

**THE CANDIDATE GUIDE TO
STUDENTS' UNION
ELECTIONS**

#onesmallstep



U N I V E R S I T Y O F

Lincoln

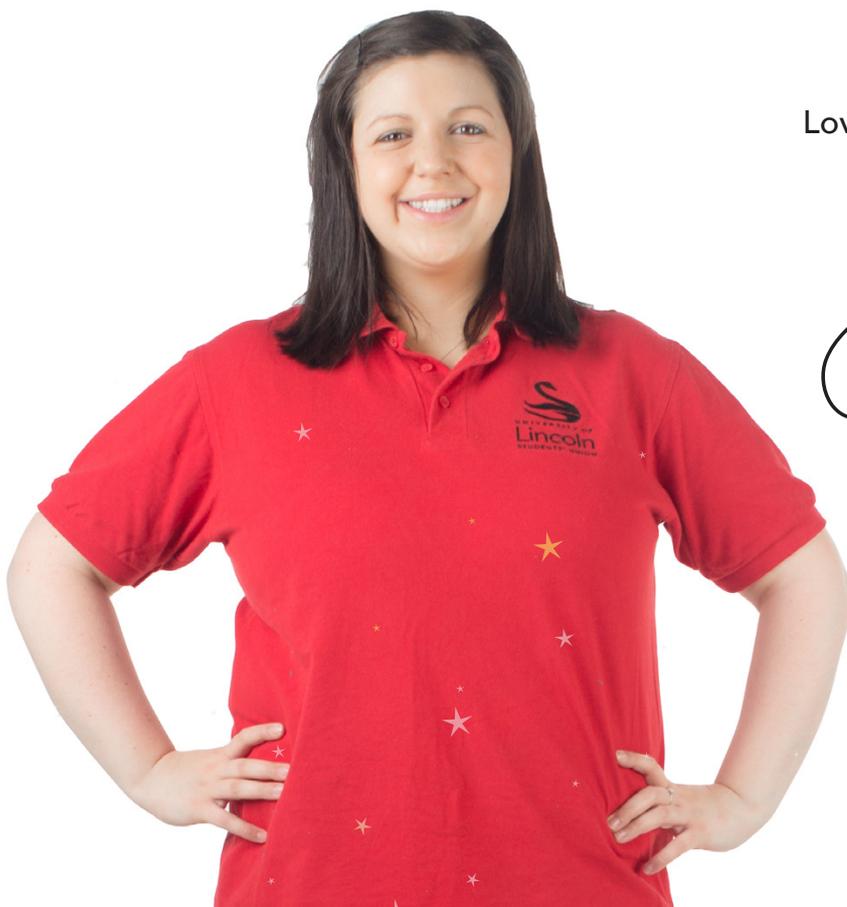
S T U D E N T S ' U N I O N

Hi!

It's Students' Union Election time again, and it's going to be a great time for everyone involved. The Elections are your opportunity to stand up and be counted, to say 'I want to make a difference', to

COME ON BOARD

The elections process is a hugely rewarding one. As your Students' Union we're proud to offer students from all backgrounds and all areas of the University an opportunity to be elected for Student Leader and Volunteer Officer positions.



You'll have heard a lot about employability and how university experiences shape your future; well, this is one of those moments and you should grab it with both hands, because working with students on a daily basis is one of the most exciting parts of all of the roles.

If you want to make a difference in your student community and to the student experience, running in the Elections is definitely right for you. It's your time to

BE A LEADER

Enjoy every second.
Happy campaigning!

Love,

Hayley Jayne Wilkinson
Students' Union President
2015 - 2016



IN THIS GUIDE

06

KEY DATES

for the elections process

12

WHAT PLANET ARE YOU ON?

Get to know what roles are available

08

DON'T BE ALIENATED, BE NOMINATED

Elections: What they mean for you and your Students' Union

14

THE ROLE OF A STUDENT LEADER

Learn more about the roles and their responsibilities

10

IT'S TIME TO JOURNEY HIGHER

Information about the Elections process and how we can help you

20

THE ROLE OF A VOLUNTEER OFFICER

Learn more about the roles and their responsibilities

26

NOMINATING YOURSELF

Important info about the nomination process

34

TAKE US TO YOUR LEADER

Important information about the voting process

28

CAMPAIGNING – ONE SMALL STEP

Hints, tips and rules about campaigning in the SU Elections

36

DO YOU READ ME?

Useful contacts

30

THE RULES

Dos, Don'ts and Regulations for running in the Elections

KEY DATES

ONE SMALL STEP FOR YOU... ONE GIANT LEAP FOR CHANGE

Learn more about the structure of the Students' Union, the role of Student Leaders and Volunteer Officers, and why nominating yourself is a great thing to do. Also hear about the Elections process, the skills you'll gain, and how to network.

Tuesday 1st December, 5-6pm, JUN0003
Thursday 3rd December, 6-7pm, BL1102
Tuesday 19th January, 6-7pm, BL1102
Thursday 21st January, 5-6pm, BL1102

COUNTDOWN TO CAMPAIGNING

This one is all about planning, from social media to your team, marketing materials to budget. You'll also learn about the Dos and Don'ts of Elections.

Thursday 4th February, 5-6pm, BL1102
Tuesday 26th January, 6-7pm, BL1102

HOUSTON... WE HAVE A SPEECH TO MAKE

Tips on effective public speaking, lecture shouts, Candidate Question Time, one-on-one interaction and the Apathy Staircase.

Tuesday 9th February, 5-6pm, JUN0003
Thursday 11th February, 6-7pm, BL1102

NOMINATIONS

During this time you can submit your nomination form at lincolnsu.com/elections. Late submissions will not be included in the Election.

**Wednesday 13th January to
Friday 12th February**

CANDIDATE BRIEFING

The Returning Officer, who oversees the Election process, will lead this session, going over the rules and useful tips. You will have your photo taken here. **This session is compulsory for all candidates.**

Thursday 18th February, 5pm

CANVASSING STARTS

Candidates are forbidden from canvassing for votes before this time. All candidates must attend a Briefing prior to commencing canvassing.

**Thursday 18th February,
after Candidate Briefing**

VOTING

Voting takes place at lincolnsu.com/vote – it's really important that all students vote in the Elections. Please note, as a candidate you must hand in your declaration of spend form before the close of voting.

**Monday 22nd February, 9am
to Friday 26th February, 2pm**

STUDENT LEADER CANDIDATE QUESTION TIME

This is compulsory for all Student Leader candidates. You must deliver a two minute speech and respond to questions from the floor. All students can attend.

Friday, 19th February, 7pm

CANDIDATE BREAKFASTS

This is designed to give you daily voting statistics and is a chance to ask questions. We also want to make sure you're looking after yourself, including eating and drinking enough, so please come along.

**Tuesday 23rd to Friday 26th February,
9-9.30am, The Hub**

CANDIDATE EVENING MEALS

These will take place on the four full days of voting, as a chance to socialise with other candidates and make sure you're eating.

