

BEDS SU

**STUDENT
LEADERSHIP
ELECTIONS
2019**

**Society
Committee**

NOMINATION PACK

HELLO

Welcome to the Beds SU Candidate Nomination Guide. This guide will provide you with all the information and advice that you need to become a candidate in the next Beds SU Elections.

Running in an election can be a very exciting and rewarding experience, but it can also be overwhelming and a big responsibility with a lot of hard work involved. However, the Beds SU staff team are on hand to support you every step of the way. Here's a quick reminder of who they are:

KEY CONTACTS

ELECTION LEADS LAURA BRIGHT AMY MCLAUGHLAN	elections@beds.ac.uk	Election leads ensure a free, fair and transparent election and handle the day to day administration of the election.
DEPUTY RETURNING OFFICER ADAM DEMBSKI-BOWDEN	www.bedssu.co.uk	The Deputy Returning Officer is the point of appeal for candidates who are unhappy with the Elections Committee's interpretation of the rules.
RETURNING OFFICER NUS	elections@beds.ac.uk	<p>The SU also enlists support from a national Returning Officer who is independent of Beds SU and returns numerous elections around the country.</p> <p>The Returning Officer is the final point of appeal for candidates who are unhappy with the decision of the Deputy Returning Officer. The Returning Officer's decision is final.</p>

BEDS SU WEBSITE

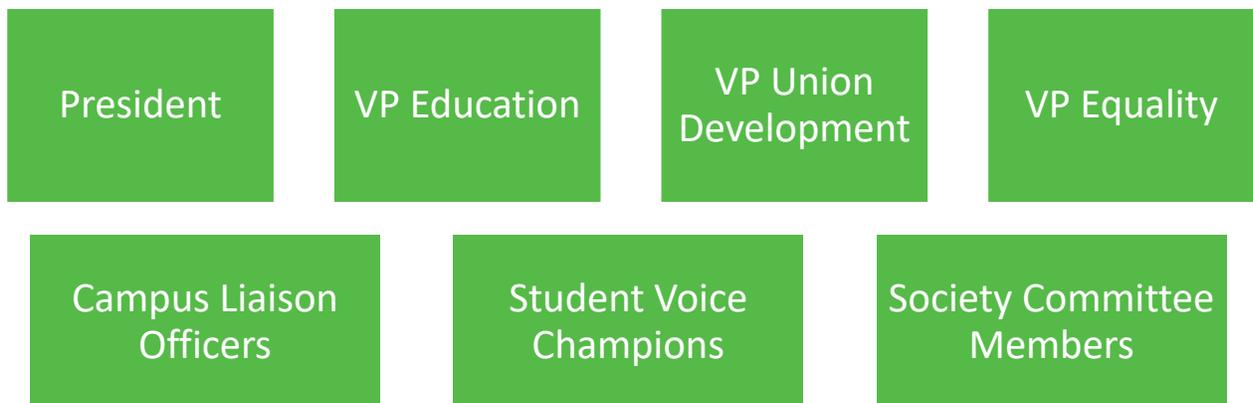
The Beds SU website hosts a lot of useful information for students and candidates. You can find all the documents and information you might need if you are standing for election at bedssu.co.uk/committeehub

WHAT IS THE STUDENTS' UNION?

Beds SU is the official students' union of the University of Bedfordshire, helping every student get the most out of their university experience. Our mission is to empower all students to achieve their full potential and we strive to ensure that every student identifies themselves as a member of Beds SU.

Four full-time Executive Officers lead Beds SU, all of whom have been elected by you, the students! They each represent different aspects of the student experience. Our President leads the SU's vision for the year alongside three Vice Presidents; VP Union Development, VP Education and VP Equality.

Alongside these four officers are a number of important student volunteers who support their work. Every campus has a Campus Liaison Officer, every University School/Department has dedicated Student Voice Champions and there are hundreds of students helping to run societies and striving to make sure that the student voice is heard.



There are four key departments at Beds SU.



We want students to have the best time whilst at university and that's why we offer a range of events and activities to suit a wide range of interests. From themed nights in one of our venues and nights out in the local town, to activities hosted by one of our clubs or societies, there really is something for everyone!

Our recently refurbished venues in Luton and Bedford play host to a variety of events throughout the year, as well as offering a comfortable and relaxed space to simply take a break and socialise with friends.

SU BE HEARD

The student body elect representatives to educate and empower students to become the drivers of change across the University and Beds SU. From informal discussions to submitting a motion to the Beds SU Annual General Meeting, we are committed to ensuring the student voice is put at the heart of everything we do. Representatives can be found in sports teams, societies, on campuses and more broadly in the students' union itself.

SU BE INVOLVED

Students can get involved in a whole range of events and activities whilst at university, by joining one of the many clubs and societies. There is a huge range of faith, academic, cultural and recreational societies.

