

YOUR GUIDE TO ELECTIONS.

elections
UNIVERSITY OF WESTMINSTER
**STUDENTS'
UNION**
WWW.UWSU.COM **2019**

WELCOME.

You are one step closer to one of the most exciting decisions you can make as part of your University career. Regardless of your mode, method or origin of study, this is your opportunity to take the helm of an organisation going through a period of exciting change.

This guide is intended to be your one-stop-shop to find out everything you need to know about these elections, in a step by step guide to the parts of the election.

Got any questions? Please don't be a stranger, drop dro@su.westminster.ac.uk an email.

1 PICK A ROLE.

> > FULL TIME POSITIONS (SABBS)

This year, we've had a shakeup, moving over to 'portfolio' based sabbs, who will be elected to lead the Union in the following areas:

- President
- Vice President Activities
- Vice President Postgraduate Education
- Vice President Undergraduate Education
- Vice President Welfare

They are full time jobs, so you either take a year out of your studies or take them as a graduate job, depending on your year of study.

>> AM I ELIGIBLE?

A key part of these positions is becoming a trustee of the Union. If you think you might not be eligible because of difficulties in your financial past or unspent convictions, please get in touch with dro@su.westminster.ac.uk.

> > PART TIME POSITIONS

We also have nine voluntary positions you could take alongside your studies. They all require you to represent different key groups within the Students' Union and are:

- BAME Students Officer
- International Students Officer
- LGBTQI Students Officer
- Students with Disabilities Officer
- Women's Officer
- Cavendish Liaison Officer
- Harrow Liaison Officer
- Marylebone Liaison Officer
- Regent Liaison Officer

We welcome applications for a role-share for any of these positions.

>> AM I ELIGIBLE?

In order to run for any of these positions you must self-identify as being part of that community.

You can see full role descriptions on the www.uwsu.com website

Need a hand in deciding? Come along to one of our optional workshops to help you and discuss the options with a member of the SU team:

WHAT ARE THE ROLES?

This 50 minute workshop will help you understand more about the various roles up for election to help you decide which position to run for.

Friday 1st February, 11am, Cavendish C2.09

Friday 1st February, 2pm, Harrow E2.06

Wednesday 13th February, 2pm, Cavendish C2.06

Friday 15th February, 12pm, Harrow E2.06

Monday 18th February, 2pm, Marylebone Luxborough L195

Thursday 28th February, 10am, Regent 156

Thursday 28th February, 1pm, Harrow E1.04

HOW DOES THE SU WORK?

This 50 minute workshop will help you develop your understanding of how the SU currently works, and how you could make an impact throughout the roles on offer.

Thursday 7th February, 11am, Harrow J1.02

Thursday 7th February, 2pm, Marylebone
Chiltern CG44

Tuesday 19th February, 2pm, Harrow A7.03

Thursday 21st February, 12pm, Cavendish C281

2 NOMINATE YOURSELF.

Head to www.uwsu.com and click on the link to nominate yourself. Then, fill in the short form and hit the submit button.

You will need:

- To enter your name as you would like it displayed on the ballot
- Your email address
- Your student number
- Your mobile number
- To know which position you are wishing to run for
- (If running for a part-time officer position) To have self-declared you fit the criteria of the position

KEY DATES.

Nominations Open: 10am, Monday 28th January

Nominations Close: 2pm, Thursday 28th February

Once you have submitted your nomination if you are running to be a sabbatical officer, you will be send a Trustee Declaration Form. You must return this before the start of voting.

You will also be sent an Equal Opportunities Monitoring Form, which is optional but highly recommended to return.

3 WRITE YOUR MANIFESTO.

Your Manifesto is your opportunity to show voters what you stand for and what you would do if voted in.

Your Manifesto must include:

- Your name
- What position you are running for

You will also need to submit a photo to accompany your campaign. If you don't feel comfortable about this, please get in contact with

dro@su.westminster.ac.uk and we can discuss the alternate options.

KEY DATES.

**Manifesto Deadline: 12pm, Wednesday 27th February
via email to dro@su.westminster.ac.uk**

When creating your manifesto you could consider:

- What the SU is already doing and its plan for the future
- What matters to students at Westminster
- The way your manifesto looks: be clear and concise
- What skills and experience you have for the role

Need a hand with your Manifesto? Come along to one of our optional workshops to assist you:

BUILDING AND IMPLEMENTING YOUR MANIFESTO

This 50 minute workshop will help you consider what a manifesto is, what you could consider when writing one and gain an understanding of how your ideas could get implemented.

Monday 11th February, 12pm, Harrow E2.06

Tuesday 12th February, 12pm, Regent 252

Monday 18th February, 12pm, Harrow E2.06

Tuesday 19th February, 12pm, Cavendish
Clipstone G.104

DROP-IN SUPPORT

Pop by and see a member of SU staff to discuss any worries you have, whether that be with your campaign, manifesto, or general wellbeing. Find us:

Wednesday 6th March, 9:30am-16:30pm,
Cavendish C1.05

4 PREPARE YOUR CAMPAIGN.

First things first as you plan your campaign, you must consider what steps you will take to ensure you follow our **key election principles**. These are our principles aiming to uphold a free and fair election, and any breach of these could result in sanctions or disqualification.