**Monday 22nd February to Thursday
25th February, 6pm in Tower Bars**

ELECTIONS CLOSING MEAL

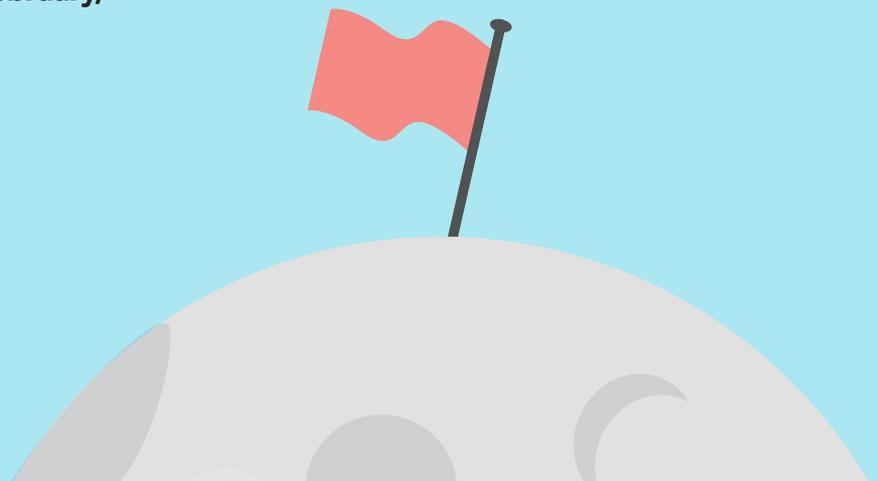
This will take place after voting closes, and is an opportunity to relax after a fun but busy week. It's also a chance to socialise with other candidates and reflect on the week.

**Friday 26th February, after close of voting,
2pm in Tower Bars**

RESULTS NIGHT

Everyone is invited to Results Night to share in the excitement with other students. It's a night full of suspense; a lot of fun and not to be missed!

Friday 26th February, 7pm in Tower Bars



DON'T BE ALIENATED, BE NOMINATED

Elections: What they mean for you, and why they're so important to your Students' Union

WHY DO WE ELECT?

Democracy is a fundamental aspect of how we function; it ensures that all students' voices are heard. The election of Officers as representatives is enshrined by law in the 1994 Education Act because it is so important. Running elections means fair representation of all voices at the university and a leadership of the Union which is endorsed as thoroughly as possible by the student body.

HOW IS THE STUDENTS' UNION RUN?

As a registered charity, the work of the SU is overseen by a Board of Trustees, made up of a majority of student representatives; these are joined by five external trustees, selected on the basis of specific, required expertise and skills. The Board of Trustees ensures the Students' Union operates within the law, its financial means and towards its strategy.

WHAT WILL MY ROLE BE WITHIN THE UNION?

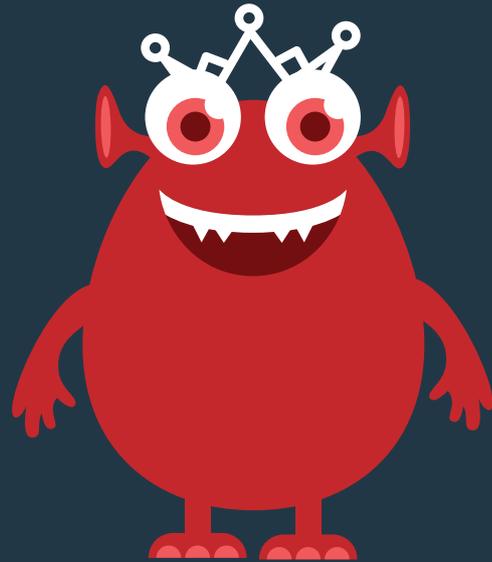
Your primary role as an elected Officer will be to represent students' views and needs. As a Student Leader you will be a member of the Students' Union Executive Committee; as a Volunteer Officer you will be a member of Student Council, which meets once a month and to which all students are invited.

The Executive Committee make the day-to-day decisions that direct what the SU does. Student Council provides an opportunity for all students to hold Student Leaders and Volunteer Officers to account and to see what developments, decisions or changes have been made since the previous meeting. It is important that any decisions you make are based on evidence, and you will have to be comfortable communicating these decisions to students, the University and the local community.

WHAT OPPORTUNITIES DO I GET AS A STUDENT LEADER OR VOLUNTEER OFFICER?

As an elected Officer you will:

- Be a big part of the team that was crowned **NUS Students' Union of the Year 2014**
- Influence big decisions that the University and the Union make to better the lives of students in Lincoln for years to come
- Implement the Students' Union Strategic Plan, ensuring it is working towards the goals students have set out for us
- Organise events and activities, involve students on important issues, and be part of the Students' Union team that continuously improves students' lives in Lincoln
- Be part of the democratic processes of the Students' Union, improving skills which make you an effective representative and which can be carried into employment
- Attend training sessions to further develop your skills in public speaking, leadership, management, equality and diversity, and much more
- Organise events and activities, involve students on important issues and be part of the SU team that continuously improves students' lives in Lincoln
- Be part of the democratic processes of the Students' Union, improving skills which make you an effective representative and can be carried into employment
- Attend training sessions to further develop your skills in public speaking, leadership, management, equality and diversity, and much more



Last year, 89% of candidates felt they had developed skills which would help them after university as a result of running in the elections.



IT'S TIME TO
*Journey
Higher*

WHO CAN NOMINATE THEMSELVES FOR ELECTION?

All students are eligible to stand for election if they are members of the SU and are in good standing with the University. Student Leader roles are full-time, paid positions lasting for one year; if you're not in your final year, you would need to take a break from your studies. Volunteer Officer positions allow you to continue your studies alongside the role. You will log your volunteering hours via our website and can achieve a Students' Union Volunteering Award for doing so; this can also contribute to the Lincoln Award.

WHEN SHOULD I START?

Newly elected Volunteer Officers and Student Leaders will start work on 13th June 2016, and will begin their roles on 20th June 2016. If you are successful in running to be a Student Leader, you must be available throughout these two weeks. All Volunteer Officers will need to be available for a two day training and induction (and fun!) session in the first week of September. Student Leaders will also be required to attend.

WHY SHOULD I RUN FOR ELECTION?

Being part of the elections process is one of the most rewarding experiences you can have while at University. You will develop new skills and gain a lot of experience in public speaking, planning, expressing ideas, running a campaign and more. It is an incredible opportunity to lead students, develop yourself personally and professionally, and create positive change for all students.

WHAT DO I DO IF I WANT TO RUN FOR ELECTION?

First, decide which role you feel you would be most suited to; we'd recommend speaking to the current Officer about what their role entails. Along with information about the nomination process, detailed role descriptions are included in this pack on page 14 and are available at lincolnsu.com/elections

HOW CAN THE SU HELP ME?

