

Union Elections

How to be a candidate for a Part Time Officer role

So, you're thinking of standing in the Union By-Elections 2020? **I'll start by saying** thank you for picking this up! This is the first step on an exciting journey, which could end up with you being one of our part-time officers for the whole year!

This helpful guide will tell you everything you need to know about the elections and covers the following areas:

- What the positions are and if you are eligible for them
- How to become a candidate
- The rules and regulations around being a candidate
- What you need to do
- The rules and processes around voting
- What happens after the elections

Once you know all these things, you will be ready to talk to students in fun and engaging ways to persuade them to vote for you.

We're here to help you, so at any point during the elections feel free to contact me using the details below or our Student Voice and Development Manager, Dave Lochtie david.lochtie@derbyunion.co.uk

Thank you - and good luck!

Victoria Hossack

Chief Executive, Union of Students, and Deputy Returning Officer

elections@derbyunion.co.uk

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Introduction

You can skip this section if you already know what the elections are and what role you would like to run for.

What are the elections?

The Union of Students is a democratic organisation which represents the students of the University of Derby. To do this, we have to elect students into officer and representative positions with specific tasks, in order to best represent our members (which are the students at the University of Derby).

The elections are organised so that *any* student can stand for election and also so that any student can vote for who they want to see represent them throughout the year. These elected students will stand in their role from July 2020-July 2021.

How do the elections work?

There are three main stages to the elections – the Nominations period, the Ratification period and the Voting period.

During the Nominations period any student can put themselves forward for our numerous roles (see details below). There are certain limitations to some roles ie. you have to be a student within the college of Human Sciences to run for the role of Part Time Officer (Human Sciences), but you can find full details later in this guide.

During the Ratification period students who have nominated themselves will attend a (virtual) Ratification meeting held by the Union to enable them to understand how to run in the elections, what the rules are and to be confirmed as a candidate..

During the Voting period all students can vote for the candidates that have nominated themselves and been ratified. Voting takes place on the Union of Students website at www.derbyunion.co.uk/elections. Whoever gets the most votes for each position wins and is elected and will run in the position from July of that year to the July of the following year.

What are the positions up for election?

The Union has four full-time officer positions, which means you have to take a year out of your studies to do it, and are paid to undertake the role, or you can do it at the end of your last year of study. There are also part-time officer positions, which means you can do them as well as your studies.

Part Time Officers

Part Time Officers are there to represent students according to their area of responsibility, such as Postgraduate Students, Part-Time Students, Law and Social Sciences students- however these are voluntary, part-time positions which you can do alongside your studies or any jobs you might have. Part Time Officers also make decisions on and influence the direction of the Union by conducting campaigns, meeting with University and Union staff and passing policy at Student Summit and the Annual General Meeting.

Below is a list of the roles up for election. To run for these positions, you must be part of one of these groups to run as a candidate:

Positions	Students entitled to run
Part-Time Students Officer	Part-Time students only
Buxton Education HE	Buxton students only
Chesterfield Education	Chesterfield students only

Equality and Diversity Officers

Within these Part-Time Officers, there are some positions which are dedicated to providing equal opportunities to students which may be underrepresented. These are known as Equality and Diversity Officers and they are elected to represent these students and coordinate the activities of the Equality & Diversity Committee in which these students can get involved with. These positions are:

- Part Time Officer (Gender)
- Part Time Officer (Mature Students)

Self-definition

To run for some of the Equality and Diversity Officer positions listed above, you must self-define as a student of that group. If for example, you identify yourself with students who define themselves as disabled, from an ethnic minority background or from the LGBTQ+ community, you can run for one of these positions. However, you do not have to self-define to run for the Part Time Officer (Mental Health Awareness) or Part Time Officer (Gender) positions; all you have to do is support those causes.

For more information about these positions, please speak to Dave Lochtie, at david.lochtie@derbyunion.co.uk, for more information.

