

# Warwick SU Guidelines for the Autumn Elections 2017





# Posts to Be Elected

## **SU Execs**

Democracy Exec - 6 positions  
Development Exec - 6 positions  
Welfare Exec – 8 positions (2 Mental Health Awareness Campaigns  
Reps)  
Education Exec – 4 positions  
Sports Exec – 8 positions  
Societies Exec – 8 positions  
Postgraduate Exec – 4 positions

## **Faculty Representatives**

Foundation Faculty Representative  
Medical Faculty Taught Representatives – 2 positions  
Postgraduate Research Arts Faculty Representative  
Postgraduate Research Medical Faculty Representative  
Postgraduate Research Science Faculty Representative  
Postgraduate Social Sciences Faculty Representative  
Postgraduate Taught Arts Faculty Representative  
Postgraduate Taught Science Faculty Representative  
Postgraduate Taught Social Sciences Faculty Representative (reserved  
for non-WBS)  
Postgraduate Taught Social Sciences Faculty Representative (reserved  
for WBS)  
Undergraduate Physics and Formal Science Faculty Representative

## **Liberation and Diversity Officers**

Trans Students' Officer, EU International Students' Officer, Non-EU  
International Students' Officer, Part-Time & Mature Students' Officer

## **NUS Delegates**

6 spaces

# Autumn Elections Timeline

## 2017/18

Date	Day	Timeline
11-Sept	Monday	Nominations Open – 9am
12-Oct	Thursday	Compulsory Candidate Briefing – 5pm The Graduate
13-Oct	Friday	Deadline for Nominations – 12noon
13-Oct	Friday	Compulsory Candidate Briefing – 3pm The Graduate
13-Oct	Friday	Provisional Candidate List Published – 5pm
16-Oct	Monday	Candidate List Complaints Deadline – 12noon
16-Oct	Monday	Online Manifesto Deadline – 12noon
16-Oct	Monday	Final Candidate List – 5pm
16-Oct	Monday	NUS Delegate Hustings – 5pm The Atrium
17-Oct	Tuesday	Campaign and Publicity Period Begins – 9am
17-Oct	Tuesday	Polling Opens – 9am
19-Oct	Thursday	Polling Closes – 9pm
20-Oct	Friday	Provisional Results Publicised – 12noon
20-Oct	Friday	Removal of all Campaign Publicity – 5pm
21-Oct	Saturday	Compulsory Exec Training – 10am
27-Oct	Friday	Candidate Expenses Deadline – 12noon Democratic Services Office
27-Oct	Friday	Elections Complaints Deadline – 12noon Democratic Services

# Thinking of Standing?



- Want an Exec position?:  
<https://www.warwicksu.com/democracy/your-representation/your-execs/>
- Want a Part-Time Officer or Faculty Rep position?:  
<https://www.warwicksu.com/democracy/officers/parttime/>

The best way to get the most valuable and realistic knowledge of the post you are considering and what is expected of you is to meet with current and past post-holders, have an informal chat about the realities of the role and gain insight into what you will be doing. You can arrange a meeting via the Democratic Services Office, Level 2, Warwick SUHQ or email [democracy@sunion.warwick.ac.uk](mailto:democracy@sunion.warwick.ac.uk)



## How to Nominate Yourself

- Go to <https://www.warwicksu.com/elections/> and click the 'nominate yourself' tab. Follow the on-screen instructions.
- 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, Friday 13<sup>th</sup> October, together with a £15 refundable deposit for all elected positions.
- Late nominations will not be accepted.
- If you have any problems contact Democratic Services immediately:  
[democracy@sunion@warwick.ac.uk](mailto:democracy@sunion@warwick.ac.uk)
- You can withdraw your candidacy. If you wish to withdraw your nomination, just let us know in writing, before the close of nominations (Friday 13<sup>th</sup> Oct)

# Attend a Compulsory Candidate Briefing

- This guide is not exhaustive so please familiarise yourself with the Election By-Laws and Regulations: <https://www.warwicksu.com/democracy/documents/>
- It is compulsory you attend one of the candidate briefings:
  - Thursday 12<sup>th</sup> Oct, 5pm, The Graduate
  - Friday 13<sup>th</sup> Oct, 3pm, The Graduate
- If you are genuinely unable to attend either briefing then please come to Democratic Services to make other arrangements
- If you do not attend the candidate briefing you will receive a £5 fine from your deposit
- Please sign up to a briefing session by emailing [democracy@sunion.warwick.ac.uk](mailto:democracy@sunion.warwick.ac.uk) with the date and time you want to attend