If you're thinking of running, we can help you every step of the way. If you have general queries about running or the process of elections, you can email elections@lincolnsu.com

We're also running workshops to help clear up frequently asked questions and give you an opportunity to develop skills in campaigning, delivering speeches, and more.

Our workshops are designed to help you see the huge potential you have as a Student Leader or Volunteer Officer and highlight how effective you'd be in your chosen role. A common barrier that concerns people is that they have never been part of a campaign up to this point, but don't worry – since you've been at University you've developed skills which are vital to campaigning, whether you realise it or not. What's more, we'll offer support, information and advice when you need it and our workshops will be really beneficial.

Find the dates of all our workshops on page 8 and on the Elections website.



What
Planet
ARE YOU ON?



THERE ARE A VARIETY OF GREAT ROLES AVAILABLE. HOW WILL YOU BE A LEADER?

THE STUDENT LEADER POSITIONS:

- Students' Union President
- Vice-President
Academic Affairs
- Vice-President
Welfare & Community
- Vice-President Activities
- Vice-President International

THE VOLUNTEER OFFICER POSITIONS

- Sports Officer
- Societies Officer
- LGBT+ Students Officer
- Disabled Students Officer
- International Students Officer
- Mature Students Officer
- Women Students Officer
- Gender & Sexuality
Students Officer
- Black & Minority Ethnicity
Student Officer

• College of Arts Officer

- School of Architecture & Design Rep
- School of History & Heritage Rep
- School of English & Journalism Rep
- School of Film & Media Rep
- School of Fine & Performing Arts Rep

• College of Science Officer

- School of Life Science Rep
- School of Computer Science Rep
- School of Engineering Rep
- School of Pharmacy Rep
- School of Chemistry Rep
- School of Maths & Physics Rep

• College of Social Science Officer

- Lincoln Law School Rep
- School of Health & Social Care Rep
- School of Psychology Rep
- School of Social Science Rep
- School of Sport & Exercise Science Rep

- Community Reps
(Carholme, Abby, and Park Wards)

- Raise & Give (RAG) Officer

THE ROLE OF A *Student Leader*



STUDENTS' UNION PRESIDENT

The President will:

- Support and co-ordinate the activities of the other Student Leaders
- Act as the Executive Committee's liaison with the Chief Executive
- Co-ordinate the development of the democratic structures of the Union, ensuring that regular meetings of the Executive, Student Council, and Trustee Board are held as outlined in the Constitution
- Oversee the development of Student Council
- Build and maintain professional working relationships with Senior University staff and use these links to promote the interests of students
- Lead campaigning and lobbying activity of Government/Local Council on student issues
- Ensure students are represented in the development of the University's estates and on project groups for new buildings
- Act as lead officer in the organisation of the Freshers' Week, working with other Officers and staff
- Act as Chair of the Board of Trustees, attending meetings and reporting to its members alongside the other Student Leaders
- Student Representative on the Board of Directors of Lincoln Students' Union Trading

Key contacts include:

- Vice Chancellor and all Pro Vice Chancellors
- Governors
- University Registrar
- ULSU Board of Trustees
- City Councillors and Local MPs

Key meetings include:

- Academic Board
- Board of Governors
- Executive Board
- Board of Trustees (Chair)
- Lincoln Students' Union Trading Board of Director Meetings

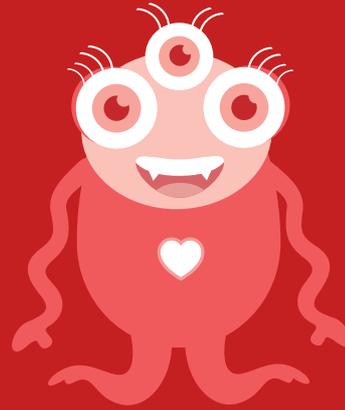


VICE-PRESIDENT WELFARE & COMMUNITY

The Vice-President

Welfare & Community will:

- Act as lead officer on equality and diversity issues, student welfare concerns and community relations
- Work closely with the SU Advice Centre, Student Services and Wellbeing to support and represent students in welfare-related cases
- Be responsible for policy and representation relating to student welfare, equality and diversity, community and citizenship
- Work to improve the integration of students into the local community
- Raise student awareness of student health, safety, society, culture, citizenship and finance
- Represent the concerns and views of students from all groups facing racism, unfair discrimination and harassment, and campaign for necessary/appropriate action
- Identify and oversee welfare priority development areas and related campaigns
- Support Liberation Officers in representing their groups and with the delivery of campaigns



- Oversee the development of the accommodation Accreditation Scheme, working with the University and other stakeholders
- Develop relationships with the local community including being the lead officer for community based volunteering
- Act as a member of the Board of Trustees, attending meetings and reporting to its members

Key Contacts include:

- Community Organisations
- Liberation Officers
- Director of Student Affairs
- Residential Services Manager
- SU Advice Team
- Student Services Department
- Local Councillors

Key meetings include:

- Carholme Community Forum
- Equality and Diversity Committee
- Student Finance Panel
- Education and Student Life Committee
- ULSU Board of Trustees
Board of Director Meetings

VICE-PRESIDENT ACADEMIC AFFAIRS

The Vice-President Academic Affairs will:

- Act as the lead officer in relation to the Student Academic Experience, Teaching & Learning, and Academic Representatives
- Work closely with the SU Advice Centre and Student Services to support and represent students in academic cases
- Work with staff to develop and deliver the Academic Representation system
- Identify and oversee education priority development areas and related campaigns
- Ensure students are represented and involved in the development of all elements of their academic experience, taking seats on University Committees
- Represent student views on the student academic experience to the University to enable continuous improvement
- Work to improve academic representation for postgraduate, mature, further education and international student groups
- Act as a member of the Board of Trustees, attending meetings and reporting to its members



Key contacts include:

- Vice Chancellor and Deputy Vice Chancellor
- SU Advice Centre
- Director of Student Services
- The Graduate School
- University Registrar
- Director of EDEU and the Student Engagement team
- International Office
- College Pro Vice Chancellors
- Head of ICT
- Postgraduate Reps
- College Officers
- School Representatives

Key meetings include:

- Academic Affairs Committee
- Academic Board
- Education and Student Life Committee

VICE-PRESIDENT ACTIVITIES

The Vice-President Activities will:

