

LSU  EXECUTIVE
ELECTIONS

**Candidates
Pack 2012**

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www.lufbra.net

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Part A - Introduction & Info

Welcome to the Executive Elections 2012, thank you for showing an interest and reading. It is the first step to becoming part of a team which directly shapes the Loughborough Experience for over 21,000 students.

This Document will outline all the information you will require to successfully stand as a candidate as well as dates of the election. There is also a large amount of content which will be placed on www.lufbra.net/stand about best practice, good ideas and general content for campaigning.

Nominations will be opening on the 6th February 2012 at 10am and will be closing on the 17th February 2012 at 4pm. If you wish to stand in the Elections please complete the attached nomination form found on Page 15 and hand it in to the Union Permanent Secretary in Reception in the Students' Union.

When you submit your nomination form, you must be accompanied by both your proposer and seconder; all must have a valid student card with them.

If you require any additional information on this candidates pack or about the Executive Elections 2012 please get in contact with the Acting Returning Officer, Peter Childs on either vpdemocracy@lufbra.net or 01509 635005.

The Election Committee will ratify all nominations on Friday 17th February 2012. Candidates will be notified by 22:00 on Friday 17th by phone or email of their official candidacy for the Executive Elections 2012. If you are not contacted by 22:00 and believe you should be registered then contact the Acting Returning Officer or a member of elections committee as soon as possible.

In addition to receiving your nomination validation, you will also be given the time of your appointment on Saturday the 18th or Sunday the 19th of February for your Label design, 30 second speech and general media requirements.

The first candidates' meeting will be at 18:00 on the 20th February. All candidates **must** attend; you will be expected to dress smart for the first candidates meeting.

To Note:

Campaigning must not begin before the Acting Returning Officer closes the 1st Candidates meeting on the 20th February 2012.

By entering into the Executive Elections, you automatically agree to LSU's media resource filming, recording and publishing you as part of LSU's media coverage of the Executive Elections.

Each candidate will have two guests who will have guest list on Tuesday (Stupid Tuesday) Wednesday (Hey Ewe) and Friday (FND) nights at the Students' Union. You must supply the names of your two guests at the first candidates meeting and these two guests will remain the same for the duration of the entire campaign period.

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Results Night will take place on the 7th March 2012; entry will be strictly through guest list or VIP wristband only. Each candidate is entitled to 2 guests at this party, where the names will be stated at the final candidates meeting. These guests will be permitted to accompany you on stage for the announcement of the results at results night.

The following pages will lay out the rules for the Executive Elections 2012 and a nomination form can be found at the end for you to nominate yourself.

If you have any desire to run in the Executive Elections 2012 at all, please do strongly consider becoming a candidate as this is an outstanding opportunity which campaigning alone will give you an incredible experience.

Candidates should be aware that the handover dates are from the 9th July 2012 to 20th July 2012 and would be required to be available for these days.

The candidates pack is like the elections bible, if you don't understand anything in the candidates pack, especially the rules, **please ask!** Any query big or small will not go unanswered.

You can contact Peter Childs (Acting Returning Officer) on 01509 635005 or email vpdemocracy@lufbra.net with your questions.

We wish you all the very best of luck in the Executive Elections 2012, Good luck.

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Part B - Elections Timetable

The table below is the schedule of events for the Elections timetable. These dates are accurate at the time of print. Dates, times and information are liable to change at the discretion of the Acting Returning Officer and Elections Committee.