There are also plenty of ways to make a difference and learn a whole host of skills, through taking up committee roles and giving time to raise money for student-elected Raise and Give (RaG) charities.

SU BE SUPPORTED

We want students to fully understand their rights around all aspects of their student experience and feel confident in tackling issues. A friendly, dedicated staff team are on hand for individual support when things become challenging and it is open to all students from the University of Bedfordshire.

We're also linked with a range of external organisations to make sure we're able to help students receive the relevant advice and information that they need.

ROLE DESCRIPTIONS

Typically, there are three main committee positions a society will have, Chairperson, Secretary and Treasurer:

CHAIRPERSON

The Chairperson shall be the principal officer and spokesperson for the society and the chairperson of meetings of the Committee, AGM and EGM. The Chairperson shall attend meetings of the Societies' Council and the Beds Students' Union AGM as a representative of the society. They shall have overall responsibility for the promotion and development of the society. They shall be a signatory for release of payments from society funds.

SECRETARY

The Secretary shall take minutes of all meetings, maintain the membership records and deputise for the Chairperson as appropriate. They shall be responsible for the receipt of and response to any external communications sent to the society. They shall be responsible for regular communications to the membership and the upkeep of the group's area of the Beds SU website. They shall be a signatory for release of payments from society funds.

TREASURER

The Treasurer shall be the chief financial officer and accountant for the society, acting as first point of contact for all financial matters. The Treasurer shall attend meetings of the Societies' Council and Beds Students' Union AGM as a representative of the society. The Treasurer shall set and oversee the production of an annual budget, event/trip specific budgets, provide receipts/invoices for all purchases, and present a financial report to the members at the end of the year. They shall be a signatory for release of payments from society funds.

OTHER POSITIONS

Some societies may have more positions specific to their society, please check your society's constitution for their job description. Constitutions are available on the Beds SU website via individual society pages.

KEY DATES

DATE	TIME	TASK	ATTEND- ANCE	VENUE
NOMINATION PERIOD 14 Jan – 22 Feb				
Mon 14-Jan	09:00	Nominations Open	-	Online
Fri 22-Feb	12:00 (midday)	Nominations Close	-	Online
CAMPAIGN PERIOD 4 Mar – 15 Mar				
Mon 4-Mar	09:00	Publication of Candidates List/Manifestos*	-	Online
Thu 7-Mar	17:00-20:00	Question Time	-	The Metro, Luton
	20:00	Launch of Physical Campaigning	-	Online
VOTING PERIOD 11 Mar – 15 Mar				
Mon 11-Mar	09:00	Voting Open	-	Online
Thu 14 Mar	17:00	Voting Close	-	Online
Fri 15-Mar	20:00 – 00:00	Elections Result Night*	Optional	Luton – The Metro & Online

* All clubs, societies and student voice champion results are made available on the Beds SU website the following Monday.

HOW TO WRITE A MANIFESTO

WHAT IS A MANIFESTO?

A manifesto is a statement that outlines what you want to achieve, your views and your goals. It is a part of the nomination process and it will be published to help voters decide on which candidates they might want to vote for. You should consider the following things before you start writing it.

- ✓ What **goals** you hope to achieve if you are elected. Take time to research what these could be and how you could achieve them.
- ✓ Consider talking to a wide-range of students, to discover what changes they may like to see. Your social group might have some great ideas, but they won't be the opinions of every UoB student.
- ✓ Make sure the goals are **achievable**. If you are elected, students will be able to hold you accountable for not achieving the goals laid out in your manifesto.
- ✓ Be **realistic**, don't promise something that is highly unlikely or may not be financially viable for the Union, for example, *'If elected I will make the Union buy all the pubs in town'*.
- ✓ **Match** your goals to the position you want to run for – or vice versa. It won't make much sense to voters if your manifesto has aims to change the education system in the Art Department if you are running for VP Equality. Of course, it is highly likely that some of your aims will cross over with other roles, in fact this can help build a strong Exec team but think about the position people will be voting you in for.
- ✓ You might want to consider **reading up on** the information about the Union available on the Beds SU website. The impact report and strategic plan are on the 'About Us' section alongside lots of other useful documents.
- ✓ Consider having a **personal** approach. Think about why these goals matter to you and what difference will it make to members.

WRITING A MANIFESTO

Writing a manifesto for the elections can seem like a daunting task, but it doesn't have to be. The first step is to familiarise yourself with the rules (found at the end of the document) as this might lead to your nomination being rejected.

Top Tips!

