

What You Will Find in This Pack

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Welcome to The Leadership Race

This pack provides details about The Students' Union's Election March 2021 to choose the Presidents and Officers who will help lead The Students' Union for the next year. This election is known as "The Leadership Race".

This pack is designed to provide you with key pieces of information to help you have the best experience possible - please read the whole of this pack carefully.

If at any point you have questions about standing or running in The Leadership Race, please come in and speak to us at The Students' Union on any campus or contact SUElections@uwe.ac.uk

Congratulations on Deciding to Run

Running in an election develops an incredible range of skills whether you are successfully elected or not; time management, budgeting, presenting, engaging with a variety of different people, campaigning, debating, team work, leadership, self-confidence... the list goes on.

If you are elected as a Student Leader, you will further develop all of these skills and many others.

As well as making positive changes for the students of UWE Bristol, your time will be an invaluable experience for your future career progression.

The Students' Union at UWE

The Students' Union is a membership driven organisation that exists to make a positive impact on the life of every student at UWE Bristol.

We are separate from the University and provide representation, advice and opportunities for each and every student here.

We are a democratic organisation led by elected students for students. Our elected Presidents and Officers set the direction for The Students' Union; help shape and deliver our many services; and lead on local and national campaigns affecting the student experience.

Our goal is to be recognised as a leading Students' Union that all our students are proud of by encouraging as many students as possible to join in, speak up and be more.

Changes to previous years

There has been a significant change to the elections for 2020/21 compared with 2019/2020.

- There will be no in-person campaigning due to the coronavirus pandemic.

What Does The Executive Do?

All Presidents and Officers

Firstly, and most importantly, the work of all of The Students' Union Executive is driven by the needs of students.

To ensure this, they each represent and engage with *all* students across *all* campuses.

The Executive hold the University to account on its decisions which affect the lives of students and strive to make positive changes for them.

They work together as a team, supporting each other, to deliver the strategic plan of The Students' Union.

Engaging collaboratively with other students' unions on sector wide debates and activities, they run and support local and national campaigns on a range of issues affecting students.

The Leadership Race: Who's Who?

Returning Officer

Elections in The Students' Union at UWE are supervised by an external Returning Officer (RO). Their duty is to make sure the elections are fair, successful, transparent and legal. Our RO contact here at The Students' Union is **Peter Robertson (NUS)**

The RO has the final say in election matters and their decisions are final.

Deputy Returning Officer

Elections are organised, run and overseen on a day to day and hands on basis by the Deputy Returning Officer (DRO). The DRO acts on behalf of the RO (who delegates their authority to the DRO) and deals with matters as they arise on the ground. The DRO will inform the RO of any decisions and rulings affecting the election and seek their advice where necessary.

Assistant Returning Officer

The DRO appoints several Assistant Returning Officers (AROs) who offer advice, guidance and support to the DRO and to candidates. The AROs oversee general election activity and raise any concerns with both the DRO and candidates.

Key Contacts

All Enquiries: suelections@uwe.ac.uk

Deputy Returning Officer:

Will Hoskin, Representation manager

Assistant Returning Officers:

Roshin Chummun, Representation Coordinator

Hannah Tucker, Representation Coordinator

Jo Messore, Democracy and Governance Coordinator

City and Glenside Campus Contacts

Josie Alford, City Campus Community Coordinator

Liz Murray, Glenside Campus Community Coordinator

Campaigning

All campaigning will be online this year due to the coronavirus pandemic, but there are still lots of ways to engage with and reach out to students.

Fun, active, creative, sustainable and positive campaigning is how candidates get people to vote for them.

Successful candidates will have spoken and listened to a wide range of students (both before and during the campaigning period) to learn about issues relevant to the role they are standing for.

Students vote for the candidates they know, so visibility is key. But students also vote for the candidates with the best ideas and policies, so do your research.

Campaigning is essential but intense, candidates are advised to form campaign teams to help them. Remember that candidates are responsible for the actions of their campaign teams.

Always be courteous and considerate to students, staff and other candidates when campaigning. Don't bother or harass people, and please ask permission before doing online lecture shout outs.