Date	Description	Actions
6 th Feb to 10 th Feb (inclusive)	<p>10:00 Nominations Open - As part of the nominations process you will be required to bring with you both your proposer and seconder. All will be required to provide valid student ID cards.</p> <p>Nominations will not be accepted unless three valid student ID cards are provided and the Union Permanent Secretary (or their nominee) is satisfied with the nomination form.</p> <p>The Union Permanent Secretary (or their nominee) has the right to refuse any nomination at their discretion.</p> <p>16:00 Nominations Close - Nominations will not be accepted after 16:00 on these days</p>	<ul style="list-style-type: none"> • Bring Completed Nomination form • Bring Valid Student ID • Bring Proposer and Seconder (both with Valid Student ID) • Bring Printing Artwork for photocopying
11 th Feb to 12 th Feb (Inclusive)	The Union Office is Closed for the weekend.	
13 th Feb to 15 th Feb (inclusive)	<p>10:00 Nominations Open - As part of the nominations process you will be required to bring with you, both your proposer and seconder. All will be required to provide valid student ID cards.</p> <p>Nominations will not be accepted unless three valid student ID cards are provided and the Union Permanent Secretary (or their nominee) is satisfied with the nomination form.</p> <p>The Union Permanent Secretary (or their nominee) has the right to refuse any nomination at their discretion.</p> <p>16:00 Nominations Close - Nominations will not be accepted after 16:00 on these days</p>	<ul style="list-style-type: none"> • Bring Completed Nomination form • Bring Valid Student ID • Bring Proposer and Seconder (both with Valid Student ID) • Bring Printing Artwork for photocopying
16 th Feb	<p>10:00 Nominations Open - As part of the nominations process you will be required to bring with you, both your proposer and seconder. All will be required to provide valid student ID cards.</p> <p>Nominations will not be accepted unless three valid student ID cards are provided and the Union Permanent</p>	<ul style="list-style-type: none"> • Bring Completed Nomination form • Bring Valid Student ID • Bring Proposer and Seconder (both with Valid Student ID) • Bring Printing

	<p>Secretary (or their nominee) is satisfied with the nomination form.</p> <p>The Union Permanent Secretary (or their nominee) has the right to refuse any nomination at their discretion.</p> <p>12:00 Printing Deadline Students must submit their poster printing artwork to the Students Union Reception by 12:00 (noon) to guarantee that it will be ready for collection at the first candidates meeting. Candidates who do not meet this deadline will need to check with the Union Reception Staff (after the first candidates meeting) when their printing is due for collection. It is advised to produce material on black and white as this reproduces well when photocopied on coloured paper.</p> <p>16:00 Nominations Close - Nominations will not be accepted after 16:00 on this day</p>	<p>Artwork for photocopying before 12:00</p>
17 th Feb	<p>10:00 Nominations Open - As part of the nominations process you will be required to bring with you, both your proposer and seconder. All will be required to provide valid student ID cards.</p> <p>Nominations will not be accepted unless three valid student ID cards are provided and the Union Permanent Secretary (or their nominee) is satisfied with the nomination form.</p> <p>The Union Permanent Secretary (or their nominee) has the right to refuse any nomination at their discretion.</p> <p>16:00 Nominations Close - Nominations will not be accepted after 16:00 on this day</p> <p>Ratification of Nominations Elections Committee will meet after the nominations close to ratify the nominations. All candidates will be informed by telephone and emailed by 22:00 of their confirmation as a candidate in the Executive Elections and will also be informed of the time of their Label manifesto designing session, which will take place on either Saturday 18th February 2012 or Sunday 19th February 2012</p>	<ul style="list-style-type: none"> • Bring Completed Nomination form • Bring Valid Student ID • Bring Proposer and Secunder (both with Valid Student ID) • Bring Printing Artwork for photocopying
18 th Feb to 19 th Feb (Inclusive)	<p>11:00 – Elections Media Days Candidates have an opportunity to design their manifesto</p>	<ul style="list-style-type: none"> • Bring artwork and content on a USB

