

STUDENTS'
UNION X
ELECTIONS
BE THE CHANGE

Elections

Guide 2023

NTSU

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Contents

Introduction	3
Positions	4
Key Dates	7
Before You Nominate	8
The Nominations Process	9
Campaigning: Budget, Design, Rules and Regulations	10
Voting	13
FAQs	14
Contact details & Elections Committee	16



Introduction



Welcome to the 2023 NTSU Elections Guide.

This guide contains all the key information you need to run in this year's elections, from dates and nominations, to campaigning and voting. It is the big book of NTSU elections and it's worth keeping a digital or physical copy close by throughout.

Standing in the elections is exciting but it can be tough. We are here to make it an enjoyable and fun experience. Trust me when I say you'll look back on the process with great memories, having learnt a lot. So, make sure to take in everything this guide has to offer. I hope you find it helpful.

For any support, questions, or queries about anything elections related, the Elections Committee are here to support and assist you. You'll find out how to get in touch with us later on in the guide.

Zahra Saley

Chair of the Elections Committee 2023
& NTSU VP Community & Welfare 2022/23

The Positions

WE HAVE 6 FULL-TIME EXEC POSITIONS, 1 PART-TIME EXEC POSITION, 9 UNDERGRADUATE SCHOOL OFFICERS, 1 MANSFIELD OFFICER, 1 CONFETTI OFFICER, AND A VICE-CHAIR POSITION FOR EACH OF OUR 7 EQUALITY & DIVERSITY NETWORKS

FULL-TIME EXECUTIVES

These roles are full-time jobs and are paid. These are the biggest representative roles at NTSU and will look after a specific area of the organisation. They are also trustees of NTSU, which means they have legal and financial oversight of the Union.

The full-time roles are as follows:

- President
- Vice-President Education
- Vice-President Community & Welfare
- Vice-President Opportunities
- Vice-President Sport
- Vice-President Postgraduate*

**Must be a postgraduate student at the point of nomination.*

PART-TIME EXECUTIVES

- Brackenhurst Officer*

**Must be a Brackenhurst student at the point of nomination and duration of role.*

This role is voluntary and part-time (as well as also being a trustee). The officer is based on Brackenhurst campus and will make sure Brack students receive the best representation and best university experience they can.

If you are standing for an Executive position (full-time or part-time), please read the following information from the Charity Commission. These are all reasons for disqualification from being a trustee; please ensure none of these apply to you before nominating. You will be required to sign a form confirming this prior to campaigning opening.

LIST OF REASONS FOR DISQUALIFICATION:

1. Have an unspent conviction for one or more of the following offences:
 - a) Offence involving dishonesty or deception
 - b) Specified terrorism offences
 - c) Specified money laundering offences
 - d) Specified bribery offences
 - e) Offence of contravening a Charity Commission Order or Direction
 - f) Offences of misconduct in public office, perjury, or perverting the course of justice
 - g) Aiding, attempting or abetting the above offences.
2. Have an IVA, debt relief order and/or a bankruptcy order
3. Have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
4. Have been removed from being in the management or control of anybody in Scotland (under relevant legislation)
5. Have been disqualified by the Charity Commission
6. Are a disqualified company director
7. Are a designated person for the purposes of antiterrorism legislation
8. Are on the sex offenders register
9. Have been found in contempt of court for making (or causing to be made) a false statement
10. Have been found guilty of disobedience to an order or direction of the Charity Commission.

CONFETTI & MANSFIELD OFFICER

These roles are voluntary and part-time. Our Mansfield Officer and Confetti Officer will represent the students studying at their respective campuses, helping to ensure that their time at NTU is the best it can be.

**Must be a Mansfield student at the point of nomination and duration of role.*

**Must be a Confetti student at the point of nomination and duration of role.*

EQUALITY & DIVERSITY NETWORK CHAIRS

These are voluntary and part-time roles which are responsible for different areas of NTSU's equality and diversity work and hold a unique and importance place in the democratic structure of NTSU. The team are supported by the VP Community and Welfare as well as staff members in the Union, and work closely with the rest of the Executive Team. They are the representatives of their respective networks when it comes to gathering feedback and making changes.

