

# BE A CITY CHANGE MAKER

Nominate yourself today!  
[citystudents.co.uk/elections](http://citystudents.co.uk/elections)

NOMINATION APPLICATION PACK



SCAN ME

# Contents:

- 6** CEO Welcome
- 8** Working at City Students' Union
- 9** Job Description
- 12** Important Dates & Role Perks
- 13** Submitting Your Nomination
- 14** Candidate Training Sessions
- 20** Candidate Information
- 24** Getting Help With Your Nomination
- 25** Re-running Candidates
- 26** Promotional Material
- 27** Voting Period Information
- 28** Complaints
- 29** How To Nominate
- 30** Jargon Buster
- 31** Our Academic Impact



# Welcome

At City Students' Union, we're building a better Students' Union; one that students trust and are proud to be a part of. We want to empower students to be successful by providing services and support that enhances their experience at City and beyond.

This is your opportunity to develop and grow in a position that is personally and professionally rewarding. You will have access to opportunities to deliver projects and campaigns that improve the student experience, whilst working in a sector leading organisation that will support you to be the best you can be. This pack will show you how you could be that person.

Last year we had our biggest and best elections to date: **65 candidates** put themselves forward in the 2022/23 elections, **8607 number of individual votes** casted, **a record 3769 record number of total votes** across four days and 100 students attended results night. **We are not standing still** – we have refreshed our candidate support training and it will be delivered by the fabulous elections team and Students' Union experts, and provide you with the best campaign ideas, chance of winning and tips to support your wellbeing. **Head to page 12** for further details.

**Reimagine what your next job looks like, apply now.**

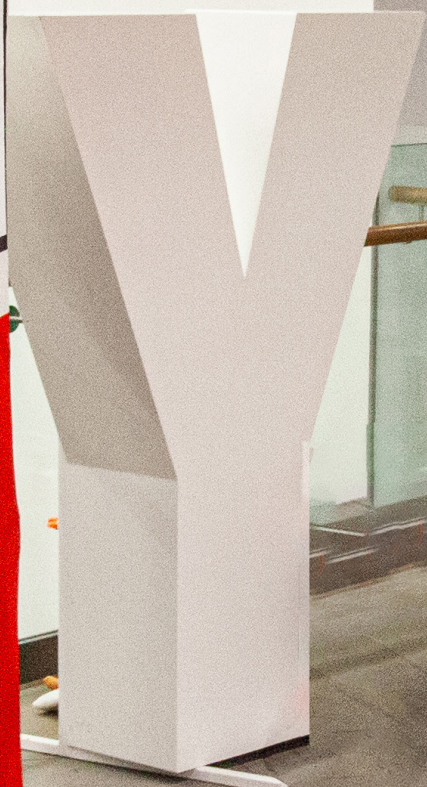


UNION ELECTIONS

CITY CHANGE MAKERS



BE  
A  
CITY  
CHANGE  
MAKER



## A Message from the SU CEO

Congratulations for putting yourself forward in these elections. This is the best time to get involved and shape the work of the Union, especially after the hard work that was put into reviewing and changing our democracy to make it more accessible and representative in 2024.

Elections can be fun, competitive and rewarding. I should know, because prior to becoming staff member in students' unions was a students' union president. Through each election process, I came out learning something new about myself, a new skill, and made new friends. It's great opportunity to speak to students and understand their needs.

Take time to know what you want to achieve and how. This pack has handy information on forming a campaign, working as team and forming a campaign team. No idea is too big or too small. The Union has excellent staff who will support you to deliver on your priorities. Crucially, speak to students. It might be intimidating at first but speak to students. Students will vote for you, and they will listen.

Being a student representative is an honour and of course, a huge responsibility. Students look up to you and come to you with their issues. Be open and patient. You will be tested, but you will learn new things about yourself and pick up on new skills that you will need in the future.

I look forward to working with you if successfully elected.

All the best

A handwritten signature in black ink, consisting of a large, stylized 'P' followed by a series of horizontal strokes and a long, sweeping underline.

**Phil Gilks,**  
**City Students' Union CEO**

## Key Dates

We know that nomination processes can seem overwhelming, but we don't want you to feel overwhelmed, so we've made the process simple and easy to understand.

### Our nomination process:

- Making the decision to nominate yourself.
- Thinking about your priorities (the things you will do if you get the role).
- Submitting a complete application form.
- Planning how you will speak to students to vote for you to get the role.
- Asking students to vote for you.
- Finding out whether you got the role on results night.
- Attend your first Assembly Meeting on 10 April.
- Start your new job on 24 June 2024.

