



# Spring 2019 Elections



## Nominate Yourself!

Full Time Student Officers  Part Time Officers  Faculty Reps

**Nominations open:**  
**14/01/19 - 12 noon**

**Nominations close:**  
**12/02/19 - 12 noon**

Find out more and nominate yourself at:  
[warwicksu.com/elections](http://warwicksu.com/elections)

# 7 steps to becoming an officer

## 1. Decide your role

Check out the roles at [warwicksu.com/elections](http://warwicksu.com/elections), or speak to friends, the current officer, or SU Democracy staff to see which one is right for you!

## 2. Nominate yourself

Follow the online instructions to nominate yourself before the deadline of **12pm Noon** on **12<sup>th</sup> February**. Remember to complete the Trustee Declaration Form if you are going for a Full-Time Officer role!

## 3. Gain the knowledge

Read the Candidate Guide and find out about the rules, timeline and advice. Also, be sure to attend the **COMPULSORY** Candidate Briefing!

## 4. Write your Manifesto

Who are you, why are you running, and what will you do if elected? Remember to upload your manifesto by **12pm noon** on **21<sup>st</sup> February**! Manifesto training available.

## 5. Plan your Campaign

Are you going to run a digital campaign, or hand out information and run marketing stunts? Make sure all spending remains under the election budget you're given! Campaign training available.

## 6. Prepare to launch

Organise your team and get any assignments done in advance. Don't forget to rest before the big week!

## 7. Run your election campaign

Run your election campaign from **9am Monday 25<sup>th</sup> February**, with voting open from **12pm noon**, get stuck in and wait for the result!

For more information on how to run as an international student or student with disabilities, come and speak to the **SU Democracy Team**.

[democracy@warwicksu.com](mailto:democracy@warwicksu.com)

# Posts to be Elected

## **Full-Time Officers**

President  
Education Officer & Deputy President  
Postgraduate Officer  
Democracy & Development Officer  
Sports Officer  
Societies Officer  
Welfare & Campaigns Officer

## **Part-Time Officers**

Environment & Ethics Officer  
Disabled Students' Officer  
Women's Officer  
Ethnic Minorities Officer  
Trans Students' Officer  
LGBTUA+ Students' Officer

## **Faculty Representatives (subject to change)**

Faculty of Arts Representative (Undergraduate)  
Faculty of Arts Representative (Postgraduate Research)  
Faculty of Social Science Representative (Undergraduate, WBS)  
Faculty of Social Science Representative (Undergraduate, non-WBS)  
Faculty of Social Science Representative (Postgraduate Research)  
Faculty of Science, Engineering & Medicine Representative  
(Undergraduate, Formal Sciences)  
Faculty of Science, Engineering & Medicine Representative  
(Undergraduate, Experimental Sciences)  
Faculty of Science, Engineering & Medicine Representative  
(Postgraduate Research, Medicine)  
Faculty of Science, Engineering & Medicine Representative  
(Postgraduate Research, Science & Engineering)

# Timeline

WEEK	DATE	DAY	TIMELINE
2	14 <sup>th</sup> January	Monday	<b>Nominations Open: 12 midday</b>
6	12 <sup>th</sup> February	Tuesday	<b>Nominations close: 12 midday</b>
6	14 <sup>th</sup> February	Thursday	<b>Compulsory Candidate Briefing: 5pm, MR2</b>
6	15 <sup>th</sup> February	Friday	<b>Candidate List Complaints Deadline: 12 midday</b> <b>Compulsory Candidate Briefing: 3pm, MR2</b>
7	18 <sup>th</sup> February	Monday	<b>Manifesto Training Workshop: 1-3pm, The Graduate</b> <b>Final Candidate List Published</b>
7	19 <sup>th</sup> February	Tuesday	<b>Public Speaking and Communication Training Workshop: 1-3, MR2</b>
7	21 <sup>st</sup> February	Thursday	<b>Electronic Manifesto Deadline: 12 midday</b>
7	22 <sup>nd</sup> February	Friday	<b>Campaign Training Workshop: 1-3pm, MR2</b>
8	25 <sup>th</sup> February	Monday	<b>Campaigning and Publicity begins: 9am</b> <b>Voting opens: 12 midday</b> <b>Candidate Question Time: 5pm, The Atrium</b>
8	26 <sup>th</sup> February	Tuesday	<b>Candidate Question Time: 5pm, The Atrium</b>
8	1 <sup>st</sup> March	Friday	<b>Voting closes: 7pm</b> <b>Results Night: 8pm, the Dirty Duck</b>