The Equality and Diversity team is made up of the following roles:

- Chair and Vice-Chair for Sexuality,
- Chair and Vice-Chair for Gender,
- Chair and Vice-Chair for Ethnic Minorities,
- Chair and Vice-Chair for Mature, Postgraduate and Non-Traditional Learners,
- Chair and Vice-Chair for International Students,
- Chair and Vice-Chair for Student Parents and Carers,
- Chair and Vice-Chair for Disability and Accessibility.

UNDERGRADUATE SCHOOL OFFICERS

Undergraduate* School Officers** represent the students in their Academic School. They work alongside NTSU and the university to make important changes to students' education.

**Postgraduate School Officer roles will be elected in October 2023.*

***School Officers must belong to the school they are nominating to represent.*

Key Dates

Nominations open:	Monday 13th Feb, midday
Nominations close:	Friday 24th Feb, midday
Candidate briefing:	Friday 24th Feb, 6 – 8pm, City Campus Monday 27th Feb, 9 – 11am, online Monday 27th Feb, 11:30am – 1:30pm, Brackenhurst Monday 27th Feb, 3 – 5pm, Clifton Campus Monday 27th Feb, 6 – 8pm, City Campus
Candidate filming:	Tues 28th Feb – Weds 1st March (by appointment)
Digital campaigning opens:	Monday 6th March, 9am
Q&As:	Monday 6th March, 6 – 8pm: Brackenhurst Q&As Tuesday 7th March, 6 – 8pm: Clifton Q&As Friday 10th March, 6 – 8pm: City Q&As
Voting & physical campaigning opens:	Friday 10th March, 8pm
Voting closes:	Friday 17th March, 5pm
Results:	Friday 17th March, 8pm
Sport/Society/ School Officer results:	Friday 24th March

Once nominations have closed, candidates standing for Exec positions, Equality and Diversity Network positions, and part-time positions will be invited to attend a candidate briefing. These are compulsory and failure to attend one of the sessions could mean withdrawal from the election. The dates and times are included above. Please contact the [Elections Team](#) in advance if you have a concern about these dates.

We have two days of filming for our candidates. This is a chance for you to sell yourself on camera and tell the student body what you can offer them. These videos will be edited and released online for all to see. They will be done in the City SU building, in front of a green screen. You will be offered a filming slot at the candidate briefings and they will be on a first come first serve basis. If you do not take a slot, or fail to turn up to a booked slot, the video will be released without your details.

Voting will take place between 8pm on Friday 10th March and 5pm on Friday 17th March.



Before you nominate

If you're thinking about nominating yourself for a position, but have some questions, there are a couple of ways you can find out more info:

SPEAK TO OUR CURRENT OFFICERS

The people best placed to tell you about what is required in the role are the people doing the job. Even if they are re-running, they will all make time to talk to you and take you through the responsibilities of the role.

You can find their contact details here: trentstudents.org/youreps

ATTEND AN INFO SESSION

We're holding four info sessions over two weeks around the start of nominations with Zahra Saley, our current VP Community and Welfare and Chair of Elections Committee, to talk about the upcoming elections and answer any questions you may have.

Our Deputy Returning Officer and Student Voice Coordinator (Democracy) will also be there to offer their guidance and answer any questions.

Take a look online for the following sessions:

- Monday 6th February, 1 - 2pm, Clifton Campus
- Monday 6th February, 2 - 3pm, Online
- Wednesday 8th February, 1 - 2pm, Brackenhurst Campus
- Friday 10th February, 11 - 12pm, City Campus

These will only run if people have signed up. Book online here: trentstudents.org/events

DROP US AN EMAIL

If you are unable to attend any of the info sessions listed above, please feel free to drop us an email or give us a call.

