



# Elections 2012



## ELECTION HANDBOOK

Your 5 Step Guide

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[www.yusu.org/elections](http://www.yusu.org/elections)

## Welcome to the YUSU Elections 2012!

This is the chance for all students of the University of York to decide who will run the Students' Union for the year ahead – and that could be you!

Any student at York can put themselves forward for one of the available positions, which include Full Time Officers, Part Time Officers, Union Chair, Senate Reps and Student Trustee. Standing for election is an excellent chance to challenge yourself, meet new people and potentially land an exciting role in which you will learn new skills and can make a real difference.

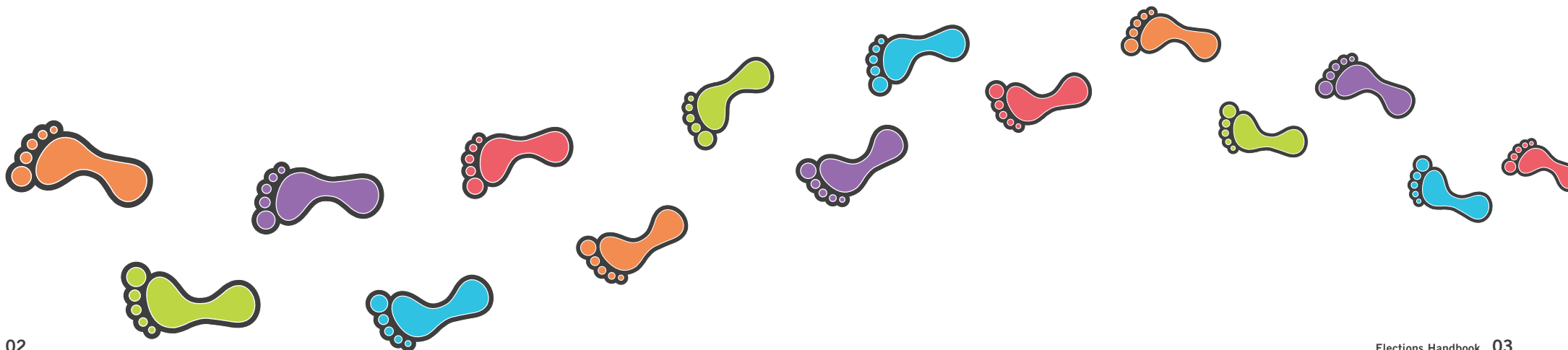
YUSU needs student leaders with inspiring, achievable ideas who will keep the Union in touch with its members and work hard at representing them within, and beyond, the University.

If you think you might be interested, but want to know more, have a look through this Handbook. We've provided a simple Five Step Guide to standing in the elections, taking you from why you should consider standing, through the positions available and then onto the process itself.

There really is a role for everybody, no matter what you're interested in, so...what will you stand for?

## KEY DATES

- **Nominations Open:** Monday 30th January (Week 4) at 12pm at [www.yusu.org/nominate](http://www.yusu.org/nominate)
- **Nominations Close:** Thursday 9th February (Week 5) at 12pm
- **Candidate Briefings:** Friday 10th February (Week 5) at 6.30pm in L/047 or Saturday 11th February at 2pm in L/047 (attend one only)
- **Candidate Question Time:** Thursday 16th February (Week 6), 6.30pm in L/N/028
- **Voting Opens:** Wednesday 22nd February (Week 7), 12pm at [www.yusu.org/vote](http://www.yusu.org/vote)
- **Voting Closes:** Thursday 1st March (Week 8), 12pm
- **Results Party:** Thursday 1st March, 7.30pm in The Courtyard and L/N/028



## Your Five Step Guide to the Elections

This Handbook contains all the information you should need to help you decide whether to stand for elections, which position you are interested in and to explain how the process itself works. Take a look through and if you still have questions about the elections, there is a list of contacts at the end for you to find out more.



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### **DECIDING TO STAND**

Deciding whether or not to stand in the elections is ultimately a personal decision and it is important that you find out as much as possible about what is involved before you take the plunge. This section will use a number of frequently asked questions about elections to help you decide whether it is something you should do.

### Who can stand for election?

Any student at the University of York. The elections are open to anyone enrolled at the University, including undergraduates, postgraduates, part-time students. A few of the Part Time Officer positions have additional eligibility criteria (e.g. to stand for Women's Officer you must self-define as a woman) which are outlined in the Opportunity Profiles below. Also, in order to serve as a trustee of the Union, you must be eligible under law. Please see the Elections 2012 Positions Available booklet for details of these requirements.

