



# Nominations Guide

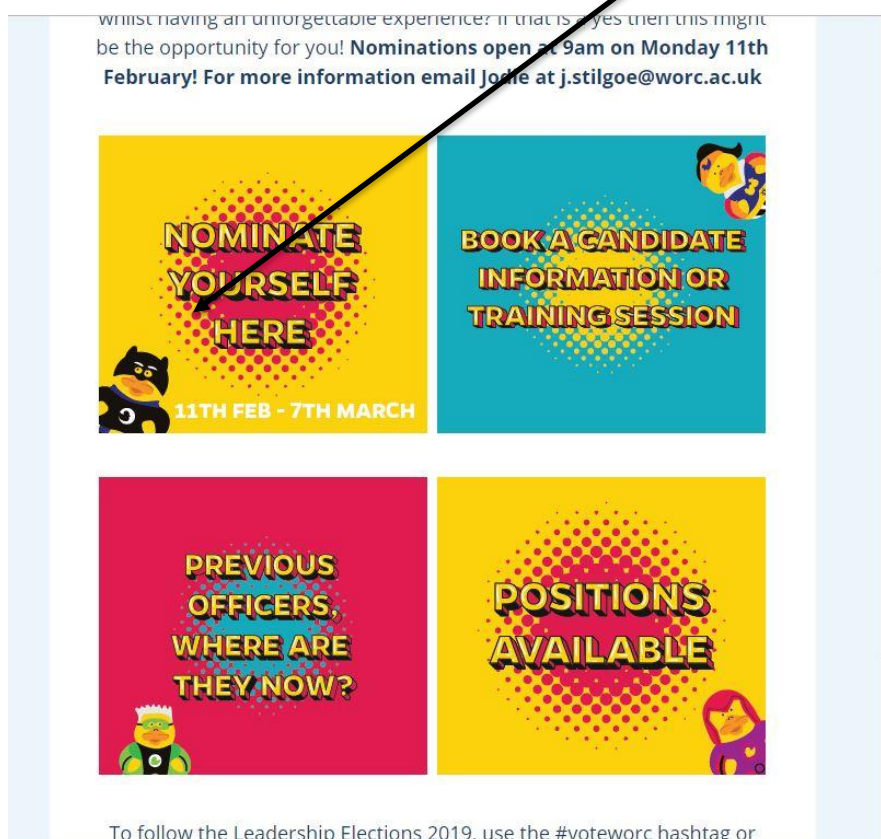
**Students' Union Elections – A step by step guide to nominating yourself as a candidate via [www.worcsu.com/yourvoice/elections/](http://www.worcsu.com/yourvoice/elections/)**

This guide will show you exactly how to stand as a candidate in SU Elections. Nominations are **online only** and will require you to log in to the Students' Union website. If you have any issues logging in to the website please contact the Students' Union Marketing and Communications Coordinator Clement Servini via at [c.servini@worc.ac.uk](mailto:c.servini@worc.ac.uk) or 01905 543225.

**PLEASE NOTE YOU CANNOT NOMINATE YOURSELF UNTIL NOMINATIONS OPEN ON 19/02/2018**

The process is straightforward but there are a few elements we need to make candidates fully aware of.

- 1) First log in to SU website at [www.worcsu.com/login/](http://www.worcsu.com/login/)  
Once logged in go to [www.worcsu.com/yourvoice/elections/](http://www.worcsu.com/yourvoice/elections/), scroll down and click on the Nominate Yourself Here Button





- 2) To begin nominating yourself as a candidate click on “Stand in Election”.

As a democratic organisation, it is a fundamental principle that the Students' Union is led by students who are elected by students. This means that the leadership and the way the organisation is run is determined by the preferences and votes of the student body. All students are eligible to vote and therefore to influence the way their students' union is run.

★ 3 posts are up for election.

🕒 Nominations close at 11:20 on Wednesday 6 February 2019 (in 12 minutes)

🕒 The polls open at 11:21 on Wednesday 6 February 2019 (in 13 minutes)

**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

- 3) You will be asked to confirm your personal details including your name, email address and phone number.

**Please note the Terms and Conditions. In clicking “save” you agree to abide by them.**

The Candidates' Code of Conduct can be found at

[www.worcsu.com/yourvoice/elections/](http://www.worcsu.com/yourvoice/elections/).

Click “Save” to confirm your details and confirm you will abide by the Terms and Conditions.

★ Posts # Candidates **Stand** Profile . Vote

**Your details**

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

Display Name   
This is how your name will appear on the ballot form.

Email address  [Add email address](#)

Phone number  [Add phone number](#)  
These are used only to contact you about your candidacy and are only available to the election admins.

Slate:   
If you wish to run with other candidates under a slate, enter the slate name exactly in the box above.