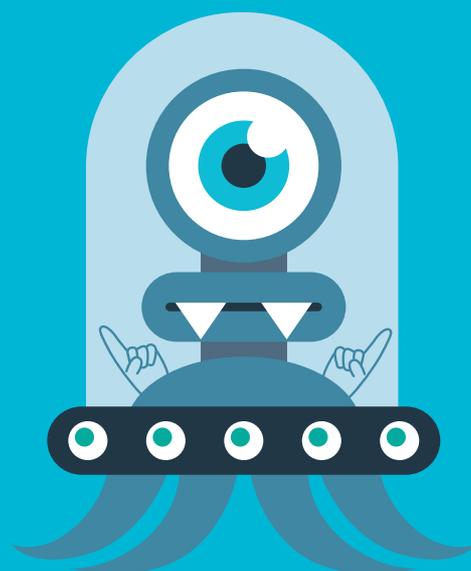
- Act as lead officer in relation to student-led Sports Clubs & Societies
- Be responsible for policy development relating to student-led Activities
- Work with the University to develop activities across all campuses and achievement levels
- Be the lead officer for the election, training and support of Activities
- Liaise with other universities for events which will benefit students, and the development of Activities such as Varsity and Tour
- Attend British University and Colleges Sport Conference, and divisional and national meetings on behalf of the Students' Union
- Work with the Sports Centre and the school of Sports and Exercise Science Department to develop facilities, equipment and funding
- Act as a member of the Board of Trustees, attending meetings and reporting to its members

Key contacts include:

- Sports Officer and Societies Officer
- Committee members of Sports Clubs and Societies
- Sports Centre Manager

Key meetings include:

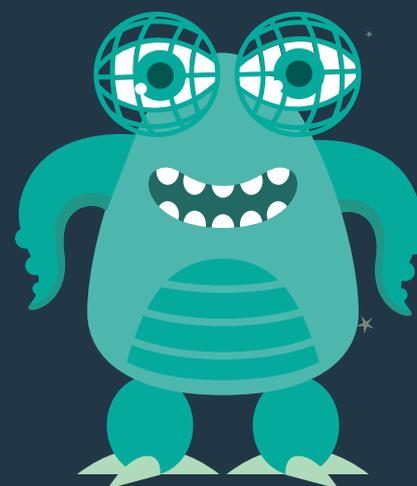
- Operations Group meeting
- Sports and Societies Committee
- Education and Student Life Committee



VICE-PRESIDENT INTERNATIONAL

The Vice-President International will:

- Liaise with Students' Union Marketing team and the International Office to produce an Internationalised welcome pack
 - To represent all international and EU students, both Undergraduate and Postgraduate, as well as Erasmus and Study Abroad students to the Students' Union, University of Lincoln and on a national level
 - Enhance the International student experience by creating social opportunities for all Home and International students to integrate
 - Provide appropriate support for all Home and International students to integrate during academic activity
 - Work with the Students' Union Advice Centre to provide appropriate support for issues relating to the international student experience
 - To lead on any campaign associated with improving the international student experience
- To work with SU and University staff as well as student officers to fully implement the new Vice President International role and the International Zone
 - To lead on International Students' welcome week, considering all aspects of the process such as arrivals, accommodation and social activity

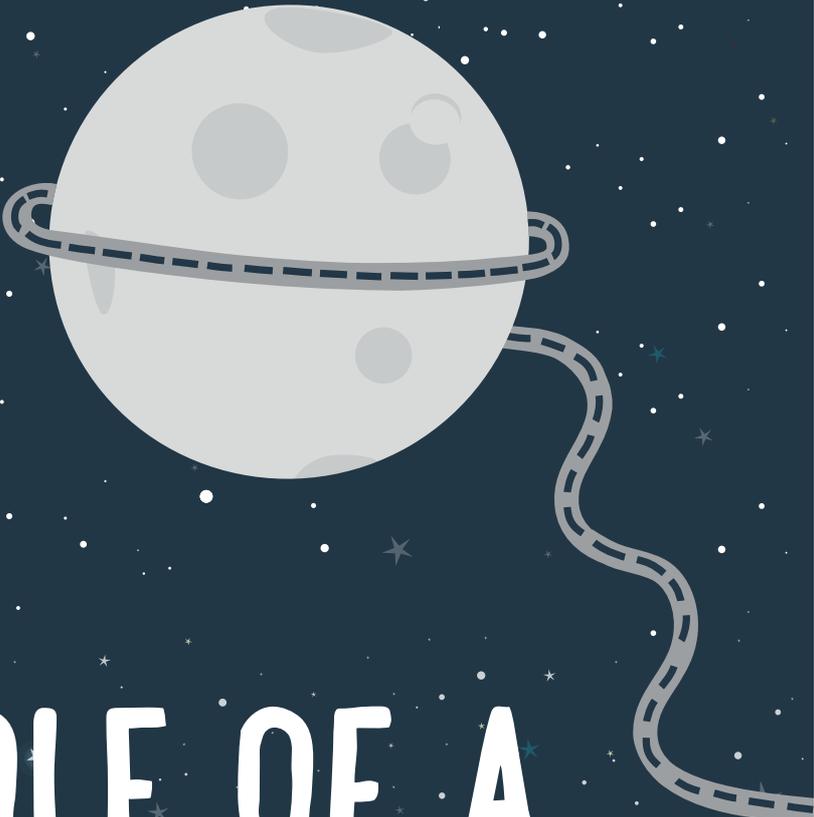


Key contacts include:

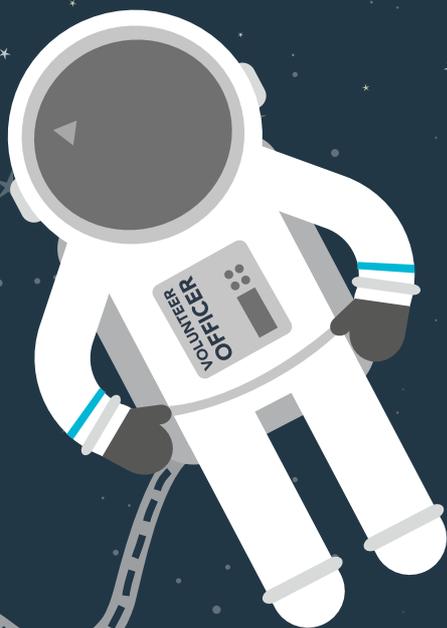
- Vice Chancellor and all Pro Vice Chancellors
- Deputy Vice Chancellor (International, Marketing & Communications)
- Governors
- University Registrar

Key meetings include:

- Academic Board
- Education and Student Life Committee
- Board of Governors
- Executive Board
- ULSU Board of Trustees



THE ROLE OF A *volunteer officer*



SPORTS OFFICER

Work with the VP Activities and Activities Department to:

- Support the development of Sport Clubs by attending games and events
- Identify issues raised by clubs and feedback to the Activities team
- Support the development of Sports Committee
- Chair Sports Committee meetings
- Represent student views to Students Council then complete the feedback loop to students.
- Raise the profile of sport at the University of Lincoln
- Encourage students to set up new sports clubs
- Support the VPA in the organisation of Varsity, Tour and other events and activities which will benefit students and the development of Activities

SOCIETIES OFFICER

Work with the VP Activities and Activities Department to:

- Support the development of Societies by attending meetings and events
- Identify issues raised by Societies and feed back to the Activities team
- Chair and support the development of Societies Committee
- Represent student views to Student Council
- Raise the profile of Societies at the University of Lincoln
- Encourage students to set up new Societies
- Support the Vice President Activities in the organisation of Tour and other events and activities which will benefit students and the development of Activities



LIBERATION OFFICERS

(Black & Minority Ethnicity, LGBT+, Disabled, Womens, Gender & Sexuality, and Mature Officers)

Work with the Executive team and relevant staff to:

- Chair Committee meetings for their group
- Support the development of Groups by attending meetings and events
- Provide a safe and supportive community for those who self-define within their Group
- Identify issues raised by Groups and feed back to the Executive Committee
- Ensure Equal Opportunities and Zero Tolerance policies are fair to members and are always adhered to
- Organise campaigns to positively impact issues affecting those who define within their community
- Represent the views of their members to the Union and Student Council
- Raise the profile of their Group at the University of Lincoln and make links with similar groups in the local community
- Raise funds to support their Group's aims

COMMUNITY REPS x3

(Carholme, Abby or Park Wards)

Work with the VP Welfare & Community, relevant SU staff and external partners to:

- Ensure a safe and supportive community in their assigned Ward for all students at the University of Lincoln
- Offer support to students living in their Ward
- Represent views of students in their assigned Ward to the SU, the University, City of Lincoln Council, partner organisations and local residents, by attending all relevant community meetings
- Ensure a culture of respect between neighbours is adhered to
- Organise campaigns to increase awareness of student issues within their Ward
- Forge links with other Students' Unions and relevant organisations within the local community, regional area and nationally
- Address Anti-Social Behavioural issues within their Ward through working with local partners
- Promote community volunteering within their Ward, in partnership with the Volunteering Department and local residents

RAISE AND GIVE (RAG) OFFICER

Work with the VP Activities
and Volunteering and Activities
Teams to:

- Chair all meetings of the RAG Committee
- Authorise decisions effecting RAG with approval from the VP Activities and the Executive Committee
- Lead the RAG Committee in undertaking activities with the aim of raising as much money as possible by legitimate means for the benefit of selected charities (both local and national)
- Ensure all activities are safe and follow the agreed health and safety procedures



COLLEGE OFFICERS

(College of Social Science, Arts,
Science and Business)

Work with the VP Academic
Affairs and Student Voice team to:

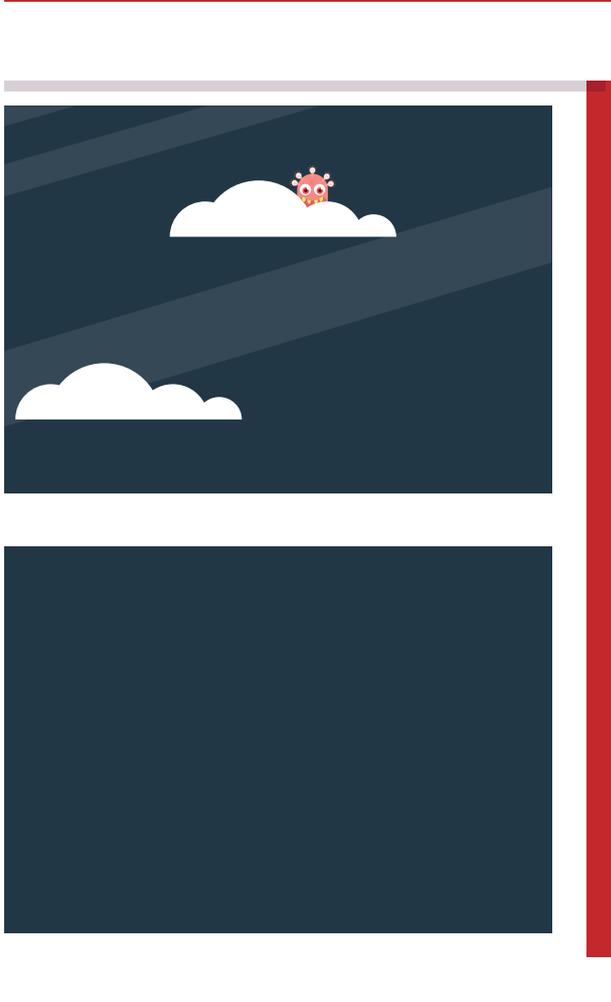
- Support the development of the Representation system by attending meetings and encouraging students to become Reps
- Identify issues raised by Reps and students and feed back to the Union
- Support the development of and encourage attendance at Rep Forums
- Represent student views to Student Council and the University
- Raise the profile of Academic Representation at the University
- Lead activity and campaigns to improve the students' academic experience
- Guide and Support the School, Course and Postgraduate Representatives in their role

PG OFFICER

This role will be elected in October

Work with the VP Academic
Affairs to:

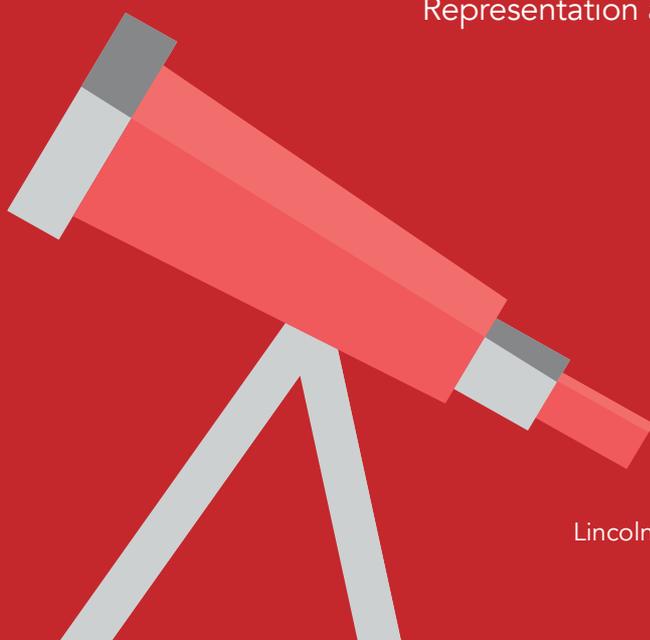
- Represent Postgraduate Students to the Union and University through the Academic Zone and Council Meetings
- Build a community of Postgraduate students to enhance the University experience for this group
- Ensure that the views of Postgraduate students are represented across all relevant areas of the University
- Support the Students' Union to provide appropriate social activities for Postgraduate Students
- Run campaigns which improve the student experience for Postgraduate students



SCHOOL REPRESENTATIVES

Work with the VP Academic Affairs and Student Voice team to:

- Support the development of the Representation system by attending meetings and encouraging students to become Reps
- Identify issues raised by Reps and students and feed back to the Union
- Support the development and encourage attendance at Rep Forums
- Represent student views to Student Council and the University
- Raise the profile of Academic Representation at the University



NOMINATING YOURSELF

You will need to complete a nomination form, including:

- A good quality photo of yourself, preferably a head-and-shoulders shot
- Your publicity designs, which will be approved to ensure they are appropriate
- A short Candidate Statement, to go with your photo on the elections voting page (100 characters)
- Your candidate manifesto (500 words)

All this is done via the Elections website lincolnsu.com/elections – Just have your photo and designs ready to go with your reasons for standing.