	<p>which will be published in a special Elections edition of Label.</p> <p>Candidates are recommended to bring any artwork or text content with them to their designing session. Times will be given to candidates once ratified on Friday 17th February.</p> <p>It is the candidate's responsibility to ensure they know the time of their designing sessions and come well prepared. Candidates will have an opportunity to record a thirty second manifesto video which will appear online.</p>	<p>stick for LABEL manifesto</p> <ul style="list-style-type: none"> • 30 Second Speech for LSUTV manifesto • 150 words of manifesto and jpg photo for web page and posters
<p>MON 20th Feb</p>	<p>18:00 – First Candidates Meeting All candidates must attend the first candidates meeting, which will be held in the Council Room, 1st floor, Students' Union Building. Candidates are required to be on time to all candidates meetings.</p> <p>When the meeting is closed campaigning has begun and candidates are allowed to start campaigning. No campaigning is allowed prior to this.</p> <p>Candidates should also bring any additional validation material to the first candidates meeting (including T-shirts)</p> <p>Poster Dash Begins.</p>	<ul style="list-style-type: none"> • Bring Pen and paper • Bring additional campaign material requiring validation e.g. T-Shirts, stamps, banners etc. • Names of 2 people for guest list during Executive Elections
<p>TUE 21st Feb</p>	<p>20:00 – Second Candidates Meeting Candidates must attend the second candidates meeting, which will be held in the Council Room, 1st floor, Students' Union Building. Candidates are required to be on time to all candidates meetings.</p>	<ul style="list-style-type: none"> • Pen and paper
<p>THU 23rd Feb</p>	<p>19:00 – Candidates Quiz (informal Hustings) All candidates must attend all hustings. Hustings are an opportunity for students to hear candidates' manifesto points and ask questions.</p> <p>Candidates will be required to give a two minute speech which will be followed by questions from the current post holder. After this, the floor will have the opportunity to ask candidates questions. If a candidate is unable to make a hustings or will be unavoidably late they must inform the Acting Returning Officer in writing by email and by phone at least 24 hours prior to hustings.</p>	<ul style="list-style-type: none"> • Two Minute Speech • Casual Dress

<p>SUN 26th Feb</p>	<p>16:00 – Third Candidates Meeting Candidates must attend the third candidates meeting, which will be held in the Council Room, 1st floor, Students’ Union Building. Candidates are required to be on time to all candidates meetings.</p> <p>17:00 – LCR Hustings Candidates will be given a schedule.</p>	<ul style="list-style-type: none"> • Pen and paper
<p>TUE 28th Feb</p>	<p>16:00 – Candidate Withdrawal Deadline Candidates wishing to withdraw from the Executive Elections must have completed Withdrawal Form (C4) and submitted this to the Acting Returning Officer by this deadline.</p> <p>17:30-18:00 - Fourth Candidates Meeting All candidates must attend the fourth candidates meeting, which will be held in the Council Room, 1st floor, Students’ Union Building. Candidates are required to be on time to all candidates meetings.</p> <p>19:00 –Union Formal Hustings All candidates must attend all hustings. Hustings are an opportunity for students to hear candidates’ manifesto points and ask questions.</p> <p>Candidates will be required to give a two minute speech which will be followed by questions from the current post holder. After this, the floor will have the opportunity to ask candidates questions. If a candidate is unable to make a hustings or will be unavoidably late they must inform the Acting Acting Returning Officer in writing by email and by phone at least 24 hours prior to hustings.</p>	<ul style="list-style-type: none"> • Smart Dress • 2 minute Speech • Questions on opponents’ manifestos
<p>Sat 5th Mar</p>	<p><u>Media Hustings</u></p> <p><u>Candidates will be required to have a short debate against other candidates which footage will be used for online media.</u></p> <p><u>Each position will have a 30 minute slot each.</u></p>	
<p>SUN 4th Mar</p>	<p>19:00 - Fifth Candidates Meeting All candidates must attend the fifth candidates meeting, which will be held in the Council Room, 1st floor, Students’ Union Building. Candidates are required to be on time to all candidates meetings.</p>	<ul style="list-style-type: none"> • Pen and Paper

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MON 5 th Mar	10:00 – Voting Opens (Day One) Students can now vote online at www.lufbra.net/elections	
TUE 6 th Mar	Voting (Day two) Students can now vote online at www.lufbra.net/elections	
WED 7 th Mar	<p>Voting (Day three) Students can now vote online at www.lufbra.net/elections</p> <p>17:00 - Voting Closes Students can no longer vote in the Executive Elections.</p> <p>17:15 – Sixth Candidates Meeting All candidates must attend the sixth candidates meetings, which will be held in the Council Room, 1st floor, Students’ Union Building. Candidates are required to be on time to all candidates meetings.</p> <p>18:15 – Candidates Dinner Candidates are invited to attend a final dinner to celebrate the end of the Executive Elections 2012.</p> <p>21:30 – VIP Results Night Party Candidates are expected to be in the VIP Results Night Party by 21:30.</p> <p>24:00 – Results Announced The results of the Executive Elections 2012 will be announced on the Room 1 Stage. Candidates must be present for the announcement of the results.</p>	

Part C - Exec Elections Rules and Regulations

This part of the candidates pack sets out the rules and regulations of the elections, any breach of these will be open to an Elections Discipline by Elections Committee.

