



**London Metropolitan University
Students' Union**

A Guide to Elections 2016

This document is part of the Nomination Pack along with the following documents which are available on the elections part of the Students' Union website (URL below):

- Students' Union Bye-laws 10 & 11 (Election Regulations)
- Role Descriptions for all positions
- Tier 4 student visa advice

<http://www.londonmetsu.org.uk/elections>

1. What are the Students' Union elections?

The Students' Union elections take place annually in March. We will be electing a number of full and part-time positions who, if elected, will take up office from 1st July 2016 to 30th June 2017.

All students of the university are members of the Students' Union, unless you have decided to opt-out. All currently enrolled students can stand and vote in the election, although some positions are ring-fenced allowing only students studying in a certain hub / faculty to stand for election.

If elected to a Hub Committee or Council role you must remain a student for the duration of your term of office, or in the case of elected NUS delegates, for at least the duration of the conference i.e. 19th-21st April 2016.

2. Elections timetable

Nominations open:	Monday 8 th February 09:00
Nominations close:	Friday 19 th February 17:00
Manifesto & photo deadline:	Friday 19 th February 17:00
Voting:	Monday 7 th to Friday 11 th March 2016 10:00-18:00

3. What positions are to be elected?

The below table lists all the positions and information on the positions which will be elected in March 2016:

Position	Number to be elected	Who can stand?	Who can vote?
Sabbatical Officer - FSSH	1	any current FSSH student	any current London Met student
Sabbatical Officer - FLSC	1	any current FLSC student	any current London Met student
Sabbatical Officer - GFBL	1	any current GFBL student	any current London Met student
Sabbatical Officer - CASS	1	any current CASS student	any current London Met student
Hub Committee members - FSSH	3	any current FSSH student	any current FSSH student
Hub Committee members - FLSC	3	Any current FLSC student	any current FLSC student
Hub Committee members - GFBL	3	any current GFBL student	any current GFBL student
Hub Committee members - CASS	3	any current CASS student	any current CASS student
Student Council members	10	any current London Met student	any current London Met student
NUS Conference delegates	4	any current London Met student	any current London Met student

FSSH: Faculty of Social Science & Humanities

FLSC: Faculty of Life Science & Computing

GFBL: London Guildhall Faculty of Business & Law

CASS: Sir John CASS Faculty of Art, Architecture & Design

If you are not sure which faculty you are in or would like clarification please email the Elections Team on elections.su@londonmet.ac.uk and state your name, student ID number and course.

Sabbatical Officers / Officer Trustees

Full-time sabbatical officers are Trustees of the Union. If elected you will need to pause your studies for a year and work full-time as a Students' Union Officer from 1st July 2016 to 30th June 2017. If you are about to graduate then you can serve as an officer the year following your graduation. They are paid an honorarium of approx. £21,700 for the year and work on a full-time basis, which is 35 hours a week. Please note that while you may only stand for election as Sabbatical Officer for the faculty you study in, all students across the University can vote in all four faculty elections.

President

The President is not elected as a specific position in its own right. All candidates who are nominated for the sabbatical (full-time) positions for each faculty will be entered into a separate Presidential Poll, the highest polling candidate will be offering the presidency as per bye-law 10 section 1.3:

1.3 The Presidential portfolio will be awarded to the highest polling candidate. Should they decline this portfolio it will be offered to the next highest successful polling faculty officer. Should all successful faculty officers decline the role the portfolio is automatically awarded to the highest polling candidate with no option to decline.

Hub Committee Members

Hub Committees are made up of students who study in a particular faculty/faculties. They work closely with the Sabbatical Officer for that faculty/faculties, organise and coordinate student representation on the ground in that hub. These are part-time voluntary positions which are carried out alongside your studies. You may only stand for election to the Hub Committee for the faculty you study in.

Please note that at least one self-defining female student must be elected to each Hub Committee. During the counting of the votes, they will be counted in such a way as to ensure that (at least) one female student is elected to each Hub Committee. See section 2 of bye-law 10 for clarification of the voting process.

Student Council

Student Council is the main discussion and debating forum within the Students' Union. It is made up of student elected via a number of different constituencies across the University such as society reps and Student Academic Representatives. Ten Student Council seats are elected for 2016-17 academic year in March 2016.

