

# How to be a candidate for a full-time Officer role

## In the Union of Students Elections

So, you're thinking of standing in the Union Elections 2021? 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 student leaders 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
- Do's and Don'ts
- The meetings which you must attend
- The rules and process around voting
- What happens after the elections

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

Elections at times may feel a bit daunting, but don't worry, the Union of Students is here to support you. Feel free to contact me using the details below or our Democracy, Governance and Campaigns Coordinator, Laura at [laura.maher@derbyunion.co.uk](mailto:laura.maher@derbyunion.co.uk).

Thank you - and good luck!

### **Victoria Hossack**

Chief Executive, Union of Students

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## 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 in these elections for who they want to see represent them throughout the year. These elected students will then lead the Union of Students on behalf of every University of Derby student and coordinate our work and direction.

There are 3 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 paid and voluntary roles (see details below). There are certain limitations to some roles i.e. you have to be a student of the college of law to run as Part Time Officer (Derby Law School) - but you can find full details later in this guide.

During the **Ratification** period, students who have nominated themselves will attend a Ratification meeting held by the Union to enable them to understand how to run the elections, what the rules are and to be confirmed as an official candidate. After **Ratification** candidates will generally begin to make their campaign materials (i.e. a social media page) with a view to launching these when voting opens.

During the **Voting** period, University of Derby students can vote for all candidates on the Union website. Candidates will spend approximately a week trying to get as many votes from students as possible, using the methods outlined in this guide. Whoever gets the most votes for each position wins and is elected and will run in the position from July of 2021 to July 2022.

## What are the positions up for election?

There are full-time (paid) 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 (voluntary) officer positions, which means you can do them as well as your studies. The available positions are divided into three areas:-

- Four Officer Trustees (full-time)
- Part Time Officers (part-time)
- National Student Rights Campaigner (part-time)

## The Officer Trustees

These four full-time Officer Trustee positions are the most senior officer positions which we have, as the students who are elected into these positions help to oversee the financial and legal governance of the Union of Students as a charity, alongside acting in the capacity of lead representatives for students. The position will last for one calendar year from July 2020 until July 2021

All these roles involve attending University committees to ensure that the University is putting students at the forefront of their decision-making. Each role also has their own area of responsibility in which the Officer Trustee will have regular meetings with students, representatives, and Part Time Officers to obtain their views and form policies where necessary to improve the work of the Union.

Officer Trustees provide leadership for students. This includes leading campaigns which aim to affect real change to the lives of students within the University, wider society and nationally through the National Union of Students (NUS).

Officer Trustees make decisions on, and influence the direction of, the Union of Students. These roles are held to account by the Union's Scrutiny Panels and Annual General Meetings. This means that students can question what the Officer Trustees have been doing and why and can also vote on changes to the Union of Students.

Full time officers are paid £18,915 per annum to cover living expenses whilst in their term of office.

Here's a list of the Officer Trustee roles available:

- President
- Vice-President (Activities)
- Vice-President (Education)
- Vice-President (Welfare)

For more information, please see your Nomination Pack for the job descriptions for President, Vice-President (Activities), Vice-President (Education) and Vice-President (Welfare).

## Part Time Officers

Part Time Officers, like Officer Trustees, are there to represent students according to their area of responsibility, such as Postgraduate Students, part-time Students, Societies and Sports - 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 staff and passing policy at Student Summit and the Annual General Meeting.

To run for **some** of 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
Postgraduate Research Students Officer	Postgraduate Research students only
Postgraduate Taught Students Officer	Postgraduate Taught students only
Buxton and Leek College Representatives (One for Buxton), (One for Leek)	Buxton FE students for the Buxton position/Leek FE students for the Leek position
Joint Honours Students Officer	Joint Honours students only
Buxton Chair	Buxton students only
Buxton Sports Officer	Buxton students only
Buxton Events Officer	Buxton students only
UDOL Students Officer	University of Derby Online Learning students only.