Part C1 – Campaigning Rules

These rules are regarding the campaigning period of the Elections. Please note that candidates are responsible for the actions of their campaign teams and breaches by campaign teams are also subject to Elections disciplinary.

Rule C1.1 – Candidates must attend all official candidates meetings organised by the Acting Returning Officer or Elections Committee. 24 hours notice must be given with a valid reason if a candidate is unable to attend, with the exception of extreme circumstances.

Rule C1.2 – Candidates must attend all husting events or events organised by the Acting Returning Officer or Elections Committee. 24 hours notice must be given with a valid reason if a candidate is unable to attend, with the exception of extreme circumstances.

Rule C1.3 – There is to be no campaigning whilst an individual is engaged with Union duties (e.g. employed as staff or on Union committees). A candidate working in any of the LSU departments is not permitted to continue during campaigning and should ask to take holiday leave during the campaign period.

Rule C1.4 – Candidates are strictly not allowed in the Executive Office or Media Offices in the Union building during the campaigning and voting periods, with the exception of express permission from the acting returning officer.

Part C2 – Publicity Rules

These rules are regarding the publicity material during the campaigning period of the Elections. Please note that candidates are responsible for the actions of their campaign teams and breaches by campaign teams are also subject to Elections Disciplinary.

Rule C2.1 – Strictly no ‘pre-campaigning’. Pre-campaigning is campaigning before the close of the first candidates meeting. This includes publicly declaring intent in any manner; however candidates can establish a campaign team and proposer or seconder prior to the close of the first candidates meeting. It is at the discretion of the Elections Committee if a candidate is deemed to be pre-campaigning.

Rule C2.2 – Posters,

Rule C2.2.1 – No poster printing is to be done outside the Students Union. Printing is undertaken in strict confidentiality.

Rule C2.2.2 – All posters require a validation sticker.

Rule C2.2.3 – All posters require a 37mm x 89mm clear space for a validation sticker.

Rule C2.2.4 – Posters may only be put up with white tack. No blue tack, sellotape or other means of adhesives may be used. Drawing pins may only be used on notice boards.

Rule C2.2.5 – No posters are to be placed in or on the following areas:

- Trees
- Telephone Boxes
- Lamp Posts
- Hall Kitchens
- Signs
- The Library building
- Inside or near the Students' Union building
- Places that can cause fire or health and safety risk.
- Any areas off-campus or in the town area

Rule C2.2.6 – Posters must contain the website 'www.lufbra.net/elections' and the voting dates in equal prominence.

Posters Notes – All printing given before the printing deadline will be given out at the first candidates meeting. Validation Stickers will also be provided at the first candidates meeting. Posters found in breach of the rules will be removed, and may be subject to an Elections Disciplinary.

Rule C2.3 – No Campaign material may be placed on the outskirts of campus or in front of the security house or the University Entrances.

Rule C2.4 – Removing, moving or covering up any another candidate's campaign material is prohibited.

Rule C2.5 – Stickers Chalk and Balloons are prohibited.

Rule C2.6 – Candidates are only permitted to give lecture shout outs with the lecturer's permission and are not allowed to disturb a lecture in process. Lecture shout outs are only allowed in the first 5 working days of campaigning period.

Rule C2.7 – During Union night events, Candidates are allowed a maximum of 3 campaigners (not including the candidate) in the proximity of the queue area. Union Security has the right to remove any individuals at their discretion.

Rule C2.8 – No campaign emails are allowed to be sent to any address with the domain "lboro.ac.uk", "lufbra.net", "lborosu.org.uk" or "loucoll.ac.uk".

