

Business School Officer Candidates' Booklet

Thank you for running in the
Students' Union Elections! This
booklet will outline everything you
need to know.



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Introduction

School officers represent students in their school, tackling school-wide academic issues and working closely to support their course reps. Working with the other officers, they lead the Students' Union.

The Students' Union runs because of students like you, volunteering your time to improve the student experience, so thank you.

As a staff team we're here to make sure the elections run as smoothly as possible, and that once in post officers are supported to improve the student experience.

This guide will give you all the key info you need to run in the elections, but if you have any further questions, please email su.democracy@uos.ac.uk



Key Dates

Nominations

9am, 26th Nov -
11:59pm 10th
December 2021

Voting

13th December 9am
- 17th December
5pm

Results announced

17th December 2021

Key Contacts



Bradley Allsop

**Student Representation
Coordinator/ Deputy Returning
Officer**

Contact me with questions and complaints -
su.democracy@uos.ac.uk



**Peter Robertson,
NUS Charity Director
Returning Officer**

To appeal a decision made by the Deputy Returning Officer (DRO), an NUS appeals form should be filled out and emailed to the DRO, who will pass this onto NUS. Appeals forms can be found here:

<https://www.nusconnect.org.uk/ud/elections-hub/elections-support-service/election-appeals>

Checklist



Do your research on key issues for your course



Write your manifesto



Write a campaign plan

Checklist



**Set up social media
pages**



**Design your
promotional materials**



**Go Out & Get
Votes**

Manifesto Tips

Be Concise:

Stick to the point and make your manifesto short and clear. Too much information might put students off reading it all.

Be Informative:

Avoid vague statements! Tell voters directly why you'd be the best candidate for the role, how you would support course reps, one key priority you want to work towards in your department/liberation group, how you'd achieve this and when you'd want to achieve it by.

Keep It Simple:

Use simple language to get your ideas across as plainly as possible - the more you link it to what can offer, the more votes you'll win!

Be Relevant:

Think specifically about the role you're running for and the responsibilities you would have if elected. Consider times you've shown skills that would help you excel in this role.

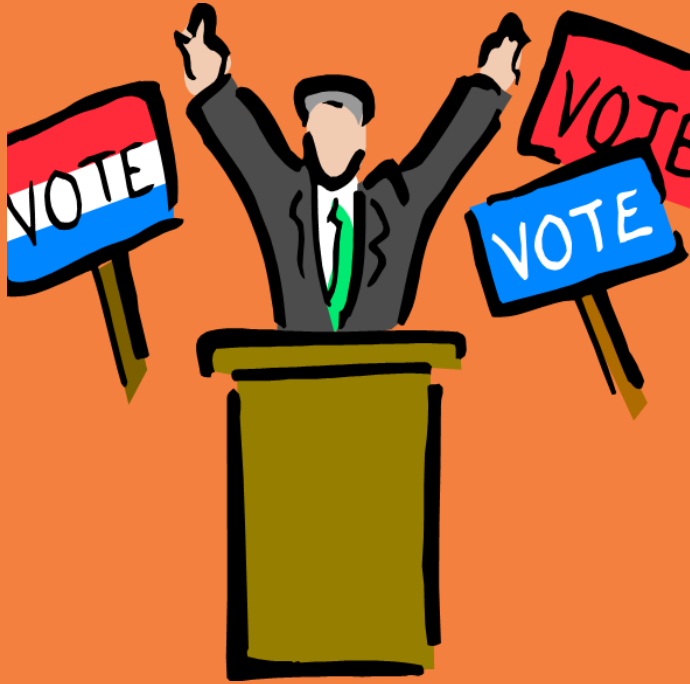
Be Realistic:

Set out achievable goals. If elected, you'll be answerable to the student body.

Be Interesting:

Make your campaign stand out! Say something different to your opponents that will make you memorable and unique.

Campaigning Tips



Posters:

- Design clear and eye catching posters to explain what you would do if you were elected.
- Keep them informative and to the point.
- Tell people how they can vote and include the SU logo in the bottom corner (found on the SU website)

Use Social Media:

- Use social media platforms to promote your campaign.
- Publish diverse content.
- Post links to the voting page to ensure your likes are translated into votes.

BUDGETS

Please note that you will have a campaigning budget of £35 - this is the amount the Students' Union will reimburse AND the full amount you are allowed to spend on your campaign - **you are not allowed to exceed this spending limit.**

Please keep receipts of any spending and make sure all of these are returned to the Deputy Returning Officer before polls close.

The SU can reimburse expenditure or help cover costs up front if needed - please email su.democracy@uos.ac.uk if you need any help in this regard.



CAMPAIGNING TRAINING SESSIONS



**There are a range of videos available on the "Candidate Hub"
on the SU website -**

**[https://www.uosunion.org/yourvoice/1suelections/candidate
hub/](https://www.uosunion.org/yourvoice/1suelections/candidatehub/)**

**These videos can give you guidance on how to run elections -
the 'Candidate Briefing' video is required for all candidates to
watch before the start of voting week as it contains key info
on rules and regs of the election.**

Deadlines

Please submit your promotional materials (by emailing su.democracy@uos.ac.uk) and manifestos (by uploading on the elections section of the SU website) by the deadline of **5pm 10th December.**

All posters and graphics must be approved by the Deputy Returning Officer before use, and must contain the SU logo somewhere on them (email if you need this providing).