For these positions, any student can run for them:

- Education Chair
- Part Time Officer (Sustainability)
- Union Sports Chair
- Union Societies Chair

## 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 Committees in which these students can get involved with. These positions are:

- Part Time Officer (Commuter Students)
- Part Time Officer (Disabilities)
- Part Time Officer (Ethnic Minorities)
- Part Time Officer (Faith and Belief)
- Part Time Officer (Gender)
- Part Time Officer (LGBTQ+)
- Part Time Officer (Mental Health Awareness)
- Part Time Officer (International Students)
- Part Time Officer (Mature Students)
- Part Time Officer (Sustainability)
- Part Time Officer (Student Parents and Carers)

### 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 contact Laura Maher – at [laura.maher@derbyunion.co.uk](mailto:laura.maher@derbyunion.co.uk) or at [facebook.com/LauraMaherDerbyUnionOfStudents](https://www.facebook.com/LauraMaherDerbyUnionOfStudents)

## Chairs

We have five chair roles which are responsible for chairing, arranging, and attending meetings with that specific cohort and encouraging unity and cohesion with the volunteers within their area of responsibility. They will also work closely with the full-time officer for the area which they govern.

The positions are:-

- Buxton Chair
- Education Chair
- Sports Chair
- Societies Chair
- Equality and Diversity Chair

## Part Time Officers (For Education)

Each of the University Schools 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 volunteer Programme Representatives within their area of study. 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 attending key meetings with University and Union staff and providing feedback. Anyone running for these positions must study within the respective School, so to be a Part Time Officer for Arts, they must study in the College for Arts, Humanities & Education and within the Arts school specifically.

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

- Part Time Officer (Allied Health and Social Care)
- Part Time Officer (Arts)
- Part Time Officer (Built and Natural Environment)
- Part Time Officer (Buxton HE)
- Part Time Officer (Chesterfield)
- Part Time Officer (Computing and Engineering)
- Part Time Officer (Derby Business School)
- Part Time Officer (Derby Theatre)
- Part Time Officer (Education)
- Part Time Officer (Human Sciences)
- Part Time Officer (Humanities and Journalism)
- Part Time Officer (Joint Honours)
- Part Time Officer (Law and Social Sciences)
- Part Time Officer (Nursing and Professional Practice)
- Part Time Officer (Post Graduate Research)
- Part Time Officer (Post Graduate Taught)
- Part Time Officer (Psychology)
- Part Time Officer (UDOL)

## National Student Rights Campaigners

These positions are another name for the NUS Conference Delegate. The National Union of Students Conference is an annual meeting in which student representatives from all the Students' Unions in the UK meet up to discuss and pass national policy for all students and Students' Unions to adhere to. They also elect the NUS President and National Executive Committee for the following year. This typically takes place in around April of each year and involves a three day trip away, but this may be online this year due to COVID.

To represent the Union of Students at NUS National Conference, the Union puts forward up to five students as the University of Derby delegation, though *only some of these spaces will be made available for election*.

- One space is reserved for the Union President to act in the capacity of Delegation Leader at the conference.
- One space is reserved for a delegate who studies on a Further Education (FE) course. If there are no FE candidates standing for election, then the reserved space will be made available to other candidates. The decision to remove the FE reserved space will be made once the Deputy Returning Officer has received all of the nominations.
- The remaining three are up for election.
- 50% (rounded down) of the delegation must be women, as determined by policy passed at NUS National Conference. As the Union is entitled to send five delegates, this means a minimum of three delegates must self-define as a woman. Candidates for the NUS Delegate position will be asked to disclose their self-defined gender to the Deputy Returning Officer.

Once elected, they must gather students' views and keep up to date on all government and NUS policy which affects students, so that when they finally attend conference, they are in the best position to make informed decisions on behalf of all the students of the University of Derby.

For more information about these positions, please see the Nomination Pack for the National Student Rights Campaigner job description

## 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](http://derbyunion.co.uk/elections), logging into 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.  
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 yourselves and help each other get elected. 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.)
3. **Mark** the position you wish to run for.
4. 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.
5. **Upload** a photo of yourself in the photo section provided.
6. **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 essentially a public declaration of what you want to achieve during your term of office (aka your time in the role). It will be available on the online voting page 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! *(see example manifesto at the end of this guide)*

If you're elected, students will use your manifesto to measure your achievements throughout your term of office and will hold you to account. It is therefore very important that your aims and promises made on this document are both realistic and measurable. 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. 3-5 manifesto points is advised, but no more than 7
- 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*.

We strongly recommend that you attend one of the Candidate Training sessions that are being put on in January/February which give you hints and pointers for producing an effective manifesto which people can lure in voters.

*For information on the dates, times and locations of the training and all Union events, please keep an eye on our events page at [derbyunion.co.uk/ents/eventlist/](http://derbyunion.co.uk/ents/eventlist/)*

## 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](mailto: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?

To ensure you are fully prepared to run in the elections, we will be putting on "Candidate Training" sessions during the nominations period of the Elections.

