



STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy

Elections Guide

Autumn Elections 2018



STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy



WORCESTER
STUDENTS' UNION

Contents

Page

About Worcester Students' Union _____	3
Contact details _____	4
Positions Available _____	5
Executive Committee, Student Council and Part Time Officers _____	6
Why should you stand? _____	7
What skills and qualities do Full-Time Officers need? _____	7
What will you be doing? _____	7
NUS Conference Delegates _____	9
Campaigning and Manifestos _____	10
Voting System _____	12
Key Dates _____	13





STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy



About Worcester Students' Union

Worcester Students' Union (WSU) is an independent charity, registration number 1145192, which is devoted to the educational interests and welfare of its members. Its members are all students (full-time and part-time) registered for a course of study with the University of Worcester, unless they specifically choose to opt out of membership. Its activities and services are funded through a block grant from the University of Worcester and through any trading surpluses made from the SU's commercial services, such as The Hangar bar.

Like other Students' Unions, WSU's charitable objects are the advancement of education of students at the University by:

- Promoting the interests and welfare of students and representing, supporting and advising students
- Being the recognised representative channel between students, the University and any other external bodies
- Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of students

WSU is affiliated to the National Union of Students (NUS) and pays an annual fee for this of approximately £20,000

As a democratic organisation, it is a fundamental principle that the Students' Union is led by students. This means that, each year, the leadership of the SU (its Executive Committee, further details of which can be found below) is determined by the student body through cross-campus elections.

The University of Worcester has over 11,000 students and elected officers have responsibility for representing the interests of all of these students. The student body is increasingly diverse and so the Executive Committee of the Students' Union should reflect that diversity.





STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy



Contact details

If you have any questions about the election process please feel free to speak with any member of SU staff. You may want some information and advice about the roles and responsibilities before you make the decision to stand, so please come and have a chat with Tim or call in to the SU Welcome Desk to make an appointment.

Contact	Responsibilities
<p>Tim Hewes-Belton Student Engagement Manager Worcester Students' Union Email: t.hewesbelton@worc.ac.uk Telephone: 01905 543222</p>	<p>The Student Engagement Manager is responsible for increasing the level of participation of Worcester Students' Union members in decision-making processes. Talk to Tim if you want to know more about standing as a candidate for election.</p>
<p>Jodie Stilgoe Student Voice Assistant Worcester Students' Union Email: j.stilgoe@worc.ac.uk Telephone: 01905 543224</p>	<p>The Student Voice Assistant supports the Student Engagement Manager to administer the Elections and ensure that they run smoothly.</p>
<p>Peter Robertson Returning Officer Deputy Chief Executive Membership and Union Development National Union of Students Email: elections@nus.org.uk Telephone: 0845 5210 262</p>	<p>The Returning Officer is someone independent of the election process who rules on any disputes that arise. He will be available to provide advice and support and will deal with any complaints relating to the election. You should always contact Val or Tim before contacting Peter.</p>
<p>Val Yates Deputy Returning Officer Director of Access and Inclusion University of Worcester Email: v.yates@worc.ac.uk Telephone: 01905 522170</p>	<p>The Deputy Returning Officer is an independent representative of the University of Worcester. She checks that the Students' Union is adhering to election rules and regulations throughout the elections.</p>





STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy

Positions Available in these Elections

The positions that are being contested in these elections period are for the three full-time officers:

Part Time Officers (volunteers)	
<ul style="list-style-type: none"> • BAME Officer • International Students' Officer • LGBT+ Officer • Mature Students' Officer 	<ul style="list-style-type: none"> • Student Disability Officer • Sustainability Officer • Welfare Officer • Women's Officer
Student Councillors (volunteers)	
<ul style="list-style-type: none"> • SU Society Rep (academic)* • SU Society Rep (general interest)* • SU Sports Rep (BUCs sports)* • SU Sports Rep (non-BUCs sports)* • Postgraduate Representative • City Campus Representative • University Managed Accommodation Representative • Foundation Degree/HND Representative 	<ul style="list-style-type: none"> • School of Sport and Exercise Science Representative • School of Psychology Representative • Business School Representative • School of the Arts Representative • School of Education Representative • School of Humanities Representative • School of Allied Health and Community Studies Representative • School of Science and the Environment Representative • School of Nursing and Midwifery Representative
<i>*elected at committee training</i>	
NUS Conference Delegates (volunteers)	
<ul style="list-style-type: none"> • 2 positions available, one must self-define as female <p>Must be able to attend NUS Conference 8-11th April 2019 at the Scottish Exhibition and Conference Centre in Glasgow</p>	





STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy



WORCESTER
STUDENTS' UNION

Executive Committee, Student Council and Part Time Officers

Worcester Students' Union has three Full-Time Officers - the President, Vice President Education and Vice President Student Activities. They work together as a team and are all paid the same. They are also members of the Executive Committee and Student Council.

What is Executive Committee?

The Executive Committee is made up of the Full-Time Officers and the Part-Time Officers and is chaired by the President. The Executive Committee is there to develop the campaigns and general activities of the SU and reports to Student Council. It is responsible for the setting the direction and day-to-day activity of the Union and for ensuring that ideas and policies passed at Student Council are implemented.

What is Student Council?

Student Council is the overarching representative body of the Union and provides any student with the opportunity to try to influence the policy and priorities of the Students' Union. It also holds the Full Time Officers to account. It is made up of up to 28 students, including the full-time and part-time elected officers and additional elected Student Councillors representing a range of students from across the University, its campuses, accommodation and Schools.

Ideas from students are discussed and debated by Student Councillors, who then vote on whether to approve these proposals and ideas. While any student can submit ideas, proposals and motions, it is only the elected members of Student Council who can vote. These decisions give direction to the Executive Committee and shape the activities of the elected officers. Student Council holds all the elected officers to account.

Who can be a Part-Time Officer?

Any current student (part-time or full-time) registered for a course of study with the University of Worcester can stand as a candidate to be a Part-Time Officer at Worcester Students' Union. You undertake this volunteer role during your studies at the University.

Being a Part-Time Officer is a brilliant role in which you will develop a whole raft of skills and attributes and you don't have to have held a previous role within the SU to stand as a candidate. The key thing is that you have to have a passion for representing students and improving their experience.

A few key points:

- Part-Time Officers and Student Councillors will take up their role immediately following their election and will be in post until the next election for Part-Time Officers/Student Councillors (in Autumn 2019) or when they cease to be a student at the University of Worcester, whichever is sooner. Please note that any student may only stand as a candidate for one Part-Time Officer or Student Councillor position, so when you submit your nomination you must clearly indicate which role you wish to stand for.





STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy



Why should you stand?

There are many reasons why you might want to stand for election as a Part-Time Officer or Student Councillor, as it's a fantastic opportunity to spend a year gaining invaluable skills and loads of experience which will enhance your employability and set you up for your future career, for instance:

- Communication and public speaking skills
- Teamwork, decision-making, problem solving
- Meeting skills and experience
- Campaigning and networking
- Organisational skills and time management

What will you be doing?

Whilst all candidates will have their own manifesto, when they stand for election they do have set responsibilities **which are outlined in their Officer role descriptions.**

All Part-Time Officers are responsible for:

All Part-Time Officers' Responsibilities

- To carry out all duties and responsibilities in accordance with the Union's Constitution and policies;
- To behave always in a manner that maintains the good reputation of the Union and the office to which they have been elected;
- To seek the views and needs of the students they represent and promote them within the Union and the University and to external bodies as appropriate;
- To plan and carry out campaigns relating to their role and to contribute to cross-campaigns as required;
- To fulfil any democratic mandates and to adhere to and promote any matters of Union policy that bear upon their role;
- To ensure the successful execution of their responsibilities and the proper conduct of the committees and meetings which they coordinate;
- To work to ensure the success of the Union and to encourage participation in its democratic, academic, social and recreational activities;
- To be a Student Councillor and play an active role in Student Council.