Candidates should not use The Students' Union logo on any of their campaign materials. If you have questions about logos or branding, please ask either the DRO or one of the AROs.

Manifestos

Each candidate should provide a written statement (a manifesto) of no more than 400 words.

A manifesto tells people why you want to represent them and why they should vote for you. It also sets out your main objectives for the year, what you would like to achieve and what your ideas are.

A manifesto should include who you are, why you are standing and what you intend to do if you are elected.

Current Presidents and Officers, as well as The Students' Union staff, are available and happy to advise on campaigning and manifesto writing but can't do any of these things for candidates; campaigning and manifestos are solely your responsibility.

Candidate Welfare

Running in an election is an exhilarating experience that has huge benefits for your skills and personal development. It can also be tiring and difficult. The Students' Union is always available to help you if you are overwhelmed.

This has been a challenging year and we want you to enjoy this experience so you can gain lots from it and inspire students to vote for you. While campaigning online will look different to previous year, there's lots of creative ways you can reach out to students, so it's still important to pace yourself.

During The Leadership Race, The Students' Union will be running the follow events to support you:

- Candidate Briefing – In addition to this pack, the briefing provides candidates with all the information they need, lets you meet the Elections Team and gives you a chance to ask any questions.
- Our virtual open door policy – The Student's Union Elections Team will be available every day throughout elections to talk to each candidate and ensure you are looking after yourself.
- A friendly face – The elections team will always have time to talk to you and answer any questions you might have. We are always contactable through email or Teams.
- Emotional support – The Students' Union Advice Centre and the UWE Wellbeing Service will be available online to offer advice and support on any personal issues.
- Regular contact from the Elections Team – daily update emails from The Students' Union staff.

Our Top Tips for Looking After Yourself During Election Time

1. Pace yourself – you can't campaign 24/7
2. Plan ahead – Use your £5 breakfast allowance and get four good breakfasts on us
3. Think about your personal wellbeing – eat, sleep and shower every day
4. Support each other – if you see another candidate struggling, offer them some help
5. Don't do this on your own – accept help from your friends
6. Help is there if you need it during and after the election – just ask us

Voting – How it Works

Like most other students' unions, The Students' Union at UWE uses the transferrable voting system to elect its Presidents and Officers. This system is also known as alternative voting, preferential voting, or instant run off.

In elections held under the transferrable vote system, each voter may rank candidates on the electronic ballot paper in order of preference (1, 2, 3 etc.). Voters do this by clicking on the image of a candidate in order to select them in the next highest slot for their vote.

After marking their first preference, voters may then choose to express further preferences for as many, or as few, candidates as they wish.

As this is done online you can click on each candidate's photo to add them or remove them from your list of preferences.

The count begins by allocating votes in line with first preferences. If a candidate has an absolute majority (more than 50%) of the votes cast, then they are duly elected.

If no candidate has an absolute majority, then the candidate in last place is eliminated. Their votes are then reallocated according to the next highest preference expressed on each ballot paper. If a voter has not marked a preference for any candidate that remains in the contest, then the ballot paper is set aside from the count.

This process continues until a candidate has an absolute majority of the votes left in the count. This candidate is then duly elected.

Elections run under this system are often won on second, third or even fourth preferences. Although each candidate wants as many first preferences as possible, they should not neglect the other ranks as well.

The Budget

A spending limit is in place for The Leadership Race. Candidates are required to keep a record of their expenses, report these to the DRO via submission of the budget spreadsheet **by midday on Wednesday 5 May. There are no exceptions to this.**

Items should be expensed if they are considered campaign items; that is, they are specifically purchased to increase the chance of success in the Leadership Race. Non-campaign items are those that are still used in the election but could reasonably be considered to be owned by candidates prior to The Leadership Race and have not been purchased with that purpose in mind; such items do not need to be expensed.

Breach of expenses will be considered as cause for removal from The Leadership Race.