# Checklist

- Nominate yourself online at:  
[www.warwicksu.com/elections](http://www.warwicksu.com/elections) (don't forget to self-define)
- Complete the online trustee declaration form before the close of nominations if you are running for a Full Time Officer position
- Attend one of the Compulsory Candidate Briefings
- Come to the optional training workshops set up to support candidates this year
- Begin planning your campaign – gather your team, consider how you will market yourself, attend the campaigning training
- Upload your online manifesto before the deadline at 12noon on Thursday 21<sup>st</sup> February
- Begin campaigning, 9am, Monday 25<sup>th</sup> February and don't forget to vote!**
- Attend the Candidate Question Time events and other events put on for candidates
- Take time to recover – book something nice to do at the weekend after voting
- Attend the candidate debrief sessions to give feedback on your elections experience

If you have any problems please email us at [democracy@warwicksu.com](mailto:democracy@warwicksu.com)

## Nominating yourself

Nominations take place online at [www.warwicksu.com/elections/nominate-yourself](http://www.warwicksu.com/elections/nominate-yourself)

You can follow the on-screen instructions. If you have any difficulty, email [democracy@warwicksu.com](mailto:democracy@warwicksu.com) with a screenshot of the problem.



## Trustee Declaration Form

If you are running for a Full Time Officer role, this means that you are also running to be a full [trustee](#) of the Union. *Trustees have and must accept ultimate responsibility for directing the affairs of the Charity, ensuring it is solvent, well run, delivering the charitable outcomes set out in its governing document.* Due to certain charity laws, there are restrictions on the eligibility of who can be a trustee. For this reason, we ask that you complete the trustee declaration form before the close of nominations. You can find the form on the nominations home page and it takes you through everything you need to know, but if you have any questions please contact the democracy team.

## Self-Definition

To nominate yourself for the following positions you will need to self-define: Women's Officer, Disabled Students' Officer, LGBTUA+ Students' Officer, Trans Students' Officer, Ethnic Minorities Officer.

To self-define, go to your voting profile and tick the relevant identities for you, then save. In order to vote for these positions, voters will also need to self-define, so make sure you let students who you speak to about voting know that they will need to do so.

## Compulsory Candidate Briefings

These are where you find out about the dos and don'ts during the election, the estates guidance (where you can campaign), and any other information important to candidates. This is where the elections budget will be communicated to you. You only need to attend 1 of the briefings. If you cannot attend either of the dates advertised, please contact the Democracy Team and we will arrange a time to go through it with you.

## Optional Training Sessions

This year, the SU will be running some workshops for candidates to take part in to better support them in their candidacy.

Manifesto Workshop (18<sup>th</sup> February, 1-3pm, The Graduate): how to stand out, what should you include, designing and uploading your manifesto

Public Speaking (19<sup>th</sup> February, 1-3pm, MR2): facilitating you to speak 1:1, to small groups, and to much larger groups passionately, clearly and concisely – this will be really helpful for Candidate Question Time, hall touring and lecture shout-outs!

Campaigning Workshop (22<sup>nd</sup> February, 1-3pm, MR2): open to candidates and their campaigning teams to provide tips and guidance on running your campaign.

## Tips for your Manifesto

A Manifesto is the statement you write which explains to students:

- Who you are
- Your experience
- What you believe
- What you want to change
- Your ideas



Why should they vote for you and what will you do if elected?

Keep manifestos to one page where possible – students will be reading these

- Make your campaign **interesting** and **eye-catching**; try to come up with an attention-grabbing theme.
- Know your audience- what do the students you might be representing want?
- **Keep your manifesto promises realistic- you will be held accountable for achieving your manifesto promises.** Work out how you can deliver on any promise you make and 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, and what has been tried before.
- **In an exit poll ran in the Spring Elections last year, the top reason students gave for voting was that they had read the manifestos. Make sure you stand out.**

## Uploading your 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. This year we will be holding a manifesto workshop to help guide candidates in writing their manifestos.

- You upload your manifesto online, and you can follow the video we will be releasing on the candidate support page created to guide you through the process.
- **The deadline for uploading your online manifesto is 12noon, Thursday 21<sup>st</sup> Feb.**
- You can amend your online manifesto until this deadline.
- You can upload pictures, images and graphics in your manifesto, but please note:

**You must upload a plain text version of your manifesto as well.** 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.'

- All campaign material must be printed via **SU Print at reception** ([print@warwicksu.com](mailto:print@warwicksu.com))
- 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 the Democracy Team.**

## Campaigning



(Picture of the Piazza with lots of candidate cardboard affixed to the wall of the SU ramp)

- **Absolutely no campaigning, in any form until 9am on Monday 25<sup>th</sup> February. This means you can declare you are running and for what position once, but you cannot say what your experience is, why you would make a good candidate, or what you will do if elected.**
- There will be campaign training available for students who want further guidance on running a campaign.
- There will be a candidate painting day available to all students after nominations close. More details will be communicated to candidates nearer the time.
- Your campaign materials should be accessible in the English Language.
- 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 or [www.warwicksu.com/democracy/documents/](http://www.warwicksu.com/democracy/documents/)).
- Social media: you must abide by the SU and University code of conduct when posting to social media – the rules regarding candidate behaviour apply to social media as well. Guidance will be sent out to SU Clubs and Societies regarding allowing candidates to post in groups.
- Slates (running together on the same platform of ideas, e.g. the same manifesto) are not allowed; candidates will naturally support one another and most likely be friends with one another but explicitly standing on the same platform is prohibited. This means candidates cannot pool their resources, appear in each other's publicity, have identical or almost identical publicity / manifesto content, or endorse other candidates.
- Societies and clubs, SU representatives, and staff cannot endorse candidates.
- 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.
- You must abide by the Estates agreement when affixing publicity – this will be shared at the candidate briefings
- 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 zero tolerance 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.

