



**An introduction to the University of Huddersfield  
Students' Union Elections 2010**

# What's it all about?!

## **The University of Huddersfield Students' Union Elections are coming and we need positive, inspiring people LIKE YOU!**

This is your chance to become the voice of your fellow students during the next academic year; get involved and make a difference on campus and nationally, become part of the Students' Union important operating team and make things happen... it's your Union!

The Elections are an integral part of the Students' Union and student life. Elected officers are the voice (and ears!) of students and are in place to ensure best practice and outcomes for all.

This may involve rubbing shoulders with Patrick Stewart, arguing the case for tuition fees, representing the University of Huddersfield at national conferences or making the coffee on campus taste better – it's a very varied role!

Inside this guide we'll talk you through the Elections, how they work, how to vote and what to do if you want to stand.

## **Additional information packs:**

There are more information packs available each covering a different part of the Election process . You can download them online or you can pick up a Elections USB pen (containing all the packs) from any Students' Union office.

## **LIFE AS A STUDENT OFFICER**

This guide is all about the positions available and the roles and responsibilities that come with them. It will give you an insight into what you can expect if you get elected and which position might suit you best for the differences you want to make!

## **SELL YOURSELF**

A candidates guide to self promotion. A sure fire way to get students voting for YOU!

## **APPLICATION PACK**

Available online from Wednesday 10<sup>th</sup> February until Wednesday 24<sup>th</sup> February 2010. If you want to stand in the Elections you will need to download and print this pack, or you can collect one already printed from the Students' Union reception at Queensgate or from the Students' Union Offices at both the Barnsley and Oldham Campus.

## **CONSTITUTION**

This additional document is quite long, but it's the basis of the rules by which the Students' Union (and therefore the Elections) exist. It's worth a quick read through if you are going to run in the elections!



# Tell me more...

## So you're interested in the elections? Want to know what to do next?!

There's lots of info in this pack, and in the other election packs. Download them and have a read through. Hopefully it should all start to come together and show you clearly how the elections work and how you can get involved; if not please come ask us.

### Application Form.

If you want to run as a candidate in the elections you'll need to complete an application form. It's not quite as scary as applying for your first job, but there is a right and wrong way of doing things that will be all new to you (even if you've stood in the Elections before, some things have changed this year)

Firstly pick up an **APPLICATION PACK** including a USB pen from the SU Reception, or download all the information online at [www.huddersfieldstudent.com/elections](http://www.huddersfieldstudent.com/elections)

The form is quite short, and the hardest part of filling it in will be getting students to sign and support your application. If you stand for a full-time officer post you will need a student to propose you and another student to second your application then 18 other students to nominate you - i.e. sign your application form – that's at least 20 names plus your own.

For a part time post you need a proposer, seconder and 8 students to sign your application form – that's at least 10 names plus your own. Please check the University ID card of the students signing to support your application. If there's no NUS or UHSU logo on the card then they've opted out of being a member of the Students' Union and therefore can't

nominate you or even vote for you. It's worth getting a few extra signatures just in case.

When you sign your application form you are signing to say that you are happy to stand for the post and won't break the rules. Read Bye Law Seven of the Constitution so that you are aware of, and don't break, the rules (it's a long document but it is important). If you are standing as a full time Sabbatical Officer Trustee you will need to check you are eligible to stand and complete the Trustee Declaration form.

Application forms are available from Wednesday 10<sup>th</sup> Feb at 12 noon and must be completed and handed in to the Students' Union Reception (or the Students' Union offices at Barnsley and Oldham Campus) before 12 noon on Wednesday 24<sup>th</sup> February. If you can, hand them in early so that everything can be checked, and if there are any problems these can be rectified before the deadline. Any late or incomplete forms will not be accepted.

### Positions.

There are a range of positions which you can stand for. Some are full time paid posts which you do as part of a year out, or following your final year. Other posts are part time voluntary posts, which you can take on alongside your studies. Some have a specific focus, such as Newspaper Editor, others have a more wide ranging portfolio of responsibilities, such as Union Councillor. You can find out more about the different positions available and get an insight into the working life of a Students' Union Officer in the **LIFE AS A STUDENT OFFICER** pack.



