

STUDENT TRUSTEE  
**ELECTIONS**

Candidate Handbook

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# Introduction

## What is this pack for?

This pack is a guide for people interested in running in the **Student Trustee** elections. It should give you everything that you need to be a candidate, including information about the positions and how to nominate yourself.

**This nomination pack is for elections taking place Tuesday 10th March to Friday 13th March 2020.**

To nominate yourself, fill in the online form at [www.uwlsu.com/yourvoice/elections](http://www.uwlsu.com/yourvoice/elections). You can also fill in the form at the end of this pack, print it out and hand it in at the SU Reception at the St Mary's Road campus or email it to [su.elections@uwl.ac.uk](mailto:su.elections@uwl.ac.uk).

## What are elections?

UWLSU is run by students for students. Every year, we have elections to determine which students lead the Students' Union and represent student views.

You have the opportunity to vote in every single one of these elections. This is where you use your power as a member of the Students' Union to choose the people who you think represent you the best. You could even choose to stand for one of these positions – elections are open to all students at UWL.

## Eligibility to run

UWLSU members, as defined by the UWLSU constitution, are eligible to run in the elections, including Further Education and International students. There will be three eligibility checks - first once nominations are submitted, again if you are elected and finally at the start of your term in office. You have to be a UWLSU member throughout all checks. If you are worried about your UWLSU membership status, you are obliged to tell us - failure to do so could be a breach of rules.

**If in doubt, write to [su.elections@uwl.ac.uk](mailto:su.elections@uwl.ac.uk)**



# Important dates

## Key election dates...

Nominations opening date	Monday 10th February 2020 10AM
Nominations closing date	Friday 21st February 2020 4PM
“How to win your election” training session	Monday 24th February 2020 4PM
“How to win your election” training session	Tuesday 25th February 2020 5PM
Manifesto and publicity final deadline	Monday 2nd March 2020 3PM
Publicity collection	Friday 6th March 2020 10AM
Voting opening date	Tuesday 10th March 2020 12PM
Voting closing date	Friday 13th March 2020 2PM
Complaints and expenses final deadline	Friday 13th March 2020 2PM

# Message from the Chief Executive

Tye McMahon - UWLSU Chief Executive



Hi!

You've picked up a nomination pack, which means you might be interested in becoming one of the student leadership team which directs UWLSU and makes sure amazing things are happening for UWL students.

Becoming a sabbatical officer of UWLSU is one of the best things you could possibly do. It's hard work, but you are able to meet some awesome people, enhance your employment prospects through learning new skills and do things to enhance the student experience of those that follow you. You will also have a lot of fun along the way.

Some people might think that students can't change anything. Well, over the coming year, UWLSU staff members are here to support you and help you lead change for students, making UWL a better place. Over the last couple of years along the SU has won you more shuttle buses, enhanced teaching and learning and secured over £10 million of investment in new student spaces including the Sports and Fitness Centre.

Students are really powerful, and you could be one of the student leaders that make UWL the best possible place to be. Plus, as an added bonus, you get paid fulltime for your year in office.

You don't need any training or previous experience to become a student leader. You just need to be passionate about making things better for UWL students. These roles are perfect for anybody who wants to make a difference, and we will give you all the training you need to win your election and do the job brilliantly.

I really hope you decide to nominate yourself for election, next year this could be you!

Good luck!

Tye McMahon

Chief Executive Officer

UWLSU

# What positions are available?

## President

The President is the principle representative of UWLSU. They speak on behalf of all UWL students and lead on making the UWL student experience the best it can be.

As well as overseeing and chairing many of the democratic functions of the union, they chair the Trustee Board, which ensures legal compliance, financial security and strategic performance of UWLSU. They sit on a large number of the most powerful university committees, including the UWL Board of Governors. Being a university governor means that the President is not only responsible for UWLSU, but also for the financial, strategic and legal performance of the university too.



