



**LONDON metropolitan university  
students' union**

## **A Guide to Elections 2011**

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### **Introduction**

This booklet is intended to help you think seriously about standing for a position in the forthcoming Students' Union (SU) elections. There are a number of positions on offer, ranging from full-time sabbatical positions to part-time positions designed to fit in with your current studies.

### **Election Timetable**

|                        |                                      |
|------------------------|--------------------------------------|
| Nominations open:      | 7-18 February 2011 (Deadline 5.00pm) |
| Administration period: | 21 February - 18 March               |
| Voting:                | 21 March – 1 April                   |

### **Why are elections important and why should you stand for election?**

According to the National Union of Students (NUS), elections are an essential ingredient of any functioning Students' Union. They are the visible sign to our membership and the University that our procedures are democratic and fair. There are many reasons to become an elected officer, here are some of them:

1. To promote, defend and extend the rights of students
2. Campaign on issues that matter to you
3. Give students a voice on how London Met is run
4. Get involved in the UK-wide student movement

5. Be part of the new beginning for London Met Students' Union
6. Take a leading role in the work of an organisation
7. Boost your employability and personal development
8. Take on the responsibility and privilege of serving others
9. A chance to serve on the University Board of Governors
10. Organise events and activities for students

You do not have been involved in the Union in the past, you just need to be enthusiastic, hard-working, willing to talk to people and put in the necessary work to get elected and if successful to represent the student body to the best of your ability.

### What positions are available?

| Positions                                | How many are available?    |
|--|----------------------------|
| Executive Committee: Full-time positions | Five, see below            |
| Executive Committee: Part-time positions | Five, see below            |
| Independent Student Council members      | 3 North, 3 City            |
| NUS Conference Delegates 2011            | 7 NUS Conference Delegates |

### Executive Committee: Full-time officers

*What is available?*

- President
- Vice-President City (Education & Representation)
- Vice-President North (Education & Representation)
- Participation & Development Officer
- Communication & Campaigns Officer

*What do they do?*

- Run the SU on a day-to-day basis
- Each officer has separate job description which are located within the nomination pack, which is summarised through the job title of each officer position e.g. Participation and Development Officer's principle role is to encourage participation in the Students' Union and to work to develop the Students' Union.
- All officers must work as a team to collectively represent students at London Met. Officers must have a flexible, pro-active attitude and to express a willingness to help each other out. Much of the work of the Students' Union needs to be done by all officers, regardless of their job description such as encouraging participation in elections and other democratic structures. It needs to be a collective effort with all officers working together as a team.
- Full-time officers are known as Sabbaticals Officers or 'Sabbs'

- One member of the Executive Committee is elected by the Student Council to sit on the Board of Governors of the University

*How much of my time will it take up?*

Being a full-time officer is a full-time job and needs to be treated as such. It is a big commitment and it will take up a lot of time. Full-time officers work 35 hours a week and are paid an honorarium (type of salary) for £18,200. Full-time officers either take a year out of their studies or do their year as an officer after their final year. Therefore you will not be studying while you are an officer. This way you can be committed to the role 100 percent.

*Who is eligible?*

To stand to become a full or part-time officer, you must be a currently enrolled student who has completed one semester at the university previously, within the last 4 years.

To stand as Vice-President City or North you must be enrolled at that respective campus.

*How do I apply?*

To stand as a full-time officer you need to fill in a nomination form and return it to one of the Students' Union offices at either North or City Campuses by 5.00pm on Friday 18 February 2011. SU office addresses are below. Your nomination form will need the name of 10 other students who support your nomination (although they do not have to agree to vote for you). Nomination packs are available for the SU offices.