## Listen, look and learn.

Because sometimes reading is hard work we've tried not to put everything down on paper, and instead have arranged a couple of informal briefing sessions. These are aimed at anyone who might be thinking about running in the elections. It will give you some help in making your decision, including which position you might want to apply for, and some top tips for how to make your campaign go smoothly. The meetings are on Wednesday 10<sup>th</sup> February, from 5pm-6pm and also Wednesday 17<sup>th</sup> February, from 1pm-2pm in the iZone (upstairs in the Students' Union). Alternatively, call into the iZone between 10am - 4pm, weekdays for a chat.

There is also a compulsory Candidates Meeting on Wednesday 24<sup>th</sup> February, from 6.30pm-8pm in the Students' Union Meeting Room. This is where you'll get to meet your competition face to face and get further instructions on what happens next.

We will be taking some publicity photos at this meeting, which will be used in publicity across University encouraging people to vote. We'll be taking a big group shot and individual photos, so make sure you look your best - and don't forget to smile!

## Meet your voting public.

There are several ways to get the students voting for you; we aren't going to tell you them all.

A manifesto is a great way to tell people what you're about. You will need to submit a written manifesto (300 words max) which will be displayed in the Students' Union and online, and also record a video manifesto (which we will help you do) for online publicity.

You can use the Candidate Question Time session on Thursday 4<sup>th</sup> March to talk to your public and answer any questions they've got.

Campaign all day, all night from Thursday 4<sup>th</sup> March until 3pm on Wednesday 10<sup>th</sup> March. You can find out a lot more about campaigning in the **SELL YOURSELF** guide, its worth having a read and getting your creative juices flowing.

## Voting.

If you are starting to think that running in the elections isn't for you then don't feel that your voice won't be heard. As long as you've got the UHSU and NUS logos on your University ID card you're eligible to vote for the people who you want to represent you!

Voting is online, so you can now vote whether you're on campus, off campus, 24/7, at home, at your mates, in the library, on the loo, by laptop, mobile phone (if it's got a web browser), any time, any place, anywhere! Voting starts at 1pm on Monday 8<sup>th</sup> March and is open until 3pm on Wednesday 10<sup>th</sup> March. Oh, by the way... if you're standing as a candidate you can still vote (we'd suggest you vote for yourself!)

## Result!

Come and celebrate (and commiserate) with the candidates as they find out who has been Elected, on Wednesday 10<sup>th</sup> March 2009 from 7pm in The Graduate!



## Still not got enough info?

Then why not drop into the Students' Union iZone (on the first floor) weekdays between 10am - 4pm, where staff and officers will be pleased to have a chat or log onto [www.huddersfieldstudent.com/elections](http://www.huddersfieldstudent.com/elections)

## Complaints

If you have any complaints regarding a candidates behaviour during the election process, please direct these to the Deputy Returning Officer as soon as possible. If you want to make a formal complaint this should be done in writing before 4pm on Wednesday 10<sup>th</sup> March 2009.

The Deputy Returning Officer (DRO) is Jenny Haigh  
You can contact Jenny by phone 01484 473435 or email [j.a.haigh@hud.ac.uk](mailto:j.a.haigh@hud.ac.uk), or in person in the Students' Union.

## Election Jargon

The Elections are quite a complicated process and although we try to make things easy to understand it's sometimes still as clear as mud! That's why we've thought of all the unusual words and acronyms used during the election and tried to explain them here.

**Candidate** Someone who chooses to run in the Elections (hopefully - that's you!)

**Campaigning** Bugging the hell out of people until they say "Okay...I'll vote for you...just leave me alone!" Anytime,

anywhere from 4<sup>th</sup> March .

**Campaign Team** You and up to 10 other students who will be spreading your message around campus and online.

**Candidate Question Time** Voters chance to meet the candidates and quiz them face to face! Held in the Students' Union Coffee Bean from 2.30pm on Thursday 4<sup>th</sup> March.

**Constitution** A long document, but it's what makes the Union what it is and lays down a few rules. The constitution can be downloaded online from [www.huddersfieldstudent.com/elections](http://www.huddersfieldstudent.com/elections)

**E-Voting** The paperless way to vote! You can use any web enabled computer (laptop, iPhone, pda) to vote. To vote in the 2010 Elections, you need to log onto Portal Plus and follow the link.

