

The logo for SRUCSA ELECTIONS is a green diamond shape with a white border, set against a background of overlapping colorful geometric shapes in shades of purple, red, orange, yellow, green, and blue. The text "SRUCSA" is in a smaller font above "ELECTIONS", which is in a larger, bold font.

**SRUCSA
ELECTIONS**

**Liberation Officer Elections
Candidate Pack
Autumn 2018**

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SRUCSA Liberation Officer Candidate Pack Autumn 2018

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Welcome!

So, you're thinking about standing in the SRUCSA Elections? Well done! You are about to embark on an exciting campaign.

Hopefully, you are standing because you care about SRUC students, and want the chance to get involved and work on behalf of your liberation community to make things better. As a Liberation Officer, you will work as part of a team to run the SRUC Students' Association (SRUCSA), a democratic membership-led organisation. Your role will be to represent and act as the voice of your liberation community across SRUC and to make a difference at SRUC and SRUCSA.

SRUC students who identify as part of your liberation community will vote democratically for their preferred candidate to represent them. It is therefore your mission to engage with your fellow students and to show them why you are the person for the job! So whether you win or lose, there will be ample opportunity during these elections to have fun and be creative in the ways you campaign.

This candidate pack contains valuable information on:

- ❖ the nomination, campaigning and election process;
- ❖ the role of a Liberation Officer;
- ❖ how to run your campaign and promote yourself; and,
- ❖ the rules and regulations of SRUCSA elections.

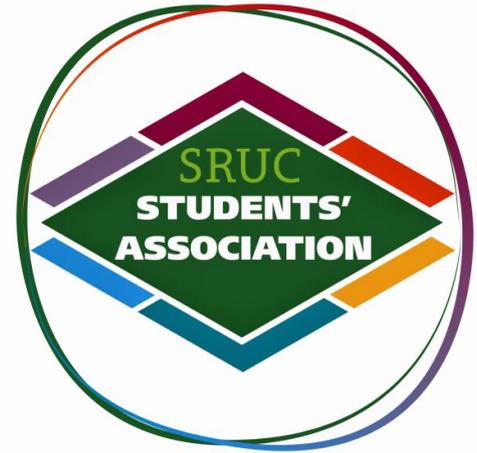
Any potential candidate can request a candidate pack by emailing the Elections Team before nominations close on Wednesday 3 October.

We hope you find this guide useful to your campaign, but if you have further questions or need any assistance, please don't hesitate to get in touch.

Good luck!

James & Paula

Elections Team - elections@sruc.ac.uk



Nomination and Election Dates

The dates for the 2018-19 SRUCSA Elections are as follows:

- ❖ Wednesday **26 September**: Nominations open (closing **4pm** Wednesday **3 October**)
- ❖ Monday **8 October** to **4pm** Friday **12 October**: Campaigning period
- ❖ Wednesday **10 October**: Voting opens 9am (closing **4pm** Friday **12 October**)

Week 1+2: Nominations

This is your time to complete and return the Nomination Form supplied to you, with two signatures from other students who identify as part of your liberation community supporting your campaign. When returning the nomination form, you will be asked to sign a declaration saying that you have read and understood all of the information and guidelines in this Candidate Pack.

There is a chance you may need to miss lessons during the week of the election. We will try to keep this to a minimum, but do make sure to warn your lecturers in advance of submitting nominations. You will also need to make sure that you catch up with any missed work.

If you have completed all your forms correctly and on time, you will be confirmed as a candidate and given the time for the candidate briefing which will be held by the Returning Officer for all candidates. This is your opportunity to ask any questions about the election and get the latest information on election activities. You must take part in this before you start campaigning!

Week 3: Campaigning

You should now try to show students what a great Liberation Officer you would make. You can meet with students and create online profiles to promote your campaign, but be sure to follow the campaign rules. Your manifestos and posters will be posted on all SRUC campuses by SRUCSA and will also be made available online.

Week 3 (second half): Voting

Voting will open on Moodle on Wednesday 10 October at 9am, running to 4pm on Friday 12 October. Eligible students can cast their vote for their preferred candidate between these times. Elections results will be announced by SRUCSA on the morning of Monday 15 October.

What is a Liberation Officer?

Liberation Officers play a vital role in the SRUCSA Executive Committee and the SRUC student community. They are the lead student for their liberation community and represent the views of those students. They are required to engage and communicate with their peers and ensure their voice is heard in SRUCSA and SRUC. They are to take actions on these views and provide feedback to their liberation community. As well as representation, they are required to support SRUCSA events, campaigns and activities, and to lead on their own aims and objectives.