NUS Conference 2016 Delegates

London Met Students' Union is permitted to send five delegates to the National Union of Students annual conference. The existing SU President automatically goes to the conference, leaving four seats to be elected. The conference runs from 19th-21st April 2016 in Brighton. Travel and a food allowance will be funded by the SU. Accommodation and other meals will be funded by the NUS.

Please note that at least two of our four reps must go to self-defining female students. These will be calculated in the same way as the ring-fenced positions for female students will be calculated in the Hub Committee election (see above).

4. How many positions can I stand for?

You may only stand for one of the four Sabbatical Officer roles – the role for the faculty you study in. Apart from that you can stand for any other position you are eligible for.

Please note if you stand for a Sabbatical role and a Hub Committee member role are elected to both, you must take up the Sabbatical role, you cannot opt to take on just the Hub committee member role.

5. How do I submit a nomination?

Visit the SU website below and then click the login button at the top right hand corner of the site. Log in as usual using your University credentials then follow the instructions on screen. You will then be able to submit your nomination yourself for the positions which are available to you and upload your manifesto and jpeg photo via the website.

<http://www.londonmetsu.org.uk/elections/>

If you have any problems, try the following:

Log out of the SU website and then log back in and try again

Try using a different browser such as Chrome or Firefox

Check you are entering your name as it appears on your ID card

If you still have problems email elections.su@londonmet.ac.uk.

A Proposer and seconder?

To submit a nomination you need to speak to two students, a proposer and a seconder, who agree to support your nomination. When submitting your nomination online you will need to enter the names of your proposer and seconder when prompted. Make sure that they have not already agreed to propose or second any other candidates.

You must enter the names of you proposer and seconder as it appears on their student ID card so make sure you know their full name, or better still have them with you when you are inputting your nomination. Your proposer and seconder will be contacted to verify the process.

A student can only propose one candidate and second another candidate.

The deadline for submitting nominations is **Friday 19th February 2016 5.00pm.**

Please note it may take you longer to submit your nomination than you realise so leave enough time. You have to have everything completed by 5.00pm. The system will not allow anything to be submitted after this time.

If you need any assistance in submitting your nomination then please email elections.su@londonmet.ac.uk.

Submitting your photo, video, manifesto slogan and publicity

To support your nomination you may upload/enter the following onto the nomination site, all of which will appear alongside your name on the ballot:

1. Photo – JPEG only. Head and shoulders photograph is best as it will be most visible.
2. Short video – candidates are required to produce a short video of themselves to support their candidature. Please upload it onto YouTube and then email the URL code to elections.su@londonmet.ac.uk. If you can't or don't wish to produce your video please email elections.su@londonmet.ac.uk.
3. Manifesto – this is an up to 500 word statement which outlines why students should vote for you. If you wish to copy and paste something you have already prepared then you need to paste it by pressing control and V at the

same time (right clicking and selecting 'paste' may not work). You must stick to the word limit. You can also upload a pre-prepared document as your manifesto, but you must make sure it is within the word-limit.

4. Candidates must submit publicity materials, poster and or flyer designs electronically at the same time as their nomination forms.

The elections site lets you add links in your manifesto, so you may wish to add your video to your manifesto as a link to YouTube video.

Deadline for submitting manifestos and JPEG photos is **Friday 19th February 2016 5.00pm.**

6. Campaign publicity

You will receive a printer credit of £10 for printing once your designs have been approved.

All designs need to be approved by the Students' Union Elections Team and be sent to elections.su@londonmet.ac.uk before the close of nominations.

You should not use designs that have not been approved and to do so may result in action being taken by the Returning Officer.

All publicity must have the Students' Union logo on it which can be downloaded from www.londonmetsu.org.uk/logo.

7. Where can I get more information?

Come along to one of our nomination briefings. These are informal meetings where you can find out more information and ask any questions. It is a chance to have an informal chat with Students' Union staff and officers and learn more about the election and the positions to be elected.

Nominations Briefings will take place on:

Wednesday 10th February 12:00-1:00pm in TMG-78, Tower Building, Holloway

Wednesday 10th February 3.00-4.00pm in MG2-16, Moorgate

Thursday 11th February 11:00-12:00pm in GCG-17 Goulston Street, Aldgate

Thursday 11th February 4:00-5:00pm in CE1-15 Central House, Aldgate

8. Candidate Briefings

Candidate Briefings are events all candidates must attend. At these events the Returning Officers will run through the election process, provide valuable hints and tips and run through the rules and regulations which govern the election. All candidates and their supporters must respect all rules and regulations at all times. They will also be a chance to meet the other candidates and to ask any questions.