Role descriptions of individual Part-Time Officers can we found at www.worcsu.com/yourvoice/elections





STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy



Student Councillors are responsible for:

All Student Councillor Responsibilities
<ul style="list-style-type: none"> • To play an active role in Student Council. • To represent the views of the students they were elected to represent at Student Council • To carry out all duties and responsibilities in accordance with the Union's Constitution and policies; • To behave always in a manner that maintains the good reputation of the Union and the office to which they have been elected;

What skills and qualities do Part-Time Officers need?

Skill or quality	Why?
Good communication skills	As an elected representative of the study body, your key role is talking and listening to students and representing their views and interests to the University.
Good time-management and organisational skills	You will need to balance your role with your academic study, attending meetings as required, planning and delivering campaigns, talking to students and ensuring their voice is heard.
Ability to establish and maintain good working relationships with a wide range of individuals	You will be liaising regularly with students, University and SU staff and SU Full-Time Officers
Commitment to equality and diversity and to the values of the SU	You will take responsibility of ensuring that the SU and its services are accessible and openly inclusive for all students, whatever their background, age and interests
Self-motivated and enthusiastic	The ability to effect positive change for students comes from a willingness to start and see through initiatives
Reliable and honest	You will have a very busy diary but also have important responsibilities as a Trustee of the SU
Flexible and adaptable	Things never stand still in the SU for long and it is a fast-paced environment

Part-Time Officers are fully supported by the Full-Time Officers and SU staff, but it is important that you are able to meet a number of the above, even if not all, for you to be comfortable in the role. It is a brilliant role that requires individuals to work hard and get stuck in! If you have any questions about what's required, please arrange to talk to a member of SU staff.





STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy



NUS Conference Delegates

As mentioned above, NUS is the national body for students and Students' Unions and each year we pay an affiliation fee to be members of NUS (voted for in our Annual General Meetings). National Conference is NUS's sovereign decision-making body. It meets once a year for three days. This year's Conference will take place in Glasgow from 8th to 11th April 2019. It is a chance for all SUs to be represented and so, as an NUS Conference delegate, you will be voting on behalf of Worcester students.

The purpose of the conference is to:

- Democratically debate motions and pass policy from students unions across the UK
- Hold current leadership to account for their work over the past year
- Discuss, amend and approve policy reports from each of the five Zones (key areas NUS works on)
- Adopt decisions made by each of the Nations, Student Sections and Liberation Campaigns
- Elect and appoint people to various committees, trustee board and student leadership positions
- Hold an AGM, receiving the annual report and accounts and approving the budget for the coming year

Unions across the country are allocated spaces for the conference according to student numbers at their institutions. Worcester Students' Union has three allocated spaces for 2019. One space is reserved for the current President and the other two taken by University of Worcester students elected by cross-campus ballot. **In order to comply with a resolution passed at the 2014 conference, at least one of our three delegates must self-identify as a woman and all those attending must be elected to do so by their fellow students.** Attending NUS Conference is quite an experience – a great mix of serious business, inspiring speakers, lively debates and brilliant night-time events too!

This is a great opportunity to get involved with the student movement at a time of significant change and political challenge. Delegates will have all of their expenses paid and will be expected to report back on their experiences.

Please note you do not have to stand for any other elected positions in order to stand as an NUS delegate, but a candidate for a part-time officer or student councillor role may also choose to stand as a conference delegate.

Candidates standing for both a PTO/student councillor position and as an NUS conference delegate will have additional budget allocated.

You can find information on the conference at <http://conference.nusconnect.org.uk/>





STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy



WORCESTER
STUDENTS' UNION

Campaigning and Manifestos

For lots of ideas on designing your campaign take a look at our "Campaign to Win" booklet available in the Elections Resource Hub: <http://www.worcsu.com/yourvoice/elections/hub/>

Campaigning may begin immediately following the mandatory Candidates' Briefing which takes place at 13:15 on Monday 8th October and finishes when voting ends at 14:15 on Thursday 11th October. To ensure that no candidate has an unfair advantage over others, all publicity material must be submitted to the Students' Union for approval before it's reproduced and distributed. Candidates will be invited to submit copies of material during the Candidates' Briefing.

