

**NUS DELEGATE**

# **ELECTIONS**

**Nomination Pack**

.....



# Contents

**Be part of something great...**

- 3. Introduction**
- 5. Important dates**
- 6. Message from the SU President**
- 7. What positions are available?**
- 9. Campaigning and manifestos**
- 10. The rules**
- 15. Nomination form**

# Introduction

## What is this pack for?

This pack is a guide for people interested in running in the **NUS Delegate** 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 on 30th & 31st October 2018.**

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 Paragon or 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.

In autumn every year you elect students to represent UWL at the National Union of Students National Conference – these positions are called NUS Delegates.

Every spring, we also run elections where students vote for the full-time sabbatical officers – president, vice-president education and vice- president student activities and participation. These are the people who decide what the Students' Union does on your behalf. They work full-time to make changes that improve your education and overall university experience.

## Continued...

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...

<b>Nominations opening date</b>	<b>Monday 30th October</b>
<b>Nominations closing date</b>	<b>Friday 13th November</b>
<b>How to run a successful election training</b>	<b>20th and 23rd November</b>
<b>Manifesto and publicity final deadline</b>	<b>Thursday 26th November</b>
<b>Publicity collection</b>	<b>Tuesday 1st December</b>
<b>Voting opening date</b>	<b>Tuesday 1st December 12pm</b>
<b>Voting closing date</b>	<b>Wednesday 2nd December 4pm</b>
<b>Complaints and expenses final deadline</b>	<b>Wednesday 2nd December</b>

# Message from the SU President



Ancha Joof, UWLSU President

Hello

Are you thinking of being NUS delegate? If you are great choice!

Being a UWL student is truly special due to every single student coming to UWL with a lived experience of being the first person to go university in your family, being a student parent, coming from different backgrounds and cultures and countries. We are always learning from each other and taking the opportunity to always be understanding and respectful of each other's differences. This is why we are the best university and SU for student experience.

Running for this role is very important because you get to take the voices of UWL students nationally and you get to share the perspectives of UWL students with hundreds of students like yourself across the UK.

This is great time to try something new and really push yourself outside of you comfort zone!

Good luck with you campaign and you've got this!

Ancha Joof

UWLSU President

# What positions are available?

## NUS Delegates x 3

### NUS National Conference

The election for NUS Delegates is to determine which students represent the UWL student body at the National Union of Students National Conference (NUS Conference). The conference brings together students from every university and college in the country to discuss and decide national policy.

This year, the elected delegates will either attend the conference virtually or will get the chance to travel to Liverpool where they will meet lots of students and decide the direction of the National Union of Students - Larissa Kennedy will be representing you as NUS national President. Delegates will get the opportunity to vote for national representatives, including NUS national resident.

Ancha Joof, UWLSU President, gets an automatic place at the conference. The other three spaces are open to all students and must be elected by students at UWL. It is a really exciting opportunity to represent fellow students and learn more about the NUS democratic process.

Delegates will receive further training on the role after their election.

# Campaigning and Manifestos

## Campaigning

### How to Run a Successful Election 20th and 23rd November

In this session, you will gain skills and knowledge on how to run a successful election. You will learn about the role as NUS Delegate and about the next steps if you are elected. This session will be free, interactive and very helpful. It is mandatory for all candidates to attend this training session, as it will give you guidance on how to run your campaign, and will cover all of the rules of the election. This training will run by UWLSU's Student Voice Manager virtually.

If you cannot attend this training session, please let us know by emailing [su.elections@uwl.ac.uk](mailto:su.elections@uwl.ac.uk).





# Manifestos

Your manifesto is key – this will be what all students will see when casting their vote in the elections. You'll need to consider 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; changes you'd like to see at UWL; and changes you'd like to see across the University sector. Manifestos are about a page in length and really concise, so choose your words wisely! Guidance will be given to all candidates on creating manifestos during the training session.



# The Rules

Keeping elections fair is our top priority - these rules are designed to ensure that no candidates gain an unfair advantage and 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 can disqualify candidates or stop the election. We don't want this to happen of course – so please read through thoroughly!

This list of rules is not exhaustive, the Returning Officer and Deputy Returning Officer will use their own discretion if they feel candidates or campaign teams have broken rules.