### Below are all the important dates for your diary:

**29 January, 9am**

Online – Nominations Open

**15 February, 11:59pm**

Online – Nominations Close

**21 February, 10am**

Candidate Briefing

**21 February, 11am**

Candidate Networking event

**26 February, 9am**

Online and On Campus – Voting Opens

**29 February, 4pm**

Voting Closes

**29 February, 4:30pm**

Candidate De-Brief

**29 February, 5pm**

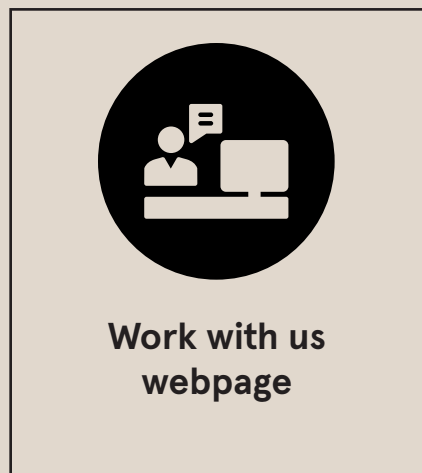
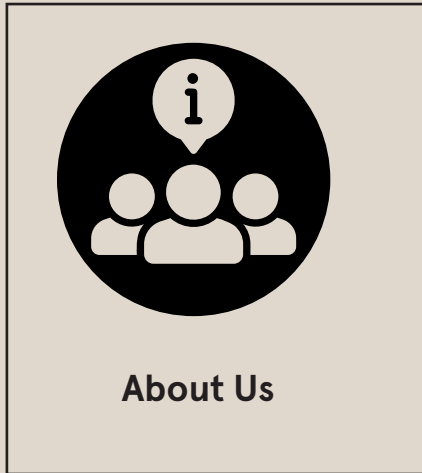
Expenses Deadline

**29 February, from 6pm**

On Campus – Election Results

# Working at City Students' Union

You can find out more on our [work with us page](#), or follow the below links!



## Job Shares

### **Job Share only for Students' Union Officers.**

We want all students to be able to access the opportunity to work in the Students' Union, therefore job shares can be arranged.

A job share is an arrangement where two people work on a part-time basis to perform a job normally fulfilled by one person working full time. In this case, it means that the 35 hours a week worked by the Students' Union Officer role would be split between two people. A job share will not be considered alongside your studies unless you are on a part time programme.

If you need a job share, come and talk to us or drop an email to [Philip.Gilks@city.ac.uk](mailto:Philip.Gilks@city.ac.uk).



# Job Description

**ROLE:** Students' Union Officer

**NUMBER OF POSTS:** 4

**LOCATION:** Tait Building, Northampton Square and regular travel to other sites.

**SALARY:** £28,000

**START DATE:** 24 June 2024

**JOB LENGTH:** One Year

**HOURS:** 35 per week, including some evenings & weekends.

**HOLIDAY:** 30 days, plus 8 statutory and additional closure days.

**RESPONSIBLE FOR:** Student voice & student volunteers.

## Job Responsibilities

The four elected Students' Union Officers work together to lead the Union for a year, deciding its direction, acting as trustees, and representing the voice of over 25,000 students in high-level decision making to the University and Union. They're the face of the Union, engaging with students through face-to-face chats and events, hosting awards ceremonies, and through lots of exciting content across our social media and website. From approving new university buildings to running a Fresher's Fair in Welcome, no two days are the same.

Students' Union Officers work on site 5 days a week so they can engage with students, the University, and the wider City community.

Some of the things the job entails more broadly are:

- Going out to talk to students every week to understand the issues they are facing.
- Delivering the Union priorities set by the Assembly on behalf of students by working on issues affecting them on and off campus.
- Attend meetings and deliver activity in line with the agreed portfolios for your role.
- Be part of our executive leadership team and provide knowledge and direction from the students you speak to on their experiences.
- Play a key role in liaison and negotiation with the university and other externals in developing opportunities, such as funding for the Union.
- Attend all required training as determined by the Senior Leadership Team and/or the EDI Committee.

## Other information

A total of four Students' Union Officers will be elected by students. The candidate with the highest number of votes will be offered the role of President. All other elected Sabbatical Officers will be known as Deputy Presidents. All Sabbatical Officers will have defined portfolios of work, such as being responsible for different activities or demographics of students, which will be agreed shortly after election.

The President is the figurehead for the organisation and the first point of contact for internal and external organisations. The President's role is to organise the activities of the Students' Union Officers and lead on how to improve the Union

# Job Description

**ROLE:** Assembly Member

**NUMBER OF POSTS:** 33

**LOCATION:** Tait Building, Northampton Square

**EXPENSES:** Reasonable expenses will be reimbursed

**START DATE:** 24 June 2024

**JOB LENGTH:** One Year

**HOURS:** Up to 10 hours per term, including some evenings and weekends

**RESPONSIBLE FOR:** Student voice

## What is the Assembly?

Assembly Members make up our biggest decision-making body and work together to set the Union's priorities, deciding its direction and representing the voice of over 20,000 students in high-level decision making.