It is compulsory to attend a Candidate Briefing. You don't need to attend more than one but can if you wish. Registers will be taken. Candidates who do not attend will

not receive any support for their election from the SU. This means for example the SU will not fund any printing, display your name, photo or manifesto on Students' Union election publicity, including the website. **You have been warned.**

Dates and times of Candidate Briefings will be circulated to all candidates once nomination have closed.

9. Campaigning

Candidates are not permitted to do any visible, physical, written or online campaigning including on social networking sites until all Candidate Briefings have taken place, this will be during week of 22-26th February 2016.

This includes using materials such as distributing posters, flyers, badges, t-shirts, emails, Facebook, Twitter, etc.

Candidates are advised not to commence other campaigning until this time. This is because valuable information, hints and tips about campaigning including the rules and regulations which cover it will be available at the Briefings.

10. Candidate Question Time

Candidate Question Time (sometimes known as 'hustings') are opportunities for candidates for full-time positions to make a speech and take questions from students and debate issues with other candidates. All full-time candidates must attend at least one Question Time and are encouraged to attend all three. More hints and guidance on these events will be provided at the Candidate Briefings.

Candidate Question times will take place during week of 29th February to 4th March 2016.

11. Returning Officers

The Returning Officer is the person who is responsible for ensuring the elections are conducted fairly, democratically, and in accordance with all the relevant rules and procedures.

- Returning Officer: Peter Robertson, National Union of Students
- Deputy Returning Officer: Eddie Rowley, Student Voice Coordinator (Engagement & Campaigns)

Full-time staff who work in the Students' Union will also be assisting in the organisation and publicity of the SU Election. Please direct all election correspondence, including that to the Returning Officer to the SU Elections Team via elections.su@londonmet.ac.uk.

12. DBS Checks

To hold any Sabbatical Officer position you need to have completed a Disclosure & Barring Service check before taking office. If you have any questions regarding this please get in touch. The Students' Union will arrange this for those elected. For information on this please see election regulation bye-law 11 section 1 vii.

13. Frequently Asked Questions

If elected, when do I hold office?

Sabbatical Officers hold office from 1st July 2016 to 30th June 2017 and will need to be available to work during these dates, apart from when on annual leave. Hub Committee Members and Student Council members have the same term of office but will not be expected to work during the student holidays. The NUS Conference is a one-off event 19-21st April 2016 so those elected will only need to be available then.

What is a manifesto?

It is a piece of writing in which you set out why you should be elected, what you will do if elected. You may wish to tell students about yourself, what you believe in, what policies you will carry out and why student should vote for you. The word limit is 500 words, don't go over this. It does not need to be this long. Don't forget to proof read it, or get someone else to do so for grammar and spelling. When you write your manifesto remember to think carefully about what you write. If you win, you will be held to it! Make sure you are realistic about what goals and expectations you set for yourself.

What is Candidate Question Time?

These are meetings in which students are invited to attend where candidates are able to make a speech and then take questions from the floor.

What does nomination mean?

The process of putting yourself forward for election.

What are proposer and seconder?

Current London Met students who support your nomination.

What is STV (Single Transferable Vote)?

The voting system used by the Students' Union in its elections. It means that voters express their preference for candidates by ranking them 1st, 2nd, 3rd etc. Rather than using a single tick or cross. It is the recommended voting system of the NUS and is seen more representative than 'first past the post.'

I am a final year student, can I still stand in the election?

Yes, you can stand for a full-time Sabbatical Officer position or to be an NUS Conference delegate. However you can't stand for the others because you need to be a London Met student in 2016-17.

How do I know which faculty I belong to?

If you are not sure which faculty you belong to then ask one of your academic staff as they should know. Alternatively email elections.su@londonmet.ac.uk and we can check.

I am a first year student, can I stand?

Yes

Can I vote for myself?

Yes

I am planning to stand for election myself. Is it allowed for me to nominate or second another candidate?

Yes

Can I nominate and second the same candidate?

No, you can do one or the other but you can't be someone's proposer and seconder.