**Exec** Short for the Unions' Executive Committee, the team of 5 full time (and paid) student officers. Students can take a year out of studies (sabbatical leave), or apply at the end of their final year.

**Manifesto** A proclamation of who you are, and why you think students should vote for you. For each candidate there is a written manifesto (about 300 words) and an optional video based manifesto too!

**Application Pack** Nomination forms that candidates need to fill in and sign, along with some supporting students signatures.



**NUS Conference** A get-together of the National Union of Students who want to make a difference both locally and nationally.

**Part time Officer** A non paid position within the Students' Union, which is done alongside your studies.

**Proposer, seconder and nominators.** Students who support your application to run in the elections, and sign your application pack. These students can only support one candidate per position, and cannot be current officers.

**Returning Officer** This is the person who oversees the elections and makes sure they run as they should be. NUS Officer Kathryn Docherty is the Returning Officer for the 2010 Elections. Kathryn has a Deputy Returning Officer (DRO) who is a member of Students' Union Staff.

**RON** (Re Open Nominations.) The opposition on every ballot. Even if you're uncontested, you'll be running against RON. You're only likely to lose to RON if you're massively unpopular and completely rubbish at the same time.

**SABB (AKA Exec Officer)** Shortened version of 'sabbatical' i.e. when you take a year out of your studies to stand in the elections.

**Single Transferable Vote** The voting system which is employed in all UHSU elections. Voters put a number 1 next to their preferred candidate and a 2 against their next choice. Ideally, you want voters to put a 1 (one) next to your name on the ballot. A tick or a X is not counted as a vote.

**Slate** An organised group of students who run together for mutual benefit - kind of like a political party. They will have a group name and branded promotional material, which is clearly identifiable as belonging to a group.

**Union Council** - they have the power! Union Council holds regular meetings and can question & overrule decisions made by Exec.

**Uncontested** When there is only one person running for a given position. More than likely it means they'll win; but watch out for RON!

**Vote** Have your say in who wins the elections. Vote online 24/7 from 1pm on Monday 8<sup>th</sup> March until 3pm on Wednesday 10<sup>th</sup> March.

**[www.huddersfieldstudent.com/elections](http://www.huddersfieldstudent.com/elections)** The Students' Union website where you can download more information about the elections - how to stand, how to campaign, how to vote. Find out more about the candidates standing by watching their online video.



# Dates for your diary...

The nature of the elections means there's lots of dates and times you will need to be aware of, especially if you are standing as a candidate. One of the meetings is **compulsory** (this is highlighted in red below) and if you want to stand in the Elections you must make sure you can attend this meeting. It would be helpful to attend the other sessions, but if you can't make it don't worry! There's always some-one on hand at the Students' Union to answer your questions.

If you are studying at the Barnsley or Oldham campus then we'll make sure you can get over to Huddersfield by providing free transport. Please ask your SU Campus Administrator.



Date	Important event	Time	Place
Wed 10 Feb	Applications open	12 noon	Download online or collect from the Students' Union
Wed 10 Feb	Informal briefing session	5-6pm	Students' Union iZone (Queensgate Campus)
Wed 17 Feb	Informal briefing session	1-2pm	Students' Union iZone (Queensgate Campus)
Wed 24 Feb	Applications close	12 noon	
<b>Wed 24 Feb</b>	<b>Candidate meeting</b>	<b>6.30-8pm</b>	<b>Students' Union Meeting Room (Queensgate Campus)</b>
Fri 26 Feb	Candidate video recording	from 10am	Students' Union Meeting Room (Queensgate Campus) *
Mon 1 March	Artwork submission	12noon	See the 'Selling Yourself' pack for more information on artwork
Thur 4 March	Campaigning begins	12noon	Collect your printed publicity from the Students' Union
Thur 4 March	Candidate Question Time	1pm	Upstairs in the Students' Union (Queensgate Campus)
Mon 8 March	On-line voting opens	1pm	
Wed 10 March	On-line voting closes	3pm	
Wed 10 March	Results Party	7pm	The Graduate, Students' Union (Queensgate Campus)
Fri 2 July	Handover day	12noon	Elected officers start work!

\* Students based at UCO and UCB may record their videos after the candidates meeting on Wed 24 Feb