### **Executive Committee: Part-time officers**

*What is available?*

- International Students' Officer
- Diversity & Equality Officer
- Welfare Officer
- Postgraduate Students' Officer
- Part-time Students Officer

*What do they do?*

- Run the SU on a day-to-day basis
- Each officer has separate job description which are located within the nomination pack, which is summarised through the job title of each officer position e.g. Postgraduate Students' Officer principle role is to represent the interests of Postgraduate Students both within the Union and to the wider University.
- All officers must work as a team to collectively represent students at London Met. Officers must have a flexible, pro-active attitude and to express a willingness to help each other out. Much of the work of the Students' Union needs to be done by all officers, regardless of their job description such as encouraging participation in elections and other democratic structures. It needs to be a collective effort with all officers working together as a team.

- Part time officers are currently paid £10 per hour for up to 10 hours each week. The newly elected Executive Committee will consider the allocation of hours and payment for the next year (2011/12). The SU constitution states:

*Part Time Officers may be remunerated at the same hourly rate as Sabbatical Officers up to a maximum of 10 hours per week. The precise allocation to each and any Part Time Officer will be a decision for the Executive Committee. (2.b vi)*

- One member of the Executive Committee is elected by the Student Council to sit on the Board of Governors of the University

*How much of my time will it take up?*

Part-time officers will be studying at the same time as being officers. Therefore they must be willing and able to balance their Students' Union work with being current students. Part-time offices will not do as much as full-time officers but must be just as committed to serving others.

*Who is eligible?*

- To stand to become a full or part-time officer, you must be a currently enrolled student who has completed one semester at the university previously, within the last 4 years.
- You must be a London Met student during your term of office if election (academic year 2011-12)
- International Students Officer must be an International Student (not from the EU)
- Part-time student officer must be a part-time student and study no more than 6 modules per year. It is acceptable for a candidate to be a full-time student during the nominations and election period as long as you are a part-time during academic year 2011-12.
- Postgraduate Officer: Must be a postgraduate student while they are serving as an officer. It is acceptable for a candidate to be an undergraduate student during the nominations and election period as long as you are a postgraduate during academic year 2011-12 when they will hold office.

*How do I apply?*

To stand as a part-time officer you need to fill in a nomination form and return it to one of the Students' Union offices at either North or City Campuses by 5.00pm on Friday 18 February 2011. Your nomination form will need the name of 10 other students who support your nomination (although they do not have to agree to vote for you). Nomination packs are available for the SU offices.

## **Independent Student Council members**

*What is available?*

Three seats to represent the City Campus and three for North Campus

*What do they do?*

The Student Council is the governing body of the Students' Union. It directs the work of the Executive Committee and holds them to account. It is made up of:

- 10 members of the Executive Committee
- 13 representatives from the societies
- 13 Student Academic Representatives (StARs)
- 4 Co-opted students
- 6 Independent Student Council members It is these positions up for election. Three to be elected to represent City and three to represent North Campus.

Job Descriptions for the Independent Student Council member positions are in the nomination pack. Please read carefully before making your decision.

*How much of my time will it take up?*

The Student Council meets four to six times a year. It also has a number of sub-committees. You will be expected to attend all meetings and participate actively. The term of office for Independent Student Council members is 1 July 2010 to 15 July 2011. These positions are not paid.

*Who is eligible?*

All current students at London Met.  
You must be a London Met student for 2011-12 academic year.

*How do I apply?*

To stand to become an Independent Student Council Member you need to fill in a nomination form and return it to one of the Students' Union offices at either North or City Campuses by 5.00pm on Friday 18 February 2011. Your nomination form will need the name of 10 other students who support your nomination (although they do not have to agree to vote for you). Nomination packs are available for the SU offices.

## **NUS Conference Delegates**

*What is available?*

London Met sends seven delegates to the NUS conference. As we are numerically such a big Students' Union and University we send a relatively large number of delegates. Most others send less.

*What do they do?*

The Conference sets policy for the year ahead for the National Union of Students and elects the President, Vice-Presidents and block of 15 representatives on the National Executive Council. It is also where the budget for the year ahead is decided through the Annual General Meeting (AGM).