### Why stand for election?

There are as many reasons to run for election as there are positions - probably more! The main reasons that people stand in elections usually boil down to one or more of the following:

- **Something you care about:** In some cases there is a particular role that you feel would suit you, for instance, as someone who cares about green issues you might stand for Environment & Ethics Officer, or if you love sports maybe you'll stand as York Sport President. There are loads of opportunities for students to get involved in the things that matter to them, so check out the full range of positions available in the Union.
- **Personal development:** We all like a challenge, and employers like students who have challenged themselves. Standing in an election whilst at University shows that you're an active, engaged person who is willing to put themselves forward for things. Not only will this reflect well on you, you're likely to find that it helps you to discover new skills and greater confidence. Plus, if you win the election you will be working as part of a team to deliver certain goals, giving you a wealth of experience to draw upon in interviews.
- **Getting to know new people:** Whether you are elected as a Union officer, a committee member or an NUS delegate, a large part of the role is about working with others, often in small groups and with a real sense of shared purpose. Committees often have social events in addition to their usual meetings and many students find that they make lasting friendships by meeting like-minded others after being elected. Running a campaign is also a good excuse to get out there and talk to people you might not otherwise come across.

So, whether you think your CV is a little light, or you're looking to widen your social circle, standing in an election is the first step to a range of personal, professional and social benefits.

### Can I stand to be a Full Time Officer if I am not in my final year?

Yes. There are no formal requirements about which year you must be in for any of the positions. If you are not in your final year, you can carry out the Full Time Officer role as a 'sabbatical', taking a year out of your studies and resuming them once your time in office is over. If you are in your final year, you will begin the role immediately after the end of your degree.

### How much time do the roles take?

The time commitments of the roles vary; Full Time Officer roles are carried out as paid employment on a full-time basis, while all other roles are voluntary and held alongside your studies. Check out details for each position on the website for a detailed overview.

### Can I stand as a team with my friends?

Only for some positions. Part Time Officer positions can be held by up to two people standing as a joint candidate as long as they fulfil any additional requirements for self-identification (see the Opportunity Profiles for each role). Full Time Officer positions, Union Chair, Senate Reps and Student Trustee can only be held by an individual.

### How can I stand if I have children to look after?

We want everyone to feel able to get involved in the Union and childcare commitments should not in themselves be an obstacle to standing or being elected. As such, we can offer subsidies to cover the costs of childcare incurred while standing in elections, as well as to enable you to perform the role if elected. For more information about the support available visit the Advice & Support Centre in the Student Centre, James College or call 01904 32 3485.

### Do I need to have been involved in YUSU before?

Not at all. Although it will be useful if you know something about the area you are standing for, this does not mean you have to have held any other positions within the Union first. The important thing is that you are motivated to represent students and you're willing to learn. It might be a good idea to talk to a member of staff or the person who currently holds the position to get a fuller idea of what's involved.

### What personal qualities do I need to stand as an Officer?

Every officer is different and there is no fixed 'type'. Some important traits, though, are a willingness to find out the issues that your fellow students care about, good time management, an approachable manner and the ability to take the lead on campaigns and projects.

#### Did you know?

A total of **33,643** votes were cast in the 2011 Elections from **3,932** individuals.



### DECIDING WHAT TO STAND FOR

There are a number of different positions that you can consider standing for in the YUSU elections, depending on what you are interested in, how much time you want to commit and what you want to get out of it. For full details of what each position entails, take a look at the YUSU website at [www.yusu.org/elections](http://www.yusu.org/elections) and follow the links. Alternatively, you can download a copy of the full Election Positions 2012 booklet from the website or pick one up from the Student Centre or YUSU Studio.

In brief, the positions up for grabs are...

### FULL TIME OFFICERS

These positions form the core leadership team of the Students' Union. They are paid roles undertaken as a sabbatical year during or immediately after your studies. You will gain a range of valuable workplace experience and sit on various University committees where you represent the views and interests of students at York. You will also be responsible for carrying out Union policy, working as part of the relevant Assembly and supporting Part Time Officers in the conduct of their duties.

Full Time Officers are also Trustees of the Union, with the President as Chair of the Trustee Board. This gives them a strategic responsibility to ensure the financial and legal viability of the Union as an organisation. Only those not legally prevented from being a charity trustee may stand as a Full Time Officer.

- **Union President**
- **Academic Officer**
- **Student Activities Officer**
- **Welfare Officer**
- **York Sport President**

*Full Time Officer terms start on the last day of the academic year.*

### PART TIME OFFICERS

These positions are voluntary and require a limited time commitment that can be undertaken alongside your studies. Each officer has a specific area of responsibility and they take the lead in organising and promoting that area of the Union's activity. Each Part Time Officer will work closely with a relevant Full Time Officer, and will attend Assembly meetings for their area of the Union (Academic, Community, Liberation & Welfare or Student Development). An important part of these positions is encouraging the wider student body to participate in the campaigning and other activities of the Union.

NOTE: All Part Time Officer roles may be held by up to two people running as a joint candidate (please only submit one nomination form online but include details of both people running). If running as a pair, please check that you meet any additional eligibility criteria.