They're the cogs of the Union and are most effective when engaging with students through face-to-face chats and events to properly debate issues that matter most to students at City.

## What you'll be doing?

From debating important issues that matter to students to improve their experience, to meeting with the University senior leadership team about facility opening hours, no two days are the same.

Some of the things the job entails more broadly are:

- Going out to talk to students in your School to understand the issues they are facing.
- Setting the Union priorities of behalf of students at City and working to deliver them.
- Attending and participating in all Assembly meetings over the year in person.
- Telling students and your School about the work of the Assembly.
- Play a key role in liaison and negotiation with your School on issues affecting students.

# Job Description

**ROLE:** NUS Delegate

**NUMBER OF POSTS:** 7

**LOCATION:** Winter Gardens Blackpool, 97 Church St, Blackpool FY1 1HL

**EXPENSES:** The Students' Union covers conference registration fees, accommodation and travel for delegates.

**START DATE:** This will be a 2-day event happening 17 & 18 April 2024 (you must be available for both days)

**RESPONSIBLE FOR:** Collecting views of City students.

## What is the NUS

The National Union of Students (NUS) is a confederation of UK students' unions that fights for student issues and a better future for higher education. They represent students at a national level, making student involvement key to ensuring our voices are heard. One way you can be a part of creating exciting change is through becoming a NUS conference delegate

## What is NUS National Conference

Is the sovereign body of the NUS - it sets policy for the year ahead and elects the NUS President, Vice Presidents and the NUS National Executive Council. It is also where the budget for the year ahead is decided through the Annual General Meeting (AGM). Every year over 1,500 delegates arrive at the conference from institutions across the United Kingdom.

## What you'll be doing?

You'll be part of a delegation of seven, that will act as the primary representatives for City Students' Union at the National Union of Students' (NUS) National Conference. Where you will have the opportunity to shape national policy, elect the new national representatives and set the political direction of the NUS according to City students' interests.

## Some of the things the role entails more broadly are:

- Attending induction training ahead of the Conference
- Going out to talk to students across City to understand the issues they are
- Facing and take this insight with you to the conference
- write a summary report of your experience on your return.

## Who can be a conference delegate?

Any student can nominate themselves.

There are 7 delegates for the National Conference and 3 of these places must be filled by self-defining women.

## Gender Balancing

Gender balancing rules still apply to delegations to NUS Conferences - NUS Rules state that all delegations to Student Voice conferences must include at least 50% self-defining women, rounded down.

## Important Dates for your Diary

Activity	Dates	Place
Assembly meetings	10 April 2024 6 November 2024 10 February 2025 April 2025	On campus
Handover Trustee Board meeting	TBC	On campus
Handover with outgoing Officers	24 - 28 June 2024	On campus
Official first day in office	1 July 2024	On campus
Students' Union Officer Residential Trip	TBC	To be confirmed
NUS Residential Training Trip	TBC	To be confirmed
Assembly Members Welcome Meeting	18 September 2024	On Campus

## Students' Union Officer Role Perks

In addition to working in one of the best jobs around you will have access to an array of perks as shown below:

- A mobile phone and laptop for work purposes.
- Personalised Union merch.
- A comprehensive onboarding and training programme.
- A 2-day residential training trip with the National Union of Students in the summer.
- A mentor from the students' union movement for the year.
- Access to scheduled networking with Union Presidents from across the U.K.
- Access to City's professional development programmes covering leadership, management, project delivery, mental health and wellbeing and more.
- Access to LinkedIn Learning.
- Staff social events and activities across the year.
- A generous holiday package of 30 days, plus 8 statutory days (New Years Day, Good Friday, Easter Monday, May Day Holiday, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day, Boxing Day), and additional closure days over Christmas.
- Two days paid leave per year to undertake volunteering work.
- Auto-enrolment into the London Pension Fund Authority scheme.
- Cycle to work scheme vouchers.
- Access to UniDays, Student Beans and the City staff discount scheme for online and high street savings.
- Free eye tests through the City Sight Optometry Clinic.
- Access to exclusive City Sport staff membership deals.
- Continued access to City's libraries.
- Access to staff counselling and occupational health services to support - you at work.
- Use of Office 365 for free through the Microsoft Home Use Programme.
- Access to an interest-free season ticket loan.
- Access to voluntary health plans with Simplyhealth covering health, dental and personal accidents.

