



**Spring  
Elections  
Guide 2018**

# Posts to Be Elected

## SABBATICAL OFFICERS

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

## PART-TIME OFFICERS

- Environment & Ethics Officer

## LIBERATION AND DIVERSITY OFFICERS:

- Disabled Students' Officer
- Ethnic Minorities Officer
- LGBTUA+ Officer
- Trans Students' Officer
- Women's Officer

## UNDERGRADUATE FACULTY REPRESENTATIVES:

- Undergraduate Arts Faculty Representative
- Undergraduate Social Science Faculty Representative (non-WBS)
- Undergraduate Social Science Faculty Representative (WBS)
- Undergraduate Engineering and Experimental Science Faculty Representative
- Undergraduate Physics and Formal Science Faculty Representative
- Postgraduate Research Arts Faculty Representative
- Postgraduate Research Medical Faculty Representative
- Postgraduate Research Science Faculty Representative
- Postgraduate Research Social Science Faculty Representative



# Election Timeline

WEEK	DATE	DAY	TIMELINE
2	15 January	Monday	<b>Nominations Open: 12noon</b>
6	13 February	Tuesday	<b>Deadline for Spring Elections Nominations: 12noon</b>
6	13 February	Tuesday	<b>Provisional Candidate List Published</b>
6	15 February	Thursday	<b>Compulsory Candidate Briefing for Part Time Officer Candidates: 5pm, MR2</b>
6	16 February	Friday	<b>Compulsory Candidate Briefing for Sabbatical Officer Candidates: 3pm, MR2</b>
6	16 February	Friday	<b>Complaints Deadline for Provisional Candidate List: 12noon</b>
6	16 February	Friday	<b>Paper Manifesto Deadline: 12noon</b>
7	19 February	Monday	<b>Candidate List Published</b>
7	20 February	Tuesday	<b>Candidate Media Day</b>
7	21 February	Wednesday	<b>Candidate Media Day</b>
7	22 February	Thursday	<b>Electronic Manifesto Deadline: 12noon</b>
8	26 February	Monday	<b>Campaigning and Publicity Begins: 9am</b>
8	26 February	Monday	<b>Candidate Question Time: 5pm, SU Atrium</b>
8	27 February	Tuesday	<b>Candidate Question Time: 5pm, SU Atrium</b>
8	28 February	Wednesday	<b>Polling Opens: 9am, online</b>
8	2 March	Friday	<b>Polling Closes: 7pm, online</b>
8	2 March	Friday	<b>Results Night: 8pm, Dirty Duck</b>
8	3-4 March	Sat-Sunday	<b>Removal of all campaign publicity</b>
9	7th March	Wednesday	<b>Candidate Debrief drop ins</b>
9	9 March	Friday	<b>Elections Complaints Deadline: 12 noon</b>
10	16 March	Friday	<b>Candidate Expenses Deadline: 12noon to Democratic Services Offices</b>

# Your Checklist

	Nominate yourself online at: <a href="http://www.warwicksu.com/elections/">www.warwicksu.com/elections/</a> Remember: Leave enough time for the next steps.
	Print out your nomination form when nominating online, or you can go back later to the Nominations Admin part of the website
	Hand in your paper nomination form and deposit (£20 for Sabbatical Officer Positions, £15 for other positions) to the Democratic Services Office before: <b>12 noon, Tuesday Week 6 (13<sup>th</sup> February)</b>
	Book a slot via <a href="mailto:democracy@warwicksu.com">democracy@warwicksu.com</a> for your photo and video for the Candidate Media Day: <b>Week 7, Tuesday 20<sup>th</sup> and Wednesday 21<sup>st</sup> February 10am-2:30pm</b>
	It is <b><u>compulsory that you</u></b> attend one of the compulsory candidate briefings on: <b>For Part-Time Officer Candidates</b> Thursday 15 <sup>th</sup> February, Week 6, 5pm, MR2 SUHQ <b>For Sabbatical Officer Candidates</b> Friday 16 <sup>th</sup> February, Week 6, 3pm, MR2 SUHQ
	Hand in Paper Manifesto to Democratic Services Office before: <b>12noon Friday, Week 6 (16<sup>th</sup> February)</b>
	Upload a Manifesto onto the Students' Union website before : <b>12 noon, Thursday, Week 7 (22<sup>nd</sup> February)</b>

If for accessibility reasons you feel unable to or feel uncomfortable with following any of the below guidelines and rules please get in touch with the democracy office ([democracy@warwicksu.com](mailto:democracy@warwicksu.com)).

# 1. Thinking of nominating yourself as a Students' Union Officer?

- When you are thinking of standing as a Students' Union Officer your first port of call should be the **job descriptions** for the position you are considering.
- You can find these on the current Officer web page:  
<https://www.warwicksu.com/democracy/officers/>
- If this has convinced you, then 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 and have an informal chat about the realities of the role. You can arrange a meeting with the democracy team via email ([democracy@warwicksu.com](mailto:democracy@warwicksu.com)) or come up to see us in the Democratic Services Office, Level 2, Warwick SUHQ. If you would like to chat with one of the Sabbatical officers about their experience or your ideas then just drop them a message via email or Facebook or drop into their office sometime (Level 1, SUHQ)!