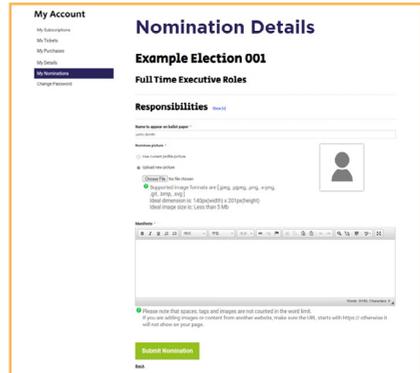
- Email: elections@su.ntu.ac.uk
- Phone: Ami Gell - 0115 848 4299 or Kex Leung - 0115 857 3827

The nominations process

To nominate yourself, go to this [link](#). You will then need to log into the NTSU website.



You'll see this screen above. Find the role you wish to run for and click 'submit' next to it.



You'll see this screen above. Carefully read the 'responsibilities' and 'additional information' boxes and then provide the information that it asks for.

To complete a nomination, you will need to provide:

- An appropriate photography of **only** yourself.
- An appropriate 150-word statement, which could include any plans you have, things you want to change, what values you hold, or even what you're like as a person.

Both of these will be seen by voters, so you need to make them stand out.

Your submitted nomination will then go to the elections team, who approve or reject your nomination.

- If **accepted**, you will appear on the ballot paper
- If **rejected**, the reasons will be sent to you via email

Once your nomination is submitted successfully, you are expected to receive an email of approval or rejection by the following working day (Monday - Friday, 9am - 5pm).

You will only become a candidate once your nomination has been approved by NTSU - you must have received email confirmation that it has been accepted. Please let us know if this is not the case so we can look into it ASAP. (Please check your junk folder).

If your nomination is rejected, it is either because we have found a problem with it, or because we want some more information from you. You may re-submit your nomination, but you only have until nominations close to do so. If you submit your nomination an hour before the deadline and it is rejected, you may not have time to resubmit, so think ahead.

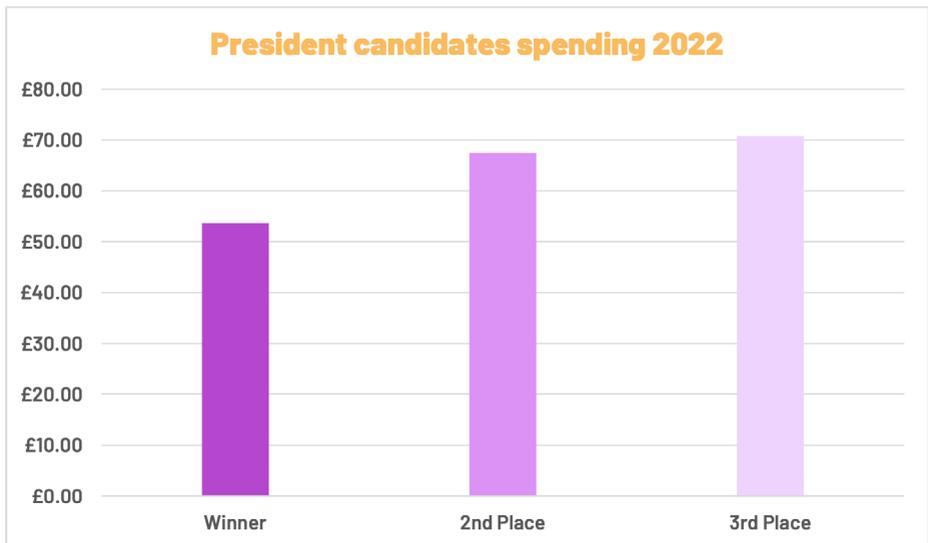
If you think someone else would be great for a role at NTSU, then you can recommend them [here](#). They then get an anonymous email explaining that someone has recommended them for a role.

Campaigning

BUDGETS AND MONEY

The election will not be won or lost on your ability to spend money, however we understand that you will want to buy things to improve your campaigns.

