



### UWSU Co-option Process

It is important all eligible members be treated alike so that the arrangements are open and fair. The co-option process shall therefore be as follows:

1. UWSU will advertise the vacancies on the UWSU website and via social media. The advertisements will include (or link to the ability to find out):
  - a. A contact point ([su-voice@westminster.ac.uk](mailto:su-voice@westminster.ac.uk)) so that people considering putting their names forward for co-option can obtain more information on the roles
  - b. The co-option process
  - c. The co-option timeline to include:
    - i. The closing date for all expressions of interest
    - ii. The date of the Student Council at which the co-option shall take place

**It is permissible for UWSU Officers and Staff members to approach individuals to suggest that they might wish to consider putting their names forward for co-option.**

2. The interested student will email their application to be considered to [su-voice@westminster.ac.uk](mailto:su-voice@westminster.ac.uk)
3. A member of UWSU staff will check that the individual meets the qualification requirements, that they are:
  - a. A current enrolled student at the University of Westminster
  - b. (Where relevant) They are a student of the campus to which they wish to represent
  - c. (Where relevant) Students applying for a Liberation Officer role will have self-identified as a member of that community
4. Students confirmed as eligible to stand will be contacted with the opportunity to submit a photo of themselves and up to 100 words on why they should have the position. This will be circulated to members of Student Council within the agenda.
5. Confirmed applicants will be invited to attend the Student Council meeting
6. Co-option will be the first point on the agenda (bar for the welcome, apologies for absence and minutes of the previous meeting)
7. Confirmed Applicants will be offered up to a minute to make a speech to student council
8. Members of council will hold a vote for co-option, where 'Re-open nominations will remain a candidate. Voting shall take place by Single Transferrable Vote.
9. A member of UWSU staff will notify the applicants of the results as soon as practicable
10. Successfully co-opted applicants take up their position immediately, therefore having voting rights for the rest of council. Their term of office runs until the June of the academic year.

**How this will happen in practicality for the International Students Officer and Marylebone Liaison Officer roles:**

Event	More info	When?	Actions:	Deadline	Status:	Done?
Announce what's happening with role(s)	Encouraging interested candidates to email su-voice if	w/c 5 <sup>th</sup> August	HW draft news article for website	5 <sup>th</sup> August		
			HW put comms request in	1 <sup>st</sup> August		

	interested, making clear not an election but a co-option process. Timeline of what to expect.					
			SC upload on website and announce on social media	9 <sup>th</sup> August		
Freshers Fair recruitment	Staff working the Voice area of Freshers encouraging students who show an interest in campaigning to consider one of the two roles (if eligible)	18 <sup>th</sup> -20 <sup>th</sup> September	HW provide briefing for staff within Voice area	17 <sup>th</sup> September		
			HW continue to work on and finalise Freshers plans	23 <sup>rd</sup> August		
International Students Network Launch	Extra emphasis to be placed on attendees of this event to consider standing for this position	w/c 23 <sup>rd</sup> September	BD to confirm date and location	9 <sup>th</sup> August		
			HW to liaise with LK to plan launch	23 <sup>rd</sup> August		
Targeted social media/ emails	Social media promotion of roles via all comms channels. Emails specifically to student leader groups and mention within Course Rep training	30 <sup>th</sup> September -10 <sup>th</sup> October	HW put comms request in	1 <sup>st</sup> August		
			JB create and prepare to administer communications strategy	13 <sup>th</sup> September		
			HW get confirmation from Opportunities Team happy to promote and draft email (if requested)	23 <sup>rd</sup> September		
			HW get confirmation from NK happy to go into CR training and provide slides/shout out	23 <sup>rd</sup> September		
Deadline for expressions of interest	n/a	Thursday 10 <sup>th</sup> October	n/a	n/a	n/a	
Eligibility checks completed	Validate individual is eligible to be in the position	Friday 11 <sup>th</sup> October	HW pre-contact registry to prepare them for eligibility	23 <sup>rd</sup> September		
			HW contact registry to confirm student status	11 <sup>th</sup> October		
			SC/ JB confirm Marylebone student status by checking website	11 <sup>th</sup> October		
			HW contact candidates, informing	11 <sup>th</sup> October		

			of right to put forward statement and attend council	(latest 14 <sup>th</sup> October)		
Student Council Agenda released		17 <sup>th</sup> October	HW ensure candidate statements on there and documentation relating to what will happen at co-option	Thursday 17 <sup>th</sup> October		
Student Council		24 <sup>th</sup> October	HW to brief Council chair on co-option process	24 <sup>th</sup> October		
			HW to confirm (based on number of candidates) how voting will happen	17 <sup>th</sup> October		
New Officers Confirmed		24 <sup>th</sup> October	HW to contact unsuccessful candidates	25 <sup>th</sup> October		
			JB/SC to update website and prepare photographs	25 <sup>th</sup> October		
			HW to organise induction/training	28 <sup>th</sup> October		