**Terms and Conditions**  
As a candidate you must recognise that being a full-time officer is a responsible post which will require you to lead by example, to represent students and to have credibility in your dealings with students, SU staff and University staff. The Students' Union is very keen that no students put their academic studies at risk through the elections process or through taking up an officer position. You must be confident, therefore, when you nominate yourself, that you are in good standing academically and that you are able to commit fully to the role for the full duration of the term of office. In submitting your nomination you hereby agree to adhere to all of the rules and regulations set out by the: 1) Candidates' Code of Conduct 2) Trustee Eligibility Declaration (only applicable to nominees of full time officer positions.) These documents can be found on the Students' Union website at <http://www.worcsu.com/yourvoice/elections/hub> You will be required to sign paper copies of the documents at the Candidate's Briefing which is being held on Friday 8th March at 17:15 EE 2035. Please note that you may not start your election campaign, including online campaigning, until after the Candidate's Briefing on 8th March.  
I agree to the terms and conditions stated above







- 4) You will then be presented with the option to choose which position you wish to stand for. **Please note** that you will **only** be able to stand for **one** of the Part Time Officer or Student Councillor.

To stand for the position click “Stand”.

The diagram shows a vertical line with three arrows pointing to the 'Action: Stand' button of each role selection screen. The roles are: President, Vice President Education, and Vice President Student Activities.

**President**

President of Worcester Students' Union for the 2019/20 Academic Year

Status:  
You are not standing for this position.

Action:  
Stand

**Vice President Education**

Vice President Education of Worcester Students' Union for the 2019/20 Academic Year

Status:  
You are not standing for this position.

Action:  
Stand

**Vice President Student Activities**

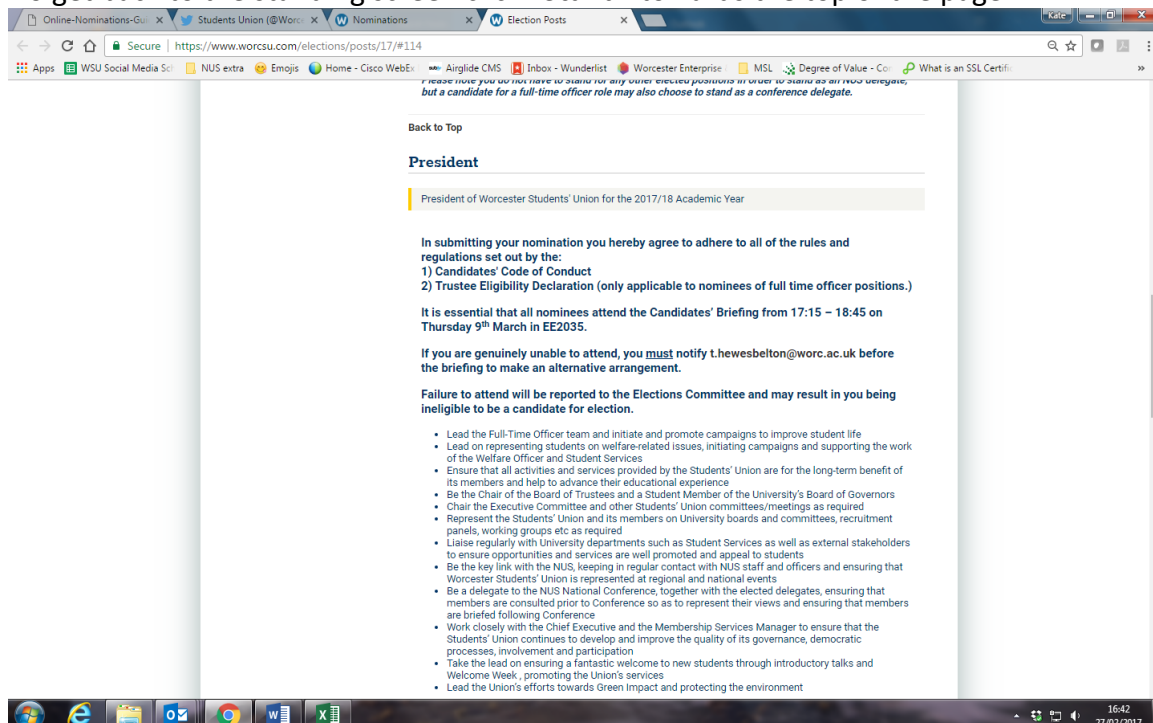
Vice President Student Activities of Worcester Students' Union for the 2019/20 Academic Year

Status:  
You are not standing for this position.