The National Union of Students (NUS) is a confederation of Students' Unions in colleges and universities in the UK. It exists to represent the interests of students on a national level. Its annual conference takes place on 12-14 April 2011 in Gateshead, North-East England. National Conference is the sovereign body of NUS and runs for three days. Accommodation and half board (i.e. Breakfast in the mornings and tea/coffee during the day) will be provided by the NUS. London Met Students' Union will re-reimburse you for acceptable expense on extra food and drink (not alcohol).

There is not a job description for the NUS Conference delegates, however full details are available here:

<http://www.nusconnect.org.uk/ents/event/48/>

*How much of my time will it take up?*

The conference runs from Tuesday 12 April to Thursday 14 April so you will be out of London for Tuesday and Wednesday nights at the least. Before the conference you will be expected to engage with the student body as much as possible so you can effectively represent them at the conference. You will also be asked to produce a report on your visit and to feedback to the Student Council.

*Who is eligible?*

Any student at London Met University

*How do I apply?*

You need to send an email to [elections.su@londonmet.ac.uk](mailto:elections.su@londonmet.ac.uk) stating the following:

- Subject you email NUS CONFERENCE 2011
- Full name
- Preferred name you wish to appear on your ballot paper
- ID number
- Telephone number
- Passport style jpeg photograph (optional)
- Up to 200 word proposal on why you should be elected as a conference delegate in MS Word (optional)

### **Nomination forms**

To be nominated as a full-time, part-time officer or Independent student council member you need to complete and sign a nomination form. These are located in the nomination pack and available from the Students' Union as well as on this site:

<https://intranet.londonmet.ac.uk/student-services/studentdemocracy> (Google London Met Student Democracy).

You will need to carefully fill-in the form and get 10 other students to support your nomination (they do not have to promise to vote for you). The form then must be returned to the Students' Unions by 5.00pm 18 February 2011.

You need to hand in your completed nomination form into one of the Students' Union office at either north or City Campus. There are located:

SU North  
TMG 74 & 75 Tower Building  
London Metropolitan University  
166-220 Holloway Road  
London  
N8 7DB

SU City  
3rd Floor

Joy Gardner House  
2 Goulston Street  
London  
E1 7TP

When you hand in your nomination form make sure you receive a receipt for it and keep this safe.

If you wish a photograph of yourself and a written proposal telling students why they should vote for you to appear on the voting website (all voting is via a secure, voting site) then you need to email this to the SU election team at the following address. Title your email 'CANDIDATE'

elections.su@londonmet.ac.uk

You are strongly advised to send both a photo and a proposal (see below). The deadline for sending your proposal and photo is 5.00pm on Friday 18 February 2011. Paper photos and proposals will not be accepted.

## **Campaigning & Publicity**

### **Candidate Proposals**

For all the positions available candidates can submit a proposal or a 'manifesto' as they are often called. Your proposal is a short piece of writing produced by yourself explaining to student why they should vote for you. Tell students why you are standing, what you will do if elected etc. You may wish to tell student bit about yourself. Please submit your proposal in MS Word.

The proposal and photograph will both appear on the website which student will log-on to vote. Remember your proposal and picture will therefore be seen by all students and be in the public domain. Think carefully about what you write in your proposal, remember if you are elected students will be holding you to it!

| <b>Position</b>                       | <b>Word limit</b> |
|---------------------------------------|-------------------|
| Full-time officers                    | 400               |
| Part-time Officers                    | 200               |
| Independent Student council positions | 200               |
| NUS conference Delegates              | 200               |

Please abide by this word limit as any words over the limit will not be included. Please note that the publishers will not be editing the proposal in any way so please check your grammar and spelling.

### **Publicity materials**

We will arrange for the production of posters for each candidate. What we need from you is the original artwork. You can submit a maximum of two different designs (e.g. a poster and flyer). Details on publicity and the rules of campaigning will be discussed at the Candidates Briefings.