Budget Rules

1. The maximum allowance a candidate may spend is £50
2. This year you have a £5 breakfast allowance to cover the four days on top of the £50
3. Of which The Students' Union will reimburse up to a maximum of £55
4. Under no circumstances may a candidate breach this limit
5. Candidates are solely responsible for the spending of their campaign budget
6. All items incurring a cost must be expensed and listed on the budget spreadsheet
7. The budget spreadsheet must be returned by the deadline (12:00 May 5 midday)
8. Receipts must be attached for all purchases
9. No food may be scavenged: it must always be receipted



Payments Voucher

Please send all claims to suelections@uwe.ac.uk before the deadline 12 Noon Wednesday 3rd March 2021. All receipts must be attached to the same email.

Red cells indicate an issue likely to reject the claim
 Yellow cells indicate internal action needed
 Blue cells are editable

Please pay to (Name):		Sort Code (6 digits):	
Contact email:		Bank account number (8 digits):	
Exchequer account code:		All payments by BACs. If approved internally by 12pm Thursday they will nearly always clear by the following Tuesday.	
Date:		Vehicle use:	
		Finance Use only:	
Total amount claimed £		£0.00	£0.00

Detail explanation for claim	Amount £ (Gross)	VAT code / Vatable?	Receipt?	Mileage?	Miles	VAT £	NET £	Office Use only		
								Account	Cost centre	Department
						£0.00	£0.00			
						£0.00	£0.00			
						£0.00	£0.00			
						£0.00	£0.00			
						£0.00	£0.00			
						£0.00	£0.00			

This is a screenshot of the the budget spreadsheet. For the actual spreadsheet please got to the candidate resources page. Make sure you have filled out your information on all blue cells.

Code of Conduct

There are not many rules that govern elections in The Students' Union at UWE but the few we do have are important.

Rules are in place to ensure the fairness and integrity of the election process to candidates and voters.

Make sure you have read and understood the code of conduct before you engage in any campaigning and if you have any questions make sure to ask first.

Candidates should always endeavour to act within the spirit of the rules not just within the letter: you should not try to get away with breaking rules but follow them in good faith.

Firstly, there are the everyday rules of The Students' Union, the University and the Law which candidates must familiarise themselves with.

The Students' Union Rules: Candidates must abide by The Students' Union's overall rules, behavioural code, marketing policy and equal opportunities procedures.

University Rules: The University has a number of rules that relate to the student community and use of facilities and property and candidates must abide by these. For example: the bullying and harassment code, damage to University property and buildings, the use of IT equipment and communications with students etc.

The Law: As at all other times, candidates should abide by the law.

Ten Things to Remember

1. Treat all students and staff with respect
2. Don't do anything another candidate can't do
3. Act in the interests of a fair election
4. Candidates are responsible for their own behaviour and that of their campaign team
5. An ideal election is good-natured, engaging and exciting
6. A high turnout of informed voters is only achieved by fun, active and positive campaigning
7. Do not exceed the stated maximum allowance for campaigning and report all expenses
8. No candidate may receive financial or material assistance from any external body
9. Whatever the outcome, your aim should be to have fun and develop key skills
10. If in doubt, ask first

There is to be no in-person campaigning due to Covid-19; this includes distributing posters and leaflets.

Current Presidents and Officers of The Students' Union, as well as Clubs and Societies, *are not* allowed to endorse candidates running in The Leadership Race nor campaign on their behalf whilst they are working.

Current Presidents and Officers of The Students' Union seeking re-election must not use The Students' Union resources for campaign purposes; this includes all materials, equipment, work time, spaces and social media accounts. Current Presidents must take the time off as annual leave if they are planning on campaigning.

Social Media Rules:

Facebook:

- Sports clubs and societies should not be posting about individual candidates through any of their club or society pages or accounts.
- They can allow candidates to post on their pages, as long as they then allow access to any other candidates who ask. If they refuse access to one candidate, they must refuse access to all candidates.