During the training, you will learn how to:

- Be an effective campaigner
- Understand what the elections are like based on experiences from previous candidates
- Organise a team of volunteers to help you
- Be an effective public speaker
- Promote yourself
- How to create a manifesto
- What to do/avoid
- How to best get votes
- and much more...

By attending this training session, you will be fully prepared to create your manifesto and to go out and talk to students in order to gain their vote.

To be kept informed of the locations, times, and dates for the candidate training, please check the Union website: [derbyunion.co.uk/ents/eventlist/](http://derbyunion.co.uk/ents/eventlist/)

## 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 additional rules.**

### Who are the Returning Officers?

The Returning Officer is the person with ultimate responsibility for the smooth-running of the elections. They also have a duty to ensure that the elections are organised fairly, legally and executed in a democratic manner in line with the Education Act 1994 and Electoral Reform Society. Only the Returning Officer has the authority to remove candidates from the election or declare an election process null and void.

The Returning Officer is **Peter Robertson**, Deputy Chief Executive of the National Union of Students (NUS). Peter can be contacted by emailing [elections@nus.org.uk](mailto:elections@nus.org.uk).

The Returning Officer delegates full responsibility for the operational management of elections to the Deputy Returning Officer and the elections staff officials. They oversee the elections process and uphold the Constitution and Standing Orders for all things related to the elections.

The Deputy Returning Officer will be the main point of contact for all candidates and will deal with any issues, complaints, or queries. If the Deputy Returning Officer cannot resolve an issue, the matter will be referred to the Returning Officer who will rule on a decision. The Deputy Returning Officer also has the power to impose sanctions to candidates who are unwilling to follow the guidance given to them and their campaign teams

The Deputy Returning Officer is **Suzy Stevenson**, Head of Membership Engagement.

The Elections Officials are:

- **David Lochtie**, Student Voice & Development Manager
- **Laura Maher**, Democracy, Governance and Campaigns Coordinator

All election officials and the Deputy Returning Officer can be contacted by emailing [elections@derbyunion.co.uk](mailto:elections@derbyunion.co.uk).

### Why do we have these 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 and Training Meetings.



## 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. You **must** attend the ratification meeting which is taking place on **Monday 22<sup>nd</sup> February**. During the meeting, the Deputy Returning Officer will give a short statement on what we expect of candidates in terms of behaviour and conduct, and then they will go through the rules and other information you need to know about being a candidate. **If you cannot attend this meeting**, please inform the Deputy Returning Officer by emailing [elections@derbyunion.co.uk](mailto:elections@derbyunion.co.uk) no less than three days prior to the event. A second meeting may be arranged at the discretion of the Deputy Returning Officer. **PLEASE NOTE - YOU CANNOT RUN IN THE ELECTIONS IF YOU HAVEN'T BEEN RATIFIED** – so make sure you attend or notify us in the above channel if you cannot attend. If the meeting is being held in person, you will also have a professional photograph of yourself taken at Ratification for the purposes of promoting you during the elections!

If it isn't being held in person or you don't attend the Ratification Meeting, you will also need to submit a clear head and shoulders photo of yourself against a plain light background to [elections@derbyunion.co.uk](mailto:elections@derbyunion.co.uk) by 23<sup>rd</sup> February 2021.

## What's this I hear about a Launch Event?

To introduce the candidates in the Elections 2021, we will be hosting a launch event **from 10.00am-Noon on 4<sup>th</sup> March 2021**, after which voting will be launched at midday. Each full-time Officer and Part Time Officer candidate will be given the chance to introduce themselves to students by telling them who they are, why they are running and most importantly why students should vote for them! This is streamed on the Union of Students Facebook account so is a great start to your campaigning and *highly* recommended.

## How do I get people to vote for me?

Trying to persuade people to vote for you is both challenging and exciting. However, there are several pointers below to help you get as many votes as possible:

- **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*”.
- **Talking to students** – This can be one of **the most powerful methods** of campaigning. Think about all how will you talk to as many students as possible whilst mostly campaigning online. How will you reach them? How will you spread your message? What will you say? Make sure you have a plan of what you want to say and how you want to come across! Whatever you do, don't just wait for students to find you, make yourself known!
- **Online presence** – Particularly this year, one way of appealing to people is through online campaigning via social networking sites such as Facebook, Twitter, Snapchat and Instagram. Some people create whole Facebook pages to promote themselves, others create funny videos – have a look at this (successful) candidate's video: [facebook.com/joeleamgoldsmithsSU/videos/249859639224336/](https://www.facebook.com/joeleamgoldsmithsSU/videos/249859639224336/)
- **Physical promotional materials** - Having physical promotional materials can be effective when running your campaign. Most candidates have posters and banners (see example banner at the end of this document) displayed at various University of Derby campuses, sites, buildings and halls of residence. Feel free to be creative. Candidates in the past have used such promotional materials such as funny videos or songs – think about how you can be creative online and get students to vote for you. Also, use your existing links at university – if you are a member of any club, society, module, halls of residence or student group of any kind, reach out to those people as they may be more likely to vote for you, and even promote you to others.
- **Get friends to help you** – Two heads, or multiple heads, are better than one. You will have a lot to do if you want to win. Having a dedicated campaign team will not only save you a lot of time, but it will maximise your reach to voters. We really strongly advise you to have a campaign team. These people can mean the difference between a win or a loss. The more people you can rope in to speaking to students or waving your signs around campuses, the more likely you are to be successful. Make sure you get friends and classmates to help you. If you are a member of a Sports Club or Society, get them to support you. Make sure that your friends are able and willing to put the time into campaigning for you and make sure they stick to the rules – if they break a rule it will be seen as if you've broken that rule!
- **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.
- **Get yourself heard** – There will be an opportunity for you as a candidate to speak to an audience of students directly through the Launch Event **from 10am-12 Noon on 4<sup>th</sup> March 2021**. You should try your best to attend this event as it is really beneficial to your campaign - this is your chance to get your message out to a large audience – we usually stream the launch event on Facebook live and our videos get several thousand views a piece!
- **Attend Union Events** – Some of the Union events are the best places you can be to hear directly from students about the changes that they want to see at University. Events which are coming up before elections that you should attend to help shape your aims and manifesto are:
  - **Spring Term Panel Debate – 6<sup>th</sup> February 2019, 2.00-4.00pm (room tbc)**  
*This is where many Programme Reps will come together to questions senior members of University staff on key issues such as buses, timetabling, fees, international students and many other hot topics. This will be a fantastic opportunity for you to help shape your manifesto around what current students want, which may help you to secure votes.*
  - **Extraordinary General Meeting – 5<sup>th</sup> February 2019 (time and room tbc)**  
*This meeting is where changes and additions to some of the Union roles are going to be made and will be a fantastic opportunity for you to network with current officers and see how the Union's democratic processes function.*

## Campaign Posters

Most candidates also produce a poster to support their main campaign (example at the end) which details their manifesto aims, name, role they're running for and how to vote. This poster can be put on social media and put up on the designated areas around the various campuses, if coronavirus restrictions allow. (You'll be given detailed guidance on this nearer the time. You must submit your poster to us before use for approval by emailing it to [elections@derbyunion.co.uk](mailto:elections@derbyunion.co.uk). We will then stamp it with our 'approved by us logo'.

Posters, though a great way to advertise the elections generally, **are not a particularly effective campaigning tool**. The best thing you can do to get votes is for you and your campaign team to connect with and speak to students.

## Campaign Costs

REMEMBER – You are only permitted to spend up to £100 on your campaign.

When you create a campaign poster, it **MUST** be authorised and printed by the Union **before they are used**. It is very unlikely that your poster will be refused; however, this is the only way that the Deputy Returning Officer can keep track of what candidates are doing and ensures there are no problems with the materials before they are put up around the University.

The Union has agreed the following for these elections:

- Each candidate standing to be elected as a Part Time Officer/Equality Officer/National Student Right Campaigner candidate is entitled to a maximum budget spend of £100 on campaign materials and resources.
  - **The Union will not reimburse any candidates standing for election at this level.**
- Each candidate standing to be elected as an Officer Trustee is entitled to a maximum budget spend of £100 on campaign materials and resources.
  - **The Union will reimburse up to a maximum of £50 per candidate for candidates standing for election at this level.**
- Candidates for all positions are allowed to create posters which advertise their campaign.
  - Candidates must email their poster designs to [elections@derbyunion.co.uk](mailto:elections@derbyunion.co.uk) **by no later than 29<sup>th</sup> February at Midday**. No poster designs will be accepted after this time and you will not be allowed to print your own posters (however flyers or digital copies of your poster to be shared on social media etc. are acceptable, however any cost in creating or distributing these would come out of your campaign budget.)
  - Candidates are not able to use posters which have not been approved by the Union of Students and all physical posters (if permitted considering COVID restrictions) must be printed by the Union of Students.
  - You must provide a record of anything used/donated free of charge. You may seek gifts in kind from any source that is **not** affiliated with the Union of Students– this would, most notably, rule out club nights such as Walkabout and Revolution and any Union club or society.
  - All such donations must be receipted for your records and disclosed to the Union. The donation will be accounted for as part of your total expenditure and must not bring your campaign expenditure over the limit set.