# Submitting your Nomination

To apply you must complete an online nomination form. Here is what you must submit with your nomination form:

- Your preferred name
- A photograph of yourself
- A 6-word slogan
- Your three priorities
- A 50-second video highlighting your three priorities (shot in portrait mode) – this should be emailed to [SUElections@city.ac.uk](mailto:SUElections@city.ac.uk) by 11:59pm on 15 February 2024

The deadline for completing an nomination form and submitting all requirements is Thursday 15 February at 11:59pm, late nominations and content will not be accepted, and you can't change any of your content after the deadline.

## Writing your priorities

As part of your nomination, you must write three priorities that you will aim to complete if elected by students. You will only have 40 words per point, which will each be presented as a paragraph, so bullet points, lists and similar will not be accepted.

## Things to consider when writing your priorities

Think about your experience at City and what matters to you most. Students who can vote for you will read your priorities when casting their vote so make sure you stand out.

- Be creative and don't worry about what other people might write.
- Top things students have told us they want to be improved
- Better guidance and support for exams and assessment.
- Better quality and more frequent personal tutoring time.
- More interactive teaching methods online and in-person.
- More on-campus events and a better student community.

**Need more help? No problem, drop the Elections Team an email on [SUElections@city.ac.uk](mailto:SUElections@city.ac.uk) and we'll be able to help.**

# Candidate Training Sessions

We want to make sure you get all the help you need; below is a list of the sessions you can come to meet other candidates, get your ideas in order and find out about all the support available to you. We have got all areas covered.

All sessions are **free** to attend. [To book, visit this page.](https://events.citystudents.co.uk/group/4512/elections)  
events.citystudents.co.uk/group/4512/elections



Date	Session	Time	Location
1 Feb	<p><b>‘Day in the Life’</b> This session focuses on promoting the main duties and responsibilities of an Officer, including attending university meetings, being a trustee, planning campaigns, planning events, talking to students etc. It also will highlight the key skills developed in the role.</p> <p>This session will help to encourage potential candidates to run and set the expectation of what it is to be an SU Officer at City.</p>	2-2:50pm	<p>C319, University Building</p> <p><a href="#">Click to find more information here</a></p>
1 Feb	<p><b>Owning your nomination</b> This session is designed for potential candidates who have not yet submitted their nominations. The content will cover: issue and identity ownership, understanding your voters and identifying your key manifesto priorities.</p>	3.30-4:40pm	<p>R203, Franklin Building</p> <p><a href="#">Click to find more information here</a></p>
2 Feb	<p><b>Election Support Session (Nominations)</b> These sessions will tell you all you need to know about the election process, what skills to use during your election campaign, how to create your three priorities and allow you to ask questions big or small.</p>	12-1pm	<p>A109, College Building</p> <p><a href="#">Click to find more information here</a></p>
5 Feb <i>(in-person)</i> <i>Please note this is three-hour session with 30-minute break.</i>	<p><b>Building a winning manifesto/ priority list and campaigning and looking after yourself with Alkemy</b> This session will be delivered by the experts at Alkemy. The first part will look at how you can win votes and influence students during your election campaign. The second part will be centred on self-care, and takes a look at how practicing self-care is a continual process rather than a one-time treat.</p>	11am-2pm	<p>C323, Tait Building</p> <p><a href="#">Click to find more information here</a></p>

Date	Session	Time	Location
5 Feb	<p><b>Election Support Session (Nominations)</b></p> <p>These sessions will tell you all you need to know about the election process, what skills to use during your election campaign, how to create your three priorities and allow you to ask questions big or small.</p>	4-5pm	<p>C323, Tait Building</p> <p><a href="#">Click to find more information here</a></p>
6 Feb	<p><b>SU Elections Nominations Societies and Clubs Info Session</b></p> <p>This session is aimed at sports players and members of societies.</p> <p>The content will provide attendees with the information they need to nominate themselves and provide them with information about how their experiences engaged in groups and sports can be used during the campaign.</p>	1-2:pm	<p>AG03, College Building</p> <p><a href="#">Click to find more information here</a></p>
6 Feb	<p><b>Owning your nomination</b></p> <p>This session is designed for potential candidates who have not yet submitted their nominations. The content will cover: issue and identity ownership, understanding your voters and identifying your key manifesto priorities.</p>	4-5pm	<p>R203, Franklin Building</p> <p><a href="#">Click to find more information here</a></p>
<p>7 Feb</p> <p>Please note this is three-hour session with 30-minute break.</p>	<p><b>Communicating effectively and winning at Digital Campaigning with Jo Walters</b></p> <p>This session will be delivered by Jo Walters. Jo manages her own communication agency, 25 dots.</p> <p>In this two-part session, Jo will support you to look at some marketing theories to help candidates talk about their ideas in a clear and compelling way and in the second part, support you to understand how you can connect with students online via channels like video and social media.</p>	11am-2pm	<p>C313, University Building</p> <p><a href="#">Click to find more information here</a></p>
8 Feb	<p><b>Election Support Session (Nominations)</b></p> <p>These sessions will tell you all you need to know about the election process, what skills to use during your election campaign, how to create your three priorities and allow you to ask questions big or small.</p>	12-1pm	<p>C317, University Building</p> <p><a href="#">Click to find more information here</a></p>