Our elected Liberation Officer positions are voluntary; however, you will be expected to commit to the role descriptor and duties if elected. Generally this is to attend meetings and submit reports as and when required, but always remember your studies come first! However, you will be working as part of a team and you have been elected so you are accountable to your liberation community. Therefore it is up to you to manage your time effectively to ensure you are the best officer you can be.

Currently, SRUCSA has four elected Liberation Officer positions:

❖ **Women's Officer**

Only SRUCSA Members who self-identify as Women, including (if they wish) those with complex gender identities which include 'woman', and those who experience oppression as women, shall be eligible to run for 'Women's Officer', nominate, and vote in the election.

❖ **Black Students Officer**

Only SRUCSA Members who self-identify as 'Black' shall be eligible to run for the position of 'Black Students' Officer', nominate, and vote in the election. The term 'Black' is used to refer to African, Asian, Arab and Caribbean people and those who self-define as Black.

❖ **LGBT+ Officer**

Only SRUCSA Members who self-identify as Lesbian, Gay, Bi+ and/or Trans or Undecided/Questioning or Queer, or who self-define as any other marginalised romantic/sexual orientation or gender identity (including but not limited to Asexual, Pansexual, Bi-gender, and Genderqueer), or who choose not to define their romantic/sexual orientation or gender identity shall be eligible to run for 'LGBT+ Officer', nominate, and vote in the election. For the avoidance of doubt, 'Queer' does not include heterosexual, non-trans people.

❖ **Disabled Students' Officer**

Only SRUCSA Members who self-identify as Disabled shall be eligible to run for the position of 'Disabled Students' Officer', nominate, and vote in the election.

Responsibilities of SRUCSA Liberation Officers include:

- ❖ Being full voting members of the SRUCSA Executive Committee.
- ❖ Representing their liberation community to the SRUCSA Executive Committee and relevant SRUC Committees.
- ❖ Liaising effectively with their liberation community across SRUC.
- ❖ Leading on at least one project or campaign, in relation to their liberation community, with the full support of the SRUCSA Executive Committee.
- ❖ Moderating and administrating their relevant SRUCSA liberation community Facebook group.
- ❖ Representing SRUCSA as a delegate at all applicable NUS and NUS Scotland Conferences, in relation to their liberation community.

Responsibilities of all SRUCSA elected officials include:

- ❖ Ensuring that students are fairly represented across all college campuses.
- ❖ Helping to build a stronger Students' Association on all campuses.
- ❖ Establishing and maintaining contact with any relevant external groups and organisations, to help provide information to the SRUC students about issues covered by their remit.
- ❖ Establishing where relevant information sessions are, and advertising this on all available media channels.
- ❖ Attending any training or briefings that may be required.
- ❖ Liaising with the NUS Scotland Officer responsible for the area of their remit.
- ❖ Raising awareness of, and campaigning on, the different issues that can arise within the sector.
- ❖ Maintaining communication with all elected officials on relevant issues.
- ❖ Carrying out other duties as laid down by the Executive Committee.
- ❖ Serving as a member of the Executive Committee and presenting the relevant reports for their position.
- ❖ Acting reasonably and prudently in all matters, and in the best interests of the Students' Association.
- ❖ Exploring and developing links with Student Associations at other colleges and universities in Scotland and UK-wide.
- ❖ Taking on any other tasks as and when required.

Benefits of being a Liberation Officer include:

- ❖ Making a real difference to your liberation community.
- ❖ Welcome pack.
- ❖ SRUCSA hoodie.
- ❖ Full training.
- ❖ Expenses paid for travel and accommodation, when required by your role.
- ❖ Attending NUS and NUS Scotland conferences as a delegate.

SRUCSA Elections FAQ

Q: Is it possible to share a Liberation Officer role?

A: No. There will be one liberation officer in post, with responsibility across all campuses, for each of the four liberation communities.

Q: Do I get a budget for my campaign?

A: No. As Liberation Officers are cross campus positions, SRUCSA will display posters and manifestos from all candidates across all campuses and with equal prominence. By doing this we hope to reduce campus bias during the campaign period. However creative campaigning is encouraged and candidates may use social media and web based platforms, providing it is not conflict with SRUCSA bylaws.

Q: Can I spend my own money on campaign materials?

A: No! If you do so, this can result in immediate disqualification.

Q: Is there anywhere I am not allowed to campaign?

A: You cannot campaign for students to vote for you where it might be seen that you are forcing them to do so. This includes anywhere where computers are freely available for use, including your campus library or other designated polling station.

Q: When can I start campaigning?