## 2. Officer Terms of Office

- The Sabbatical Officer term of office commences from 1<sup>st</sup> August until 31<sup>st</sup> July, 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.
- The term of Office for the Postgraduate Officer, usually, begins from the 1<sup>st</sup> September but can be flexible. The Postgraduate Officer elect would still need to attend the handover sessions (dates TBC).
- All Sabbatical Officers receive a full induction and training (with a week of training taking place prior to the job starting on the 1<sup>st</sup> of August).
- For Part-Time Officers and Faculty Reps their handovers can either be done at the beginning of the next academic year or in the remaining academic year after they have been elected. This can be done on a case-by-case basis depending on how the elected students feel about balancing their studies with the proposed handover.
- Part-Time Officers and Faculty Reps will also receive training for their roles.

## 3. What you need to do to NOMINATE yourself

- Visit [www.warwicksu.com/elections](http://www.warwicksu.com/elections) and read through the "candidate support" and "FAQs" tab
- If you like the sound of going for a position, click the "nominate yourself" tab
- 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, Tuesday, Week 6** (13<sup>th</sup> February), together with a **£20 refundable deposit for Sabbatical Officer positions, £15 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](mailto: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**.

## 4. Now is the time to attend a Compulsory Candidate Briefing!

- You have decided to stand as a Students' Union Officer, 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: [www.warwicksu.com/democracy/documents/archive/#By-laws/](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:

### Part-Time Officer Candidates

When: Thursday, Week 7, (15<sup>th</sup> February) at 5pm  
Where: MR2(Warwick SUHQ)

### Sabbatical Officer Candidates

When: Friday, Week 7, (16<sup>th</sup> February) at 3pm  
Where: MR2 (Warwick SUHQ)



### IMPORTANT:

If you are genuinely unable to attend the appropriate briefing then please let [democracy@warwicksu.com](mailto:democracy@warwicksu.com) know-

If you do not attend or make other arrangements you will receive a £5 fine.

## 5. What you need to do about your manifesto

There are two manifestos for you to do:

- > The first is for the Manifesto Booklet which is a special edition of the Boar;
- > The second is an online manifesto which any Students' Union website user will be able to view, and importantly, **will be available for viewing at the point of voting.**

- Make your campaign **interesting** and **eye-catching**; try to come up with an attention-grabbing theme.
- If you are successful in your elections you will be held accountable by Student Council to meeting your manifesto promises.
- Know your audience- what do the students you might be representing want from the SU?
- **Keep your manifesto promises realistic!** Work out how you can deliver on any promise you make, don't give yourself unrealistic expectations which you won't be able to meet. Talking to current sabbatical officers and SU staff is a really useful way of working out what is realistic and what isn't!
- You can use the Resources Room in SUHQ for creating publicity for your campaign, but you cannot print any campaign material on Union printers. All campaign material must be printed via SU Print at reception.
- 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.**

### PAPER Manifesto:

- Your paper manifesto will be featured in the Boar's Election Edition.
- You must email your top three policy points (around 50 words for each one) for the newspaper to [democracy@warwicksu.com](mailto:democracy@warwicksu.com) **by 12noon, Friday 16<sup>th</sup> February, Week 6**
- Please also include a high quality image of yourself as well as a high quality campaign logo.
- You will also be asked to give answers for a candidate Q&A that the Boar will also be publishing in their election edition. These questions will be given to you by the DDO after you have submitted your nomination.
- Please get your answers for these questions back to [democracy@warwicksu.com](mailto:democracy@warwicksu.com) by 12noon, Friday 16<sup>th</sup> February Week 6 as well.

### 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, Thursday 22<sup>nd</sup> February, Week 7.** There is no text limit and you can upload pictures and website links.
- You can amend your online manifesto until this deadline.
- **You must upload a plain text manifesto.** Candidates will receive a £5 fine if they do not. Please do not bold or underline the text in this manifesto, or use coloured text or pictures. Do not use excessive capital letters when writing this manifesto. It must have exactly the same word content as your original manifesto. Manifestos will not be uploaded if there is no plain text manifesto provided. An example of a point from an appropriate plain text manifesto is as follows:  
'I promise to turn the democracy hamster into a democracy gorilla and make a new gorilla suit for the DDO to wear at election time.'



