
Activities Election: Societies & Sports Clubs

Why we hold Elections?

Activities Elections are part of the SU's democratic process. Every society and sports club is required to partake in the elections in order for their society/sports club to continue to run into the next academic year.

The official elections period will commence towards the end of the academic year often occurring March to April.

Your Society or Sports Club must hold an annual AGM meeting and discuss how your year has gone and how things can improve for the next academic year. We hold online elections for all active Clubs and Societies members to elect students to be a part of their new Committee.

Essential Steps to Hold your Elections:

When the activities elections period is about to start you shall receive an email from the activities team to fill in your elections form.

Online Elections: Online elections will run through the SU website. If for any reason you don't feel that you are able to hold your elections via the online process, please contact the Sports or Societies Coordinator to discuss this.

Selecting Roles: You will need to provide the list of committee members that you are opening posts for. All committees will include the three core roles, so these won't need to be requested but will be required. You will provide this via the ['Online Elections Committee Roles Request Form'](#).

Setting Dates: Your AGM should be held within the elections period. The SU will provide the following for your online election:

- Date/Time Nominations Opens
- Date/Time Nominations Closes
- Date/Time Voting Opens
- Date/Time Voting Closes

During Activities Elections Period

Encourage your members: It is essential that you are encouraging your members to put themselves forward for nominations in order to have a full committee for the next academic year. You are required to have the full committee with all the core roles.

Reminding your members: It is important that you remind your society with all the dates of when nominations and voting opens and closes so they don't miss their window to nominate themselves or to cast their votes.

After the Activities Election Period

Results: The SU will inform the Chair of the club/society of their results, and the Chair must share these with the committee and their members.

Committee Details: After the full committee is elected, you will need to send over a completed form of the new committee's details. This will be added onto the database so they receive information regarding societies/clubs and will have access to the society's/club's page website.

Organise Handover: The outgoing committee will need to hold a meeting with the new committee in order to pass on relevant information such as logging information and tips e.g. for marketing at Societies & Sports Fair

AGM's

We would recommend that you hold your AGM during the voting week. This allows enough time for the current committee to handover to the new committee.

At the AGM all members that wish to stand in the online Elections, are entitled to give a short speech explaining why they think they are suitable for the position. The Chair should then remind members how they can vote online and by when.

We understand that every student group is unique with different needs, and some will therefore see more benefits than others will, however all student groups will benefit from the following by using our online election system:

- Increased voting turnout
- Better transparency during the counting process - we count them for you, and email you the results
- Less paperwork for committees - you don't need to handle ballot papers, as this is done through the website