A: You cannot start campaigning until after the candidate briefing. The details of the candidate briefing will be made available as soon as possible.

Q: Can I campaign in classes?

A: You may speak to classes; however, you must have prior permission from the lecturer before you do so.

Q: Can my friends help me campaign?

A: Yes. However, if your friends are campaigning on your behalf, you are responsible for their actions when doing so. In addition, any official SRUCSA officers campaigning on your behalf may not use any access their position allows to promote you to the detriment of other candidates, including official social media accounts.

Q: Can I use social media to campaign?

A: Yes, but, you must inform the Returning Officers of your social networking accounts, to allow for monitoring and ensuring all candidates campaign in a fair, honest and non-discriminatory manner.

Please note that there are strict rules when it comes to campaigning on social media sites.

- ❖ You are only allowed to post on pages which are public – this means that any page/group which is private (for example a society page) is prohibited. However, candidates may post in the relevant SRUCSA liberation community Facebook group, as all candidates will have access.
- ❖ Only candidates can post on social media sites; administrators for any page or group (public or private) cannot post on your behalf.

There are a number of ways you can creatively and appropriately use social media. You can;

- ❖ make an open event
- ❖ create an open group/page
- ❖ make a public video
- ❖ use the hashtag #SRUCSAELECTIONS

Q: Is there any form of electronic device I can use while campaigning?

A: Under no circumstances can you supply voters with any electronic device to help them vote. Smart phones, laptops, iPads, tablets and any form of electronic device cannot be used to encourage people to vote. However, if you wish to play music or a video from an electronic device, this would be permitted.

Q: What happens to the publicity materials after the campaign?

A: All publicity will be removed from the campus within seven days of the election.

Q: When will voting take place?

A: Voting opens at 9am on Wednesday 10 October and closes at 4pm on Friday 12 October.

Q: Where do I direct any complaints about candidates or campaigning?

A: Any complaints regarding candidates' conduct should be directed to the Returning Officer at elections@sruc.ac.uk

How to Design Your Campaign Poster



Keep it simple, but maybe not too simple...
("Subtle Campaign" by @DaveBleasdale Flickr CC <https://flic.kr/p/dZWohK>)

Choose your software

You can design and produce your own poster, or if you have a talented friend you can get them to do it for you. You cannot spend any more than £10 though!

Choose your software; Adobe Photoshop/Illustrator are impressive tools but cost a lot. Microsoft Word, PowerPoint or even Paint can be used to create good simple posters. There's also a lot of free and 'freemium' sites and apps like Canva, Pixlr, or PhotoPea provide basic tools for making exciting posters.

You can rely on YouTube, EHow and similar information services to teach you the basics of any of these pieces of software if you don't know where to start.

Keep it simple

Include your name, the position you're running for, your pledges, and the voting dates. Maybe include a summary of your manifesto.

General tips

- ❖ Don't use more than two fonts.
- ❖ Use high resolution images.
- ❖ Inspire yourself. Look around the internet to find designs that you like, thinking about the colours, fonts and images that catch your eye.

How to Write Your Manifesto

You are probably standing in this election because you want to make positive changes to the experience of your liberation community and be there representative at SRUC and SRUCSA. Your manifesto is a chance to show your liberation community exactly what it is you stand for and how you intend to make those positive changes if they vote for you. Here are a few tips for writing a great manifesto for your campaign:

Your Objectives

Ask yourself the following questions:

- ❖ What am I about? What do I believe in?
- ❖ What do I want to achieve in this Elected Liberation Officer role?
- ❖ What do I want my SRUC and SRUCSA to look like when I finish?

Then consider the issues facing your liberation community at SRUC, that you wish to tackle in this role. These might include (but are not limited to):

- ❖ Factors affecting learning and teaching.
- ❖ SRUC facilities and support.
- ❖ Extra-curricular activities.
- ❖ Regional or national issues related to your liberation community.

The answers to all of these questions will make up your manifesto!

Are your objectives SMART?

Using SMART objectives can help you make a more credible list of goals. Are your manifesto points:

Specific: Is it obvious from your statement what issue you want to address? Is it clear how you intend to deal with the issue?

Consider whether your objectives are relevant to your liberation community as a whole. If they only address issues faced by you and a few friends, they may not be appealing to other students in the community; keep in mind that you will be a representative of all SRUC students who identify as part of your liberation community. In addition, be concise and use clear language – complicating your ideas unnecessarily might alienate voters.

Measurable: How will you (and the students) know when you have successfully achieved your aim?

