



## A Guide to Elections 2019

This document should be read in conjunction with the Election Regulations 2019 and Role Descriptions available [here](#).

### 1. What are the Students' Union elections?

Your Students' Union holds elections in order to allow you to choose your student representatives for the next academic year. There are three part-time positions who would work 21 hours a week, taking a break from their studies or immediately after graduation. They are your voice and act as your representatives in the union, institution and wider community, fighting for you on institutional, local and national level.

All students of the Institution are members of the Students' Union, unless you have decided to opt-out. All currently enrolled students can stand and vote in the election, although part-time positions are ring-fenced allowing only students studying in a certain school to stand for election.

### 2. Election timetable 2019

Nominations period:	21 January – 10 February
Candidate briefing:	11 February at 4:00-6:00pm
Campaigns:	11-24 February
Hustings:	19 February 4:00-7:00pm
Voting:	25 February – 3 March
Results:	4 March

Please note that timetable may change on time to time. Find the most up to date timetables [here](#).

Detail of how to vote will be sent to all students before voting starts.

### 3. What positions are to be elected?

We are electing as the following:

Students' Union President

Vice President of the School of Design

Vice President of the School of Screen

The elections shall take place in the Spring/Summer term. The term of office for President and Vice Presidents shall be for one year, normally from 1 July to 30 June.

Please read the Election Regulations 2019 for eligibility criteria.

Name of position	Number to be elected	What can stand?	Is it a paid position?
President	1	Any Ravensbourne Student	Yes
Vice President of the School of Design	1	Any student studying at this <a href="#">school</a>	Yes
Vice President of the School of Media	1	Any student studying at this <a href="#">school</a>	Yes

#### 4. How many positions can I stand for?

You can only stand for one of the Executive positions. However, candidates for the Executive positions may also stand for the position of NUS National Conference Delegate as long as they satisfy the above criteria.

#### 5. How do I Nominate myself?

You need to log in to the [election site](#) using your usual Ravensbourne username and password to submit your nomination (if you have forgotten your login details, please seek help from the IT Help Desk on level 4). Please refer to the same site for the election timeline, positions available, role descriptions, election regulations and all other relevant information. You need to have two students willing to nominate and second you. Make sure you have asked them first that they are willing to nominate you. You will need to enter their correct name as it appears on their ID cards when you submit your nomination.

If you need any assistance in submitting your nomination then call into the Students' Union Office on the ground floor or email [suelections@rave.ac.uk](mailto:suelections@rave.ac.uk).

#### 6. Submitting your photo, manifesto, video and slogan

To support your nomination you may upload/enter the following onto the nomination page. All of which will appear alongside your name on the ballot.

Photo – a JPEG photo, head and shoulders photograph is best as it will be most visible.

Manifesto – this is an up to 500 word statement. If you wish to copy and paste something you have already prepared then you need to paste it by pressing control and V at the same time. You must stick to the word limit.

The election site lets you add links, so you may wish to make a short YouTube video and add it to your manifesto.

#### 7. Candidate Briefings

The Candidate Briefing is on 11 February at 4:00-6:00pm. At this event, the Deputy Returning Officer will run through the election process and rules and regulation which govern the election, and provide valuable hints and tips. All candidates, and their supporters, must respect all rules and regulations at all times. They will also be a chance to meet the other candidates and to ask any questions.

All candidates must attend this session. If you cannot do so you must inform the Deputy

Returning Officer of the reason for this by emailing [suelections@rave.ac.uk](mailto:suelections@rave.ac.uk) before the Briefings.

## **8. Campaigning**

Candidates are not permitted to do any visible, physical, written or online campaigning e.g. emails or Facebook until after the Candidate Briefing has finished on 11 February. This includes using materials such as distributing posters, flyers, badges, t-shirts, emails, Facebook etc.

Candidates are not advised to commence other campaigning until this time. This is because valuable information, hints and tips about campaigning including the rules and regulations which cover it will be available at the Candidate Briefings.

## **9. Returning Officers**

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.

Returning Officer: National Union of Students

Deputy Returning Officer: Sadi Uswatul Ambia, Students' Union Coordinator

## **10. Frequently Asked Questions**

### **What is a manifesto?**

According to the Oxford Dictionary a manifesto is *'a public declaration of policy and aims, especially one issued before an election by a political party or candidate'*

It is a piece of writing in which you set why you should be elected, what you will do if elected. You may wish to tell students about yourself, what you believe in, what policies you will carry out and why student should vote for you.

### **What is husting?**

This is a meeting in which students are invited to attend where candidates are able to make a speech and then take questions from the floor.

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

Current Ravensbourne students who support your nomination.

### **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 1st, 2nd, 3rd 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.' Please watch this [video](#) to learn more about the voting system.

### **I am a first year student, can I stand?**

Yes

**Can I vote for myself?**

Yes

**Can I nominate or second more than one person?**

You can nominate only one candidate. However, you can second as many as you want.