## Manifestos

- You can create an online manifesto which any Union website user will be able to view, and which will be available to view at the point of voting. Please accompany your manifesto with an accessible plain text version.
- Make your campaign INTERESTING and EYE-CATCHING – try to come up with an attention grabbing theme. If you are not sure where to start visit the Democratic Services Office and have a look at some previous successful manifestos.
- If you are successful in your elections you will be held accountable by Students for meeting your manifesto promises.
- 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 you MUST NOT use resources you have access to through that position for your campaign. If in doubt ask Democratic Services.
- The deadline for uploading your online manifesto is 12noon, Monday 16<sup>th</sup> Oct
- You can amend your online manifesto up until this deadline.
- If you have any technical difficulties please email [democracy@sunion.warwick.ac.uk](mailto:democracy@sunion.warwick.ac.uk) ASAP.



## Campaigning- the rules

- Absolutely NO campaigning in any form until 9am Tuesday 17<sup>th</sup> October.
- You are responsible for the actions of anyone helping with your campaign- someone breaking the rules on your behalf will result in you being penalised.
- Your publicity must not violate the Students' Union policies or governing documents.
- 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.
- 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 Union Equal Opportunities By-Law which can be found on the Elections Page and Democracy Page of the Union website.
- Do not defame the character of any other candidate: criticise their policies, not their person. No attacks of a personal nature. Comments should be based on facts.
- You cannot campaign inside the Library or any study space.
- Further rules and regulations will be communicated during the mandatory Candidate Briefing.
- We will provide you with a copy of the Unions Elections Regulations as well as communications from the University Estates team.



## Campaign Expenses

- All are allocated an amount of money to publicise their campaign. The exact amount will be communicated once nominations close (usually in the region of £10 for PTOs and £5 for Exec positions)

<b>Candidate 'shopping list' Item</b>	<b>Declared Expense</b>
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 costume	£6 per costume
Part Fancy dress- e.g. hats, boxing gloves etc	£3 per prop
Campaign Props e.g. musical instrument, speakers, etc	£5 per prop
Paid for Website	£1 + cost for campaign week
All paper printing	Cost as SUHW Print Price List

List not exhaustive: if you wish to use any more 'unorthodox' materials contact Democratic Services Remember to keep a track of what you are spending on your campaign.

Please note that the declared expense may not reflect the actual cost of the item e.g. if you purchase a t-shirt for £4 you will only be reimbursed £1 and only £1 will be taken from your expenses

## Producing publicity

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 so that all candidates can have access to identical amounts of publicity and make the election fair.

- If you are unsure, ask. Don't risk getting in trouble. Contact the Democracy Team if you are in doubt.

Items you don't need to declare:

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

Things you can't use:

- You cannot use any private vehicle to promote your campaign, or have 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:

- Do not place publicity in areas you are not allowed

- Do not cover up, remove or deface another candidate's publicity
- Remove your publicity by 5pm, Friday 20<sup>th</sup> October

**It is really important to attend the candidate briefing as you will be given a guide about the sanctions you could incur for breaking the rules.**

## Complaints

- Sadly some people do try to do something that is against the rules. Inevitably they will get caught out.
- Sometimes rule breaking is deliberate and sometimes it is accidental, however, there is 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 the rules outlined in the elections regulations, sanctions will be taken.
- Complaints will be taken to the adjudication panel which meets regularly during campaigns week for a decision to be made.
- If in doubt contact the democratic services office before you act.

Example of a previous complaint acted upon:

A candidate received a £7 fine for multiple instances of external endorsements

Example of a previous complaint not acted on due to lack of substantial evidence:

A complaint made about postings supporting candidates in a closed social media group was not acted upon as the panel felt that without evidence the other candidates had been unable/ refused permission to post in the group there was no case for a complaint.





## Return of your deposit

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

## Results

**The count will take place on Friday 20<sup>th</sup> October and the provisional results announced at 12noon.**

After the results have been announced they will be displayed on the Democracy Hub notice board in SUHQ and on the Students' Union website. The final results will be confirmed after the objections deadline.

Please note that all elected Exec members will be required to attend the Exec Training Saturday 21<sup>st</sup> October.