Remember: There is no correlation between spending big and winning – so don't let this put you off.



**FULL-TIME EXECUTIVE CANDIDATES CAN SPEND UP TO £80.
PART-TIME CANDIDATES CAN SPEND UP TO £30.
SCHOOL OFFICERS AND E&D NETWORK CHAIRS SHOULD
NOT SPEND ANY MONEY ON THEIR CAMPAIGN.**

If you're standing in a position with a budget, you may spend only on things directly related to your campaigning efforts and you must declare everything you spend. Pre-owned items that are used for campaigning, and that explicitly feature a candidate's image, brand or motto/slogan will be assigned a cost at the discretion of the Elections Committee.

Failure to declare all your spending OR going over the approved spend limit will lead to the Elections Committee removing you from the election, regardless of whether you win the vote or not.

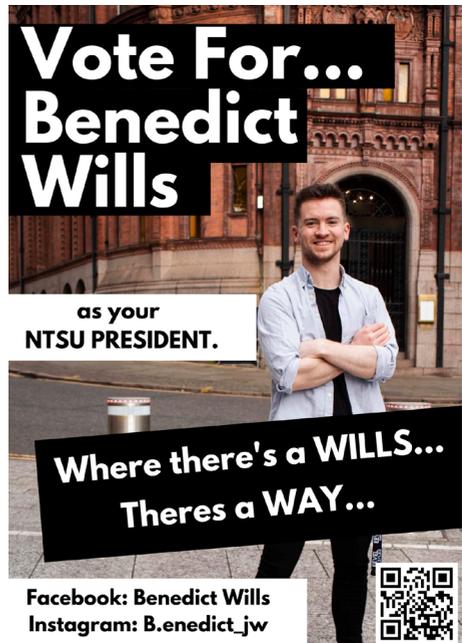
If you get over 5% of the vote, we will reimburse you.

If you are worried that you may not have the money available to spend, please get in touch with the [Elections Team, Ami](#) or [Kex](#) and we'll see what we can do to help.

DESIGNS

It's important to give yourself a theme – preferably something that's eye catching. We recommend that you make use of your designs across all of your material; social media, shirts, – everything. It is an opportunity for you to be as creative as you want, and having a great brand is really important because it means that students start to recognise and remember you, so make sure your campaign team are using it too. Please make sure that you have read through our regulations for the rules surrounding designs and publicity.

Here's a couple from previous winning candidates:



WHAT ARE THE RULES AND REGULATIONS?

The rules are laid out in part 13 of our [Democratic Procedures Document](#) and these are fixed. These rules cannot be changed unless a motion is presented at a Union Meeting to do so.

The regulations can be changed year on year – this means that we can respond to feedback from previous elections and make sure they stay relevant and up to date. Elections Committee set the regulations and have the power to amend them as much as they see fit throughout the elections period.

In short, the regulations say:

- Campaigning must be lawful, fair, safe and considerate.
- You can't force people to vote for you and you cannot harass students.
- You can't use any NTU, NTSU, NTU Sport or NTU School branding in your campaigning material.
- You can ONLY use current NTU students as part of your campaign team.
- We have to see all your publicity before it is used.
- You must not go over the spending limits.

The full list of regulations can be found [here](#).

If you break any of the regulations, you could be putting your candidacy at risk, so we recommend you follow all the rules.



Voting

The way in which we do voting may be unfamiliar to you. General elections in the UK are held using 'First Past the Post', which is where you vote for one candidate and the one with the most votes, wins.

NTSU, as well as many other SUs across the country, use a system called 'Alternative Transferable Vote', which gives voters more opportunities to vote for more candidates.

All candidates are ranked in order of preference, and then counted in that order. A candidate wins when they achieve or surpass the quota. The quota is calculated by the total number of total votes, divided by the number of positions available, plus one.