Please note that candidates must not refer to or endorse any other candidates for any positions on their campaigning material unless you are in a slate (joint campaign). We'll make sure we explain all the rules at the Candidates' Briefing Session

The Students' Union will provide you with:

- General promotional material to help you explain the elections and why it's important for all students to vote.
- A campaigning budget which you can use to spend on a range of materials like: posters, flyers, T-shirts etc.
- Candidates' boards in the Students' Union to stick your posters on.

Campaign Material Ideas (for more info see "Campaign to Win Booklet")

Try to make your campaign as innovative as possible. Here are some ideas you might want to use:

- Flyers with your key manifesto points
- Theming your campaign (please note you can't use ducks, SU or University branding anywhere on your campaign material)
- Making a campaign video (search YouTube - you will find loads of ideas)
- Use social media
- Attend key student events during the campaign period
- Go to where students are: the canteen, bus queues, The Hangar, lecture shout outs
- Have a campaign launch party
- **Talk to as many students as possible**



Campaign Teams

If you want to be effective you will need an active campaign team to support you. We recommend that you have 3 to 5 students joining you in active campaigning at any one time as it is enough to make you visible but not so many so that you bombard people. Remember that your campaign team are bound by the same rules as you and you will be penalised if they break the rules!





Manifestos

In order to be approved as a candidate, you must submit a manifesto, in addition to your nomination, by the deadline of 12 noon on Thursday 4 October 2018. **The maximum word limit for each manifesto is 250.** You will not be confirmed as a candidate if these have not been received. Manifestos can be typed in to the form online or uploaded as picture.

Your manifesto should be the basis of your campaign and is basically a document which lets voters know a little bit about you and what you stand for. More importantly, this is what voters will be reading before they vote, so you need to let them know why they should vote for you! Writing an election manifesto needn't be something to tear your hair out about. Essentially, your manifesto should state what you would plan to do in your time of office, and what changes you would make.

Manifestos will be available on the SU website and we'll produce standardised posters showing all of the candidates.

Photographs of all candidates will be taken at the Candidates' Briefing and these will be used in promotional material which will be produced by the SU.

Full guidance on writing Manifestos can be found in the 'Campaign to Win' guide at www.worcsu.com/yourvoice/elections/hub/



STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy



Voting system

Alternative Vote (ATV)

The voting system used for all elected positions is the Alternative Vote (ATV). With this system of voting, each candidate 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 are able to 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.

Once a candidate has 50% or more of the votes, they are elected. If a candidate is eliminated because they have the lowest number of votes, voters' 2nd choices come in to play. Where students do not wish to support any of the candidates standing for a particular position, they may opt to choose 'RON' (re-open nominations).

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

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

You can watch a video explaining ATV at <http://www.worcsu.com/yourvoice/elections/thealternativevote/>

Re-open Nominations (RON)

For each position there will be an option on the ballot form for Re-Open Nominations (RON). This option is for students who feel that no candidate running for that position is suitable to win. Should RON win the election for your position none of the candidates shall be appointed to that position and it will remain vacant until the next elections where you, and anybody else who was running, will not be permitted to re-run for that specific position.

A RON campaign may only be run against a single position, and only one campaign run per position, though there is no other limit to how many RON campaigns can be run – i.e. there could be a RON campaign run for each position available.





STUDENTS' UNION ELECTIONS

Don't DUCK out of democracy



WORCESTER
STUDENTS' UNION

Key Dates

Date	Details
Monday 24th September 2018	Nominations open
Tuesday 25 th September to Wednesday 3 rd October	Thinking about standing? One-to-one bookable sessions for students to have a chat about the elections and the roles. Skills Based sessions will be run during this period too. Book a place here http://www.worcsu.com/volunteer/training/
Thursday 4th October midday	Nominations close/manifesto deadline
Monday 8th October 13:15	Mandatory Briefing
Monday 8th October once the briefing has finished	Campaigning begins
Tuesday 9th October 10:00	Voting Opens
Thursday 11th October 14:15	Voting Closes

Results Announcement Thursday, 11th October at 5pm in

