



Delegate Elections 2011

CANDIDATES PACK

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COVERING LETTER

Union Building
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LE11 3TT
Tel: 01509 635000

Dear Potential Candidate

Thank you for showing an interest in the Loughborough Students' Union NUS Delegate Election 2012. If you wish to stand you should complete the online nomination process. This is outlined on page 6 in 'Online Nomination Procedure'.

The Elections Committee will ratify all nominations on Saturday 10th March to ensure that all nominations are valid. The first candidates' meeting will be in the Student Union Council Chamber on Sunday 11th March. All candidates must attend the 1st candidates' meeting. The Union will produce publicity, which gives information on all candidates. You will need to bring all relevant material to the first candidates' meeting. More details about this can be found inside the pack.

If you are unable to attend you must contact us immediately via Union Reception or E-mail. If any candidates have any questions concerning the campaign or the election process, please do not hesitate to contact us or raise them in the candidates' meeting.

Campaigns may not be started before the Returning Officer closes the 1st Candidates Meeting on Sunday 11th March.

Enclosed in this information pack are all the relevant details of the elections. Please ensure that you are fully aware of all the deadlines on the election timetable, as these will be strictly enforced. Also, be aware of the time commitments involved in being an NUS delegate as stated on the covering page.

If you do not understand anything on this sheet please come and ask as if the guidelines are not adhered to then you may face exclusion from the elections.

This candidate's pack is a guide to your conduct during the elections and is a MINIMUM standard of expected behavior.

We wish all Candidates the very best of luck in The NUS Delegate Elections 2012

ELECTION TIMETABLE

DATE	EVENT
Wednesday 7 th March 2012	Nominations Open 10:00. Printing of campaign material can be submitted as soon as Nominations are in.
Saturday 10 th March 2012	Nominations Close 12:00 midday.
Sunday 11 th March 2012	First Candidates' Meeting midday in the Board Room (Campaigning starts after Returning Officer closes the meeting). Submission of Manifestos and Picture. Campaigning Begins.
Monday 12 th March 2012	Withdrawal Deadline 17:00
Thursday 15 th March 2012	Voting Opens 10:00
Friday 16 st March 2012	Voting Closes 17:00
Friday 16 th March 2012	Results Announced 19:00

INFORMATION SHEET 1: INSTRUCTIONS

This document contains further instructions to the election regulations as laid down in the Union Standing Orders.

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 the 10th March 2012.

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.

INFORMATION SHEET 2: ONLINE NOMINATIONS

This document contains further instructions how to nominate yourself in NUS Delegate 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/nuselections
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.

INFORMATION SHEET 3: CAMPAIGNING & VOTING

This document contains further instructions regarding campaign and voting in the NUS Delegate Elections 2011.

1. Each candidate should ensure that they understand and abide by all the Election Regulations included in Standing Order C, 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 which will take place on the 28th March 2011.
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. Any candidate wishing to withdraw their nomination must do so by the 29th March 2011 by 5pm.
7. 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.

INFORMATION SHEET 4: CONTACTS

Returning Officer

James Carroll

Tel: 01509 63500

Email: councilchair@lufbra.net