

Activities Election: How It Works

This document should you guide through the process of standing in an Activities Election for a chosen club or society. It will then go onto explain how you can vote in the Activities Election.

Please note you must be a member of the Club/Society before you can stand or vote in their election.

How to Stand

Before you start, make sure you have your manifesto and a photo (.jpg) ready and log onto the Students' Union Website www.worcsu.com. Then go to your Club/Society page and your election will appear on the page.

1. Select 'Stand in Election'

Example Election 2023 Edit

★ 3 posts are up for election.

🕒 Nominations close at 12:00 on Tuesday 8 August 2023 (in 25 hours)

🕒 The polls open at 16:00 on Wednesday 9 August 2023 (in 2 days and 5 hours)

Post List
Read more about the positions up for election and what each role entails.

Stand in Election
Submit yourself as a candidate in this election

- Please add your name, email (should already be visible), and mobile telephone number

★ Posts # Candidates **Stand** Profile Vote

Your details

To stand for any post, you must provide the following details.

Name and contact information

Display name *
Barney Blake This is how your name will appear on the ballot form.

Email address *
b.blake@worc.ac.uk ▼
[Add email address](#)

Phone number *
07933 428373 ▼
[Add phone number](#)

These are used only to contact you about your candidacy and are only available to the election admins.

- Go to the position you wish to stand for and select 'Stand'

Review nominations
Posts you can stand for
Chair

eSports Chair

Action:
[Stand](#)

2. Select 'Submit Nomination'

★ Posts # Candidates Stand Profile Vote

Stand for Chair

[Back to Nominations](#)

Click the button to confirm your nomination.

Submit Nomination

- Upload your manifesto before nominations close, as you cannot upload one after that date. You can either type your manifesto in the box, or paste it from a Word document.
- Click "choose file" to add your photo, then click "upload".
- Make sure you click "Save" so that your manifesto is submitted.

Chair

eSports Chair

Status:
Your nomination is pending approval.

Manifesto:
[Upload](#)

Upload Manifesto

Chair

Barney Blake

[Back to Candidate List](#)

Photo
Your photo will appear on the Candidate List and your manifesto page.

No file chosen

Manifesto

Manifesto text - type or paste from Word document

You will then be approved by the relevant member of Students' Union staff. You will receive a confirmation email when you stand and another when your nomination status has changed. This will either state that your nomination has been approved or unapproved.

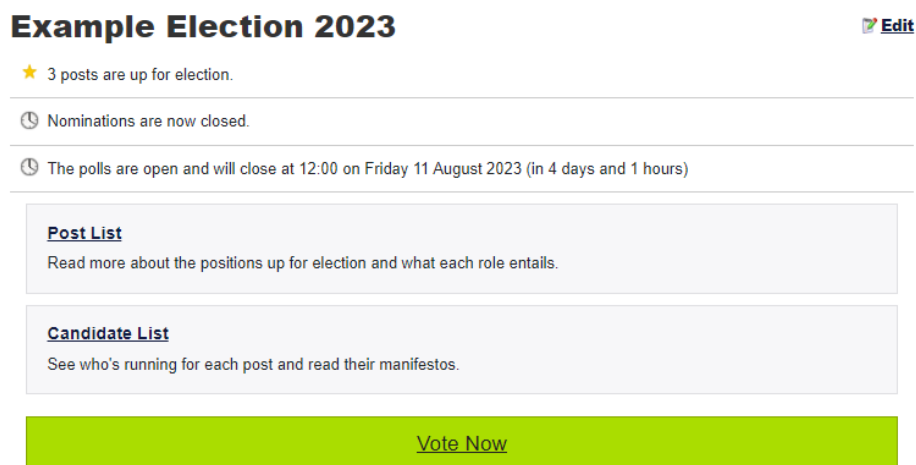
If you have any questions throughout the Nominations process, please contact one of the following:

- Student Activities Manager, Sophie Smith - sophie.smith2@worc.ac.uk (Clubs & Societies)
- Student Groups Assistant, Hannah Heskin - hannah.heskin@worc.ac.uk (Societies)
- BUCS Sport Administrator, Barney Blake - b.blake@worc.ac.uk (Clubs)
- Student Communities Coordinator, Anna-Symone Bateman - a.bateman@worc.ac.uk (Networks)

How to Vote

To vote in the Activities Election, head to your club or society page and you will see the election. Click on Vote Now and the follow the steps below.

1. Select "Vote Now"



Example Election 2023 

★ 3 posts are up for election.

🕒 Nominations are now closed.

🕒 The polls are open and will close at 12:00 on Friday 11 August 2023 (in 4 days and 1 hours)

Post List
Read more about the positions up for election and what each role entails.

Candidate List
See who's running for each post and read their manifestos.

[Vote Now](#)

- Then select "Start Voting" which will take you to the next screen.

Example Election 2023

🕒 The polls are open and will close at 12:00 on Friday 11 August 2023 (in 4 days and 1 hours)


★ Posts # Candidates 📄 Stand 📄 Profile 🗳️ Vote

[Start Voting](#)

- The page will appear with all the candidates and R.O.N.,
- You can vote R.O.N. if you do not want to vote for any of the candidates and would like to Re-Open Nominations.
- Alternatively, you can abstain from voting altogether.

You have one vote.
Number the candidates in order of preference.
If at any stage you believe the candidates you have not yet numbered are unsuitable for the position, number *Re-Open Nominations (R.O.N.)*.
If at any stage you become indifferent to the remaining options, click the *No Further Preferences (N.F.P.)* button.

Candidates for Chair



Barney Blake
Manifesto

Re-open Nominations (R.O.N.)
[About](#)

Your vote for Chair

(1 position available)

[Abstain](#)

2. Cast your Vote

- Once you know who you want to vote for, simply cast your vote in order of preference.

Candidates for Chair



Barney Blake
Manifesto

Re-open Nominations (R.O.N.)
[About](#)

Your vote for Chair

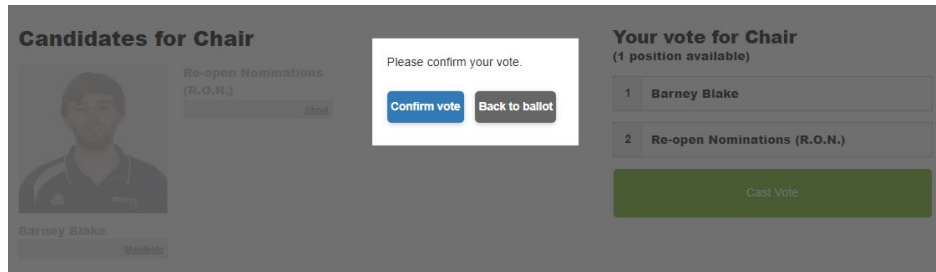
(1 position available)

1 **Barney Blake**

2 **Re-open Nominations (R.O.N.)**

[Cast Vote](#)

- Click "Cast Vote", then "Confirm Vote" and you will be taken back to the voting screen to vote for the other positions available.



- Once you have voted for all the available positions, you will receive a completion email. If you do not receive this email, it could be because you have not voted for every position.

Example Election 2023



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