Part Time Officers (For Education)

Each of the University Colleges has a Part Time Officer (For Education) whose job it is to observe and improve academic conditions as well as oversee and support the Student Programme Representatives within their college. They also provide a clear channel of communication between Programme Reps, the University and The Union and make key decisions in influencing the direction of the Union by conducting campaigns, meeting with University staff and providing feedback to the University and Union. Anyone running for these positions must study within the respective College Department, so to be a Part Time Officer (Arts); they must study within the school of Arts.

Here's a list of the Part Time Officer for Education roles available:

Part Time Officer (Humanities and Journalism)

PLEASE NOTE: It is your responsibility to ensure that you put yourself forward for a Part Time Officer role you are eligible for, our system may not pick you up **and if you aren't eligible you may be removed from the elections or from the role if you get elected. If you're unsure (for example you're not sure what college you're studying within) please email us at elections@derbyunion.co.uk**

Running in the elections

How do I stand for a position?

It couldn't be easier! You go and fill out an online nomination form on the Union of Students website by going to derbyunion.co.uk/elections, logging in to your account and then clicking on **“Stand In Election”**.

There are six quick steps to completing it:

1. Complete the section requesting your name.
(We will check your name against the data provided to us by the University of Derby to ensure that you are enrolled on a programme and that you are a current student)
2. Complete the section requesting your name as you want it to appear on the ballot. Then tell us the name you wish to be known as throughout your campaign and, if elected, whilst you are in office.
3. You may wish to run a joint **campaign (known as a ‘Slate’), which would involve getting** together with other potential candidates and working as a team to promote your campaign. If you wish to run a slate with one or more other candidates, you must declare your intention here
(No slates will be authorised after the Close of Nominations.)
4. Mark the position you wish to run for.
5. Then, you will need to upload a Manifesto (see guide below) by clicking the Manifesto Upload section. This must be text only, copied or typed into the text box. Do not upload images or documents here.
6. Upload a photo of yourself in the photo section provided.
7. Submit your nomination!
(Make sure you read and understand the terms and agreements relating to the elections and successful appointment into role)

What is a manifesto?

Your manifesto is simply a public declaration of what you want to achieve during your time in the role if you were to be elected. It will be available on the online voting module for students to look at during the voting period and it will help inform on their decision of who to vote for, so try to make it engaging and relevant to your chosen role!

Your manifesto aims should be related to the position you are applying for and be of benefit to the students.

Some quick tips regarding your manifesto:

- Include your name and the position you are running for.
- Research your role and know your manifesto – Know your manifesto from back to front – **Voters will want to know that they're voting for the right person for the role. When** campaigning, any student may ask for clarification and word-of-mouth spreads quickly. Remember, you may be asked questions on issues related to your position that are not on your manifesto – a clear grasp of the job and current student issues will hold you in good stead.
- Ensure that your manifesto is legible and proof-read! – The manifesto that you submit online cannot be changed and will be used by the Union in multiple publications. This is not the time to have spelling mistakes or grammatical errors. We strongly recommend that you can get someone (or a few people) to proof-read your manifesto. Spelling errors can really put people off!
- Keep it Simple – **Don't feel you have to cram as much in as possible. Make it short, punchy and articulate;** a maximum of three manifesto points are allowed.
- **Don't forget** – Your manifesto is a tool to get students to want to vote for you – so make sure you include a statement asking them to vote and, of course, vote for *you*.

Who can I go to if I have any questions about running in the elections?

If you would like some more information about what the officer roles entail, how the elections process unfolds, advice about writing a manifesto or anything else elections related, then please email elections@derbyunion.co.uk, **using the subject headline “Elections Questions”, and one of our Elections Officials or outgoing Officer Trustees will get back to you.**

Will I need training as a candidate?

Dave Lochtie will be providing informal candidate training and will contact you once your nomination has been submitted.

Are there any rules around running in the elections?

