**CANDIDATE INFORMATION PACK**

The Role of a Students’ Union Officer

The role of a Students’ Union (SU) officer is based around being a representative for the entire cohort of Cardiff Met students. The main aims of the role are:

* **To be the voice of the student cohort.**
* **To enhance the student experience for all students.**

There are two SU officer positions available to any student that wishes to stand, these being: SU President and SU Vice President. Both roles are compatible with the main aims highlighted above, but the focus of each role differs. In short the role of the SU President focuses on representing the student voice and championing the services of the SU. The SU Vice President role focuses on representing the student voice and managing the cohort of student representatives to ensure the student voice is heard.

**For more information on the roles**, or if you have any questions, you are welcome to contact either Will Fuller (current SU President) or Hannah Reilly (Director of Student Engagement) by email:

* wfuller@cardiffmet.ac.uk - hareilly@cardiffmet.ac.uk

Candidate Briefing

This takes place in the meeting room in Centro (the SU bar/restaurant) on **Wednesday 28th February 10am and is compulsory for all candidates**. The process of the elections will be explained here, and it will give candidates the opportunity to ask any questions. Key things for candidates to consider are:

* Writing a strong manifesto (what you want to change if you were to be elected).
* Creating campaigning materials (posters, flyers, promotional materials).
* Forming a team to help you campaign (friends, course mates, house mates).
* Devising a plan for your campaign and voting week to enable you to gain interest/votes for the student cohort (what students are you targeting? how can you get votes from both campuses? how will you manage social media?).

**This year the elections officer will be Will Fuller (SU President) and the returning officer will be Mike Davies (SU Chief Executive).**

Signing Off of Campaigning Materials

To ensure that the materials you are using are within rules and regulations (e.g. posters, leaflets etc.), all material must be sent to the elections officer and returning officer by **Friday 2nd March at 4pm**. If you have these materials ready prior to the briefing, you are able to bring them along to be signed off there. It is advised that you get your materials sorted as soon as possible, however, no campaigning material including online material can be published until the start of campaigning week, **Monday 5th March**. If during the campaign week you decide to produce more/different campaign materials, again please send these across to the elections officer and returning officer.

**Should materials be published prior to this official start date, the elections officer and returning officer will consider what sanction is needed to ensure no unfair advantage.**

Campaigning

The campaigning week is the opportunity for candidates to raise as much interest as possible amongst students prior to the voting, which will start **Saturday 10th March.**

Be creative, get in front of students, and portray yourself in a positive light to win over the student cohort and persuade them to vote for you! Each candidate will receive £75 to help fund the campaigning process. This money may be spent the best way you see fit, but please make us aware of how you plan to spend the money and keep receipts of your purchases. There is no limit to what you spend, so if you would like to spend more than £75 you are able to, however, this will not be funded by the SU.

Rules and Regulations

We understand that with any election process, the competition can be fierce, but **you must abide by the rules set to ensure the process is fair for all candidates**. The following rules apply:

* No candidate/member of candidates team is to deface or alter any campaign material that is not their own. For example no posters are to be removed by other candidates and no material is to be derogatory towards another candidate. Should you be found guilty if this, you will either be sanctioned in some way or possibly disqualified. This rule applies both physically and across social media.
* The possible sanctions should the rules be breached may be: a warning, removal of promotions in the SU, a time-based suspension of voting or disqualification. Any issues will be investigated by the elections officer and returning officers.
* We will not actively search through social media to monitor what you are posting. However, if we are made aware of anything, the elections officer and returning officer will investigate the issue and take the necessary actions.
* Candidates that have access to SU social media sites must not use them for individual campaigning.
* SU staff protocol ensures that staff do not get involved and candidates must not engage them in matters concerning the election.
* You are not able to put your campaigning material up in the SU venues (Centro/Zen/SU Shops/Starbucks). A copy of your manifesto and one key piece of advertising will be placed in SU venues by SU staff members. You will also have your manifesto published on our website.

Voting Period

**The voting period will commence Saturday 10th March at 12pm and will close on Wednesday 14th March at 4pm**. Students will be able to vote at any time during this period online, there will be no paper copies this year. There will be 2 voting stations, 1 on each campus. The voting station at Cyncoed Campus will be in the main reception. The voting station at Llandaff Campus will be outside of the SU Shop; these locations will be clarified at the candidates briefing. The voting stations will contain electronic devices so that students can enter their details and vote. Candidates are not allowed within a certain perimeter of the voting stations, and again this will be outlined at the briefing. Should candidates fail to adhere to this, appropriate actions will be taken.

Should students wish to vote, they must have their student cards with them. They will be able to vote once for each position. Should students not wish to vote for one or either of the positions, there is the option to vote to re-open nominations (RON).

Pre-count Meeting

As stated, all voting will finish at 4pm on Wednesday 14th March. **We will ask all candidates to meet at 5pm in the meeting room in Centro** to deal with any complaints about the campaigning/voting period or behaviour of any other candidates. Should there be issues raised, the returning officer and elections officer will deal with any issues. Should all issues be resolved, this will allow us to commence to the count of the votes. Candidates cannot raise any further objections or complaints once the count has commenced.

The Results

**Should all candidates be content, the results will be announced at 6pm on Wednesday 16th March**. All candidates are asked to attend this process, which will be conducted by the election officer and the returning officer.

Questions

If there is anything you feel has not been covered, or you are unsure of, this is the opportunity to ask prior to starting the campaigning/voting period. In Summary:

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| 20th February 12pm | Nominations Open |
| 27th February 12pm | Nominations Close |
| 28th February 10am | Candidate Briefing |
| 2nd March 4pm | Deadline for Materials |
| 5th March – 9th March | Campaign Week |
| 10th March 12pm | Voting Opens |
| 14th March 4pm | Voting Closes |
| 14th March 5pm | Pre-count Meeting |
| 14th March 6pm | The Count and Results |