- ✓ Make your manifesto **understandable**, make sure it's clear and coherent. Beds SU represents a diverse student body, not every member will think like you do. Try to make it understandable to everyone.
- ✓ Think about **slogans** and **hashtags**, if your campaign is going to include a catchy or recognisable slogan, you may want to consider adding it to your manifesto so that students recognise it when they vote. Before you commit to a hashtag, make sure you research it first! You don't want to end up jumping on someone else's campaign.
- ✓ Be **imaginative** and **inspiring**, as long as you keep to the rules and voters believe what you have to say, you can be as creative as you like. Being different may help you stand out from the other candidates.
- ✓ Play to your **strengths**, if you believe you've had experiences at UoB that make you a stronger candidate, put it in. Maybe you've been a part of a society or a certain experience led you into running.
- ✓ Be **yourself**, people are much more likely to support you if you seem genuine. But be mindful of using any language that is specific to your social group as this could alienate voters.

- ✗ Do not use any lewd or crude **language**, not only could this breach the rules, voters might see it as a lack of professionalism that's needed to lead Beds SU.
- ✗ Don't use this as an opportunity to insult any individual, Beds SU or the University. There's a difference between highlighting the change you want to see and being outright offensive. If you want to talk about change, think of yourself as a **critical friend** that can encourage change.

HOW TO NOMINATE ON THE BEDS SU WEBSITE

Step 1 - Visit www.bedssu.co.uk and sign in using your university credentials.

Step 2 - Click on **'Your Account Profile'** and **'My Nominations'**.

Step 3 - Click on **'submit'** next to the position you would like to run for, and you'll be taken to the nomination page.

Step 4 - Complete the **'nomination form'** using the following guidance:

'Name'

- This is what will appear on the ballot paper.
- You may use your nickname, for example Tara "Buttercup" Alade - you must use appropriate language and abide by the Beds SU Equality and Diversity policy.

'Picture'

- This must be a picture of yourself.
- It must only be of you, for example you cannot use a photograph of a group or team.
- You must be identifiable in the picture - we suggest using a head and shoulders shot.
- It cannot have any UoB or Beds SU branding (including Bulls and society brands) - this includes clothing.

'Manifesto'

- Each candidate should provide a manifesto that outlines their objectives for their year in office. These are the goals to which you are accountable to the membership.
- Manifestos must not be more than 500 words.
- Manifestos must abide by the Beds SU Equality and Diversity policy.
- All manifestos are public documents and therefore you should not contain any content that may bring themselves, Beds SU or the University into disrepute.
- You must not insult or undermine any other candidate or individual.

Step 5 - Once you've finished, click the **'Submit Nomination'** button.

You should now see your submitted nomination under **'My Nominations'** tab. You can view and then edit any previously submitted nominations by clicking **'Show'**. You may also withdraw your nomination at any point by clicking **'Withdraw'**.

RULES

Beds SU has a legal responsibility to undertake free, fair and transparent elections, as enshrined in the Education Act 1994.

The following information is provided to candidates and voters alike to ensure the smooth running of the election. The **principles** upon which our elections are run are:

- i. Candidates must treat other candidates, students and members of the public with respect.
- ii. Candidates' campaigns should be fully transparent and accountable to the Union.
- iii. Candidates must not do anything to gain an unfair advantage.
- iv. Candidates must not undermine the fair and democratic running of elections.
- v. Every electronic device will be deemed a ballot box.
- vi. Candidates shall be responsible for the actions of their campaign teams.
- vii. Candidates must not break any general Union and University rules and regulations. This also includes the Law.

In order to uphold these guiding principles, the following core rules are established annually and are fundamental to ensuring that Beds SU runs a free and fair election in line with their obligation under the Education Act 1994.

Any breach of these rules will result in sanctions and/or disqualification.

CONDUCT

1. Campaigners should not undertake campaigns activity which others could not also reasonably do.
2. Campaigners must take reasonable steps to ensure that their supporter's actions comply with the campaign rules at all times. Campaigners must be able to demonstrate the steps that they have taken to ensure this in the event of a complaint against them.
3. Campaigners may only alter, move or remove their own campaign materials.
4. Campaigners may only use mailing lists where lawful to do so. In most cases this will require the explicit consent of all members on the list to use their details for the purpose of electioneering.

5. Campaigners must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot.
6. Campaigners must not use electronic devices – personal or public – in the course of their face-to-face campaigning. This includes – but is not limited to – mobile phones, tablets, laptops and desktop computers.

BUDGET

7. Campaigners must not exceed their budget limits.
8. All campaigners must submit a list of all campaign costs with corresponding receipts to the Deputy Returning Officer no later than 1 hour after polls close. If candidates do not spend any money during the course of their campaign this must be made clear on the submission.
9. Items freely and readily available to all campaigners can be used without itemisation. An indicative (not exhaustive) list shall be included in the candidate handbook each year.

The Returning Officer will have final responsibility for interpretation of these rules and Union by-laws, following a grievance lodged with the Elections Committee. Interpretation will be in the interest of the electorate (voters) above all others.

These rules are in addition to general Union and University rules and regulations and the Law. Any breach of these will also result in sanctions and/or disqualification and may jeopardise your student status. An indicative (not exhaustive) list of pertinent rules and regulations shall be included in the candidate handbook each year.