

NUS Delegate

# ELECTIONS

## Nomination Pack

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# 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 6th - 7th December 2022.**

To nominate yourself, fill in the online form at <https://forms.office.com/r/Q59pkjAGJc>

## 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 of education and vice-president of 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 31st October 2022 12pm</b>
<b>Nominations closing date</b>	<b>Friday 11th November 2022 12pm</b>
<b>Candidate Briefings</b>	<b>Friday 18th November and Monday 21st November 2022 5pm</b>
<b>Manifesto and Publicity Deadline</b>	<b>Monday 28th November 2022</b>
<b>Voting Opening Date</b>	<b>Tuesday 6th December 2022 12pm</b>
<b>Voting closing date</b>	<b>Wednesday 7th December 2022 4pm</b>

# Message from the SU President

Maisie Kelly, UWLSU President



Hello there!

I'm glad to see that you're considering running for NUS Delegate!

Here at UWL, we really do have a wonderful, diverse community of students. Being an NUS delegate gives YOU the opportunity to represent OUR students at a national level.

It allows you to meet so many of our amazing students, as well as other delegates from across the UK. You can be involved in discussions about topics that you already have an interest in, but you also learn so much current issues facing Universities and their students that you may never have heard of before. It really is an invaluable experience and a role I would highly recommend running for!

Good Luck!

Maisie Kelly

# What positions are available?

## NUS Delegates x 4

### 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 get the chance to attend virtually or travel to another university where they will meet lots of students and decide the direction of the National Union of Students.

Maisie Kelly, UWLSU President, gets an automatic place at the conference. The other four 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.

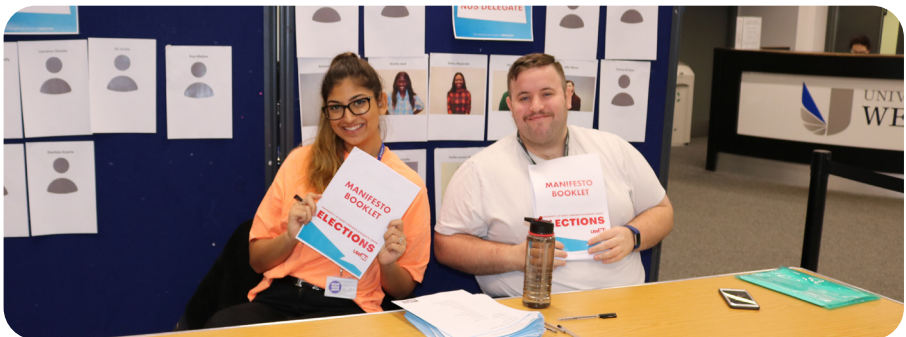
# Campaigning and Manifestos

## Campaigning

### How to Run a Successful Campaign Friday 18th November & Monday 21st November 2022.

In this session, you will gain skills and knowledge on how to run a successful election. You will learn about the role as a 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 Representation and Advocacy Manager.

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!

**Jamal El-kalawy, Deputy Returning Officer**

**Jess Smith, Representation and Advocacy Manager**

## Time and Locations

- Only campaigning between- **Tuesday 6th December (12pm) and Wednesday 7th December (12pm)**
- 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 teacher if you can speak for 2 minutes at the beginning of classes. If the teacher says no, you must not campaign

## Be considerate of 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'll need to hand them in Wednesday 7th December (12pm)
- 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

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.

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 Representation and Advocacy 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 in the election only.

## 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, glue (not to be used on the walls!)
- Cable ties
- Blu Tack
- Scissors
- **Four** T-shirts for your campaign team
- Any other reasonable craft materials (if in doubt, ask!)

### Restricted Items & Placements

- Balloons 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 space new and fresh
- Posters can be placed on the 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 your 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 **Wednesday 7th December (12pm)**. Any requests for a re-count must be submitted within 24 hours of the verbal announcement.

## Questions

If in doubt, ask! Please contact Jamal or Jess 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. Jamal El-kalawy is our Head of Membership and Deputy Returning Officer, so will be acting on NUS' behalf in the first instance.

## Nominations Form

Interested? Please complete the 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.office.com/r/Q59pkjAGJc>



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