Part C3 – Voting Rules

These rules are regarding the voting days and voting itself. Please note that candidates are responsible for the actions of their campaign teams and breaches by campaign teams are also subject to Elections Disciplinary. Voting is done in accordance with Standing Order G – Web Voting

Voting will be Single Transferable Vote as found in standing order C of Loughborough Students' Union' Constitution.

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Rule C3.1 – Candidates are not allowed within eyeshot or earshot of a ballot box. Any campaigning material (including t-shirts) will be removed from the area.

Please note, candidates should take extreme caution when moving around halls during voting days as a computer with internet access is deemed a ballot box. Influencing and forcing votes during voting days are taken extremely seriously by Elections Committee.

Rule C3.2 – Candidates are strictly prohibited from creating private ballot boxes.

Part C4 – Budget Rules

These rules are regarding the budget of each candidate for the election. It explains the maximum spend of a candidate in the interest of a free and fair election available to all. Any campaigning deemed ‘associated’ by Elections Committee will be included in your budget.

Rule C4.1 - Any campaign ideas, themes and materials must be approved in writing first by Elections Committee before being implemented.

Rule C4.2 – You may not be sponsored by an individual, another candidate, organisation or business.

Rule C4.3 - Candidates have a maximum quota allowance to spend on certain items. The specific item allowance can be found in the table below. Candidates can use as little or as much of the allowances as they see fit.

Item	Maximum Allowance	Notes
Banners	2	This allowance is for banners, with a maximum size 24 square feet.
T-Shirts	25	The allowance quoted includes name, website and voting dates and includes a prominent clear area for a transfer on the left arm (7cm h x 8cm w).
Props	5	The allowance is for props used by candidates in the elections; if the elections website and voting dates are not included on the prop in proportion then it will count for 2 of the allowance. It is at the discretion of the elections committee what is considered a prop, Candidates should contact elections committee or the acting returning officer to confirm.
Creativity Items	10	Each allowance point is based on the monetary value of £10, and it used to encourage candidates to be original.
Consumables	Unlimited	The price quoted is the price for an infinite number of consumables and consumables only. They must strickly be non-alcoholic.

Rule C4.4 – All ideas, themes and materials must be declared on the candidates campaign budget expenditure form. A credit cost will be assigned by Elections Committee for items not in the credit table above.

Rule C4.6 – Credit pooling is not allowed. *This is the use of one candidate’s credits to aid another candidate’s campaign.*

Rule C4.7 – Candidates have a separate maximum £20 printing budget, this must be done through the students’ union. *Please note: paper printing must be paid for at the time of ordering. Candidates can order paper printing during the Elections period at different times however it should be noted that there will be a turnaround time of no less than two days. It is advised to produce material in black and white as this reproduces well when photocopied onto coloured paper.*

Pricing for this year’s Elections on paper poster printing are as follows...

A4 Single Sided (49 or less copies)	0.06p a copy, black & white - 42p a copy, colour
A4 Single Sided (50 or more copies)	0.04p a copy, black & white - 30p a copy, colour
A4 Double Sided (49 or less copies)	0.09p a copy, black & white only
A4 Double Sided (50 or more copies)	0.06p a copy, black & white only
A3 Single Sided (49 or less copies)	0.11p a copy, black & white – 82p a copy, colour
A3 Single Sided (50 or more copies)	0.07p a copy, black & white – 50p a copy, colour
A3 Double Sided (49 or less copies)	0.17p a copy, black & white only
A3 Double Sided (50 or more copies)	0.12p a copy, black & white only

Rule C4.3 - Candidates must complete a campaign budget expenditure form within the deadline set at the first candidates meeting.

Dispute/Complaint/Breach Procedure

Any alleged breach of the rules found in the Candidates Pack will be referred to Elections Committee who will investigate the potential breach of the rule(s). The Elections Committee then have the right to impose sanctions on candidates where they see appropriate. Once a sanction has been set, a candidate can either accept the sanctions imposed or has a right to appeal, based on either or both of the factors below. If a candidate accepts the sanctions this does not remove their right to appeal. Any sanctions set will be implemented until the appeal meeting.