Is your objective “a liberation community space on campus”? It’s easy for everyone to see whether it’s achieved or not. However, if your aim is to “raise awareness amongst students about [your chosen issue]”, it can be difficult to measure how successful you have been. You should consider what evidence you may need to collect to show whether or not you have achieved your goals.

Achievable: Is your aim attainable given your timeframe (to the end of the academic year) and the resources available to you as an officer?

Your ideas on culture change or instigating new processes within SRUC may be achievable, but only over a long period of time. In this case, it may be better to state the intended outcome but acknowledge that you can only achieve a part of that objective during your term of office, giving a clear idea of how far you hope to progress the issue by the end of your term.

Realistic: Are you really going to be able to achieve your aim?

Some things, however desirable, may not be achievable. If students don’t believe you can make good on your promises, they won’t vote for you.

Time-bound: When will you achieve your objective?

It never hurts to set yourself targets for achieving your goals. Some of your objectives may require issues to be dealt with by a certain time, while others will take your whole term of office and (as mentioned earlier) some things may not be finished until after you leave office. Whatever the situation, setting out intended timeframes for getting jobs will show that you have thought through the issue – but be realistic with timeframes in order to make them achievable.

Layout

Don’t use more than one side of A4, as your manifesto will be printed as A4 posters. Include a recent photo of yourself so students can recognise you when you campaign. Your manifesto will be posted up on walls so it needs to be eye-catching, and clear to read.

Regulations – Election of Officers

For your information, and to keep the process transparent, this section specifies SRUCSA's policy on the procedure for electing Officers and details the remit of the Returning Officer.

1.1 Returning Officer

The Returning Officer is responsible for running the elections. A member of SRUC staff has the designation of Returning Officer.

1. The Returning Officer shall be responsible for the good conduct and administration of all SRUCSA elections and shall have the sole interpretation of the election regulations specified in this document.
2. The Returning Officer may appoint deputies, none of which may be a student, in order to facilitate the election.
3. The Returning Officer will set the dates of the election in consultation with SRUCSA and the Learner Engagement Manager.
4. The Returning Officer is responsible for organising the election results announcement and notification to SRUC.

1.2 Election Timetable

1. The Returning Officer shall ensure that election of the Student President and Vice-President takes place before the Easter Break each year. Once elected, they shall take office on 1st July and shall serve for not more than 12 months without re-election.
2. The Returning Officer shall ensure that election of the Campus Officers and Sports & Activities Officer takes place before the Easter Break. Once elected they shall take office on 1st July and shall serve for not more than 12 months without re-election.
3. The Returning Officer shall ensure that election of the Women's Officer, Black Students' Officer, LGBT+ Officer and Disabled Students' Officer takes place before the Easter Break. Once elected they shall take office on 1st July and shall serve for not more than 12 months without re-election.
4. Dates of elections, a copy of the election timetable and a copy of the election regulations shall be posted on SRUCSA notice boards at least 21 college days before the elections.

1.3 Standing for Election

The Officers appointed by the SRUCSA election process shall be the:

- ❖ Student President
- ❖ Student Vice-President
- ❖ Campus Officer (Aberdeen)
- ❖ Campus Officer (Ayr)
- ❖ Campus Officer (Barony)

- ❖ Campus Officer (Edinburgh)
- ❖ Campus Officer (Elmwood)
- ❖ Campus Officer (Oatridge)
- ❖ Sports and Activities Officer
- ❖ Women's Officer (Liberation Officer)
- ❖ Black Students' Officer (Liberation Officer)
- ❖ LGBT+ Officer (Liberation Officer)
- ❖ Disabled Students' Officer (Liberation Officer)

1. No member who has opted out of SRUCSA Membership may stand for any position.
2. Reopen nominations (RON) shall be a candidate in all SRUCSA elections.
3. Nomination forms will be available at least ten (10) college days before the election. The nomination form shall include an Opportunity Profile outlining the role being contested. It shall also contain information on the facilities SRUCSA will make available to each candidate.
4. Members of SRUCSA may stand for election upon completion of a nomination form signed by the candidate.
5. Nomination forms must reach the Returning Officer or their appointee not later than 4pm on the day, five (5) college days before the date of the commencement of the ballot.

1.4 Promoting the Election

1. The Returning Officer shall produce a list of candidates which shall be made available to all students within one (1) college day of the close of nominations.
2. The Returning Officer or a person appointed by them shall provide the candidate with a Campaign Pack.
3. The contents of the Campaign Pack shall be determined by the Returning Officer in conjunction with the SRUCSA Executive Committee.