### **Canvassing and campaigning**

By far the best way to campaign is to *talk to students*, explain why you are standing, what you want to achieve. Good places to meet other students are the canteens, bars, other social areas etc to ask them politely consider voting for you. You can ask permission of academics to speak for a few minutes in their lectures. There are a number of guidelines and rules which govern campaigning and other elements of the election process. These are to make sure the election runs smoothly. A full rules and regulations document will be distributed at the candidate briefings, which will take place after the nominations have closed.

### **People campaigning on your behalf**

Often candidates may have a team of people who campaign on their behalf. This is allowed, however a candidate will be held responsible for anything which is done or said on their behalf by one of their supporters. This rule may apply even if the candidate was not aware or did not give permission for what was said. If a supporter breaks an election rule then the candidate will be held responsible. Therefore if you have a team of supporters you are advised to choose and brief them carefully.

### **Standing as a group or 'slate'**

Often candidates consider standing as a team, with each team member going for a different position. There is nothing wrong with doing this, however the rule above with regards to 'people campaigning on your behalf' will also apply in this situation. Therefore the whole collective or 'slate' may be held responsible for the actions of one candidate (or their supporters). The Returning Officer will judge if a group of student are standing as a 'slate' by evidence such as joint posters, facebook groups etc.

### **Negative Campaigning**

This term means candidates attacking or criticising other candidates. This can take two forms. The first is personal attacks, this is against election rules and will not be tolerated. The second form is to attack another candidates record, proposal or policy on a particular issue. This is not against the election regulations however it is discouraged. Often a candidate who indulges in negative campaigning is viewed as petty, with little to say for them selves or ideas of their own. Rarely does negative campaigning bring success. By far the best way to campaign is to talk to others about what they want, what you can offer and why you are the best person for the job, rather than attacking others.

Having said that discussion and debate are very much encouraged. It is perfectly acceptable to debate with other candidates, this is what policies is all about. However there is a big difference between this and negative campaigning. Another candidate must always have the right to reply.

### **Hustings**

'Hustings' are events where voters hear what candidates have to say and to question them. They happen for student, local and general (national government) elections across the world. They are often very exiting events and a great chance to convince students to vote for you. We call the hustings 'Ask the candidates' as often student don't know what 'hustings' means.

### **Presidential Debate**

Unlike previous years, this year we are planning to hold presidential debates. This is where the presidential candidates will have the chance to debate issues more in depth than is possible at the hustings. Questions from floor (from any students) will form the basis for these debates.

## **Other ideas**

The Union is keen for you to be creative and use your initiative to find creative ways of campaigning. However, we are also keen to ensure that everyone has an equal chance and other candidates are not put at an unfair disadvantage. This is why we require you to check with us first if you want to do something a little bit different.

## **Voting & results**

All voting will take place online through an online voting system authorised by the Returning Officer. All students will be notified by email about how to vote. The results will be announced a day or so after voting finishes.

Candidates will have 3 working days to appeal in writing against the results once they have been announced.

## **Do's and don'ts: Some basic election guidelines**

### **DO**

Read this *Guide to Elections* and the *Election Rules and Regulations document* which will be circulated at the candidate briefings. Candidates will be informed when the candidate briefings are once nominations have closed.

Ensure your nomination form is properly filled out and handed in on time. You must email your proposal and photograph before the deadline stated.

Talk to the people who currently hold the position you are interested in. Find out from them what it is really like!

Remember to include all the University's sites in your campaign.

Ask if you are not sure! If you are not clear on any element of the election process please do ask.

Read the job description for your chosen post. Would you want to do this as a full or part-time job? Are you sure? Read the Students' Union Constitution available on the Student Democracy site, so you are aware how the Student Union works.

### **DON'T**

#### **(you could risk being expelled from the contest)**

Break any election rule or regulation

Intimidate students, staff or other candidates.