Candidate Manifesto

Your manifesto should be a maximum of 500 words, explaining why you are running, what makes you a good candidate, and what you plan to do if you are elected. Your plans should be realistic, evidence-led, and student-focused.

Please be positive about other candidates or current officers if you have to name them in your manifesto.

Candidate Statement

Your candidate statement should be 100 characters. It will appear with your photo on the website when people log in to vote at lincolnsu.com/vote

We may also Tweet it out to promote the elections candidates.

Artwork

You must electronically submit your artwork for your poster, flyer and anything else, with your nomination form, by the close of nominations on the **12th February 2015 at 12pm**. Nominations received after this will not be accepted.

Once you have submitted

Once you've submitted your nomination, it will be checked to make sure nothing within it is offensive, and the University will check that you do not have any fee payments outstanding that would prevent you running (this does not refer to your Student Loan).

After your submissions have been checked, you will receive an email to confirm that your nomination has been accepted. This email will tell you about the next steps, upcoming events, and how we can further help you.

PUBLICITY MATERIALS

Each candidate is allocated the printing resources noted below, for free, from the Students' Union. You will receive them at Candidate Briefing as part of your candidate pack, which will give you materials that can help you during elections.

STUDENT LEADER CANDIDATES

50 x A3 Colour Posters
25 x A4 Colour Posters
500 x A5 Colour Flyers
(Double-sided)

VOLUNTEER OFFICER CANDIDATES

50 x A4 Colour Posters
250 x A5 Colour Flyers
(Double-sided)

All printing will be on white paper and no other posters or flyers will be supplied by the SU. Additional printing will have to be taken from your elections spending, but we advise you to consider whether this is the best use of money.

In addition to the SU paying for the above print resources, candidates may spend their own money on the campaign: up to £100 for Student Leader candidates and £50 for Volunteer Officer candidates. This expenditure will not be reimbursed by the Students' Union.

Receipts and records of spending must be kept as they are required by the Returning Officer. These Declaration of Spend forms must be submitted by 12pm on 25th February; late submissions of spending will incur penalties.

Candidate Briefing

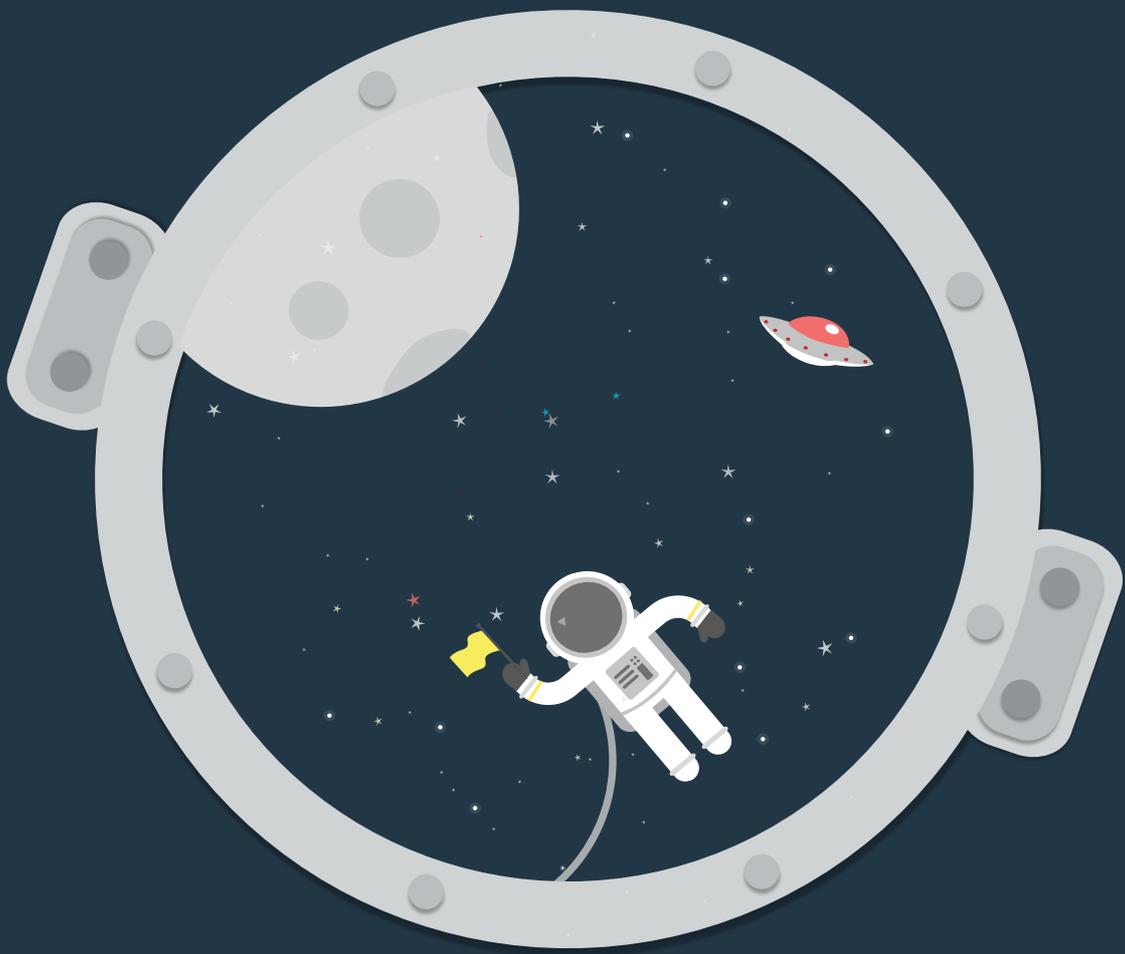
All candidates running in the election are required to attend the compulsory Candidate Briefing session. This is when we will go through the rules and regulations of the election in more detail, answer any questions you have and give you even more top tips on how to make the most of running in the elections.

This will take place at 5pm on Thursday 18th February 2015.

If you are unable to attend you must tell us as soon as possible so that we can rearrange a session for you to attend. You will not be allowed to begin campaigning until you have received a candidate briefing.

CAMPAIGNING

one small step



START OF CAMPAIGNING

The Returning Officer will announce the start of campaigning at the Candidate Briefing on Thursday 18th February.

You will not be allowed to start campaigning until you have attended a Candidate Briefing.

Your artwork and manifesto will be printed by the Students' Union and will be given to you in the briefing. This will also be a great opportunity to have any final questions answered and get helpful hints and tips.