For further advise on how to campaign, please come to candidate training on the dates advertised.

## 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
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.

### When does voting end?

Voting will close on 12<sup>th</sup> March 2020 at 1.00pm.

The winners of each position in the elections will be announced in a special night, usually held in the Academy Bar but this may be at an alternative COVID-secure location or online. This is also taking place on 12<sup>th</sup> March 2021 from 7.00pm-10.00pm. Tell your friends, classmates, and everyone you know to come along to this event and see you (hopefully) being announced as the winner!

### What happens after the elections?

After voting closes, we then announce the winners at our ever popular Results Night (as outlined above). After this, the lucky winners will begin the process of preparing themselves to take up office in **July 2021**. 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.

## The rules: 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** Attend Campaign Training we are putting on throughout January/February. These sessions will feature the Elections Officials talking about their experiences of the elections, so they are a good source of information. To find out when these will be, go to [derbyunion.co.uk/](http://derbyunion.co.uk/)
- **DO** read Standing Order 3 to understand the process of conducting an election (below)
- **DO** make yourself available for the ratification on 22<sup>nd</sup> Feb. If you can't make it, please contact Suzy Stevenson the Deputy Returning Officer, as soon as possible at [elections@derbyunion.co.uk](mailto:elections@derbyunion.co.uk).
- **DO** be creative in your campaigning. The more original and novel your campaigning methods are, the more votes you will secure. We will go through various campaigning tactics with you at the Campaign Training sessions.
- **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
- **DO** allow voters the space to cast their vote in private and without interference
- **DO** be determined and resourceful You are in it to win it. Show some enthusiasm in your campaigning, but remain respectful to the other candidates.
- **DO** investigate and research for your manifesto. Students will question you on this, so the more comprehensive it is, the better you will come across to students.
- **DO** get some perspective on the elections. Make sure you don't sacrifice too much of your study time in order to get elected. If you don't win, it's not the be-all and end-all.
- **DO** make sure you are supported by your campaign team. They are there to help you, but in return, you need to support them by letting them know what you intend to do if you are elected. Be mindful that they are giving their free time to help you and they have priorities of their own to meet.

### Things to avoid:

- **DON'T** rush into a decision to run. You have until 12<sup>th</sup> February to get your nomination submitted. Think carefully if you wish to run for our officer positions because you will be devoting a large amount of your time to these roles, particularly the Officer Trustee positions.
- **DON'T** let anyone pressure you into standing. If you want to, then stand, but make sure it's your decision.
- **DON'T** take things too personally. Elections are a competition and therefore things get competitive. If you feel like you need support or someone to speak to, we do have the Help & Advice service that can help you. That said, if you feel someone is not behaving properly toward you, please contact Union staff.
- **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** give your electronic device (i.e. phone/tablet) to voters for voting or any other purpose, and do not touch the electronic devices of voters. Voters must cast their votes in secret and cannot use a device of any candidate or their campaign team to vote with. We must ensure the security and personal details of voters is protected. Due to COVID, getting votes in permission may be ruled out completely this year, but we will advise you on this nearer the time.
- **DON'T** burn yourself out. Take regular rests, eat and drink. You are no good to yourself or anyone else if you burn yourself out by the end of the process.
- **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. 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 Laura Maher at [laura.maher@derbyunion.co.uk](mailto:laura.maher@derbyunion.co.uk) with the subject heading 'elections help'.

## Manifesto example:

### YOUR NAME HERE

#### Profile

My name is ....., I am currently a second year student on the outdoor degree based in Buxton. I have been on the committee for the men's rugby union team due to the limited opportunities for Buxton's students who want to participate in other sporting teams other than the Netball and Men's Rugby Union. Therefore, I want to run for Buxton Sports Officer so that I can allow Buxton Students to have increased sporting opportunities and feel like they are part of TEAM DERBY.

#### Key aims

- Amend university minibus times to allow for Buxton students to participate in all sporting teams of their choice at the Derby Campus.
- Relax Wednesday lectures, so that sports teams can participate in away games without worry.
- Increase funding to allow growth of Buxton Sports teams and Societies.
- Build a relationship between campuses to help with shortage of players at the Buxton campus.

