



**LONDON metropolitan university
students' union**

A Guide to Elections 2012

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Introduction

This booklet is intended to help you think seriously about standing for a position in the forthcoming Students' Union (SU) elections. There are a number of positions on offer, ranging from full-time sabbatical positions to part-time positions designed to fit in with your current studies.

Election Timetable

Date and time	Event and location
Mon 20 Feb	Nomination open
Wed 22 Feb 4-5pm	Nominations briefing in SU City
Thu 23 Feb 1-2pm	Nominations briefing in SU North
Fri 2 March 5.00pm	Nomination close. Deadline for handing in forms, photos and manifestos.
Mon 12 March	Candidate Briefing North Campus: 1.00pm-2.00pm in TM1-47, Tower Building Candidate Briefing City Campus: 5.00pm-6.00pm in GSB-01, Goulston Street.

Monday 19 March 09.00	Voting starts
Tue 20 March 4.00-6.30	'Ask the Candidates' (hustings) at GC1-08 Graduate Centre, North Campus
Thu 22 March 4.00-6.30	'Ask the Candidates' (hustings) at CM2-38 Calcutta House, City Campus
Fri 30 March 5.00pm	Voting ends

Why are elections important and why should you stand for election?

Elections are an essential ingredient of any functioning Students' Union. They are the visible sign to our membership and the University that our procedures are democratic and fair. There are many reasons to become an elected officer, here are some of them:

1. To promote, defend and extend the rights of students
2. Campaign on issues that matter to you
3. Give students a voice on how London Met is run
4. Get involved in the UK-wide student movement
5. Be part of the new beginning for London Met Students' Union
6. Take a leading role in the work of an organisation
7. Boost your employability and personal development
8. Take on the responsibility and privilege of serving others
9. A chance to serve on the University Board of Governors
10. Organise events and activities for students

You do not have been involved in the Union in the past, you just need to be enthusiastic, hard-working, willing to talk to people and put in the necessary work to get elected and, if successful, to represent the student body to the best of your ability.

What positions are available?

Positions	How many are available?
Executive Committee: Full-time positions	Five, see below
Executive Committee: Part-time positions	Five, see below
Student Trustees	3
NUS Conference Delegates 2012	6

Executive Committee: Full-time officers

What is available?

- President
- Vice-President Education
- Vice-President Equality & Welfare
- Vice-President Participation & Democracy
- Vice-President Media & Campaigns

What do they do?

- Run the SU on a day-to-day basis
- Each officer has a separate job description which is located within the nomination pack, which is summarised through the job title of each officer position.
- All officers must work as a team to collectively represent students at London Met. Officers must have a flexible, pro-active attitude and to express a willingness to help each other out. Much of the work of the Students' Union needs to be done by all officers, regardless of their job description such as encouraging participation in elections and other democratic structures. It needs to be a collective effort with all officers working together as a team.
- Full-time officers are known as Sabbaticals Officers or 'Sabbs'
- One member of the Executive Committee is elected to the University Board of Governors. At present they are elected by the Student Council.

How much of my time will it take up?

Being a full-time officer is a full-time job and needs to be treated as such. It is a big commitment and it will take up a lot of time. Full-time officers work 35 hours a week and are paid an honorarium (type of salary) which is currently £18,200. Full-time officers either take a year out of their studies or do their year as an officer after their final year. Therefore you will not be studying while you are an officer. This way you can be committed to the role 100 percent.

If you are not in your final year and are considering standing as a full-time Sabbatical Officer please check with your faculty to make sure there are no issues with you taking a year out of your course to be a full-time officer.

Who is eligible?

'Any Full member of the Union, who has successfully completed at least one semester at the University and is prepared to comply with the provisions of the Constitution and Bye-Laws, shall be eligible to serve as an Officer Trustee'

SU Constitution 2011 Bye-law H

How do I apply?

To stand as a full-time officer you need to fill in a nomination form and return it to one of the Students' Union offices at either the North or City Campuses by 5.00pm on Friday 2 March 2012. SU office addresses are below. Your nomination form will need the name of 10 other students who support your nomination (although they do not have to agree to vote for you). Nomination packs are available for the SU offices or from <http://www.londonmet.org.uk/>

Executive Committee: Part-time officers

What is available?

- International Students' Officer
- Activities & Societies Officer
- Part-time and Mature Students Officer
- Postgraduate Student Officer
- Diversity Officer

What do they do?

- Run the SU on a day-to-day basis
- Each officer has separate job description which are located within the nomination pack, which is summarised through the job title of each officer position e.g. Postgraduate Students' Officer principle role is to represent the interests of Postgraduate Students both within the Union and to the wider University.
- All officers must work as a team to collectively represent students at London Met. Officers must have a flexible, pro-active attitude and to express a willingness to help each other out. Much of the work of the Students' Union needs to be done by all officers, regardless of their job description such as encouraging participation in elections and other democratic structures. It needs to be a collective effort with all officers working together as a team.
- Part time officers are currently paid £10 per hour for up to 10 hours each week. The newly elected Executive Committee will consider the allocation of hours and payment for the next year (2012/13).