## 6. Candidate Media Day

- All Sabbatical candidates will be given the opportunity to film a campaign video. It is important to be well prepared for this as 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 and Faculty Representatives, must have their photo taken, for SU publicity, on these days. If any candidate has any issues with this please contact the democracy team and we will try and help make alternative arrangements.
- Candidate videos could be shown on the 'digi screens' in the SU Atrium and available on the SU Elections webpage for voters to view.
- Please make an appointment, during the times listed below, with Democratic Services Office, [democracy@warwicksu.com](mailto:democracy@warwicksu.com) or just turn up on the day (you may have to wait a while)

**Time slots for Sabbatical Officer Candidates (videos) are available:  
Tuesday 20<sup>th</sup> and Wednesday 21<sup>st</sup> February**

**Time slots for all other Candidates (photos only) are available:  
Tuesday 20<sup>th</sup> and Wednesday 21<sup>st</sup> February**

## 7. Sabbatical Officer Candidates should attend CANDIDATE QUESTION TIME

- Candidate Question Time is held in the SU Atrium, on Monday 26<sup>th</sup> February and Tuesday 27<sup>th</sup> February, 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 through the online question portal which can be seen by candidates online manifestos.
- All questions asked go to all candidates standing for that position- no-one can ask a question of one particular candidate
- If candidates do not feel comfortable attending this question time, please contact the democracy office and we can look into making other arrangements where you will answer the same questions as your fellow candidates in a less pressurised environment.
- Following the close of nominations, exact details of the event will be communicated to candidates and student membership.

## 8. 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 £30 for Sabbatical Candidates, £20 for Part-Time Officer Candidates

## 9. CAMPAIGNING: What you CAN do and CAN'T do!



# IMPORTANT!

- **Absolutely no campaigning, in any form until 9.00am on Monday Week 8 (26<sup>th</sup> 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.
- No candidate can endorse another candidate(s) on social media, this applies to their campaign teams also.
- Candidates cannot pool resources, eg leaflets and posters and cannot appear in each other's promotional materials, eg videos on social media or manifestos.
- Slates are not allowed, through the pooling of resources and promotional materials, as mentioned above. However, candidates are allowed to campaign alongside one another in person and support each other throughout the week in this way.
- 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 Students' 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 Students' 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 Democracy webpages.

- 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 supported by evidence. Statements such as "candidate X is a joke" are never acceptable. Any attacks such as these and bullying or abuse of any kind (online or physical) will be met with an absolute no-nonsense policy.
- You cannot campaign inside the library or any study space. This includes leaving any campaign materials in these spaces, e.g: leaflets, flyers etc.

## 10. Producing and Affixing Publicity

(Note, an agreement is currently being negotiated with the University Estates team and as such the tools used to affix materials around campus are yet to be confirmed).

### Things you must declare:

- All paper publicity must be **produced** by the Warwick SU Print Shop (accessible via the Students' Union Reception in SUHQ) 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.
- Inform the Students' Union Reception of any specific colour paper you may require for your campaign - together with an approximation of quantity required.
- Email [print@warwicksu.com](mailto:print@warwicksu.com) with exact requirements, your full name and the position you are running for. Please give 2-3 working days to process your request.
- 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:

- Transport solely for the purpose of moving items or people.
- Agreed items used to affix publicity.
- Pens, pencils, paint and drawing materials.
- Any materials used that were free of charge to obtain, have no monetary worth and are freely available to the opposing candidates (including non-reinforced cardboard).

### Things you can't use:

- Any of the materials which were free of charge to obtain must be available for all candidates to access and if they are clearly of higher quality, so much so that they are deemed to have monetary worth, (which will be judged by the adjudication panel) they must either have been included in declared expenses or have been offered to other candidates to freely use as well. Any materials which violate these conditions cannot be used by candidates.
- 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.
- You **must not use any form of tape**.
- The Democracy team will provide you with a small amount of materials, *to be confirmed*, at the candidate briefing.



## 11. Distributing Publicity

### Warwick Students' Union:

- Do not place publicity in areas that you are not allowed.
- The Students' Union will be poster its own election materials across campus in various popular locations, do not remove these materials or poster over them. They will be promoting the elections and encouraging people to get voting!
- 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.

## 12. Candidate Publicity Shopping List

Item	Cost to expenses budget and Re-imbursement
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
Stickers	At cost
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

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

## 13. 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.

## 14. Complaints

- Sadly some people do try to do something that is against the rules. Inevitably when this happens they get caught out.
- Sometimes rule breaking 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 outlined in the Election Regulations, sanctions will be taken.
- **If in doubt ask the Democratic Services Office before you act.**

### How to make a complaint:

- 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, (9<sup>th</sup> March). Complaints received after this time will not be considered.
- **It is compulsory that all candidates attend the Candidate Briefings during Week 6.** 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.
- Do not complain merely for the sake of complaining or to try to get someone into trouble so you can benefit. Negative campaigning can also take the form of excessive complaining and trying to trip other candidates up. If somebody does something wrong report it and we will take action. But above all focus on why you are the best and what is good about you and your campaign, not on somebody else’s.

## 15. Candidate welfare

- Take care of yourself and your team – eating, drinking, taking time off, attending the SU welfare events
- Don't force yourself to do something you don't want to do
- The same methods don't suit everyone, everyone has their own style, and you don't have to do what other candidates are doing
- If you have an issue, contact the democracy team or speak to the advice centre, we are here to help you!

## 16. One Final Word

- Polling takes place online from 9.00am Wednesday 28<sup>th</sup> February to 7.00pm Friday 2<sup>nd</sup> March, Week 8.
- 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!

## 17. RESULTS!

**The count will take place on Friday 2<sup>nd</sup> March, Week 8, after voting has ended.**

**The results will be announced in the Dirty Duck from 8pm to 10pm.**

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



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