#### What I have done

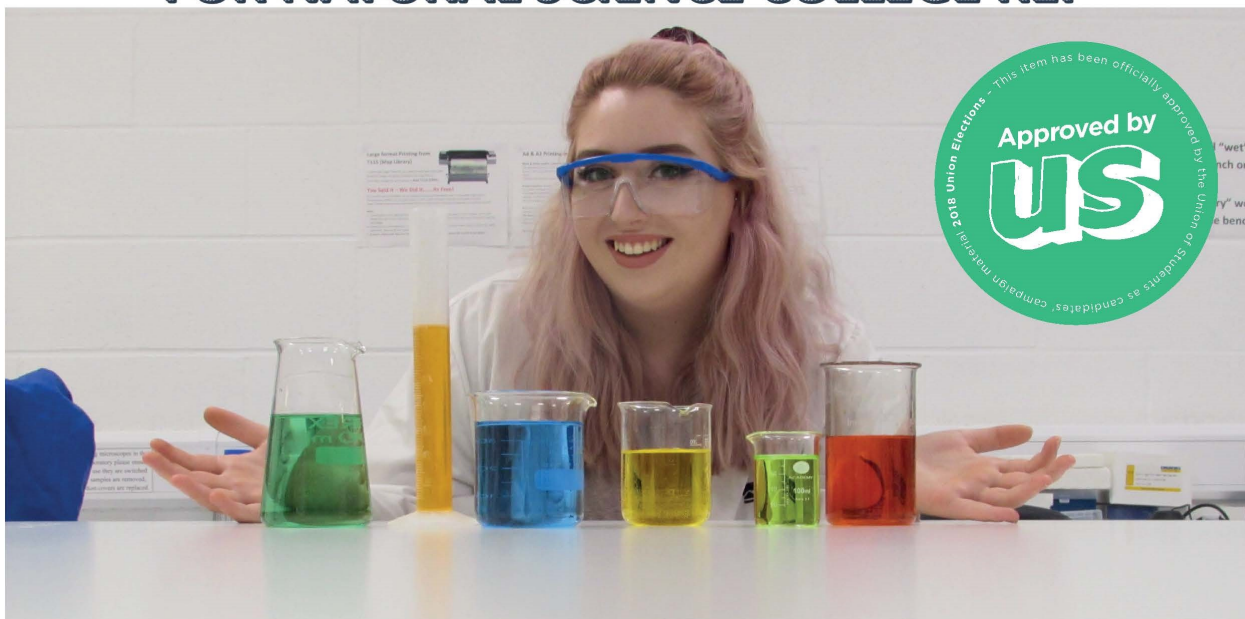
During my role as Team Manager on Buxton Rugby committee I have managed to help increase player intake, get the committee more organised with trainings, and matches. The lack of support that the Buxton teams get compared to the Derby Campus is motivating me to run for this position to ensure Buxton is also part of TEAM DERBY.

#### Contact

example@example.com

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](http://DERBYUNION.CO.UK/ELECTIONS)



**Banner examples:**





## STANDING ORDER 3

These regulations shall apply to all elections by ballot for all campus elections including Officer Trustees, Part Time Officers, Part Time Officers for Education, and National Student Rights Campaigners (NUS Delegate), and shall be read in conjunction with the Candidates' Guide and the Constitution of the Union.

### 1. Elections

- 1.1. Elections shall take place before 31 March in each academic year for each of the following:
  - Officer Trustees elected by cross campus secret ballot;
  - Part-time Student Representatives elected by cross campus secret ballot;
  - Part Time Officers for Education elected by the students of the College they are to represent; and
  - National Student Rights Campaigners (NUS Delegate).
- 1.2. Officer Trustees and part-time Student Representatives shall hold office for one calendar year, commencing in the July following the election, with the exact date of handover to be noted within the Elections Candidate Guide produced each year. The last day in office for outgoing Officers will be the second Friday in July on whichever date this falls.
- 1.3. The level of remuneration for the Officers Trustees shall be agreed by the Board of Trustees but shall only be effective if the Board of Trustees follow the procedure and observe the conditions set out in clauses 5.2.3 of the Articles of Association.
- 1.4. Once elected all Officer Trustees may attend meetings of the Executive Committee as an observer and any relevant meetings to which their future post entitles them, taking place immediately prior to taking up office on the second Friday in July.
- 1.5. There shall be one Part Time Officer for Education per University College School or equivalent
- 1.6. Delegates to National Student Rights Campaigner (NUS Delegate) shall be elected by secret cross-campus ballot as defined by NUS regulations. 50% of the delegation shall be women (rounded down) as stipulated by NUS regulations. One space is to be reserved for a delegate studying a Further Education qualification. In the case where there is no Further Education student standing for election then this reserved space can be filled by another delegate who does not study a Further Education qualification. One space is to be reserved for the Union President (or nominee) in their role as delegation leader. Election for National Student Rights Campaigners (NUS Delegate) should take place at the first election of the academic year.