How much of my time will it take up?

Part-time officers will be studying at the same time as being officers. Therefore they must be willing and able to balance their Students' Union work with being current students. Part-time offices will not do as much as full-time officers but must be just as committed to serving others.

Who is eligible?

Any Full Member, who will not have completed their course of study before taking and completing a term of office, shall be eligible to serve as a Part Time Officer.

SU Constitution 2011 bye-law H

- You must be a London Met student during your term of office if elected (academic year 2012-13)
- International Students Officer must be an International Student (outside the EU)
- Part-time and Mature Students' Officer must either be (a) or (b):
 - (a) Must be a part-time student and study no more than 6 modules per year. It is acceptable for a candidate to be a full-time student during the nominations and election period as long as you are a part-time during the academic year 2012-13.

(b) Age 26 or above on 1 July 2012.

- Postgraduate Officer: Must be a postgraduate student while they are serving as an officer. It is acceptable for a candidate to be an undergraduate student during the nominations and election period as long as you are a postgraduate during the academic year 2012-13 when they will hold office.
- Diversity Officer: Must self define as a Lesbian, Gay, Bi-sexual or Trans (LGBT) student, a woman, a disabled student or a Black and minority ethnic (BAME) student.

How do I apply?

To stand as a part-time officer you need to fill in a nomination form and return it to one of the Students' Union offices at either North or City Campuses by 5.00pm on Friday 2 March 2012. Your nomination form will need the name of 10 other students who support your nomination (although they do not have to agree to vote for you). Nomination packs are available for the SU offices.

Students' Union Student Trustees

What is available?

Three. One must be an undergraduate and one must be a postgraduate

What do they do?

*For full job role for SU trustees please see SU Constitution 2011 Byelaw J or look in the booklet Job Description 2012. Both are available here:
<http://www.londonmetsu.org.uk/elections2012/>*

How do I apply?

To stand to become a Students' Union Student trustee you need to fill in a nomination form and return it to one of the Students' Union offices at either North or City Campuses by 5.00pm on Friday 2 March 2012. Your nomination form will need the name of 10 other students who support your nomination (although they do not have to agree to vote for you). Nomination packs are available for the SU offices.

NUS Conference Delegates

What is available?

London Met sends six delegates to the NUS conference. This figure is calculated depending on the number of students at the institution.

What do they do?

The Conference sets policy for the year ahead for the National Union of Students and elects the President, Vice-Presidents and block of 15 representatives on the National Executive Council. It is also where the budget for the year ahead is decided through the Annual General Meeting (AGM).

The National Union of Students (NUS) is a confederation of Students' Unions in colleges and universities in the UK. It exists to represent the interests of students on a national level. Its annual conference takes place on 24-26 April 2012 in Sheffield,

Northern England. National Conference is the sovereign body of NUS and runs for three days. Accommodation and half board (i.e. Breakfast in the mornings and tea/coffee during the day) will be provided by the NUS. London Met Students' Union will re-reimburse you for acceptable expense on extra food and drink (not alcohol).

There is not a job description for the NUS Conference delegates, however full details are available here:

<http://www.nusconnect.org.uk/ents/event/299/>

How much of my time will it take up?

The conference runs from Tuesday 24 April to Thursday 26 April so you will be out of London for Tuesday and Wednesday nights at the very least. Before the conference you will be expected to engage with the student body as much as possible so you can effectively represent them at the conference. You will also be asked to produce a report on your visit and to feedback to the Student Council.

Who is eligible?

Any student at London Met University

How do I apply?

You need to send an email to elections.su@londonmet.ac.uk stating the following:

- Subject in the email NUS CONFERENCE 2012
- Full name
- Preferred name you wish to appear on your ballot paper
- ID number
- Telephone number
- Passport style jpeg photograph (optional but recommended)
- Up to 200 word proposal on why you should be elected as a conference delegate in MS Word (optional but recommended)

Nomination forms

To be nominated as a full-time, part-time officer or Students' Union Student Trustee you need to complete and sign a nomination form. These are located in the nomination pack and available from the Students' Union as well as on the SU website:

<http://www.londonmetsu.org.uk/elections2012/>

You will need to carefully fill-in the form and get 10 other students to support your nomination (they do not have to promise to vote for you). The form then must be returned to the Students' Unions by 5.00pm 2 March 2012.

