



UNIVERSITY SUB- COMMITTEE ELECTIONS 2011

CANDIDATES PACK

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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 Peter Childs as soon as possible at vpdemocracy@lufbra.net.

University Sub-Committees are your opportunity as students to **have your say**, speak up and ensure that the University is listening to the Student Voice when making their managerial decisions!

If you decide to run for a position on a University Sub-Committee we wish you the very best of luck in these upcoming elections.

ELECTIONS TIMETABLE

This is the University Sub-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
18 th October 2011 (10:00)	Nominations Open Students are able to submit a nomination at www.lufbra.net/elections
3 rd November 2011 (10:00)	Nominations Close Students are no longer able to register themselves as a candidate in the University Sub-Committee Elections 2011.
3 rd November 2011 (17:00)	Union Councilor Evaluation Starts Candidate lists will be made available to all Councilors to read through and begin evaluation prior to Council UC 11.09
10 th November 2011 (19:30)	Council Opens All candidates will be required to give a speech as to eligibility and suitability during this Council.
10 th November 2011 (20:30)	Voting Occurs After all candidates have been given the opportunity to speak, Councilors will cast their votes in a secret ballot.
10 th November 2011 (21:30)	Latest Results will be Announced Results will be announced in Council. 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 Procedures Committee will meet to ratify the nominations on 3rd November 2011.

1.7 The voting times and dates are shown on the election timetable, the voting will be carried out using secret ballot at Union Council (UC 11.01) and may be carried out electronically if possible.

1.8 The count will be carried out electronically using the online voting system if online voting is used, if a paper ballot is used Alternate Transferable Vote Counting will be used.

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 University Sub-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 University 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. As this election will be carried out during Union Council, there will be no campaigning period. Instead, the nomination forms will contain several questions so that applicants may explain why they are best for the position. In place of the campaigning period, Councilors will be given a week in which to critically evaluate all nominations ready for speeches and voting at UC 11.01
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 3rd November.
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, a 150 word manifesto and answers to questions 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 Union Councilors** will be able to vote for you in the University Council Elections. It is recommended to consider this in your applications and target your answers to Councilors rather than the mass student population.

CONTACTS

If you have any problems, questions or queries about anything related to the University Sub-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

Tel: 01509 635005 (Direct Line)

Email: vpdemocracy@lufbra.net

Fax: 01509 635003

UNIVERSITY SUB-COMMITTEES

RESPONSIBILITY

- a) The running of University Sub-Committee elections shall be the responsibility of the elections committee.
- b) The Chair of Council shall act as returning officer for the duration of these elections, should they be unavailable, council shall elect a returning officer from within its membership.

ELIGIBILITY

- a) Any Full member of the union, including the executive committee and chair of council shall be entitled to enter as a candidate in these University Sub-Committee Elections.
- b) The number of available positions shall be supplied by the University to Executive and made available to Council prior to the first Union Council of the Year.

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- a) Council shall fix the dates, times of the day of voting, the hustings and the copy date of the publishing of manifestos.

VOTING

- a) University Sub-Committee Elections are to be conducted using the online voting mechanism on the Loughborough Students Union website if possible, if not it shall be by secret paper ballot.
- b) The voting shall use the Alternate Transferable Voting system as described in Standing order C Section 2, and shall be run in accordance with standing order G.
- c) Voting shall be setup so as to allow only members of Union Council can vote for candidates.

FOLLOWING THE ELECTION

- a) The relevant Executive member shall organize a special meeting as soon as possible after the Election to give training to any student members elected to represent.