### 2. By-Elections

- 2.1. If an Officer Trustee position remains unfilled or falls vacant prior to the start of the academic year a by-election may, at the discretion of the Board of Trustees, take place.
- 2.2. If an Officer Trustee resigns or is removed from office before the start of the academic year as a result of a vote of no-confidence then a by-election may take place.
- 2.3. If a Part Time Officer for Education position falls vacant or remains unfilled after the initial election, a by-election may be held. Should the position remain unfilled and a student expresses an interest, then the Scrutiny Panel will determine if election by co-option is to be allowed. This decision will be in force for the duration of the academic year.
- 2.4. If a Part Time Officer or NUS Delegate position falls vacant or remains unfilled after the initial election, a by-election may be held. Should the position remain unfilled and a student expresses an interest, then the Scrutiny Panel will determine if election by co-option is to be allowed. This decision will be in force for the duration of the academic year.
- 2.5. The process of co-option shall be as follows:
  - The student wishing to be co-opted must attend the Scrutiny Panel and state their reasons for standing
  - That any co-option must be agreed by simple majority of the Scrutiny Panel
- 2.6. Officers elected via a by-election or co-option shall hold office from the date of their election until the second Friday of July of that same academic year.

### 3. Eligibility

- 3.1. All candidates standing for election must be full members of the Union, until voting has ceased.
- 3.2. No student shall be eligible to serve more than two terms of office as an Officer Trustee.
- 3.3. No student shall be able to hold office as a part-time Student Representative and an Officer Trustee simultaneously.

- 3.4. Part Time Officers of the Liberation campaigns must be students who self-define within the respective campaign.
- 3.5. Part Time Officer for Education must be a student of the College and School of which they wish to be the representative and throughout their term in office.
- 3.6. Any Part Time Officer or National Student Rights Campaigner (NUS Delegate) who ceases to be a student of the University of Derby shall be deemed to have resigned from their position. These positions shall be entered into the next cross-campus election.
- 3.7. Candidates may not stand for election to any more than one vacant Officer position, this includes Part Time Officer for Education positions, but excludes National Student Rights Campaigner (NUS Delegate) roles.

#### **4. Returning Officer**

- 4.1. The Returning Officer shall be responsible for the good conduct and administration of all Union elections and shall have the sole interpretation of the election regulations.
- 4.2. The Returning Officer shall not be a current member of the Union nor shall they have been a member of the Union in the preceding two (2) academic years or a member of employed staff of the Union.
- 4.3. The Returning Officer may appoint a Deputy Returning Officer and election officials to assist in the conduct of elections.
- 4.4. The Deputy Returning Officer shall assist the Returning Officer and act on behalf and carry out duties as instructed by the Returning Officer.
- 4.5. Officer Trustees, part-time Student Representatives and candidates are not eligible to be election officials.
- 4.6. The Deputy Returning Officer and Election Officials shall write a Candidates' Guide which will include details for the relevant elections and outline election regulations and procedures which must be followed by all candidates.
- 4.7. Changes to the election regulations and change of Returning Officer should be ratified by the Board of Trustees at the earliest opportunity via the appropriate meeting.
- 4.8. The Returning Officer shall have sole authority to interpret this Standing Order and such interpretations shall not be subject to challenge in any meetings of the Union.
- 4.9. The Returning Officer shall establish an election complaints procedure and have sole authority to determine any complaint and any resulting action required. Such determinations shall not be subject to challenge in any meeting of the Union unless the action of the Returning Officer is proven to be negligent or fraudulent.

#### **5. Notice of Elections**

- 5.1. Elections shall take place during the University term. Notice of elections shall be published not less than five (5) working days prior to the opening of nominations.
- 5.2. The notice of elections shall list all positions to be elected and outline the elections timetable.