They are as follows:

- If candidates are unsure about any aspects of the campaign or standards of behaviour, it is their responsibility to ask
- All candidates should have equal and fair access to be able to communicate with students
- All students should be given a free and fair choice at the point of voting
- Candidates in UWSU elections stand as individuals and not as part of a group or team
- The elections are about Westminster students and their student experience
- Only the Returning Officer (or their deputy) has the right to challenge the actions of candidates or the Union

We'll be hosting a series of **Candidates Briefings** to help you understand the rules and process of the election. You won't be able to start campaigning until you have attended a Candidates Briefing, so should get in touch with dro@su.westminster.ac.uk as soon as possible if you can't make any of these times.

Candidates Briefings: Friday 8th March

10am, Marylebone C282

12pm, Harrow XFG.02

1pm, Cavendish C1.01

4pm, Regent 252

>> CAMPAIGN TEAMS

These are people who are willing to help campaign on your behalf, to reach more and more people. We'd encourage getting others to help you, but you must take reasonable steps to ensure that your supporters actions comply with the campaign rules at all times and be able to demonstrate this in the event of a complaint against you.

>> BUDGET YOUR CAMPAIGN

All candidates can request up to £15 of printing on their behalf, using University of Westminster printing prices. In addition to this, you will receive an additional budget. You will be informed how much this is after the close of nominations. This will be reimbursed on the production of valid receipts. You are not allowed to spend above this budget, and all expenditure must be replicable by other candidates.

The Returning Officer will use the 'reasonable' test to determine if an expenditure needs to be accounted for. For example, it is reasonable to assume all candidates own shoes. Therefore the wearing of shoes does not need to be accounted for. 'Labour costs' are not counted, but hire, materials production and materials or distribution of consumables are counted.

KEY DATES.

Printing Deadline: Wednesday 6th March by 12pm via email to dro@su.westminster.ac.uk if you would like to utilise your £15.

Expenses Deadline: Before the close of voting

>> CLUB AND SOCIETY ENDORSEMENTS

Clubs and Societies will have the opportunity to endorse candidates. Why not contact some societies and see if they'd consider endorsing you? They will receive a list of candidates after nominations close, and able to start campaigning on your behalf once campaigning opens.

You can also attend some of our optional workshops to help you as you prepare your campaign:

CAMPAIGNING

This 50 minute workshop will help you consider different effective campaigning techniques.

Friday 22nd February, 10am, Harrow E3.02

Friday 22nd February, 2pm, Marylebone M220

YOUR NEXT STEPS AS A CANDIDATE

This 50 minute workshop should help you to consider how to utilise your time before campaigning begins.

Friday 1st March, 10am, Marylebone C282

Friday 1st March, 12pm, Harrow XFG.02

Friday 1st March, 2pm, Cavendish 1.01

Friday 1st March, 4pm, Regent 252

PREPARING FOR DEBATE NIGHT

This 50 minute workshop should help increase your confidence in public speaking and develop successful debating techniques.

Thursday 7th March, 1pm, Harrow ELG.03

Thursday 7th March, 3pm, Cavendish C2.06

Monday 11th March, 2pm, Central TBC

5 PLAN FOR SELF CARE.

Campaigning will be intense. Regardless of how hard you wish to campaign, you won't be able to run an effective campaign unless you take some time for yourself and your wellbeing.

As a Students' Union, we want to help you. We have set up chill-out spaces throughout Voting Week for you to rest your feet, forget about the campaign for 10 minutes and take part in de-stress activities. Find these:

Monday 11th March, 9am-9pm, Cavendish C1.05

Tuesday 12th March, 9am-5pm, Cavendish C1.05

Wednesday 13th March, 9am-5pm, Cavendish C1.05

Thursday 14th March, 9am-7pm, Cavendish C1.05

6 GET OUT THE VOTE.

We will be electing our next officers using the Alternate Transferable Vote system.

This means voters can rank candidates in order of preference. For more information see www.uwsu.com. If students have questions over the voting system, please direct them to a member of the SU Team. We will be found at ballot stations on each campus on each day of voting.

KEY DATES.

Voting Open: Monday 11th March 9am till Thursday 14th March 7pm

>> DEBATE NIGHT (only for sabb officer candidates)

If you are running for sabb this is your chance to challenge, question and debate fellow candidates in order to persuade voters you are the best person for the role. If you can't make it, please tell dro@su.westminster.ac.uk as soon as possible with reasons why.

KEY DATES.

Debate Night: Monday 11th March, 5pm, Deep End, Regent Street Campus