**Candidate Briefing**

This briefing will take place in the Students Union meeting room at Cyncoed Campus (Centro) on Wednesday 27th February at 1pm. The candidate briefing is compulsory for all Candidates.

The Elections process will be explained and candidates will be given the opportunity to ask questions.

Key things for Candidates to consider are:

* Writing a strong manifesto (What are you going to change if successful?)
* Creating campaign materials (What makes you different to the other candidates?)
* Forming a campaign team (A team of people to help you create campaign material, campaign and raise awareness of your manifesto)
* Plan how you are going to gain the most interest/votes in your campaign (How are you going to have an impact on both campuses how are you going to keep students happy? Elections can become a nuisance if you are being targeted every time you leave the library to go to the bathroom. How will you manage your social media?)

Elections Officer 2019 Ieaun Gardiner (SU President) [igardiner@cardiffmet.ac.uk](mailto:igardiner@cardiffmet.ac.uk)

Returning Officer 2019 Mike Davies (SU Chief Executive) [mwdavies@cardiffmet.ac.uk](mailto:mwdavies@cardiffmet.ac.uk)

If you are unable to attend the Candidate briefing you must notify the Elections and Returning Officer by 5pm Tuesday 26th February, we will arrange an alternative date to suit, However, no active campaigning or campaign material is allowed to be released until after the briefing.

**Signing off campaign materials**

To ensure that all campaign materials being used are within rules and regulations, all materials must be sent to the Elections Officer ([igardiner@cardiffmet.ac.uk](mailto:igardiner@cardiffmet.ac.uk)) and Returning Officer ([mwdavies@cardiffmet.ac.uk](mailto:mwdavies@cardiffmet.ac.uk)) by Friday 1st March at 4pm. If you have some of your campaign materials ready prior to the candidate briefing, bring them along to be signed off. It is advised that you get your materials ready as soon as possible, however no physical or online campaign material is to be published before the start of campaign week (Monday 4th March 2019 at 9am). If you decide that you would like to produce extra campaign materials throughout the process, same rules apply, they must be signed off by either the elections or returning officer.

**If any materials are published prior to the official start date (Monday 4th March at 9am), the Elections and Returning Officers will consider which sanction is needed to ensure no unfair advantage is gained**

**Campaigning**

Campaign week provides candidates with the opportunity to raise as much interest amongst students as possible, prior to voting (Saturday 9th March 12pm – Wednesday 13th March 4pm).

Be creative, get in front of students, portray yourself in a positive light to win over the student population and encourage them to vote for you!

Each candidate will receive £75 from the Students’ Union to help fund the campaigning process. This money can be spent the best way you see fit, but please make us aware of how you plan on spending this money, and where possible keep receipts for your purchases. There is no limit to what you spend, so if you would like to spend more than £75 that is your choice, however this will not be funded by the SU.

Campaign week is a long week so remember to get a strong team around you and make sure you are looking after your wellbeing Resilience and Wellbeing Workshop is available on:

Cyncoed: Tuesday 5th March 1pm

sign up here, https://www.cardiffmetsu.co.uk/umax/employability/training/

**Rules and regulations**

We understand that with any elections process, the competition can be fierce, however you must abide by the rules and regulation set to ensure that the process is fair for all candidates, candidates are reminded about mutual respect for other candidates and fellow students. The following rules apply:

* No candidate or member of a candidates team is to deface or alter any campaign material that is not their own.
* We will not actively search through social media to monitor what you are posting, however if we are made aware or come across anything, the Election Officer and Returning officer will investigate and take necessary action.
* Candidates who have access to any social media linked to the Students’ Union must not use them to endorse individuals, however please use these social media accounts to encourage students to engage with the elections process.
* No candidate is able to actively campaign or place campaign material in the Student Services areas on either campus, to avoid any confusion this this the second floor of A Block on Llandaff Campus and the ground floor of A Block between the library and B Block corridor on Cyncoed Campus. You are able to place campaign materials in the IT suites on both campuses, however you may not actively campaign in these spaces.
* You are not able to place campaign material in SU venues, we will place a copy of your manifesto and a poster of your choice in these venues, however you are able to use these venues to promote your campaign in person.
* Students‘ Union staff protocol ensures that staff do not get involved in elections, candidates must not engage them in matters relating to the elections process (SU Staff includes School Reps and Part-time officers when they are actively engaging with students or staff in their current position).
* Use of student email accounts - No candidate is to use their student email or to email other student accounts to promote their campaign or the elections process.

**Sanctions**

Should any of the rules or regulations outlined in this document or at the Candidate briefing be breeched, there are a range of sanctions available to the Elections Officer and Returning Officer. These Include:

* You and your campaign team could be asked to stop actively campaigning for a period of time.
* A formal apology to fellow candidates.
* A percentage of the total number of votes received will be deducted.
* You will be withdrawn from the elections process.

**If none of the sanctions listed above are deemed appropriate the Elections and Returning Officer, will meet and discuss an appropriate sanction.**

**Voting Period**

The voting period will commence on Saturday 9th March at 12pm and close Wednesday 13th March at 4pm. Students will be able to vote online throughout the entire voting period using this link (<https://www.cardiffmetsu.co.uk/elections2019/>.) students are also available to vote at the designated voting stations these will be located:

Cyncoed Campus

|  |  |
| --- | --- |
| SU Office (Monday – Wednesday) | 9:30am – 4:30pm |
| Main Reception (Monday – Wednesday) | 10am – 3pm |

Llandaff Campus

|  |  |
| --- | --- |
| SU Office (Monday – Wednesday) | 9;30am – 4;30pm |
| CSM Building (Monday – Wednesday) | 11am – 2pm |
| CSAD Building (Monday – Wednesday) | 11am – 2pm |

**Pre-count meeting**

As stated all voting will finish at 4pm on Wednesday 13th March. We ask **all candidates to meet at 5pm** in the Centro meeting room to discuss and deal with any matters arising about the campaigning/voting period or behaviour of any other candidates. Should there be any issues raised, the Elections and Returning Officer will deal with these, once all issues are resolved, the count will commence. Candidate cannot raise any further objections once the result has been announced.

**The Results**

Should all candidates be content that the elections process was fair, the result will be announced at **6pm on Wednesday 13th March**, all candidates are asked to attend this process with their campaign team, this process will be conducted by the Elections and Returning Officers.