The document that defines the rules and regulations for the entire elections is Standing Order 3. Please refer to this document if you want to find out about the eligibility for students running, how the nominations, voting and complaints processes work and the role of the Returning Officer. (See end of this document)

Although the Deputy Returning Officer is asked to annually produce additional rules, regulations and guidance for election that are contained within this guide, it is Standing Order 3 which will be used by the Returning Officer to determine electoral misconduct. Candidates must be aware that they risk being removed from elections if they fail to observe and practice the guidance set out in this document or our Elections code of conduct. All candidates are advised to read the Standing Orders and familiarise themselves with the rules.

Why do we have rules?

The entire basis of the Union elections, and any election for that matter, is to fairly and democratically elect a candidate. Most rules will appear to be common sense if all candidates endeavour to be *professional, polite, fair and cooperative*. Remember, you are applying to become an official representative of the Union of Students – your conduct through the elections period should be indicative of how you would conduct yourself within the role. All of the applicable rules will be explained to you during the Ratification meeting.

What's the Ratification Meeting?

Once you have completed the Nomination Form and nominations have closed, you need to be approved as a candidate by the Deputy Returning Officer. This will be done online and **doesn't** have to be completed live but PLEASE NOTE - YOU CANNOT RUN IN THE **ELECTIONS IF YOU HAVEN'T BEEN RATIFIED** – please make sure you check your emails (and Facebook if appropriate) so we can keep in touch with you).

How do I get people to vote for me?

Below are some pointers to get students to vote for you during the voting period:-

- Image and message – Think about how you want to promote yourself; do you want to be seen as professional? Fun? Or both? For getting a message across, point students towards your manifesto, which will tell them what you are going to do should you be elected. Likewise, an effective slogan, catchphrase or pun goes a long way. For example, in a previous election, one candidate used her name, Daisy, to create a **campaign slogan of “Pick a Daisy”**.
- Online presence - One way of appealing to people is through online campaigning via social networking sites such as Facebook, Twitter, Snapchat and Instagram. Some of the full time officers create whole Facebook pages to promote themselves, others create funny videos – have a look at this **(successful) candidate’s video here: [facebook.com/joeleamgoldsmithsSU/videos/249859639224336](https://www.facebook.com/joeleamgoldsmithsSU/videos/249859639224336)** . **You don’t need to do** as much as that, but putting a couple of posts on social media asking students to vote for you is probably a good idea!
- Get friends to help you – **You can’t be everywhere at once. Having a** friend or two who is happy to help you reach voters will maximise your votes. If you are a member of a Sports Club or Society, you could get them to support you as well.
- Relate to students – When speaking to students, make sure you relate what you want to achieve to their concerns. This means tailor your message to whoever you are speaking to, be it members of societies and sports clubs, students studying at different campuses or sites, or recognising the needs of specific student groups, such as part-time, mature or international students. **One size doesn’t fit all, so adapt your approach as necessary – just don’t make false promises or promise things that aren’t on your manifesto.**

How does voting work?

Voting takes place online at the Union of Students website. Students login to the Union website through their UDo account. Once logged in, they click on the elections voting banner which takes them to the voting page. They then vote for their preferred candidates using the Single Transferable Vote System (explained below). Once they have voted, they **logout of their account. They don't have to vote for all positions, but they do have the option** of coming back to vote for more positions if they wish to at any time and as many times throughout the voting period as they like. **If voters don't want to vote for any of the** candidates available, there is an option for Re-Opening Nominations (R.O.N). If R.O.N wins the most votes for one position, then no candidate wins and the position will reopen again in our By-Elections later in the year.

What is the Single Transferable Vote?

With this system of voting, a voter ranks the list of candidates in order of preference (Mark a **'1' beside the most preferred candidate, a '2' beside the second-most preferred candidate** and so on). The voter may rank any number of candidates they wish. For example, if there are five candidates running; they can rank one of the five candidates, two of the five, three of the five, four of the five, or all five of the candidates. This means they do not have to rank all candidates unless they choose to.

The purpose of this voting system is to use the preferences for one candidate to gain 50% of the total votes cast or over to win the election.