Please also email su.democracy@uos.ac.uk with a link to any social media sites you intend to use for your campaign.

Welfare Support during elections

We know running for election and campaigning can takes a lot of work and we want you to feel supported during and after the election campaign. Below we've put together some top tips for looking out for your welfare during the elections, as well as guidance on where to go if you're struggling or have any concerns.

Self-care top tips

- Stay hydrated – whatever your preferred drink is, water, tea, coffee, hot chocolate, but make sure you do not consume too much caffeine!
- Support team – make sure you have a team of friends to support you as you run and campaign
- Stay active – staying active is good for your mood and general wellbeing. So, walk, jog, run or do your favourite online workout to keep active
- Take regular breaks – we are all spending more time online these days, but it is important to take regular breaks from our screens, make that cuppa, go for a short walk or do nothing for a bit to recharge
- Keep talking – make sure you keep in touch with family, friends, colleagues during this time, and of course all of us at the SU!

SU Advice and Wellbeing team

Your SU Advice and Wellbeing team are here to support you. We will be available throughout the campaign so if you fancy a chat, need support with your wellbeing, or would like signposting to a specialist service you can get in touch with us: su.advice@uos.ac.uk

Claire Holland – Advice and Information Coordinator (C.Holland3@UOS.AC.UK)

Conduct:

- 1) All candidates must abide by the Students' Union's policies and procedures including the Equality & Diversity Policy which is available from the Students' Union website and by request from the Returning Officers.
- 2) All publicity material shall be approved by the Student Representation Coordinator prior to use to ensure it adheres to SU policy. Publicity material will not be approved if it:
 - Refers negatively to any individual Students' Union member or staff member (past or present) by name
 - Contains factual inaccuracies
 - Contains opinion expressed as fact
 - Advocates discrimination
 - May be prejudicial to the fair running of the elections.
 - Campaigning as a team is permitted
- 3) Candidates must take reasonable steps to ensure that their supporters' actions comply with the election rules at all times and must be able to demonstrate this in the event of a complaint against them.
- 4) Bribes or inducements may not be offered in any form to any person. If in doubt speak to the Student Representation Coordinator.
- 5) All candidates and campaigners are responsible for ensuring that in any area they are campaigning that there is freedom of access for any student who needs it and that doors, stairwells and passage ways are not blocked or made difficult to pass through.
- 6) All candidates and their election agents should attend one of the Candidate's Briefings. Candidates may request a meeting with the Student Representation Coordinator if they cannot attend either briefing.
- 7) Candidates should attend any further meetings called by the Student Representation Coordinator during the course of the campaign or make alternative arrangements to meet with them.
- 8) Candidates should, at all times, act as directed by staff and raise any concerns directly with the Returning Officers.

Campaigning:

- 1) No campaigning of any sort should be done outside of the schedule. Campaigning starts at December 13th, 9am.
- 2) All candidates may make use of social networking websites such as Facebook, Instagram and Twitter and these will be linked from the Students' Union elections pages if details are supplied to the Student Representation Coordinator. Paid digital promotion within the budget is permitted.
- 3) Any social media groups created for campaigning, whether private or public, need to have a member of the Democratic Procedures Committee as a member to monitor the the Students' Union rules and regulations.
- 4) No campaigning may take place in the Library or Students' Union Offices. Campaigning may take place in the Social space.
- 5) Candidates must not campaign in lectures without permission from the lecturer, and must not cause disruption to lectures.

- 6) Candidates and campaign teams may only alter, move or remove their own campaign publicity.
- 7) Once a student has begun the process of voting, no candidate or campaigner should make any attempt to speak to them or to influence or interfere with their decision in any way. For the avoidance of doubt – “helping” a voter or “showing them how to vote” will be regarded a breach of the rules. If a voter needs assistance with voting then campaigners should refer them to polling station staff or to the Deputy Returning Officer.
- 8) You are prohibited from spending your budget on alcohol.

A full list of all governance around elections can be found in bye-law 1, found here:

<https://www.uosunion.org/yourvoice/howwerun/bylawsandstrategy/>

Complaints:

- 1) Any complaints regarding the conduct of any candidate or campaigner should be made to the Deputy Returning Officer in writing or by email to su.democracy@uos.ac.uk
- 2) No complaints will be accepted more than one hour after the close of polls.
- 3) Complaints will be dealt with at the discretion of the Deputy Returning Officer but all will be addressed by the final meeting of the Democratic Procedures Committee which takes place after the final deadline for complaints.

If candidates are in any doubt the interpretation of these rules they should ask the Deputy Returning Officer for clarification.

Breaching the rules:

In an event of a rules breach, Elections Committee will deliberate and decide on one of the following consequences which will be imposed on the candidate:

- 1) Removal of publicity material in question (for example a poster or a social media post)
- 2) A ban on campaigning for specific time period
- 4) Removal of the individual's candidacy
- 5) A proven malicious / false complaint from a candidate (or their campaigner) will be treated as a breach of election conduct.



Good luck!

**Any questions email:
su.democracy@uos.ac.uk**