## Vice President of Activities and Participation

The Vice-President Student Activities and Participation is responsible for ensuring there are opportunities for extra-curricular student activities such as volunteering, sports, and societies, so that UWL students can feel a sense of community and belonging and enhance their employment prospects. They are also responsible for leading on the Union's sustainability agenda, making sure that UWLSU and UWL are having a positive influence on the environment.

## Vice President of Education

The Vice-President Education spends most of their time in university committees representing the opinions of all UWL students to improve their educational experience and welfare, focussing on issues such as mental health, student finance, equality and teaching. They work closely with hundreds of student course representatives to improve the way UWL delivers teaching for all students, and they are responsible for student welfare issues such as health, safety, finances and equality.

They are also a trustee of UWLSU, responsible for the legal, strategic and financial performance of the organisation.





# Campaigning and Manifestos

## Campaigning

### “How to win your election!” training session

**Monday 24th February William Barry Lecture Theatre, 4PM**

**Tuesday 25th February Paragon G04, 5PM**

In this session you will gain skills and knowledge on how to win an election. You will learn about the role you are nominating yourself for and you will learn about what happens if you are elected. This session will be free, interactive and helpful.

It is **mandatory** for all candidates to attend one of these training sessions as it will give you guidance on how to run your campaign, how to win your elections and it will cover all of the rules of the election you are running in.

Please confirm on the nomination form that you can attend this training session. If you cannot attend this training session, please let us know by emailing [su.elections@uwl.ac.uk](mailto:su.elections@uwl.ac.uk) or calling **020 8231 2276**. You will receive further training once elected to prepare you for your role.



## Manifestos

When writing your manifesto make it one side of A4, but also think about what qualities you would bring to the role and why you'd be a good fit for it. Think about your stances on different issues like education and social policy, and changes you'd like to see at UWL and in the Students' Union. Manifestos are about a page in length and aim to convince students to vote for you – but make it realistic!



# The Rules

## Keeping elections fair...

Keeping elections fair is our top priority, and these rules are designed to ensure that no candidates get an unfair advantage and that voters have an equal opportunity to elect their representatives. We've done our best to make sure there's no reason for anybody to feel discouraged from participating in the elections.

Breaking a rule is very serious – if any of these rules are broken, the Returning Officer and Deputy Returning Officer will act to ensure the elections are fair, which can include disqualifying candidates or stopping the election. We don't want this to happen – please follow these rules, and remember that winners have positive attitudes!

Please note, that this list of rules is not exhaustive, and it will be up to the Returning Officer and Deputy Returning Officer to decide if candidates or campaign teams have broken rules. Please make sure you campaign within the spirit of these rules:

## When & where you can campaign

You can only campaign between

**12pm Tuesday 10th March and 2pm Friday 13th March 2020.**

No campaigning inside voting zones, in the library or in Villiers House. The SU office is a campaign free zone, however the SU conference room at SMR is campaign HQ where the returning officer will be based and you can pick up your material.

## Be considerate when asking people to vote for you and respect their choices

### Always remember to:

- Let them vote in peace and decide for themselves.
- Don't vote on their behalf.
- Don't campaign to a voter who is in the voting area (note that being inside the voting area may be considered campaigning activity).
- Don't campaign to students who are using a computer or tablet device.
- Don't campaign to students who are voting on their phones.

You may use your connections through student groups to support your campaign, but you and your campaign team members cannot use any committee positions or other positions of power to pressure students into voting for you.

For example, you can message a Facebook group with a campaigning message. However, if you are the President, a committee member or otherwise have a position of power within the student group, you can't command other students in the group to campaign for you or vote for you.

## Be considerate of other candidates

### Always remember to:

- Respect their campaign materials
- Don't make it personal
- Bullying & Harrassment are unacceptable

## Stick to the budget (£15)

- Keep your receipts - you'll need to hand them in by **2pm on Friday 13th March**
- If all candidates could get a material for free, it doesn't cost you anything.