Number of Votes

Positions Available (+1)

In the first round of counting, if no candidate achieves the quota, the candidate with lowest number of first preference votes is eliminated, and their votes redistributed, based on the next highest preference given on the ballot paper. This then carries on until we have a winner.

For more detail on how voting works – you can [watch this video](#).

FAQs

These are some of the most common questions we get from students:

NOMINATIONS

Q: I can't get to the nominations page.

A: Log in as a student on the website and click on 'Your Account/Profile' under your name in the top right-hand corner of the screen. You will then need to click on 'My Nominations' and you should be able to see the officer positions at the very least. Or just head to trentstudents.org/nominate.

Q: I can't see any elections when I go on my nominations.

A: Check that you have signed into the website as a student. If there are still issues, contact [Ami](#) or [Kex](#) (see contact list), who can check the user account on the website to identify the problem.

Q: The website won't let me log in as a student

A: The most likely reason for this is that you 'opted out' of the Union when you enrolled. You will need to email support@ntu.ac.uk and ask to be opted back into the Union. You will have to wait overnight for the system to update your data.

Q: When I go on to nominate myself, the system won't let me click on anything.

A: This means that either nominations haven't yet opened, or nominations have closed. You can only nominate yourself between *midday on Monday 13th February and midday Friday 24th February*.

Q: I missed the deadline for nominations but I really want to run, will you accept my nomination if I put it in now?

A: No – We allow two weeks of nominations, which is plenty of time to submit. Any issues with the website should have been flagged up in good time so that staff had time to resolve them. We cannot accept late nominations as we need time to administrate the website and turn around ready for voting. It is also unfair on those candidates who have submitted their nominations on time.

Q: Can I withdraw a nomination?

A: Yes – You will need to email elections@su.ntu.ac.uk stating which nomination they would like to withdraw. We don't need a reason. Once a nomination has been withdrawn, it can only be resubmitted before the nomination deadline. After that, we do not allow a resubmission.

Q: Why has my nomination been rejected?

A: It could be for a number of reasons, but commonly they are likely to be one of the following:

- Your photograph contains something inappropriate,
- Your manifesto was irrelevant to the role or contained inappropriate content,
- It makes reference to heavy alcohol consumption (although mild references to alcohol are fine),



- It contains bribery or offers something outside the role description in return for votes (free food or alcohol etc.).

You will have received a reason at the point at which your nomination was rejected.

You can resubmit any nomination until the close of nominations.

Q: I didn't see you had rejected my nomination, can I quickly re-submit?

A: Not if the nomination period has already closed. We allow a 2-week period and you should be checking to see whether your nomination has been accepted or not. Submitting a nomination is not a guarantee that it will be accepted.

VOTING

Q: I can't vote.

A: You need to be logged in as a student. Once logged in, the ballot paper should appear automatically, or else head to trentstudents.org/vote. If you are unable to log in as a student, the likely reason is that you have opted out of the union. In this case, you will need to email support@ntu.ac.uk and ask to be opted back in. You will need to wait overnight before you are able to vote.

Q: I can't vote for the people in my society or club.

A: The likely reason is because you are not a paid-up member of the society or club. You will need to join the society / club in order to vote. Please contact elections@su.ntu.ac.uk with information and we can check for you!

Contact details and Elections Committee

CHAIRPERSON

- Zahra Saley - zahra.saley@su.ntu.ac.uk

VICE CHAIRS:

- Margaux Butler - margaux.butler@su.ntu.ac.uk
- Catarina Galhardo Lopes - catarina.galhardolopes2020@my.ntu.ac.uk

DEPUTY RETURNING OFFICER

- Ami Gell - ami.gell@su.ntu.ac.uk

STUDENT VOICE COORDINATOR (DEMOCRACY)

- Kex Leung - kex.leung@su.ntu.ac.uk

MEMBERS

- Vinu Varshith Ravichandran - vinu.ravichandran2022@my.ntu.ac.uk
- Rumbidzai Maverera - rumbidzai.mavera2020@my.ntu.ac.uk