Date	Session	Time	Location
9 Feb	<p><b>Being an Assembly Member</b></p> <p>This session will focus on what being an Assembly Member is, the role of the Assembly and how Assembly Members play a crucial role in the SU's Representation Structure.</p>	2-2.50pm	<p>AG07b, College Building</p> <p><a href="#">Click to find more information here</a></p>
12 Feb	<p><b>Owning your campaign</b></p> <p>This session is aimed at all candidates. The content will cover: campaign techniques, audience strategy, and identifying your key messages</p>	12-1pm	<p>A214, College Building</p> <p><a href="#">Click to find more information here</a></p>
<p>12 Feb</p> <p>(online)</p> <p>Please note this is three-hour session with 30-minute break.</p>	<p><b>Building a winning manifesto/ priority list and campaigning and looking after yourself</b></p> <p>This session will be delivered by the experts at Alkhemy. The first part will look at how you can win votes and influence students during your election campaign. The second part will be centred on self-care, and takes a look at how practicing self-care is a continual process rather than a one-time treat.</p>	4-7pm	<p><a href="#">Click to find more information here</a></p>
13 Feb	<p><b>Election Support Session (Nominations)</b></p> <p>These sessions will tell you all you need to know about the election process, what skills to use during your election campaign, how to create your three priorities and allow you to ask questions big or small.</p>	12-1pm	<p>C305, University Building</p> <p><a href="#">Click to find more information here</a></p>
13 Feb	<p><b>'Day in the Life'</b></p> <p>This session focuses on promoting the main duties and responsibilities of an Officer, including attending university meetings, being a trustee, planning campaigns, planning events, talking to students etc. It also will highlight the key skills developed in the role.</p> <p>This session will help to encourage potential candidates to run and set the expectation of what it is to be an SU Officer at City.</p>	2-2.50pm	<p>A225, College Building</p> <p><a href="#">Click to find more information here</a></p>



Date	Session	Time	Location
14 Feb	<p><b>Owning your campaign</b></p> <p>This session is aimed at all candidates. The content will cover: campaign techniques, audience strategy, and identifying your key messages</p>	12-1pm	AG11, College Building <a href="#">Click to find more information here</a>
14 Feb	<p><b>Election Support Session (Nominations)</b></p> <p>These sessions will tell you all you need to know about the election process, what skills to use during your election campaign, how to create your three priorities and allow you to ask questions big or small</p>	12-1pm	A108, College Building <a href="#">Click to find more information here</a>
14 Feb  (online) Please note this is three-hour session with 30-minute break.	<p><b>Communicating effectively and winning at Digital Campaigning with Jo Walters</b></p> <p>This session will be delivered by Jo Walters. Jo manages her own communication agency, 25 dots.</p> <p>In this two-part session, Jo will support you to look at some marketing theories to help candidates talk about their ideas in a clear and compelling way and in the second part, support you to understand how you can connect with students online via channels like video and social media.</p>	1-4pm	<a href="#">Click to find more information here</a>
21 Feb	<p><b>Candidate Briefing and Candidate Networking</b></p> <p>Meet other students applying to work at the Union and decide if you want to run together. This session will also coincide with the Candidate Briefing.</p>	10am-12pm	AG07b , College Building <a href="#">Click to find more information here</a>
21 Feb-29 Feb	<p><b>Personalised Drop-In Session</b></p> <p>Pop in and speak to the Students' Union team anytime about your ideas, worries or just to say hi.</p>	10am-4pm	Courtyard, Tait Building Drop in.
22 Feb	<p><b>Owning your campaign</b></p> <p>This session is aimed at all candidates. The content will cover: campaign techniques, audience strategy, and identifying your key messages</p>	11am-12pm	C309, University Building <a href="#">Click to find more information here</a>
23 Feb	<p><b>Painting and Pizza</b></p> <p>This session is for students who are candidates in the election.</p> <p>Come along with your campaign teams, paint your campaign team t-shirts and eat pizza with your teams and fellow candidates.</p> <p>T-shirts, paint and pizza will be all be provided free. Yippee!</p>	10am-1pm	C103, Tait Building <a href="#">Click to find more information here</a>



# ACADEMIC IMPACT AWARDS

**NOMINATIONS OPEN**

**MONDAY 29 JANUARY**

**NOMINATIONS CLOSE**

**THURSDAY 29 FEBRUARY**

**ACADEMIC IMPACT AWARDS**

**WEDNESDAY 20 MARCH**

**NORTHAMPTON SQUARE**

**[CITYSTUDENTS.CO.UK/IMPACTAWARDS](https://citystudents.co.uk/impactawards)**



 SCAN ME



# ELECTIONS 2024 RESULTS NIGHT

**THURSDAY 29 FEBRUARY 2024  
CITYBAR, TAIT BUILDING  
FROM 5.30PM**

Get your free ticket now!



# Candidate Rules

## A message from the Deputy Returning Officers

Running a free and fair election is our goal – the rules over the next few pages have been designed to ensure that you, and voters have an equal and honest opportunity to elect your new Officer team.

Whilst this list of rules may seem long, it is not exhaustive, and more rules may be published at the discretion of the Returning Officer and Deputy Returning Officer. All our election rules are in addition to the Union's rules, City's regulations and The Law.

Breaking an election rule is very serious and if a candidate breaks any of the rules, then you can be sanctioned, disqualified or risk the continuation of the whole election. We really don't want any of these things to happen, so please read the following rules carefully and if you have any questions, just let us know.

We wish you all the best with your election campaign and look forward to meeting you soon.

**Phil Gilks, Deputy Returning Officer**  
**Hannah Roberts, Deputy Returning Officer**  
**Peter Robertson, Returning Officer**

# Candidate Briefing

**Wednesday 21 February 2024, 10.00am – 12.00pm, AG07b, College Building**

Phil Gilks, Deputy Returning Officer will host the Candidate Briefing which will cover:

- What's next: the elections process.
- Guidelines for talking to students and vote week.
- Conduct and tone of the election.

If you can't attend the briefing, you should write to Phil ([SUElections@city.ac.uk](mailto:SUElections@city.ac.uk)) as soon as possible so you can be sent a recording of the online briefing to watch in your own time and then confirm you have written it.

Please note this event will coincide with the Candidate Networking event.

No question is too small, you can book time to speak with someone from our team by [using this link](#)

## Information on Times and Locations

As an applicant you can start talking to students about the election at the end of the first Applicant Briefing which; this includes distributing electronic and printed publicity materials.

### **In-person voting stations will be located every day in vote week at:**

- Bayes Business School, Bunhill Row.
- The Law Building, Sebastian Street.
- The Pavilion, Northampton Square.
- The Rhind Building.
- Students' Union Welcome Desk, Tait Building.
- University walkway, Northampton Square.

### **You must not campaign at any time in the following places:**

- City, University of London libraries.
- Individual quiet study spaces.
- Faith spaces (prayer rooms).
- Immediate areas around voting stations.

Promotional materials must not be put on fire exits, fire extinguishers or anything else that puts people's safety at risk.

## Conduct and Behaviour

The elections can be an intensive period for both candidates and voters, to make the experience of all students at City the best it can be we ask that you think about how you behave and do the following.

### **Towards voters:**

- Be respectful of voters.
- Do not vote on behalf of others.
- Do not communicate to students when they are voting.
- Do not provide devices to enable students to vote (e.g. phones, tablets, laptops).
- Let students vote in peace and decide for themselves.
- Request permission from staff before campaigning in a class.
- Do not send bulk emails to City students using Outlook.

### **Towards other candidates:**

- Respect other candidates and do not interfere with their campaign materials.
- Do not bully or harass others.
- Be kind to each other, you are all on the same journey.

### **Towards union and university staff:**

- Be polite if requesting to speak to a course.
- Don't ask for support or mailings to be sent out on your behalf – they can't!

We recommend you read the full list of the rules which can be found in Bye-Law 3: Elections here.

## Applying as a Group of Candidates (Slates)

Collective campaigning, otherwise known as running on a slate is allowed but regulated to ensure the slate does not have an unfair advantage over others.

The names of all students wishing to form a slate must be provided on your Nomination Form.

We'll be running candidate networking events to allow you to find people to run with, should you want to run with others:

Candidate Networking, 21 February 2024, 10am-12pm, AG07b, College Building.

The rules to consider when applying with others are:

All slates must be confirmed by the close of nominations, 15 February 2024, 11:59pm.

All candidates on a slate must share:

- A combined budget.
- A group name.
- At least one shared priority.
- A shared slate slogan.
- Publicity and branding.

The slate group name will appear next to each candidate on the ballot. All members of a slate are responsible for the actions of the students in their group.

All candidates in the election, regardless of whether they are on a slate or not can recommend other candidates to voters, however any candidate that is not part of a slate must not share publicity materials of any kind.

## Candidate Budget

Each applicant is allowed to spend up to £75 unless you are part of a slate and must not exceed this figure.

Any money you spend will be reimbursed to you within one month of election results. To claim your money back you must keep itemised receipts of everything you buy for your campaign.

If you are part of a slate, then your budget will be reduced based on the number of other people you are running in a group with.

Number of Candidates	Budget	Explanation
Single candidate	£75	Maximum budget allowed
2 candidates running together	£112.50	Maximum combined budget of 1.5 times the single candidate budget
3 candidates running together	£131.25	Maximum combined budget of 1.75 times the single candidate budget
More than 3 candidates running together	See below	Maximum combined budget of 1.75 times the single candidate budget, plus an additional 0.25 times for every additional candidate over 3
4 candidates running together	£150	As above
5 candidates running together	£168.75	As above

# Getting Help with Your Nomination (Recruiting Supporters)

Running in an election can be hard work so make sure you have a think about friends and course mates who might be able to help you. Remember, you are responsible for any person helping you with your election campaign so make sure they understand the rules.

Any person planning on supporting your campaign may attend the Applicant Briefing with you. Alternatively, they can access the recording to watch in their own time.

## Student Groups (Societies and Sports Teams)

City societies and sports team can support applicants, or groups of applicants in their election campaign. All group endorsements will automatically be accepted on behalf of you, unless you tell us that you would refuse an endorsement from a particular society or sports team.

### A group endorsement requires:

- The agreement of the society or team committee.
- A recorded agreement sent by the President or Captain to [SUElections@city.ac.uk](mailto:SUElections@city.ac.uk).
- Confirmation via email from the Union.

Once an endorsement is confirmed by the Union groups, they may then use their membership lists and social media to promote those they have endorsed.

Society or sports team funds must not be used to finance any election campaign.

If you are the President, a committee member, or otherwise hold a position of power in a society or sports team you must not command other students in the group to campaign or vote for you.

Remember, individual members of a society have the freedom to vote for who they want, so just because a group endorses you does not mean all members will vote for you.

## Student media

Student media groups (Carrot Radio, Carrot Magazine, Carrot TV) must remain impartial and cannot endorse any candidates on their official online channels and social media.



## Re-running Candidates

If you are currently an elected Student Officer (Students' Union Officer or Assembly Member) then there are additional rules that you need to be aware of.

All campaign publicity and public announcements must be agreed with Phil Gilks, Chief Executive or Chris Moore, Communications and Business Development from Monday 29 January – Thursday 29 February 2024 to avoid potential electoral advantage

The Union offices, including the Welcome Desk must not be used for electoral purposes.

Students' Union Officers needing to use the office for day-to-day work during voting days must agree in advance with the Chief Executive.

Students' Union Officers re-running to be a Students' Union Officer or Assembly Member must run entirely separately from their day-to-day work and are required to take annual leave from Monday 26 February – Thursday 29 February 2024.

These rules are to make sure that you are clear on what you can and cannot do in the lead up to the election, and so other candidates understand how we ensure everyone has a fair opportunity when applying for a role.

# Promotional Materials

We want students to be informed about who is running to represent them. Each candidate has a healthy budget to spend on electronic and printed promotional materials.

Here are some ideas for spending your budget, but remember - think sustainably and only order what you need:

Item	Estimated Cost
A6 recycled paper flyers (500)	£23 *
A3 Posters (50)	£20 *
Cardboard for signs	Free (ask our team)
Paint, brushes, pens	Free (ask our team)
Double sized mini business cards (1000)	£30 *
Blu Tack	£2
Total	£75

\* Print costs based on [solopress.com](http://solopress.com)

Remember, your promotional materials need to last until vote week so don't use them all quickly!

In addition to your own promotional materials the Union will promote each candidate on printed materials, our website and social media platforms, including but not limited to:

- Flyers
- Candidate booklet
- Union elections website
- Union social media channels

Restricted items and placement

- Balloons are not allowed under any circumstances.
- Stickers are not allowed under any circumstances.
- Promotional materials must not be put on fire exits, fire extinguishers or anything else that puts peoples' safety at risk.

**Don't forget to add to attend the Pizza and Painting session to get hold of your free campaign t-shirts and pizza on Friday 23rd at 11am**

# Voting

Voting for the elections opens on Monday 26 February, 9:00am and closes on Thursday 29 February, 4:00pm.

Voting will be by single transferable vote – this means when students vote they will number their candidates by order of preference.

All voting is open 24 hours a day for the duration of the voting period.

All voting will take place online and we will design promotional materials to make sure students know about all the candidates they can vote for.