HELP DURING CAMPAIGNING

The Students' Union is here to give you support and encouragement while you're campaigning. We'll be hosting a Candidate Breakfast session in The Hub, 9-9.30am starting on **Tuesday 23rd February, until Friday 26th February**. Here you can ask for help or advice, discuss any concerns you may have and get an update on the daily voting figures, which will help you target your campaigning each day.

STUDENT LEADER CANDIDATE QUESTION TIME

Candidate Question Time is compulsory for candidates running for Student Leader positions. If you don't attend you will be disqualified from the elections. You will be expected to deliver a two minute speech and respond to questions from the floor. Anyone can attend, but only questions from Students' Union members will be permitted. **This will take place on Friday 19th February, 7pm in Tower Bar.**

LOOKING AFTER YOURSELF

The elections process requires a lot of energy! Make sure you're eating and drinking enough and take regular breaks, even if they're only short. We'll be running free candidate breakfasts (Tuesday to Friday) and evening meals (Monday to Thursday) during voting week; please do come along. While you will obviously want to campaign hard and make the most of the week, you also need to make sure you're taking care of yourself. We will also be providing **a late lunch on Friday 26th February in Tower Bar**, after voting closes.

THE RULES

Elections are a fun business... but also a serious one. Be clear on the rules

Remember, you are responsible for the actions of everyone campaigning on your behalf. You must make sure your campaign team is aware of the rules.

THE RETURNING OFFICER

The Trustee Board and the University's Board of Governors jointly approve the Returning Officer every three years from candidate(s) proposed by the SU's Chief Executive. The Returning Officer is solely responsible for the interpretation of the election regulations.

Responsibilities of Returning Officer include:

- Enforcement of the election regulations and ultimate responsibility for the free and fair running of the elections
- To submit a report on the conduct of the elections to the Trustees and the University's Board of Governors, within one month following each election, stating whether the election was conducted freely and fairly in line with the Election Regulations and what steps could be taken to improve future elections. The report will be published on our website

- To co-opt up to four Assistant Returning Officers, one of whom may be nominated as a Deputy Returning Officer. The appointment of Assistant Returning Officers must be confirmed by the Elections Committee. The Assistant Returning Officers and Deputy Returning Officer may exercise the powers and duties of the Returning Officer under our Bye-Laws to the extent so permitted by the Returning Officer and references in Bye-Law 7

Powers of the Returning Officer include:

- Issue an oral or written warning to candidates
- Restrict the amount of publicity available to a candidate
- Disqualify a candidate
- Require the candidate to publicly correct or withdraw any inaccurate or prohibited statement, or to remove any prohibited publicity material
- Take any other appropriate action in relation to candidates
- To refer any incidents to appropriate University, Union or external authorities if the behaviour of a candidate or their campaigners/supporters break university regulations, Students' Union policies or the rules of other bodies
- Confiscation of election materials
- Require a candidate to issue an apology
- Create a code of conduct for candidates

RULES TO BE FAMILIAR WITH

Take a quick look at the Election Rules (Bye Law 7), which contain all regulations and procedures for the elections process. These will be explained further at Candidate Briefing on **Thursday 18th February, 5pm**. The rules can also be found on the website lincolnsu.com/byelaw7 – don't worry, you're not expected to know everything; we're here to help.

- There must be no open/public online activity before the official start of campaigning (which is at the end of the Candidate Briefing on 18th February).
- You may create and pre-prepare some activity/groups/pages on social media beforehand
- Any negative or derogatory online comments which you or your campaign team make may result in sanctions against you
- As with any rules, if you are deemed to have broken any, you may have sanctions raised against you
- Posters and publicity cannot go up prior to the start of campaigning on **Thursday 18th February**, at the end of the Candidate Briefing

- Remember **more campaigning less complaining!** The Returning Officer will make every effort to resolve complaints quickly. In the event of a breach of the rules, the candidates concerned will be sanctioned
- Campaign materials must be removed on the last day of voting. Any costs incurred for removal of materials, damage to property, or cleaning as a result of campaigning will be billed to the candidate
- Your Declaration of Spending form must be submitted to the Returning Officer by **12pm on 25th February**. If it is not handed in with the receipts or photocopies, you will be disqualified from the elections

Remember, the spending limit is £100 for Student Leader candidates and £50 for Volunteer Officer Candidates.

Please also remember the following when campaigning:

- No trespassing on private property
- All banners, posters etc. must be approved beforehand and are to be correctly, safely fastened
- Any damage caused to University property will be billed to candidates

WHAT WILL HAPPEN IF YOU BREAK THE RULES?

If a candidate or any member of their team is found to have broken the rules, the Returning Officer has the power to act in whatever way they see fit to preserve the fairness of the election. As a rough guide, considerations will be in two parts, as outlined below:

- Has the candidate deliberately broken the rules? If yes, then they may be disqualified
- Has the candidate unwittingly broken the rules? If yes, then the Returning Officer will decide on whether their actions have affected the election and will take steps to correct it.

The Returning Officer is likely to take one of the following decisions:

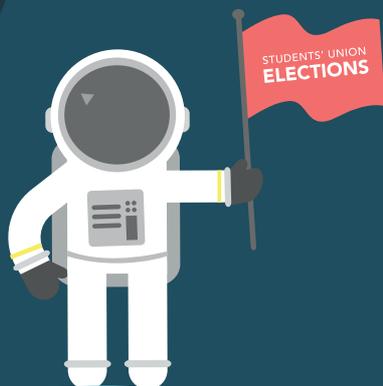
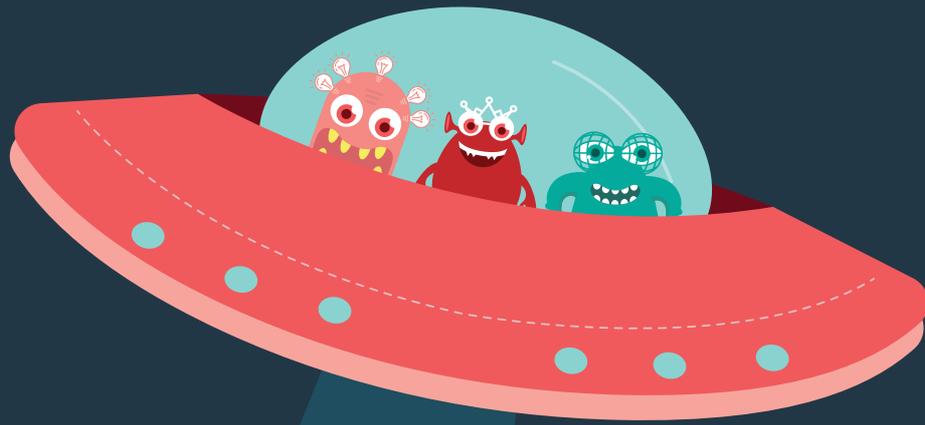
- Allow the election to continue with no action
- Disqualify the candidate
- Halt the election for that candidate
- Halt the entire election

Should you wish to make a complaint about another candidate, ensure that the complaint is made in a timely manner to the Returning Officer, via elections@lincolnsu.com – delays in submitting complaints are detrimental to the election and against the spirit of the event.