We wish you luck and all the best in campaigning!

Rachel Mundy, Deputy Returning Officer

Jamal El-kalawy, Student Voice Manager

## Time and Locations

- Only campaigning between **12pm Tuesday 1st of December and 4pm Wednesday 2nd December.**
- No campaigning in the library or in Villiers House
- You can campaign using your own online platforms and social media

## Campaigning Behaviour

- Be respectful of voters - let them decide for themselves.
- You are unable to vote on behalf of others
- Let students vote in peace and decide for themselves
- You cannot campaign in a class that you are not scheduled to have
- You cannot interrupt your class with campaigning - you can ask your lecturer if you can speak for 30 seconds at the beginning of classes. If the lecturer says no, you must not campaign.

## Other candidates

- Respect and don't interfere with their campaign materials.
- Bullying & harassment are unacceptable.
- Remember, you are all going through the same journey, be kind to each other.

## Budget (£15)

- Keep your receipts - you will need to hand them in by 4pm on Wednesday 2nd December.
- You cannot spend more than the allocated budget or use personal funds, this is to ensure equitable opportunities in campaigning.

## Access & Promotion

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, vote for you or threaten them with negative treatment if they don't vote for you.

## Clubs & Societies

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.

- You can also request that your campaign materials are posted on other groups' social media.
- Individual members of clubs or societies should have the freedom to vote for who they want.

## Campaign Teams & Slates

A list must be provided stating the names of all campaign members that will be taking part in the elections - If anybody on your campaign team breaks a rule, the candidate will also be deemed to have broken a rule.

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 are responsible for making sure your campaign team understand and follow the rules. Campaign teams should attend training along with the candidates. Training will be run by the Student Voice Manager and Deputy Returning Officer - if you need further support with this then you should ask for help at the earliest opportunity.

## UWLSU and UWL

The Students' Union, UWL and any associated departments will under no circumstances, endorse any candidate or promote campaign materials. The Students' Union and University departments can encourage students to vote

## Promotional Materials

We want you to be able to spread the word about your campaign to the best of your ability. We feel no candidate will have trouble accessing any of the items in reasonable quantities, so we won't need you to submit receipts and these will not count towards your budget.

### **Allowed Items:**

- Cardboard, Paper
- Paint, Paintbrushes, Pens
- Sheets (e.g. bed sheets)
- String
- Sticky tape (not to be used on the walls!)
- Cable ties
- Glue (not to be used on walls!)
- Blu Tack
- Scissors
- Four T-shirts for your campaign team
- Any other reasonable craft materials (if in doubt, ask!)

## Restricted Items and Placements

- Ballons are not allowed under any circumstances
- Posters and stickers are not allowed on the walls or floors. You can campaign there, but you need to keep the soace new and fresh
- Posters can be placed on SU display boards
- 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.
- Do not print excessive campaign materials. The SU will print materials for you.

# Regulations & Voting

## University Regulations

Your campaign must abide by university's rules and regulations and with UK national law. All UWL policies can be found at [www.uwl.ac.uk/policies](http://www.uwl.ac.uk/policies)

- The University regulations state that you cannot send bulk emails or communications to students. You will have to be creative in the way you contact and communicate to students.
- Be aware that the university do not want any posters or helium balloons in the Heartspace on campus. (Posters may be put up on pin up boards supplied by the SU)

## Voting

- Voting will be by single transferrable 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/>

## 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 5pm, Wednesday 2nd December. Any requests for a re-count must be submitted within 24 hours of the verbal announcement.

## Questions

If in doubt, ask! Please contact Rachel, Jamal or Matt in the Students' Union team should you have any questions. Alternatively, you can email [su.elections@uwl.ac.uk](mailto:su.elections@uwl.ac.uk)

## 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. Rachel Mundy is our Representation and Advocacy Manager and Deputy Returning Officer, so will be acting on NUS' behalf in the first instance.

# Nominations Form

Interested? Please complete the Google Form below to nominate yourself for the NUS Delegate! For any questions, please email [su.election@uwl.ac.uk](mailto:su.election@uwl.ac.uk)

<https://forms.gle/JcGPZcJad1Ju8AYs6>



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