You need to hand in your completed nomination form into one of the Students' Union office at either north or City Campus. There are located:

SU North
TMG 74 & 75 Tower Building
London Metropolitan University
166-220 Holloway Road
London

N8 7DB

SU City
3rd Floor
Joy Gardner House
2 Goulston Street
London
E1 7TP

When you hand in your nomination form make sure you receive a receipt for it and keep this safe.

If you wish a photograph of yourself and a written proposal telling students why they should vote for you to appear on the voting website (all voting is via a secure, voting site) then you need to email this to the SU election team at the following address. Title your email 'CANDIDATE'

elections.su@londonmet.ac.uk

You are strongly advised to send both a photo and a proposal (see below). The deadline for sending your proposal and photo is 5.00pm on **Friday 2 March 2012**. Paper photos and proposals will not be accepted.

Important: Your photo **must** be a jpeg and your proposal or manifesto must be in a MS Word document.

Campaigning & Publicity

Full information on campaigning etc will be outlines at the Candidate Briefings. You are recommended not to start campaigning until you have attended a candidate briefing. This is so you do not un-wittingly break a campaigning rule. The voting period is 2 weeks long so you will have plenty of time!

Candidate Briefings:

Monday 12 March:

Candidate Briefing North Campus: 1.00pm-2.00pm in TM1-47, Tower Building

Candidate Briefing City Campus: 5.00pm-6.00pm in GSB-01, Goulston Street/Calcutta house

Candidate Proposals

For all the positions available candidates can submit a proposal or a 'manifesto' as they are often called. Your proposal is a short piece of writing produced by yourself explaining to students why they should vote for you, tell students why you are standing, what you will do if elected etc. You may wish to tell students a bit about yourself. Please submit your proposal in MS Word (PDFs not accepted).

The proposal and photograph will both appear on the website which students will log-on to vote. Remember your proposal and picture will therefore be seen by all students and be in the public domain. Think carefully about what you write in your proposal, remember if you are elected students will be holding you to it!

Position	Word limit
Full-time officers	400
Part-time Officers	200
SU Student Trustees	200
NUS conference Delegates	200

Please abide by this word limit as any words over the limit will not be included. Please note that the publishers will not be editing the proposal in any way so please check your grammar and spelling.

Publicity materials

Provision will be made for candidates to have some black and white and colour printing. Details will follow after nominations have closed.

Canvassing and campaigning

By far the best way to campaign is to *talk to and listen to students*, explain why you are standing and what you want to achieve. Good places to meet other students are the canteens, bars, other social areas etc to ask them politely consider voting for you. You can ask permission of academics to speak for a few minutes in their lectures. They reserve the right to say no to this however. There are a number of guidelines and rules which govern campaigning and other elements of the election process. These are to make sure the election runs smoothly. A full rules and regulations document will be distributed at the candidate briefings, which will take place after the nominations have closed.

People campaigning on your behalf

Often candidates may have a team of people who campaign on their behalf. This is allowed, however a candidate will be held responsible for anything which is done or said on their behalf by one of their supporters. This rule may apply even if the candidate was not aware or did not give permission for what was said. If a supporter breaks an election rule then the candidate will be held responsible. Therefore if you have a team of supporters you are advised to choose and brief them carefully.

Standing as a group or 'slate'

Often candidates consider standing as a team, with each team member going for a different position. There is nothing wrong with doing this, however the rule above with regards to 'people campaigning on your behalf' will also apply in this situation. Therefore the whole collective or 'slate' may be held responsible for the actions of one candidate (or their supporters). The Returning Officer will judge if a group of students are standing as a 'slate' by evidence such as joint leaflets or posters, pooling of financial resources, facebook groups etc.

Negative Campaigning

This term means candidates attacking or criticising other candidates. This can take two forms. The first is personal attacks; this is against election rules and will not be tolerated. The second form is to attack another candidate's record, proposal or policy on a particular issue. This is not against the election regulations however it is discouraged. Often a candidate who indulges in negative campaigning is viewed as petty, with little to say for themselves or ideas of their own. Rarely does negative campaigning bring success. By far the best way to campaign is to talk to others about what they want, what you can offer and why you are the best person for the job, rather than attacking others.

Having said that discussion and debate are very much encouraged. It is perfectly acceptable to debate with other candidates, this is what policies are all about. However there is a big difference between this and negative campaigning. Another candidate must always have the right to reply.