## Candidate Question Time

These take place on Monday 25<sup>th</sup> Feb and Tuesday 26<sup>th</sup> Feb from 5pm in the SU Atrium. They are a chance for Full-Time Student Officer candidates to speak to voters about their ideas and for students to ask questions to the candidates. All questions will go to all candidates for that position. The order of which position will be on which night will be communicated once we know the number of candidates in each position.

The public speaking training is the perfect opportunity to practice your skills ready for this event!

## Expenses and Campaign Materials

- The amount you can reclaim in expenses will be communicated at the COMPULSORY candidate briefings. This will be the amount you can spend on your campaign and the amount you can reclaim back from the SU. You **MUST NOT** overspend on this budget, and will be disqualified if you are found to have overspent. This is to make the election affordable and fair for all candidates.
- Items will be able to be reclaimed at cost. If you are using things you already owned, we will apply a reasonable cost to the item for you to declare and reclaim. For printing campaign materials, ALL materials **MUST** be printed via SU Print, which you can do by visiting SUHQ reception or emailing [print@warwicksu.com](mailto:print@warwicksu.com). **NO printing will be available on 26<sup>th</sup> February.**
- Candidates will have access to a “campaign starter pack” which will include 1 plain white t-shirts, 1 piece of fabric, a paint brush, cable ties, string, a notepad and gorilla tape if agreed by estates. If you purchase more t-shirts you will be charged at cost.

Candidates will be asked to declare their provisional spending list at the start of campaigning. Details on how to do this will be communicated.

### 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 (such as 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** unless provided to you by a member of the Democracy Team.

### **Distributing Publicity**

- Do not place publicity in areas that you are not allowed (follow the estates guidance).
- The Students' Union may 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.
- Please read the SU and University agreement about where you can post publicity
- **Make sure you have taken all of your publicity around campus down by Sunday 3<sup>rd</sup> March.**

### **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 that have been communicated, sanctions will be taken.
- When a complaint is submitted, the Adjudication Panel will meet as soon as possible to review the complaint. They will make a ruling on the complaint which will be communicated to the candidate it refers to. The complaint and ruling will then be anonymised and a summary of action taken will be emailed to all candidates.
- **If in doubt ask the Democracy Team before you act.**

## How to make a complaint:

- Email [democracy@warwicksu.com](mailto:democracy@warwicksu.com) with your complaint and accompanying evidence. The adjudication panel will then convene as soon as practical and make a ruling on the complaint.
- The Candidate Briefing allows 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:**

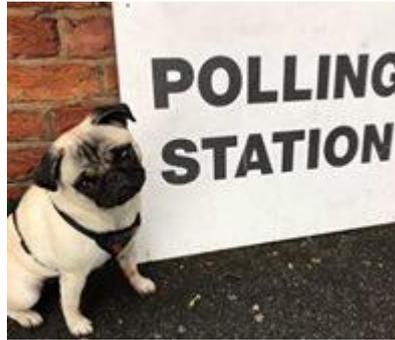
We will not take action in the event of complaints that have no basis. For example if you come to us with the complaint “lots of my posters have been removed, but none of candidate X’s have – it must be them doing it”, this is an accusation with no grounds and we are unlikely to be able to do anything 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, and if you are found to be doing this action will be taken against you. 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.

## Candidate Welfare

- Take care of yourself and your team – eating, drinking, taking time off, speaking to friends, visiting the Democracy Team
- The Democracy Team will be giving out your breakfast and bread oven vouchers daily.
- Make use of the Candidate Welfare Room:
  - Monday 25<sup>th</sup> February: MR2
  - Tuesday 26<sup>th</sup> February: MR2
  - Wednesday 27<sup>th</sup> February: MR3
  - Thursday 28<sup>th</sup> February: MR2
  - Friday 1<sup>st</sup> March: MR2
    - There is strictly NO CAMPAIGNING allowed in the welfare room
- There will be various candidate welfare events taking place across the campaigning week
- 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!

## Voting and Results

- Voting will take place online from 12 midday Monday 25<sup>th</sup> February until 7pm Friday 1<sup>st</sup> March
- The results count will take place immediately after this, and candidates will be informed of the results in The Graduate position by position
- The results are then publicly announced in the Dirty Duck from 8pm
- The results are only final after the complaints deadline has passed



(picture of a dog next to a sign that says 'polling station')

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