Instagram:

- As posts can only be made by the society or club, there must be no posts about any individual candidates made.
- They can make stories. All stories on candidates must first have a screen text post stating "This is not an endorsement. To see the other candidates and their manifestos go to www.thestudentsunion.co.uk/vote. Voting is now open."
- Stories can be shared on behalf of the candidate or be reposting the candidates post.
- If a society or sports club shares one candidate on their Instagram story, they must also share any other candidate that asks.
- They can only put up a story about an individual candidate once.
- They must not highlight any stories about candidates.
- They should not be sharing or creating any sponsored stories or posts from or for candidates

Twitter:

- Societies and sports clubs should not be tweeting or retweeting anything about individual candidates on this platform.

TikTok:

- Societies and sports clubs should not be posting, stitching, or duetting anything about individual candidates on this platform.

Discord:

- Sports clubs and societies should not be posting about individual candidates through any of their club or society discords.
- They can allow candidates to post on their discord, as long as they then allow access to any other candidates who ask. If they refuse access to one candidate, they must refuse access to all candidates.

Breach of Conduct and Complaints

There is a “Pledge of Fair Play” included in this pack which all candidates should sign to indicate that they have read, understood and will abide by the code of conduct.

Elections are meant to be fun, engaging and positive. That being said, sometimes candidates do break rules (usually by accident) and there are various tools at The Students’ Union’s disposal to rectify any breaches of the code of conduct.

All rulings on the interpretation of the rules shall be made by the DRO, in consultation with the AROs where necessary. Once the DRO team has made its decision they will inform you of the appeals process.

Complaints must be raised immediately and in writing (by email) to the DRO with evidence, so that they can be dealt with promptly. SUElections@uwe.ac.uk

Complaints more than 24 hours old will not normally be considered.

Complaints about activities over the weekend should be made first thing on Monday.

Remember that you are not the Returning Officer; focus on your own campaign not someone else’s and if you are in any doubt ASK FIRST.

Candidates’ Check List

Have you...

1. Read this pack?
2. Asked about anything you didn’t understand?
3. Done your research on issues affecting students at UWE Bristol?
4. Asked current Presidents and Officers or The Students’ Union staff for advice?
5. Written a manifesto of no more than 400 words?
6. Sent in a photo to suelections@uwe.ac.uk ?
7. Read the timetable and noted the key dates?
8. Familiarised yourself with the voting system?
9. Planned out what you’re going to spend your budget on?
10. Planned out when and how you are going to campaign?
11. Put together a campaign team to help you?
12. Ensured your campaign team is familiar with the code of conduct?
13. Signed and sent in the Pledge of Fair Play?
14. Thought about your welfare during the campaign period?
15. Asked about anything you didn’t understand one last time?

The Leadership Race May 2021 Pledge of Fair Play

This Pledge sets out the standard of behaviour we expect from candidates and campaign teams throughout elections.

Specifically, the email you send with this as an attachment to SUElections@uwe.ac.uk indicates that you:

- Pledge not to bully, harass or intimidate any candidate, campaign team member, student, staff member or any other person as part of your election activity.
- Promise to campaign positively and cooperatively; allowing other candidates and campaign teams the space and opportunity to engage students and campaign on their own views and issues.
- Will not 'force' any student to vote for any particular candidate.
- Will only campaign during the times permitted, in the places permitted and using the resources and methods permitted.
- Will not spend over the budget cap and will provide all expenses receipts to the elections team within the agreed timeframe.
- Will attend any meetings, training sessions or briefings at which you are required to be present.
- Will not attempt to canvas any member of The Students' Union staff or University staff and will not accept any endorsement.
- If you are a candidate, accept that it is your responsibility to ensure that your campaign team is aware of the election rules, and that any breach by the campaign team will be considered a breach by the candidate.
- Accept that your conduct throughout elections is subject to the University Code of Conduct and The Students' Union at UWE's bye-laws, and any breach of these may result in disciplinary action.
- Accept the authority of the DRO and will abide by their decisions in relation to the interpretation of elections rules.

By signing this pledge, you agree to abide by The Students' Union values and the behaviour code set out above. You are also subject to the rule of law and the rules of UWE Bristol and any other rules regarding the elections which are set out in the Candidate Pack or adopted by The Students' Union at any time before or during elections. Any breach will be subject to investigation, potential disciplinary action by The Students' Union or the University, and, where appropriate, removal from the election.

Print Name: _____

For the position of: _____