



DEPARTMENT COMMITTEE ELECTIONS 2011

CANDIDATES PACK

CANDIDATES PACK CONTENTS

MAIN INFORMATION PACK

- Covering letter – Page 3
- Election Timetable – Page 4
- Information Sheet 1: Instructions – Page 5
- Information Sheet 2: Online Nominations – Page 6
- Information Sheet 3: Campaigning/Voting – Page 7
- Information Sheet 4: Contacts – Page 8

STANDING ORDERS OF THE UNION CONSTITUTION

Standing Order G: Web Voting – Page 9

NOTICE

Please read carefully all the information in this candidates pack

If there is anything that you do not understand or if you have a problem with any of the election requirements please contact either the Returning Officer (Rebecca Worboys) or Acting Returning Officer (Alice Swinscoe) as soon as possible.

Being on a department Committee is a great way as a student to not only get involved within your department in terms of socialising and meeting new people but also a way to guarantee that the students within your department have their say and ensure that there is a good staff/student relationship. Being a member of a department committee entitles you to vote on major decisions that would affect the students within your department and therefore ultimately you would be fighting for better student life.

If you do decide to run for a position on one of this year's department committees then we wish you the best of luck in the upcoming elections.

James Carroll
Returning Officer
chairofcouncil@lufbra.net

Peter Childs
Acting Returning Officer
vpeducation@lufbra.net

ELECTIONS TIMETABLE

This is the Department Committee Elections Timetable for 2011.

Please remember that these dates are liable to change and you will be informed via email if these change for any reason:

DATE	EVENT
14 th October 2011 (10:00)	Nominations Open Students are able to submit a nomination at www.lufbra.net/elections
23 rd October 2011 (17:00)	Nominations Close Students are no longer able to register themselves as a candidate in the Department Committee Elections 2011.
24 th October 2011 (10:00)	Campaigning Starts Please note that campaigning can only begin after the Returning Officer or Acting Returning Officer has declared campaigning can start. This will be done through emailing students who have nominated themselves and are eligible to run. Candidates may face disciplinary action if they campaign before this.
31 st October 2011 (09:00)	Voting Opens Students may now vote for candidates on the Students Union website at www.lufbra.net/elections
2 nd November 2011 (13:00)	Voting Closes Students may no longer vote for candidates in the Department Committee Elections 2011.
2 nd November 2011 (20:00)	Results Announced Results will be announced in Fusion in conjunction with Union Council election results. Some results may not be disclosed at the discretion of the Returning Officer or Acting Returning Officer.

INSTRUCTIONS & RULES

This contains rules to the election regulations as laid down in the Union Standing Orders found in the constitution.

1.1 All nominations must be online.

1.2 All nominees must have a Proposer and a Secunder all of whom must be student members of Loughborough Students' Union with valid Union Cards.

1.3 Your Proposer or Secunder may not propose or second any other candidate for the same position and may only propose one candidate and second one candidate.

1.4 Current Officers of the Union may not propose or second the nomination of any candidate.

1.5 Candidates may not propose or second a nomination for a position that they themselves are also nominated for.

1.6 The Elections Committee will meet to ratify the nominations on 23rd October 2011.

1.7 The voting times and dates are shown on the election timetable, a copy of which can be found in the candidates pack. The voting will be carried out using the union's online voting system.

1.8 The count will be carried out electronically using the online voting system. See standing order G attached to this candidates pack.

1.9 The PCs in the main Union Office may be used for election material after 5pm. Other computers in departmental offices may not be used without the permission of the Returning Officer or Acting Returning Officer. Use of equipment will depend on availability, but no booking system will operate. No office equipment is to be used during office hours 9am-5pm.

1.10 Candidates are reminded that they or their assistants may not campaign while engaged in duties for the Union. Any officer or staff member breaking this rule will be subject to disciplinary action and will also render the candidate concerned liable for disqualification.

HOW TO NOMINATE

This document contains further instructions how to nominate yourself in the Department Committee Elections 2011:

1. Login to the website - www.lufbra.net (Please ensure you have registered)
2. Go to contact details- ensure you have a current e-mail and telephone number (We will use these as your direct contact details)
3. Go to www.lufbra.net/elections
4. Select '*stand in election*'
5. Enter your preferred name and select save
6. Click continue in the green box at the top of the page
7. '*Select stand*'
8. Enter ID Numbers of Proposer and select find person.
9. Repeat this for your Seconder (please select '*find person*' and not the enter key.)
10. Select '*submit proposers*'
11. From menu upload manifesto and enter text and a jpeg photo of yourself **only**.
12. Select save
13. You may now preview your manifesto
14. You have now completed the process; your nomination will be reviewed by elections committee. You will then be notified if you are accepted as valid candidate
15. You have the option to withdraw from this election by going to review '*nominations*' menu.

CAMPAIGNING & VOTING

This document contains further instructions regarding campaign and voting in the Department Committee Elections 2011.

1. Each candidate should ensure that they understand and abide by all the Election Regulations included in Standing Order F, Standing Order G and all instructions in this Candidates Pack.
2. No candidate is permitted to start their election campaign before the Returning Officer has opened the election.
3. Electoral regulations prohibit any candidates or their supporters from removing publicity material displayed by another candidate.
4. Voting shall be by the alternative and single transferable vote system. This means that the electorate may vote for candidates in order of preference by numbering their ballot paper 1,2,3,4 etc.
5. Voting will be accessible through the Union Website at www.lufbra.net/elections
6. In order that the candidates do not receive advantage or disadvantage from their position on the ballot paper the Acting Returning Officer shall ensure:
 - Each candidate's name appears first on an equal number of ballot papers.

MANIFESTOS

All candidates will be required to submit a photo of themselves and a 150 word manifesto online with their nomination. This will be displayed on the Union Website whilst students will be able to register their votes.

VOTING

Please note that **only students from your department** will be able to vote for you in the Department Committee Elections. It is recommended to campaign within your department to avoid confusion between candidates and disappointment on the voting days.

CONTACTS

If you have any problems, questions or queries about anything related to the Department Committee Elections 2011 please do not hesitate to contact the Returning Officer or Acting Returning Officer.

Returning Officer

James Carroll – Chair of Union Council

Tel: 01509 635000

Email: chairofcouncil@lufbra.net

Acting Returning Officer

Peter Childs – Vice President: Democracy & Communications

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