RIGHT TO APPEAL

Candidates who disagree with the decision of the Returning Officer have the right to appeal. Appeals against such decisions will be heard after the Election.

MORE INFORMATION FOR CANDIDATES CAN BE FOUND AT [LINCOLNSU.COM/ELECTIONS](https://lincolnsu.com/elections)



TAKE US TO
your leaders

TAKE US TO YOUR LEADER

WHO CAN VOTE?

Only members of the Students' Union will be eligible to vote. If you are currently enrolled at the University of Lincoln and have opted out of the Students' Union, you need to go to the Student Support Centre to be opted back in. You must do this before **5pm on Thursday 25th February 2015 at the latest**, otherwise you will miss your chance to vote.

WHAT VOTING SYSTEM IS USED?

The Single Transferable Vote (STV) system is the method used within all University of Lincoln Students' Union Elections. This method means you assign preference to each candidate ('1' being your top choice, '2' your second, and so on).

WHEN AND WHERE DOES VOTING HAPPEN?

Voting for elections is run online at lincolnsu.com/vote

The voting opens on **Monday 22nd February at 9am**, and closes at **2pm on Friday 26th February 2015**.

HOW DO I VOTE?

1. Go to lincolnsu.com/vote and enter your normal University username and password
2. You will then see a list of currently active elections. There will be a link for each of the roles you can vote for
3. Click on the role you would like to vote for, and rank each candidate in order of your personal preference. You don't have to rank all candidates, but your additional choices may be used to help determine the winner

So if your preferred candidate is M Nobody, you might put:

J Bloggs = 3

A N Other = 2

M Nobody = 1

RON = 4

As a candidate, it is important for you to campaign for first preference and encourage students who will not give you first preference to give you second.

WHAT IS THE SPOILT BOX FOR?

If students wish to spoil their ballot paper, they tick the 'Spoil' box. This will override any preferences they may have already placed on the ballot.

HOW ARE VOTES COUNTED?

When voting has closed, votes for each position will be calculated. Any spoiled or invalid ballots will be eliminated at this stage.

In order to win on the first round, a candidate must receive an amount of votes which equals or exceeds the quota.

ANNOUNCEMENT OF RESULTS

Results will be announced at Tower Bar on Friday 26th February, 7pm.

Everyone is invited!



HOUSTON, DO YOU READ ME?

HERE ARE SOME USEFUL NUMBERS.

GET IN TOUCH!

Returning Officer, Jennifer Barnes

elections@lincolnsu.com

For elections queries regarding the nomination process, the rules, etc.

Hayley Jayne, SU President 2015-16

president@lincolnsu.com

To find out more about the benefit and importance of being involved in the Elections





 01522 886 006

lincolnsu.com

 @lincolnsu

 fb.com/lincolnsu

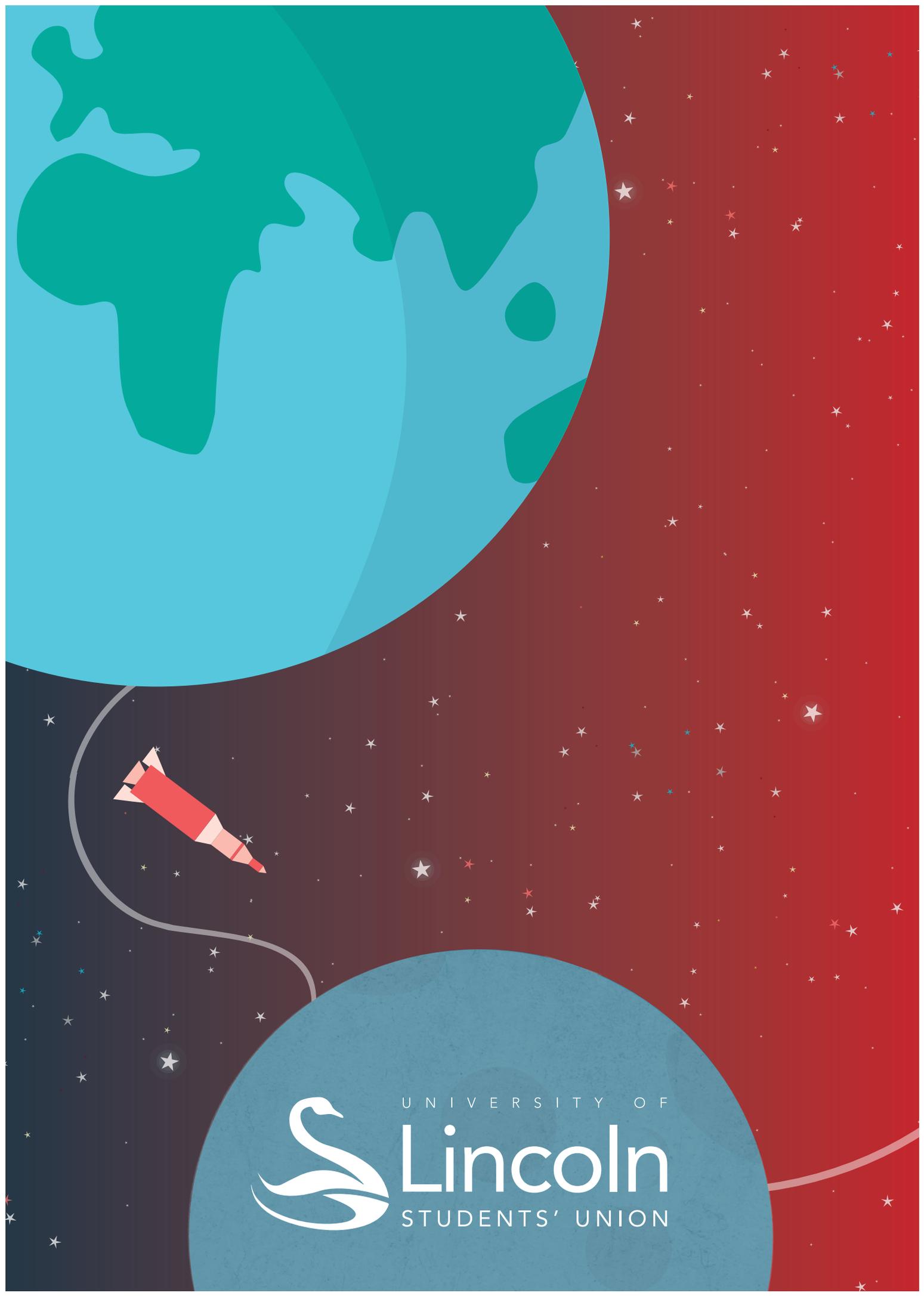
 unilincolnsu

COME ON

BOARD

BE A

LEADER



UNIVERSITY OF

Lincoln

STUDENTS' UNION