#### **6. Nominations**

- 6.1. Any Full Member of the student body, as defined in the Constitution, is eligible to stand for any of the available Union positions.
- 6.2. No Officer Trustee or member of Union staff shall propose or second a candidate.
- 6.3. Any elected Officer Trustee who wishes to re-run as a Candidate should declare:
  - This prior to the opening of nominations and should be removed completely from the election process; and
  - Their conflict of interest in meetings where the election process they wish to participate is in being discussed.
- 6.4. Candidates can only stand for one Officer Trustee or Part Time Officer/Part Time Officer for Education post in each set of elections.
- 6.5. All candidates must agree to accept the election rules and abide by the Union's governing documents and Candidates' Guide.
- 6.6. All Officer Trustee candidates must disclose any unspent criminal convictions.

#### **7. Candidates' Meeting**

- 7.1. The Returning Officer or nominated person(s) shall organise a meeting for all candidates to be held as soon as reasonably possible after the close of nominations.

7.2. Candidates must attend all the candidates' meetings. Candidates who are unable to attend must provide, in writing to the Deputy Returning Officer a legitimate reason for absence. Failure to attend or provide a legitimate reason may result in disqualification.

## 8. Campaigning

- 8.1. The period of campaigning shall start after the last candidates' meeting and shall continue until the close of the ballot.
- 8.2. Candidates will be expected to follow Union and University policies and regulations outlined in the Candidates Guide, as well as any legal requirements for the running of fair and open elections for the period of Union elections.
- 8.3. Current Officer Trustees seeking re-election to an Officer Trustee role must take annual leave during the period of campaigning. In the event of insufficient annual leave remaining, unpaid leave will be granted. Officers must not use their working resources to campaign.

## 9. The Ballot

- 9.1. The ballot may be conducted by electronic or paper ballot
- 9.2. Re-open nominations shall be a candidate in all Union elections.
- 9.3. Voting for all positions shall be by secret ballot and shall be conducted in accordance with the Single (or Alternative) Transferable Vote system in accordance with the procedures of the Electoral Reform Society of Great Britain and Ireland.

## 10. The Count

- 10.1. The Returning Officer shall arrange for the count to take place and for it to be held in accordance with rules and procedures as he/she may determine.
- 10.2. The count will commence only when the Returning Officer is satisfied that any complaints received in compliance with this Bye-Law relating to the conduct of the election have been considered.
- 10.3. Candidates will be informed of the time and date when the count will take place as part of the Candidates' briefing.
- 10.4. Once the count has commenced no further complaints will be considered other than complaints relating to the conduct of the count itself

## 11. Declaration

- 11.1. The Returning Officer shall inform the candidates of the time and venue where the results will be released.
- 11.2. The Returning Officer shall satisfy themselves that all the votes are valid.
- 11.3. The Returning Officer or their nominee will declare and publish the results of the election.
- 11.4. The ballot papers or relevant database will be kept for a period of six (6) months after the completion of the election.

## 12. Complaints and appeals

- 12.1. Any challenge or complaint concerning the administration or good conduct of the election should be submitted in writing to the Returning Officer. Complaints can be received throughout the election period up until 3 hours prior to the commencement of the count.
- 12.2. All complaints must be made in writing with the complainant stating their full name and student registration number.
- 12.3. Any challenge or complaint regarding the conduct of the count must be submitted to the Returning Officer within one (1) clear day of the end of the count.
- 12.4. In determining a resolution to a complaint, the Returning Officer - after a full investigation - may not uphold the complaint; or may halt elections for specific post(s) or disqualify individual candidate(s) if, in their view, a candidate(s) has breached election regulations. Any appeal against the decision of the Returning Officer shall be made to the University Registrar (**or nominee**) within two clear days of that decision being communicated to the complainant. The decision of the University shall be final with no further right of appeal.

## 13. Referendum

- 13.1. Any referendum shall be supervised by the Returning Officer or nominated person(s) in accordance with accepted practices.
- 13.2. The voting times shall be agreed by the Executive and publicised to the members of the Union.
- 13.3. The Scrutiny Panel shall be responsible for deciding the wording of the question on the referendum ballot paper. The question shall require a decision either `FOR', `AGAINST' or `ABSTAIN'.
- 13.4. Referendums shall be conducted in accordance with article 18 of the Articles of Association.
- 13.5. A referendum may be called by a Secure Petition signed by at least 200 members and submitted to the Deputy Returning Officer. The Union shall sample test the validity of signatures on the Petition on submission.
- 13.6. Subject to article 18 a resolution may only be passed by Referendum if at least 1000 members cast a vote in the Referendum and a majority of votes cast are in favour of the resolution.