



**London Metropolitan University
Students' Union**

Students' Union Elections 2019

Information to Candidates

Thank you for choosing to stand as a candidate for the Students' Union elections 2019. Elections are a vital aspect of any Students' Union. They are the visible sign to both the members of the Union (all students) and the University that the Union is democratic and representative.

Standing for election should be a rewarding and enriching experience, regardless of whether or not you win. You will meet new people, improve your confidence and other skills and hopefully have lots of fun. By standing for election you are making a significant contribution to the Students' Union but it is also a big responsibility you are taking on. As candidates it is your responsibility to make sure you and your supporters uphold the very highest standards. The reputation of your Students' Union is in your hands.

When and how do students vote?

Tuesday 19th March 10:00am to Tuesday 26th March 5:00pm
via www.londonmetsu.org.uk/elections

There will also be a 'roving polling station' which will move between the campuses so students can vote 'in person' too:

Date	Time open	Location
Tuesday 19 th March	11.00-6.00pm	3 rd floor Hub, Moorgate Campus
Wednesday 20 th March	10.00-6.00pm	TG-01 (Blue Zone), Holloway Campus
Thursday 21 th March	10.00-6.00pm	Atrium, Goulston Street, Aldgate Campus
Friday 22 st March	10.00-6.00pm	3 rd floor Hub, Moorgate Campus
Monday 25 th March	10.00-6.00pm	TG-02 (Blue Zone), Holloway Campus
Tuesday 26 th March	10.00-5.00pm	TG-02 (Blue Zone), Holloway Campus
Wednesday 27 th March	5.00pm	Results declaration, Students' Union, Holloway

Who can vote?

Any enrolled student. It is possible that some February starters may not have made it onto the electoral register however this will affect very few. If any enrolled student cannot access the voting site they should email elections.su@londonmet.ac.uk from their university email account with their name, ID number and a description of the issue.

When can I start campaigning?

Word of mouth campaigning i.e. talking about the election or your candidature to others is fine at any time. You can start campaigning (posters, flyers, t-shirts etc) visibly or online after the conclusion of

the 'Ask the Candidates' or hustings event which is on Wednesday 13th March 5.00-7.00pm (approx.) in the SU at Holloway.

Manifesto deadline

The deadline for submitting your manifesto is Sunday 10th March. You submit it via the election website where you submitted your nomination. Don't forget to attend the manifesto writing workshop running this week to help you fine-tune these.

Social media training workshops

We are arranging some training for candidate's arounds how to use social media as part for your campaign. Details of these will be circulated soon.

You tube videos

Candidates are encouraged to film a campaign video to promote their campaign and upload it onto your tube. This can be a fun and informative way to let others know about your campaign and what you stand for.

It is easy to do – all you need is your smart phone. Keep it 60 seconds or less and we will circulate it for you – just send the link to elections.su@londonmet.ac.uk

Candidate Question Time (hustings)

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 Question-time. Candidates standing for the other position will be able to make a short speech only if there is time. The event will be filmed and posted on you tube and widely circulated so as many student as possible get to see it.

Wednesday 13st March 5.00-7.00pm in the (new) Students' Union Building, Holloway

Candidate Resource rooms

In order to support our candidates we run candidate resource spaces. These are located in the Students' Unions at the three campuses, see below.

These are for candidates to prepare their campaigns, meet supporters, chat to other candidates and supporters, relax, de-stress and have a break from campaigning. It will have resources in it such as paper, card, felt-tip pens, t-shirts etc which you may want to use as part of your campaign. It will also have tea and coffee making facilities in it, so you can make yourself a hot drink and relax to give you and your supporters a break from campaigning.

At Moorgate and Aldgate the facilities will only be available part of the time. This is due to limits staffing. Please see sign on door and email from elections.su@londonmet.ac.uk for details.

Campus	Location	Opening times
Holloway	SU Building	10.00-6.00pm
Aldgate	CMG-20 Student Union	Limited (see sign on door)
Moorgate	MG3-11 Moorgate	Limited (see sign on door)

Printing costs

The Students' Union will provide each candidate with £10 print credit. This is to be used on printing posters and flyers and any other printing you may require as a result of your electioneering. Your print credit will appear on your ID card during the week beginning 11th March. Candidates who do not attend a candidate briefing will not receive credit. You can only use designs that have been approved by the Students' Union.