Action:  
Stand

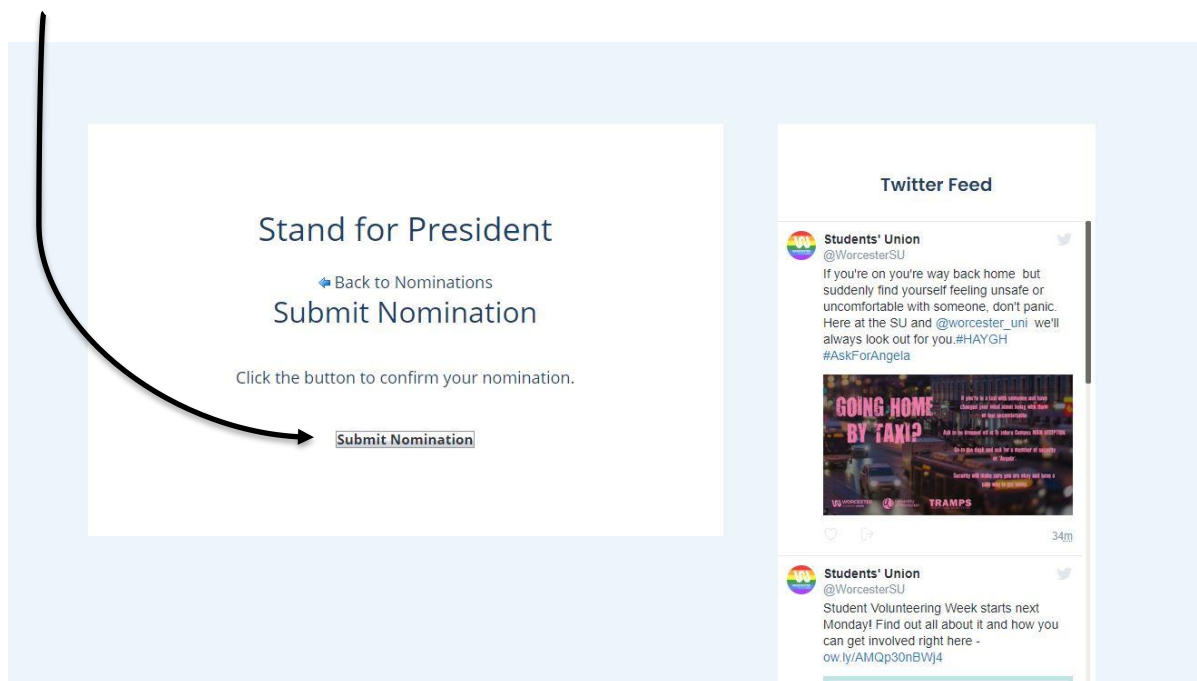
- 5) For more information on each role, click the role title.

To get back to the standing screen click “Stand” towards the top of the page.





- 6) You will then be asked to confirm your nomination.  
Click “**Submit Nomination**” if you wish to proceed and you will be redirected back to the page with the officer roles on it.



- 7) You should then return to the stand in election page. Scroll down until you find the details of the position you are standing for again
- 8) **Submit your manifesto.** Students **must** submit a manifesto to be candidates in the election. This states what you will undertake to do in your year in office should you be elected. For more information of the manifesto content take a look at the **Campaign to Win guide** in the Elections Resources Hub: <http://www.worcsu.com/yourvoice/elections/hub/>

Click on “**upload**” to add your manifesto.





- 9) Before you enter the text for your manifesto you must enter your campaign slogan (maximum 500 characters). DO NOT UPLOAD A PHOTO AS WE WILL TAKE THIS FOR YOU AT THE CANDIDATES' BRIEFING!!

[Back to Candidate List](#)

Photo

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

Choose file

No file chosen

Upload

Slogan

Maximum word count is 20.

TYPE A REALLY GREAT SLOGAN HERE

31/500

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

- 10) Then scroll down and enter your main manifesto text

- 11) **Please note that the word limit for manifestos is 250.** Therefore be concise as possible. You can type in the text box directly, copy and paste from a word document or upload it as a pdf/picture.

Please note that if you upload over 250 words your manifesto will be cut off at the 250 word limit without any editing, so it might be in the middle of a sentence.

Manifesto

Maximum word count is 250.

TYPE YOUR MANIFESTO HERE

SEND GRAPHIC DESIGN TO [j.stilgoe@worc.ac.uk](mailto:j.stilgoe@worc.ac.uk)

body p

Save

- 12) **Graphically designed manifestos are really good at grabbing voters' attention. If you want to upload one of these please send it to [j.stilgoe@worc.ac.uk](mailto:j.stilgoe@worc.ac.uk) before the deadline. You will still need to upload a text copy yourself!!**

- 13) When you are totally happy with your manifesto click "**save**". Make sure you have re-read it in case of spelling mistakes. This is especially important if you are sending us a graphically designed manifesto as it is more difficult to change

Once you have stood and uploaded the manifestos of the role(s) you are standing for the nominations process online will be complete.

**NOMINATIONS CLOSE AT 12 NOON ON THURSDAY 7th MARCH**

