
- Following close of nominations exact details of the event will be communicated to candidates and student membership.

All Candidates in the Officer Elections are given EXPENSES for conducting their campaign

- All candidates are allocated an amount of money to publicise their campaign, the exact amount will be communicated once nominations close but they will be in the region of £20 for Sabbatical Candidates, £15 for Part-Time Officer Candidates and £10 for NUS Delegate Candidates.



All Candidates are offered the opportunity to attend CAMPAIGN TRAINING

- Confused about campaigning? For hints and tips on running a success campaign attend:

Campaign Training

will feature as a key part of our 'Thinking of Running' sessions, so please make yourself available for one of the two sessions.

CAMPAIGNING What you can do and What you can't do

- **Absolutely no campaigning, in any form until 9.00am Monday Week 8 (29th February).**
- You are responsible for the actions of anyone helping with your campaign. If they break the rules on your behalf, it is you that will be penalised.
- Your publicity must not violate the Students' Union's policies or governing documents (visit Democratic Services in SUHQ for further information).
- No candidate or those acting on their behalf can post campaign material in Groups that are not accessible to everyone, which includes Closed and Secret Groups on Facebook, unless all candidates are part of the group.
- No candidate or those acting on their behalf can use administration rights to pin, promote or delete campaign material, unless it is a dedicated campaign page.
- If you are already a Union Officer, it is important that you do not use ANY facilities which your position gives you special access to for your campaign.
- If you work for the Union or University, it is important that you do not use your position(s) or any of the privileges your position(s) gives you 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 your campaign.
- All actions must abide by the Unions Equal Opportunities By-Law which can be found on the Elections page.
- 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. For example, saying "candidate X has no experience in this field" is only acceptable if it is true and suitably substantiated. Statements such as "candidate X is a joke" are never acceptable.
- You cannot campaign inside the library or any study space.



PRODUCING Publicity

Things you must declare:

- All paper publicity must be **produced** at the Warwick SU Print Shop and **declared** at SU prices even if you can produce it more cheaply, print it yourself, or it is handmade. This is to allow all candidates to have access to identical amounts of publicity and make the election fair. Price Lists for printing are available on the Candidate section of the Elections web page. [link](#)
- Inform Reception of any specific colour paper you may require for your campaign - together with an approximation of quantity required
- Any costumes must be declared.
- All 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 and socks have all been used!) Some prices are set, and these can be found on the "Candidate Shopping List", as below. A receipt or other proof will be required to show the price.
- If you are unsure, ASK. Don't risk getting into trouble so contact Democratic Services.

Things you don't need to declare:

- Blu tac, sellotape, masking tape and string 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 any private vehicle to promote your campaign, or have any publicity posted on or within a vehicle so that it is on display.
- You must not spend money on alcohol, drugs or tobacco to promote your campaign.



DISTRIBUTING Publicity

Warwick SU

- 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.
- Remove your publicity by midnight, **Sunday Week 8**.
- It is really important that you attend the candidate briefing as you will also be given a guide as to the sanction you may incur on breaking the rules.

CANDIDATE SHOPPING LIST

Item	Cost
Handmade campaign T-shirt	£1
Professionally printed t-shirt	£4
Wristband	At cost
Sweets/chocolate	At cost
Hoodies	At cost
Bed sheet	£3 per double sheet
Fancy dress costumes	£6 per costume
Part Fancy dress – i.e. hats, boxing gloves etc	£3 per prop
Campaign Props, i.e. musical instrument, speakers, etc	£5 per prop
Paid for Website	£1 + cost for campaign week
All paper printing	Cost as SUHQ Print Price List

This list is not exhaustive; if you wish to use any more “unorthodox” materials for your campaign please contact the Democratic Services Office immediately.

Return of your DEPOSIT

- If you complete your campaigning without incurring any fines, your deposit cheque will be destroyed or cash returned.
- If, however, you are fined, whatever is left will be returned to you after the expenses deadline.

RESULTS

The count will take place on Friday Week 8, and the results will be announced at the 'Elections Party', in the Dirty Duck 10pm-1am.

After the results have been announced they will be displayed on the Democracy Hub notice board in SUHQ and on the Students' Union website.





If you want to make a COMPLAINT

- 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.
- Negative campaigning is not acceptable.
- If a candidate breaks any of the rules as outlined in the Election Regulations then sanctions will be taken
- **If in doubt ask the Democratic Services Office before you act.**
- Go to the Democratic Services Office, complete an Elections Complaint form and submit it as soon as possible. All complaints regarding the elections must be received by Friday Week 9, (11th March). Complaints received after this time will not be considered.

How to make a complaint:

It is compulsory that all candidates attend the Candidate Briefings during Weeks 6 and 7. These will be used to allow candidates to talk to each other about their campaigns in a safe space. However, if you believe that someone is not playing fair, then you are entitled to submit a formal complaint.

Some advice about complaining:

- We will not take action in the event of complaints that have no basis. For example if you come to us with the complaint “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 the complaint. If you come to us and say “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.

ONE FINAL WORD

- **Polling takes place online from 9.00am on Wednesday to 9.00pm Friday of Week 8 (2nd March–4th March).**
- 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 let us know.

**GOOD LUCK TO ALL CANDIDATES AND MOST IMPORTANTLY ENJOY
THE EXPERIENCE**



CHECKLIST

	<p>Come to the Come to the 'Thinking of Running for Election' sessions:</p> <p>Thursday 4th February, 12noon Location TBC Tuesday 9th February, 12noon Location TBC</p>
	<p>Nominate yourself online at: www.warwicksu.com/elections/ leave enough time for the next steps.</p>
	<p>Print out your nomination form when nominating online, or you can go back later to the Nominations Admin part of the website</p>
	<p>Hand in paper nomination form and deposit to the Democratic Services Office before</p> <p>12 noon, Wednesday Week 6, (17th February)</p>
	<p>Book a slot via democracy@warwicksu.com for your photo and/video slot for the Media Day</p> <p>9am till 4pm Thursday 18th February Week 6</p>
	<p>It is <u>compulsory that you</u> attend one of the meetings for candidates on:</p> <p>Part-Time Officer Candidates Tuesday 23rd February, Week 7 MR4/5 Warwick SUHQ</p> <p>For Sabbatical Officer Candidates Thursday 18th February, Week 6, MR4/5, Warwick SUHQ</p>
	<p>Hand in Paper Manifesto to Democratic Services Office</p> <p>12noon Monday, Week 7 (22nd February)</p>
	<p>Upload a manifesto onto the Students' Union website before</p> <p>12 noon, Friday, Week 7 (26th February)</p>