Campaign in any quiet work areas such as the libraries or computer suite (strictly forbidden) before or after the voting period commences.

Take down or obscure other candidates' publicity materials.

Display any publicity materials in places other than those designated by the Returning Officers.

Use any materials, posters or publicity other than those permitted by Returning Officers.

Any candidate failing to comply with these rules may be disqualified from the contest. The decision of the Returning Officer will be final.

### **What help is available?**

Read carefully through this booklet as it covers a lot of the basic information you will require. Also, feel free to contact Eddie Rowley, Deputy Returning Officer who can offer help and advice. Only take advice with regards to the rules and regulations for the election from the Deputy Returning Officer, Returning Officer or other staff members within the SU.

There will be Candidates Briefing meeting, where the Deputy Returning Officer will explain all the rules and procedures you need to abide by. You will also have the opportunity to meet other candidates and to ask questions. You will be informed of the date, time and location of this briefing once nominations have closed.

### **Returning Officers**

A Returning Officer is someone who is responsible for organising and overseeing our election, in accordance with the Students' Union constitution. The Returning Officer delegates responsibility on a day-to-day basis to the Deputy Returning Officer.

#### **Deputy Returning Officer:**

Eddie Rowley  
Students' Union Liaison & Quality Coordinator

SU North  
TMG 74 & 75 Tower Building  
London Metropolitan University  
166-220 Holloway Road  
London  
N8 7DB

SU City  
3rd Floor  
Joy Gardner House  
2 Goulston Street  
London  
E1 7TP

Elections.su@londonmet.ac.uk  
02071334703 / 02073202233

#### **Returning Officer:**

Chris Shelley  
Regional Organising Manager  
National Union of Students (NUS)

Please direct all enquiries to the Deputy Returning Officer

The Returning Officer's decision is final

## Frequently Asked Question

### **How many positions can I apply for?**

You can only stand for one position on the Executive Committee (i.e. full or part-time officer positions). You can stand as an Independent Student Council Member and/or to be an NUS conference delegate as well as for one position on the Executive Committee. You can also be nominated to stand just as an Independent Student Council Member and/or NUS Conference delegate if you wish.

### **When is the campaigning period?**

There is no set period when candidates may commence their campaigns. However candidates are advised to wait until the Candidate Briefings before they actively start campaigning as this is when they will learn more about the rules and regulations.

### **What and where is the constitution?**

A document that sets out the rules and procedures that govern how the Union and the elections operate. This and all other information with regard to the elections is available here:

<https://intranet.londonmet.ac.uk/studentservices/studentdemocracy/>

### **What are hustings ?**

An open question and answer session with students where candidates explain why they should be elected. Details of the hustings will be announced shortly.

### **Proposal or manifesto?**

A document that sets out what you as a candidate stand for what you will do if you are elected and why voters should choose you over the other candidates. Often called a manifesto.

### **What does nomination mean?**

The process of putting yourself forward for election.

### **What are proposer and seconder?**

Current London Met students who support your nomination. They do not necessarily be planning to vote for you.

### **What is a Returning Officer (RO)?**

A Returning Officer is the person who is responsible for ensuring the elections are conducted fairly, democratically, and in accordance with all the relevant rules and procedures. Eddie Rowley, Students' Union Liaison & Quality Coordinator acts as the Deputy Returning Officer and is responsible for running the election on a day-to-day basis. Chris Shelley, Regional Organising Manager (London & South), National Union of Students acts as the Returning Officer.

### **What is STV (Single Transferable Vote)?**

The voting system used by the Union in its elections. It means that voters express their preference for candidates by ranking them 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc. Rather than using a single tick or cross. It is the recommended voting system of the NUS and is seen more representative that 'first past the post.'

**What is the electoral register?**

This is a full list of all students who are eligible to vote in the election. To be on this list you must be a fully enrolled student at London Met University and therefore a member of the Students' Union on 18 February 2011, the date nominations close.