You need to add to all your posters, leaflets and any other literature the following which are available on the SU website:

- Students' Union logo
- 'Please recycle me logo'

Campaigning costs

As well as the printing mentioned above, candidates will be permitted to spend up to £40 on their campaigns. You must keep receipts for every penny you spend. £20 of this will be re-reimbursed to you on production of receipts to prove your expenditure. You will need to fund the extra £20 (if you spend that much) yourself. You must ask for and receive receipts for everything you spend

You will need to hand in your spending log before the election ends at 5pm on Tuesday 26th March. You must hand it in to the Students' Union reception at Holloway Campus. You are advised to take a copy or photo of your spending log and receipts before you hand it in.

What if I already have material already or something is donated to me?

To cover this we have an assigned costs system. If you already own, have access to or are given campaign materials then you must inform the SU elections team of this. An 'assigned cost' will be allocated to these by the SU elections team which you will need to note down on your spending log and will count towards your £40 spending limit. There are a couple:

T-shirts - £3

'Bed sheet' banner- £4

If you have something else you want to use please drop us a line and we will assign a price to it for you. Please note you cannot be re-imbursed for anything which has an assigned price.

Can i wear my Students' Union hoody, t-shirt or other clothing or lanyard while campaigning, in my campaign video or in my photo?

Yes! (in previous years this was not permitted but it is now)

No campaigning using Verve media

Candidates are not permitted to campaign on the Students union's verve media outlets. This included Verve Radio or Magazine. If you or your supporters run a radio show it must not talk about your candidature. The only exception to this will be specific shows which the Students' Union may arrange for this purpose. These will be arranged and presented by SU staff.

These rules are in place so to ensure equality of opportunity for all and so the Students' Union and its resources are not used to support or to give any one candidate preference over another.

Campaign publicity

You may wish to produce some posters or fliers as part of your campaign. Please note that all designs need to be approved by the Students' Union election team. Please email your design for elections.su@londonmet.ac.uk for approval. Please send your publicity in a format we can access i.e. work, publisher, PDF or Jpeg.

All publicity must have the following on it:

- Students' Union logo
- 'Recycle me logo'

Both these logos will be available on the election page of the Students' Union website and will be emailed to you too. Please note university estates staff will be told to remove any election literature which does not have both of these logos on it.

Poster and flyers – Environment

Candidates are permitted to display posters and hand out flyers as part of their campaign if they wish.

The Students' Union will provide large, free-standing display notice-boards. You may fix one election poster to this board as part of your campaign. They are located in the following locations and will be clearly labelled:

- Tower Building: Main reception
- Tower Building: Junction cafe, Tower Building
- Moorgate: 3rd floor Hub
- Calcutta House: Lobby
- Goulston Street: Lobby
- Goulston Street: Atrium
- Space is allocated for poster in the Rocket, on the wall behind the Rocket reception inside the bar. This is clearly labelled.

Candidate posters may also be displayed on appropriate notice boards and other areas where posters for university events are commonly displayed. When displaying posters do not cover up any existing notices. Do not place numerous posters for your campaign in the same area - allow other candidates an opportunity to display theirs. Numerous posters for the same candidate in the same area will be removed.

Please respect the university environment. Do not put posters on to walls or doors. Do not litter and please check that the surface will not be damaged in any way - use appropriate adhesive. Do not use glue, tape or poor quality blue tack which leaves marks. If any surfaces are damaged by posters then candidates may be charged to repair the damage caused. Rules on posterage are subject to change candidates will be emailed any updates. Please follow the advice of University staff and remove/refrain from posterage if asked to.

Please note excessive posters and flyers do not win you votes. What wins votes and elections is engaging with students, explaining who you are and what you believe and listening to them.

Libraries

Candidates do not have permission to campaign in University libraries at all. This is as students go to libraries to study. Do not campaign in the libraries. You may campaign outside the libraries.

Social networking - Equal opportunity in campaigning:

If other candidates have the opportunity to do the same campaigning as you are then you can do it. This rule is particularly relevant for social-networking e.g. facebook. For example you may post on a wall of an OPEN group, which anyone can join, but you must not post on a CLOSED group which others may not have instant access to.

If you set up a campaign group or page on social media please make sure that it is open to all. If you are the admin for a group/page you must not use the benefits being an admin gives you for your own campaign. Why? Because not all other candidates will have the same access.

Current Full-time Officers

Current Full-time Officers who are also candidates are not permitted to campaign when they are at work, either on behalf of themselves or others. They must take annual leave if they wish to campaign for themselves or others.

Complaints

If anyone wishes to make a complaint related to the election then they need to fill in the Complaints form which is available on the election page of the SU website: <http://www.londonmetsu.org.uk/elections>. The form must be emailed to the SU elections team elections.su@londonmet.ac.uk

Complaints must be received on the correct form. The elections team will then confirm with the Returning Officer, the matter investigated and a decision made. Any complaints must be submitted promptly.