## Access to resources must be open to all

- For example, any student who is a member of a student group (such as a sports team or society) must have fair and open access to the student group's resources to use for campaigning, including Whatsapp and Facebook groups.
- Only UWLSU members (UWL students and current elected sabbatical officers) are allowed to participate in the elections as candidates or campaigners. Candidates may decide to support each other's campaigns and run as a 'slate' (a team). You may not have non-members (anybody who is not a current UWL student or sabbatical officer) on your campaign team.
- You may use social networks such as Facebook and Whatsapp groups to ask for support with your campaign or for votes, but respect the choice of all students to not support you or vote for you.

## Rules apply to campaign teams, too!

- A list must be provided stating the names of all campaign members that will be taking part in the elections. If anybody acting on behalf of your campaign breaks a rule it could mean you have broken a rule.
- You are responsible for making sure your team understand and follow the rules. Campaign teams should attend training from the Deputy Returning Officer, and if you need further support with this then you must ask the Deputy Returning Officer for help at the earliest opportunity.

## Bye-Laws

- UWLSU Elections are reference in the UWLSU Bye-Laws and all rules from the Bye-Laws apply. Bye-Laws can be found online at [uwlsu.com/about/find-us/](http://uwlsu.com/about/find-us/)

## University Rules and Regulations and the law apply, too!

- Please ensure that you campaign within the university's rules and regulations and that how you and your team campaigns is not illegal.
- Be aware that the university do not want any posters or helium balloons in the new Heartspace on campus. (Posters may be put up on pin up boards)
- Sending bulk unsolicited emails to student is likely to breach the University's Bulk Email Policy. You must consult with the Deputy Returning Officer before doing this.
- You must only print and circulate a reasonable amount of publicity material. We will print materials for you. If you want to print more materials you must first email [Su.Elections@uwl.ac.uk](mailto:Su.Elections@uwl.ac.uk)

## Voting will be by alternative vote

- This means voters will number their candidates by order of preference, and candidates will need to meet the quota to win. For more information, please visit <https://www.electoral-reform.org.uk/voting-systems/types-of-voting-system/single-transferable-vote/>

## Returning Officer

- Peter Robertson from the National Union of Students is the Returning Officer in charge of making sure the election is fair, so their say will be final. Matthew Myles-Brown is our Head of Membership and Deputy Returning Officer, so will be acting on NUS' behalf in the first instance.

## Complaints

- If you are worried that a rule has been broken by another candidate, email [su.elections@uwl.ac.uk](mailto:su.elections@uwl.ac.uk) with the details of your complaint and you will receive a reply within 24 hours.

For complaints about the election, the deadline is **2pm on Friday 13th March**. Any requests for a re-count must be submitted within 24 hours of the verbal announcement.

## Things that you don't need to submit receipts for...

- We want you to be able to spread the word about your campaign to the best of your ability. So for the following items, which we feel no candidates would have trouble accessing in reasonable quantities, we won't need you to submit receipts and they won't form part of your budget.

- Cardboard, Paper, Paint
- Sheets (e.g. bed sheets), String, Sticky tape (not to be used on the walls!)
- Cable ties, Glue (not to be used on the walls!), Pens
- Blu Tack, Scissors, Paintbrushes
- 4 T-shirts (Plain White) for your campaign team

Any other reasonable craft materials **(if in doubt, ask!)**

## How you can campaign

- No balloons on campus at all.
- Under no circumstances are posters, stickers or anything allowed on the walls or floors. You can campaign there, but you need to keep the space new and fresh. You can put posters on the SU display boards we will have there.
- Do not interrupt a class with campaigning. You can ask the teacher if you can speak for 30 seconds at the beginning of classes. If the teacher says no, you must not campaign to that class.
- Do not put campaign material on fire exits, fire extinguishers or anything that puts students' safety at risk.
- Nothing permanent can be used. For example you cannot glue posters to the wall, or put anything up that leaves a mark.



[uwlsu.com](http://uwlsu.com)