

Activities Elections: Sports Clubs & Societies

Why do we hold Elections?

Every club and society [must elect a new committee](#) each year so your group can keep running. [Elections happen online](#) through the Students' Union website, usually in **March-April**. You also need to hold an [Annual General Meeting \(AGM\)](#) during this time to review the year and prepare for next year.

Essential Steps to Hold Your Elections

1. Get ready for elections

- You'll get an email from the SU with a link to the [Role Request Form](#).
- List the roles you want to open (core roles are always included).
- If you want to add or remove roles listed on your constitution, this will need to be voted by your members at an AGM.
- The SU will notify you of the election dates.

2. Online elections

- All voting happens on the SU website.
- If you can't use the online system, contact the SU team.
- We hold elections online, so more people vote, transparent counting (SU does it for you), no paperwork or ballot papers

3. Set your Annual General Meeting (AGM) date

- Hold your AGM during the election period.
- At the AGM, candidates can give short speeches.
- Remind members how to vote and the deadline.

4. Encourage members

- Share nomination and voting dates.
- Encourage members to put themselves forward for committee.
- Remind members to vote (you need 20% of members to vote for it to be valid).

After Elections

Results: The SU will email the results to the Chair of the Club/Society

Committee Details: Complete the [new committee's details](#) form

Organise Handover: The outgoing committee will need to hold a meeting with the new committee