Deadline for submitting any complaint is 5.00pm on Tuesday 26th March 2019.

SU Elections Team

For many of you this may be your first experience of being involved in elections. If you have any question or are not sure about anything then please ask the SU Elections Team by emailing elections.su@londonmet.ac.uk.

Advice and guidance is available for you from the SU Elections Team. They are also responsible for ruling on any disputes that may arise. The elections team is made up of staff within the Students' Union.

Returning Officer

A Returning Officer is a terms commonly used not just in Students' Unions but other elections in the UK such as Local, European and General Elections. The Trustee Board and the University's Board of Governors jointly approve the Returning Officer every three years.

The responsibilities of the Returning Officer include enforcement of election regulations and has ultimate responsibility for the free and fair running of elections and co-opt up to four Assistant Returning Officers, one of whom may be nominated as the Deputy Returning Officer

The returning officer is the National Union of Students. All correspondence with the Returning Officer must be sent via elections.su@londonmet.ac.uk.

Rules and Regulations

The Students' Union operates in accordance with its governing documents. These are located on the Students' Union website at this location:

<https://www.londonmetsu.org.uk/about/governance/documents/>

The annual elections are run in accordance with bye-laws 10 and 11. Bye-law 11 is the election regulations. All candidates should read them carefully.

The Returning Officer would also like to emphasise the following, which are also election regulations:

1. Candidates are responsible (and will be held responsible) for the actions of any campaigner or supporter assisting in their campaign. All election regulations apply to supporters as well as candidates, and it is the responsibility of the candidate(s) to ensure, as far as reasonably possible, that anyone assisting in their campaign reads, fully understands, and abides by the election regulations.
2. Student must be free to cast their vote without undue influence or pressure. Candidates must respect that every student has the right to vote confidentially and freely. Do not harass students. Any complaints raised by students about being unfairly pressured to vote for any particular candidate will be taken extremely seriously
3. Do not assist any student to vote, even if they ask you to help them. If any student needs any assistance to vote due for any reason e.g. disability they must contact the SU elections team via elections.su@londonmet.ac.uk.
4. Candidates (and their supporters) should not be physically present in the vicinity of the polling station. This will be clearly stated at each polling station. You must be respectful of polling station staff at all times.
5. No candidate can use any Students' Union resources (apart from those provide in the Candidate Resources room). For example SU generic 'have you voted yet' flyers which the Students' Union may produce to encourage students to vote.
6. Union societies, sports clubs, committees and other groups may not give support to candidates via official club/society activities (including social media). Likewise SU media outlets such as radio and magazine must stay neutral and not give any publicity to any candidate in particular.
7. Candidates may not utilise Union or University student mailing lists for the purposes of campaigning. This includes use of society and or membership lists or lists of Student Reps of Student Council lists for electioneering.
8. Candidates are permitted to organise in teams, sometimes known as "slates", and may produce shared publicity and encourage voters to support all the members of the team. However, slates may not pool their resources to give them an unfair advantage or do things that independent candidates could not do. Candidates are jointly liable for the actions of fellow slate members. Candidate publicity which mentions a fellow candidate will be a signal to the Returning Officers than you are running as a team or 'slate'
9. If you have campaigning ideas or other questions which you are not sure about, please ask. We welcome creative campaigning but please check if you have ideas which are a bit different. Do not direct any questions about the election to anyone except the Returning Officers.

10. Candidates, slates and campaign teams must adhere to the law, University regulation and Union policy. Breach of these policies can lead to action against you and your slate / teams by the Returning Officer and further disciplinary which could in turn affect your student status.
11. Treat others as you wish to be treated.



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Candidates spending log 2019

You must fill out the below log of spending and attached any receipts and hand it all in by 5pm on Tuesday 26th March to the Students' Union at Holloway. You are recommended to photocopy these before you hand them in and keep your copy.

Spending limit: £40. Up to £20 will be re-reimbursed to you on production of valid receipts.

In addition, the students' Union will also fund £10 pounds of printing for you. You don't need to record the use of this £10 printing on this form. Any extra printing on top of this £10 must be recorded below. If you do not spend anything on your campaign (apart from the £10 print credit) then you don't need to hand in this form but you do need to inform us you did not spend anything by emailing elections.su@londonmet.ac.uk.

Date	Item	Cost	Total

Continue on separate sheet if required.

I confirm that the following spending record is a true and accurate account of my campaign spending.

Print name:

ID number:

Signature:

Candidate position (e.g. President):

Date:

You must hand in this form by 5.00 pm on Tuesday 26th March 2019 along with your receipts.