Here is an example of how an election using the STV could turn out:

Candidates	Round 1		Round 2	
Candidate 1	10	48%	10	48%
Candidate 2	7	33%	11	52% (winner)
R.O.N	4	19%	Excluded (all second preferences to Candidate 2)	

As we can see, Candidate 1 has 48%, Candidate 2 has 33% and R.O.N has 19% of first preference votes. Because no candidates received over 50% of the vote, the lowest candidate with first preference votes (R.O.N) is eliminated from the contest and their second preference votes are shared out amongst the remaining candidates. So in this case, **all of R.O.N's second preference votes** were for Candidate 2, which pushes Candidate 2 over the 50% threshold and wins the election.

What happens after the elections?

After voting closes, we then announce the winners via social media. After this, the lucky winners will begin the process of preparing themselves to take up office in July 2020. All Officer Trustees and Part-Time Officers will get a series of training and presentation sessions for them to attend, whilst Officer Trustees will also get more specialised training in order to meet their obligations as trustees of the Union. National Student Rights Campaigners will get their own bespoke handover sessions.

The dates of the handover period will be communicated out to the winners once they have been decided.

Things to do/Things to avoid

Hopefully, you will now have a comprehensive image of how to run in the elections. If you are still unsure of anything, do drop us an email. To summarise and to highlight the rules around campaigning, here is a list of things to do and things to avoid:

Things to do:

- DO read Standing Order 3 to understand the process of conducting an election.
- DO make yourself available for the ratification meeting or undertake Ratification online. If you plan to undertake ratification online, please let us know at elections@derbyunion.co.uk no later than 3 days before the date of ratification.
- DO be creative in your campaigning. **If you're making a poster, try to make it stand out.**
- DO **talk to the Voters. They don't bite! You will find that** most students will have the time to hear what you have to say if you reach out to them

Things to avoid:

- **DON'T** let anyone pressure you into standing. If you want to, then stand, but make **sure it's your** decision.
- **DON'T** take support for granted. If you assume your course-mates, society members or team-mates are going to vote for you, the more likely they are to forget. Every vote counts!
- **DON'T** harass, coerce or force people in to voting. Ensure you are being respectful and **take 'no' for an answer.**
- **DON'T tamper with, move or remove anyone else's campaign materials i.e. posters. There is plenty of space across campuses for you all. If you believe that someone's campaign materials are placed somewhere they shouldn't be or if someone moves,** tampers with or removes your campaign materials, come and let Union staff know.
- **DON'T cast votes other people's behalf, each person must cast their own votes.**
- **DON'T** badmouth other candidates to voters, be competitive and strive for success, **but we don't accept smear campaigns.**

REMEMBER - You can risk be removed from the elections if you fail to observe our elections guidance so adhere to the above points throughout the elections period.

Any questions?

If you have any questions about any part of this Guide or the Elections, please contact Dave Lochtie at david.lochtie@derbyunion.co.uk with the subject heading 'elections help'.

Manifesto example:

YOUR NAME HERE

Profile

My name is, I am currently a year student on the degree based in

*****talk about what sort of a person you are, what you're passionate about and anything that might be relevant to this role*****

Therefore, I want to run forso that I can

Key Aims

- EXAMPLE amend university minibus times to allow for Buxton students to participate in all sporting teams of their choice at the Derby Campus.
-
-

What I have done as a student/Programme rep/sports committee member etc.






During my time as a I have.....

Poster example:

VOTE MONICA FOR NATURAL SCIENCE COLLEGE REP



SHE HAS ALL THE SOLUTIONS

-  ENHANCE SOCIALISING WITHIN THE COLLEGE - COLLEGE BALL!
-  START A BOOK SWAP/ 'HAND ME DOWN' SYSTEM
-  RAISE OVERALL STUDENT SATISFACTION LEVELS
-  PROMOTE A POSITIVE STUDENT MINDSET AND GOOD MENTAL HEALTH
-  IMPROVE METHODS OF COMMUNICATION BETWEEN STUDENTS, REPS AND STAFF: BETTER FEEDBACK = BIGGER CHANGES!

VOTE 08/02/18-16/02/18: YOUR VOICE NEEDS TO BE HEARD!

DERBYUNION.CO.UK/ELECTIONS

