

Sabbatical Officer

# ELECTIONS

**Nomination Pack**

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# Contents

Be part of something great...

3. Introduction

5. Important dates

6. Message from the CEO

7. What positions are available?

8. 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 **Sabbatical Officer** 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 16th–19th March 2021.**

To nominate yourself, fill in the online form at [www.uwlsu.com/voice/elections](http://www.uwlsu.com/voice/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.

In spring every year you elect students for 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...

Nominations opening date	Monday 15th February 2021 10am
Nominations closing date	Thursday 25th February 2021 12pm
Candidate Briefings	Monday 1st March 2021 and Tuesday 2nd March 2021  5pm (Both online)
Manifesto and Publicity Deadline	Monday 8th March 2021
Publicity collection	Friday 12th March 2021
Voting Opening Date	Tuesday 16th March 2021 12pm
Voting closing date	Friday 19th March 2021 12pm
Complaints and expenses final deadline	Friday 19th March 2021 12pm

# Message from the CEO.

Tye McMahon, CEO



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

# What positions are available?

## Sabbatical Officers

### 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.

### VP Activities

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.

### VP 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, focusing 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.

Each sabbatical officer is also a trustee of UWLSU, responsible for the legal, strategic and financial performance of the organisation.

# Campaigning and Manifestos

## Campaigning

### How to Run a Successful Election 1st and 2nd March

In this session, you will gain skills and knowledge on how to run a successful election. You will learn about the role as a Sabbatical Officer 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 16th March to 12pm – Friday 19th March 2021**
- 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.

## 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 will need to hand them in by 12pm on Friday 19th March.
- 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 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 space 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-transferrable-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 12pm — Friday 19th March 2021 . Any requests for a re-count must be submitted within 24 hours of the verbal announcement.

## Questions

If in doubt, ask! Please contact Rachel or Jamal 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.office.com/Pages/ResponsePage.aspx?id=7d-GrsGZJdEKfGVndZj6B9fWH1GucEL9HkFLrIfOIDf1UMDkzV-1lQQ0RRR0Y0MVZGUTVFNjQxOTBROS4u>



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