- i) Severity of sanction; if a candidate feels the sanction is disproportionate to the breach. A Discipline Committee will meet to discuss the breach and investigate if the sanction is proportionate; they can then alter or uphold the sanction as deemed necessary.
- ii) Procedures; A candidate can appeal if they feel that procedures have not been fulfilled. A Procedures Committee will meet to discuss the breach and investigate if the sanction has not been procedurally correct; they can then alter or uphold the sanction as deemed necessary.

If a candidate wishes to appeal again then the second appeal will be put to a meeting of Union Council to discuss and amend or uphold the sanction as necessary.

No candidate campaign

Any full member of the Students' Union wishing to run a no-candidate campaign against any post should be registered at the office of the Union Permanent Secretary within 3 days from the publication of the nominations. Only one no-candidate campaign will be allowed for each post. If more than one full member registers to run a no-candidate campaign against a post, the Acting Returning Officer will call a meeting and instruct all those members to form a group to run the campaign.

Part D - Nomination Form

Please complete the following nomination form if you wish to stand as a candidate in The Executive Elections 2012. Please complete the form in black or blue ink and in block capitals. Please bring all pages of the nomination form with you when you nominate yourself. This includes the Statement of Equal Opportunities and the Nomination Form.

Nomination Rules

Candidates should check that all these rules are satisfied prior to handing in a nomination form:

Rule D1.1 – All Candidates require a Proposer and Secunder.

Rule D1.2 – Proposers and Secunders must be current full Loughborough Students' Union Members.

Rule D1.3 – A Proposer may only propose one candidate in the Election.

Rule D1.4 – A Secunder may only second one candidate in the Election.

Rule D1.5 – Candidates may not propose or second a candidate for a position that they themselves are also nominated for.

Rule D1.6 – Your proposer or secunder may not propose or second any other candidate for the same position

Rule D1.7 – Your proposer and secunder must be present when submitting your application.

Candidate Details

1. First Name:

2. Second Name:

3. ID Number:

4. Phone Number:

5. University E-Mail:

6. Personal E-Mail:

7. Post which Candidate is running for (tick one box only)

Union President:

AU President:

Rag Chair:

VP: Democracy & Communication:

VP: Finance & Commercial Services:

Societies Federation President:

VP: Education:

VP: Welfare & Diversity:

Head of Media:

Action Chair:

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8. Proposer's Details

First Name:

Second Name:

ID Number:

Signature:

9. Secunder's Details

First Name:

Second Name:

ID Number:

Signature:

10. Confirmation of Information

I hereby declare that the information I have provided above is accurate to the best of my knowledge. I understand and will follow the rules of the Elections as outlined in the Candidates Pack.

Signature:

Print Name:

Date:

Statement of Equal Opportunities

The union ensures all individuals are employed and treated on the basis of their relevant merits and abilities and are given equal opportunities within the organisation. The Union treats all people equally irrespective of race, ethnic origin, sex, marital or parental status, sexual orientation, creed, disability, age or political belief or for any other reason. In all cases we aim to ensure that no candidate or employee should receive more or less favourable treatment on any grounds.

We welcome applications from students with additional needs a declaration of disability will in no way disadvantage you in the Election procedure. The Elections Committee will provide additional support as appropriate.

Please fill out the form below and submit this with your nomination form.

11. Do you wish to declare a disability or an additional need? (Please circle one)

YES / NO

12. If you answered YES to 11. Please give a brief description of your disability and what additional needs you have. (If you require more space please write on the back of this sheet or attach an additional sheet to this form)

Please note: Students are reminded that a declaration of disability will in no way disadvantage them in the Election procedure. Students with a declared additional need will be contacted by the Elections Committee to discuss their needs.

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Receipt of Nomination

Please note: Your nomination is subject to ratification by Elections Committee. You will be informed of your official candidacy on Friday the 17th February by 22:00. If you have not heard from the Acting Returning Officer by then please urgently get in touch with any member of Elections Committee.

This nomination has been accepted / has not been accepted by Loughborough Students' Union:

On behalf of Union Permanent Secretary:

Date:
