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Student group elections guidance

Introduction

So you're interested in running for election in a student group? Well you've come to the right place! This guide is designed to give you a whistle stop tour through how to get involved, key things you need to know, and some of the rules and regulations behind Elections.

Running in an election is a fantastic opportunity to get involved as a student leader, develop a range of skills to help you throughout your life and to meet new people. We look forward to working with you and seeing you run in the upcoming election. If you have any questions, get in touch with studentactivities@city.ac.uk

A little bit about us

We as City Students' Union are a democratic charity led by students for students. We are here to provide support, representation, events, communities and services for you, as students. As a separate organisation from the University we are always on hand to support you no matter your query.

Why run to be a student leader?

"Joining and being a part of societies have really made a difference to my student experience at City. If it wasn't for the society's events, I would not have met the incredible people I have met during my time here. I have learnt so much from student groups, and as a collective we are powerful! Societies really showcase that and if it wasn't for Palestinian and Islamic society which I was a part of I would not be here as your Vice President Community and Wellbeing of City Students Union. It helped build my confidence, identify and explore my interests which led me to pass a motion in the Students Union Student Members meeting. I would definitely recommend students to get involved and trust me I know how it feels to come to a big institution not knowing anyone but getting involved just makes your time here better." Rania Salim, VP Communities & Wellbeing 2019/20

Key Dates

The following dates are key points in the Elections journey, so you are aware how much you can get involved with and not to miss any important dates!

Nominations Open: Friday 7th February 1pm

Nominations Close: Friday 28th February 11.59pm

Voting Open: Monday 9th March 1pm

Voting Close: Monday 23rd March

Voting Announced: Monday 30th March 1pm

Nomination Process

Here's the key information you need to know:

- By standing for election, all candidates agree to the Students' Union policies, articles and regulations. This is really important, as these documents govern how we operate, run and support students effectively. Unsure what these are? You can find them online at this link: <https://www.citystudents.co.uk/about-us/govdocs/>
- All candidates agree for their data to be shared with the University for Election Administration Purposes. This will help us to support all elected leaders in undertaking their committee duties such as booking a room or being uploaded on to our website.
- Any nominations submitted passed the deadline, will unfortunately not be able to be considered. This is to be fair and transparent with the guidance and dates set for all students.
- Students cannot run for multiple student group positions in one group, yet can run for multiple roles across elections. We do however recommend, you don't run for too many roles. This will not only help you maximise your opportunities but also, provide you with the time and space to enjoy your committee role.
- Standing in any election confirms that you have confirmed your eligibility to run, including your membership of the student group and your enrolment at City.

Ready to submit your nomination?

There are a few bits of additional information you can send in when submitting your nomination online. The key fields such as your name, role, group, are compulsory but there are some things on top you can submit to help students understand why they should vote for you or what you are standing for.

Photograph: this helps everyone know who you are and help you stand out from the crowd. Top tip: this should be a clear head shot submitted as a .jpeg or .png.

Statement: this is a short summary of why you are running for the role and what you would want to do in the position.

The above will be displayed on the website for any prospective voters and each candidate will be displayed alphabetically within each group's election.

Reminder: just like all of the election process, there are some key points to remember throughout:

- You can't talk about any other candidates when promoting yourself in the election. This is important to represent yourself but ensure you are not slandering any other candidates.
- You mustn't use the Students' Union, University or College logos/crests in any promotional materials.
- Students' Union resources, including (but not limited to) computers and premises must not be used to produce, store or assist in the production of campaign materials.
- All manifesto summaries, will be approved by the SU Activities team before being approved online.
- Once nominations are closed, no changes to online materials or elections, will be accepted.

Campaigning

It's important to promote that you are running in the election, to create as much awareness within your student group or student communities. For our student group elections, the main focus for campaigning is online. This isn't just limited to the elections website but also can be done via social media.

Key things to remember

- You can't collectively campaign, which means running alongside another student running in the election. It must be individual, to represent you fully.
- Your campaign material can't look similar to any other candidates.
- Societies can't endorse individuals running in elections for student group leader elections.
- All election regulations still apply to any online campaigning.
- You can distribute posters throughout campus but ensure any stuck-on walls use white tac and do not cover material already up.
- You must not use any position you already hold to promote any election you are in i.e. if you are re-running to be a society President, you cannot use your society's weekly social to attract votes unless all candidates also have that same opportunity.