Hustings or 'ask the candidates'

'Hustings' are events where voters hear what candidates have to say and to question them. They happen for student, local and general (national government) elections across the world. They are often very exciting events and a great chance to convince students to vote for you. We call the hustings 'Ask the candidates' as often students don't know what 'hustings' means:

Tuesday 20 March 4.30pm GC1-08 Graduate Centre, North Campus

Thursday 22 March 4.30pm CM2-18 Calcutta House, City Campus

Verve Radio

This year will be the first year when the Students' Union has its very own Radio station. *Verve Radio* will be a useful tool in both publicising the nominations and also generating awareness and debate during the election. It must be an impartial tool though and not publicise or benefit any specific candidate. The Radio station team will be briefed by the Returning Officers so as to make sure that this is the case. Specifically:

- Any interviews with candidates will be 'by position' only, e.g. if they wish to interview a candidate standing for President then all the Presidential candidates must be invited to attend and speak in the programme.
- At any such event all candidates must be able to speak for the same amount of time, with the show appropriately chaired and timed.
- Presenters or guests must not state their preference on air.
- No 'vox-pop' interviews with candidates
- If a candidate is on the radio for another reason, they must not mention the election.

Other ideas

The Union is keen for you to be creative and use your initiative to find creative ways of campaigning. However, we are also keen to ensure that everyone has an equal chance and other candidates are not put at an unfair disadvantage. This is why we require you to check with us first if you want to do something a little bit different.

Voting & results

All voting will take place online through an online voting system authorised by the Returning Officer. All students will be notified by email about how to vote. The results will be announced a day or so after voting finishes. Any complaints must be received before the end of voting otherwise they will not be considered.

Do's and don'ts: Some basic election guidelines

DO

Read this *Guide to Elections* and the *Election Rules and Regulations document*.

Candidates will be informed when the candidate briefings are once nominations have closed.

Ensure your nomination form is properly filled out and handed in on time. You must email your proposal (MS Word) and photograph (jpegs) before the deadline stated. PDFs not accepted.

Talk to the people who currently hold the position you are interested in. Find out from them what it is really like!

Remember to include all the University's sites in your campaign.

Ask if you are not sure! If you are not clear on any element of the election process please do ask. Don't do first and then apologise later – it may be too late!

Read the job description for your chosen post. Would you want to do this as a full or part-time? Are you sure? Have you read the Students' Union constitution?

DON'T

(you could risk being disqualified from the election)

Break any election rule or regulation

Intimidate students, staff or other candidates.

Campaign in any quiet work areas such as the libraries or computer suite (strictly forbidden) before or after the voting period commences.

Take down or obscure other candidates' publicity materials.

Display any publicity materials in places other than those designated by the Returning Officers.

Use any materials, posters or publicity other than those permitted by Returning Officers.

Don't do what others have not had the chance to do.

Any candidate failing to comply with these rules may be disqualified from the election. The decision of the Returning Officer will be final.

What help is available?

Read carefully through this booklet as it covers a lot of the basic information you will require. Also, feel free to contact Eddie Rowley, Deputy Returning Officer who can offer help and advice. Only take advice with regards to the rules and regulations for the election from the Deputy Returning Officer or Returning Officer.

There will be a Candidates Briefing, where the Returning Officers will explain all the rules and procedures you need to abide by. You will also have the opportunity to meet other candidates and to ask questions. You will be informed of the date, time and location of this briefing once nominations have closed.

Returning Officers

A Returning Officer is someone who is responsible for organising and overseeing our election, in accordance with the Students' Union constitution. The Returning Officer delegates responsibility on a day-to-day basis to the Deputy Returning Officer.

Deputy Returning Officer:

Eddie Rowley
Students' Union Liaison & Quality Coordinator

SU North
TMG 74 & 75 Tower Building
London Metropolitan University
166-220 Holloway Road
London
N8 7DB

SU City
3rd Floor
Joy Gardner House
2 Goulston Street
London
E1 7TP

Elections.su@londonmet.ac.uk
02071334703 / 02073202233

Returning Officer:

Emma Powell
Regional Consultant - Democracy and Governance
National Union of Students (NUS)

Please direct all enquiries to the Deputy Returning Officer in the first instance.

The Returning Officer's decision is **final**

Frequently Asked Question

How many positions can I apply for?

You can only stand for one position on the Executive Committee (i.e. full or part-time officer positions). You can stand as an SU trustee and/or to be an NUS conference delegate as well as for one position on the Executive Committee. You can also be nominated to stand just as an SU Trustee and/or NUS Conference delegate if you wish.

When is the campaigning period?

There is no set period when candidates may commence their campaigns. However candidates are advised to wait until the Candidate Briefings before they actively start campaigning as this is when they will learn more about the rules and regulations. If they unwittingly break an election rule before the candidate briefings this will not be an excuse. A register will be taken to note who attends candidate briefing and kept on record.

What are hustings ?

An open question and answer session with students where candidates explain why they should be elected.

Proposal or manifesto?

A document that sets out what you as a candidate stand for what you will do if you are elected and why voters should choose you over the other candidates. Often called a manifesto. This must be in MS Word. PDFs will not be accepted.

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. They do not necessarily be planning to vote for you.

What is a Returning Officer (RO)?

A 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.

What is STV (Single Transferable Vote)?

The voting system used by the 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.'