There will be voting stations located on campus, below is the timetable so you can organise your time accordingly.

	<b>Mon 26/02</b>	<b>Tues 27/02</b>	<b>Weds 28/02</b>	<b>Thurs 29/02</b>
<b>Pavilion, Northampton Square</b>	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm
<b>Walkway, Northampton Square</b>	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm
<b>SU Welcome Desk, Tait Building</b>	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm
<b>Bayes, Bunhill Row</b>	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm
<b>Rhind Building, St John Street</b>	Election Assistants will be roaming at various times			
<b>Law School Building, Sebastian Street</b>	Election Assistants will be roaming at various times			

## Complaints

We want the elections to be enjoyable for all candidates, students and staff so if you are worried that a rule has been broken by another person, just let us know.

To submit a complaint, fill in this form.

We will get back to you within 24 hours. From the point you submit your complaint, through to the complaint being closed.

This is normally what happens during the complaints process:

1. Complaint submitted; Deputy Returning Officer notified.
2. Complaints reviewed in order they are submitted.
3. Investigation starts, complainant receives notification of complaint raised against them.
4. Deputy Returning Officer reviews evidence submitted.
5. Following an investigation all students involved in the complaint contacted.
6. If required, additional evidence and information is requested.
7. Final decision is made by Deputy Returning Officer based on evidence.
8. Complaint outcome is communicated to everyone involved.
  - a) If a minor sanction is applied to a candidate there is no right of appeal.
  - b) If a major sanction, such as disqualification, is applied then the candidate may appeal to Peter Robertson, Returning Officer and must do so within 24 hours of the outcome being communicated.
9. Complaint closed.

**The deadline for submitting a complaint about a candidate or slate is Thursday 29 February, 5:00pm.**

**The deadline for submitting a complaint about the vote count is within one day of the results being announced.**

# How to nominate?

## Completing your nomination

Nominations close: Thursday 15 February 2024, 11:59pm

Candidate training: Wednesday 21 February 2024, 10:00am

Nomination link: [click here](#).

Equality monitoring form: [click here](#).

Book a meeting with us - [click here](#)

## Contact information

Visit us at the Students' Union in the Tait Building, Northampton Square and ask us anything

Alternatively, you can email the elections team on [SUElections@city.ac.uk](mailto:SUElections@city.ac.uk)

If you wish to speak with Phil Gilks, Deputy Returning Officer or Peter Robertson, Returning Officer please email the Union first using the email above.

# Jargon Buster

Word	Definition
<b><i>Slate</i></b>	A group of candidates that formally organise and run together in the elections on common priorities.
<b><i>Job share</i></b>	Up to two candidates may run on a Job Share for one Students' Union Officer position. They will be treated as one candidate for the purposes of the elections and the combined job share will equal the equivalent of one full time Students' Union Officer.
<b><i>Supporter</i></b>	Any person who supports a candidate in their election. Candidates are responsible for the actions of their supporters.
<b><i>Student group</i></b>	Any Union or City, University of London affiliated group of students including but not limited to Societies and Sports Teams.
<b><i>Returning Officer</i></b>	The person who has sole responsibility for interpretation of election rules.
<b><i>Deputy Returning Officer</i></b>	The person who is responsible for the day-to-day management of the election and has the responsibility to ensure that the election is efficient and fair.
<b><i>Election Official</i></b>	An 'election official' includes the Returning Officer, Deputy Returning Officer, and any other person nominated by the Deputy Returning Officer to be an election official.
<b><i>FAQs</i></b>	You can also find helpful <a href="#">FAQs here</a>

# YOUR UNION

has lobbied hard to bring about many of the changes you wanted to see here at City in the last year.

**DIVESTMENT FROM FOSSIL FUEL COMPANIES** The University have committed to reducing carbon emissions that harm the planet by divesting from fossil fuel companies.

**COST OF LIVING SUPPORT**

The October launch event of the Cost of Living hub gathered more than 300 students, our November hub attracted around 200 attendees. Both events effectively raised awareness about the available cost of living support for students.

**STUDENT FRIENDLY EXTENUATING CIRCUMSTANCES APPLICATIONS**

We helped bring about a review into Extenuating Circumstances and provided feedback to ensure a more efficient process for students.

**SUPPORTING YOU THROUGH STRIKES**

We supported City students during a series of strikes this year in reducing its impact on your studies and making sure you still had access to the support you need.

**UNITU PLATFORM LAUNCHING**

We have been working behind the scenes to bring a new student voice platform next year for City students to have their course and department issues resolved more effectively.

ACADEMIC   
IMPACT



 **MAKE EVERY  
DAY BETTER**

[citystudents.co.uk/elections](https://citystudents.co.uk/elections)