1.5 Campaigning

1. The candidates may commence campaigning once their candidacy has been confirmed at the close of nominations.
2. Specific guidelines as to relevant dates and types of sanctioned campaigning will be outlined in the Campaign Packs.
3. Candidates cannot use any communication materials that are not sanctioned by the Campaign Pack.

1.6 Election Regulations

These regulations shall be in effect for any election or by-election.

1. The election will be carried out using an appropriate voting system.
2. The duration of the election will be set by the Returning Officer.
3. The count will take place within one (1) week of the election completing.
4. The Returning Officer will circulate this information to the Candidates.

5. All comments made in the election must be fair comment and be evidence based.
6. All Candidates must submit election manifestos to the Returning Officer for circulation to the student body by the date specified.
7. Hustings may take place on campus for Campus Officer Elections. Where the current Campus Officer is not seeking re-election they will be asked to organise this. Where re-election is being sought, the Returning Officer or deputy will organise and facilitate.
8. No candidate may exceed the spending cap set by the Returning Officer.
9. No promotional material may be circulated without prior approval of the Returning Officer
10. If any post on the SRUCSA Executive Committee falls vacant, then a by-election shall be arranged by the Returning Officer. Nominations shall open no later than three (3) college days after confirmation of the vacancy arising. All other election regulations apply.

1.7 Voting Procedures

1. The Returning Officer shall ensure that all members of SRUCSA have access to vote no matter their place or mode of study.
2. Voting shall be by secret ballot and shall be conducted using an appropriate system.
3. A postal vote shall be granted to any full member of SRUCSA who is unable to exercise their right to vote by alternative method.
4. The Returning Officer shall publicise the arrangements for postal voting at the time of close of nominations.
5. The member must inform the returning officer in writing, at least two (2) college days before the start of voting, that they wish to vote by post.
6. Postal votes will be accepted up until the close of ballot boxes, at the end of the voting period.

1.8 Complaints

1. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours, of such a complaint being lodged by any full member of SRUCSA, election candidate or their nominee.
2. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
3. The ruling of the Returning Officer on any complaint shall be final, subject only to a successful appeal in accordance with Operating Procedure 6, contained within the SRUCSA constitution.

1.9 Sanctions

The Returning Officer may use one or more of the following, if required:

1. Confiscation of materials by the Returning Officer
2. Verbal warning
3. Candidate removal from the election process or elected position.

In the event that a candidate is found to have violated any of the regulations after the election, the Returning Officer may use the sanctions retrospectively.

1.10 Election of Class Representatives

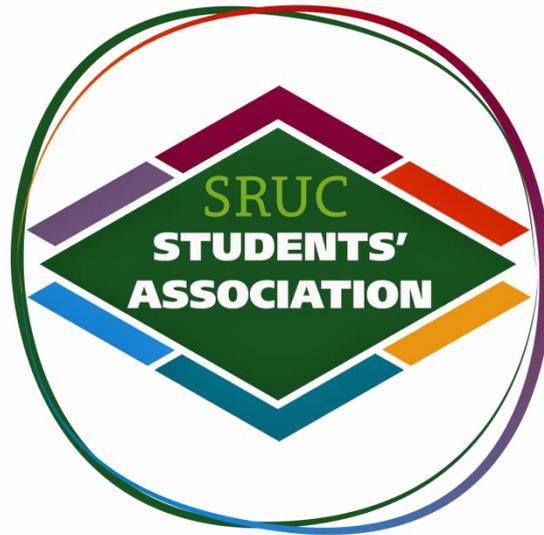
1. Class Reps and Depute Class Reps shall be elected by a meeting of each class during the first four (4) of Term/Semester One (1).
2. There shall be one (1) Class Rep and one (1) Depute Class Rep per 20 students for each year of study in each programme of study.
3. Once elected they shall take office immediately and shall serve for no more than 12 months without re-election.
4. In cases where a course begins at a different time of year, class reps will be elected at the first available opportunity.
5. Nominations shall open at the start of the meeting.

If more than one nomination is received, a vote by secret ballot shall be held.

1.11 Election of Council Secretary and Council Treasurer

1. A Council Secretary and Council Treasurer shall be elected at the first Campus Council meeting of Term/Semester One (1).
2. There shall be one (1) Council Secretary and one (1) Council Treasurer for each Campus Council.
3. Once elected they shall take office immediately and shall serve for no more than 12 months without re-election.
4. Nominations shall open at the start of the meeting.

If more than one nomination is received, a vote by secret ballot shall be held.



For further information on the SRUC Students' Association:



@sruca



SRUC Students' Association



#SRUCSA



SRUCSA@sruc.ac.uk



SRUCSA



SRUC Students' Association