- **Campaigns Officer**
- **Disabled Students' Officer**
- **Entertainments Officer**
- **Environment & Ethics Officer**
- **International Students' Officer**
- **LGBT Officer**
- **Mature Students' Officer**
- **Racial Equality Officer**
- **RAG Officer**
- **Volunteering Officer**
- **Women's Officer**

*Part Time Officer terms start on the last day of the Spring Term.*



### NON OFFICER ROLES

#### Union Chair

The Union Chair is a voluntary, part-time role with overall responsibility for the conduct of the Union as a democratic organisation. This includes upholding the constitution and bye-laws, scrutinising the work of officers and ensuring ordinary members are provided with opportunities to make policy.

*The Union Chair term starts on the last day of the Spring Term.*

#### Senate Reps

Three Senate Reps are elected by the student body to sit on the University Senate, which happens four times a year. University Senate is responsible for regulating and directing the academic work of the University, including the approval of new courses and the supervision and discipline of students. It is chaired by the Vice-Chancellor and attended by all four Pro-Vice-Chancellors and representatives from each department. The Union President is also a member and the Academic Officer attends as an observer.

*Senate Rep terms start immediately following the election.*

#### Student Trustee

There are three positions for Student Trustees on the YUSU Trustee Board, to be elected when a vacancy arises. Each Trustee serves a two year term, unless they cease to be a student at the University of York within this time. Anyone standing for this position must not be barred from serving as a charity trustee (please see eligibility criteria on page 30).

*Student Trustee terms start in July 2012.*

#### The Legal Stuff – Eligibility to serve as a Trustee

Although elections are open to any student at the University of York, candidates for roles as both Full Time Officers and Student Trustee must additionally fulfil the legal requirements for those who can serve as a charity trustee. Please see page 30 for the eligibility criteria.



### NOMINATING YOURSELF

So, you've decided to stand for election – excellent! Now you need to focus on what you are going to say to all those students trying to make up their minds who to vote for. That means you need to think about your manifesto. A manifesto is your central message in which you summarise the key points that make you a good candidate and the main things you would try to achieve if elected. It is likely to be the last piece of information that voters will consider before casting their vote online, so it has to be clear, well-written and interesting.

#### Where do you start?

This section will give you some ideas to get you thinking about what your policies might be...

#### KEY DATES:

**Nominations Open:** Monday 30th January (Week 4) at 12pm

**Nominations Close:** Thursday 9th February (Week 5) at 12pm

### IDEA 1

Think about what would influence you to vote for someone.

Although some people who vote for you will already know who you are, most will not. You need to be clear about what you believe and why that matters to ordinary students. This will depend on the position you are standing for, so take a look at the role description and then make a list of your ideas.

### IDEA 2

Think about which ideas would be popular with students but are also achievable.

Elections are a good time to suggest an innovative idea, but this should not just be 'pie in the sky'. There have been many candidates in the past who have announced that they'll slash the price of beer, only to be given a lesson in economics by other candidates in the election. Take your list of ideas and give each of them a 'reality test' to reduce it to only those with a chance of succeeding in the real world.

### IDEA 3

Talk to those who know: current officers, staff, students.

You may want to keep your ideas a secret but it is far better to discuss them with people and see how they might work out or to develop them more fully. There are lots of people who can help you with this: your friends might be able to give you an honest opinion about whether an idea has wide appeal; the person currently doing the role will know a lot about what can and can't be achieved and what has been tried in the past; YUSU staff who work in the area can give you an impartial view of the role you'd be taking on and what is currently happening. A full list of contacts is available towards the end of this Handbook.

### IDEA 4

Select three ideas/issues/pledges from your list as priorities to focus on.

Although it is useful to think about all aspects of the role before you stand, it is best to have a shortlist of priorities that are clear and memorable. Once you've chosen these, you should outline each issue, state clearly how it affects students and what you would do about it if you got elected. Be concise and to the point – don't waffle! This will form the basis of the manifesto statement that you submit online.

### IDEA 5

Think of snappy titles that you can give to your three beliefs.

Voters (especially student voters!) tend to scan read election materials, so it is crucial to draw them in with a simple, bold headline. For example, "Better Transport" will be easily noticed by those students who are regularly delayed by the bus service.



## Completing the Nomination Form

Once you've got your key messages sorted, actually nominating yourself is really very simple.

You will be able to nominate yourself at [www.yusu.org/nominate](http://www.yusu.org/nominate). The website will ask you to log in using your university username and password, and then you can select the position you wish to stand for from the list. All you have to do is complete the online nomination form with your name, contact details and manifesto statement.

### Things to remember when writing your manifesto statement...

- Tell voters who you are: ideas are important in the election, but so is personality. Use your manifesto statement to tell people a bit about yourself, such as which course you are on, any relevant demographic information, experiences at University, other things you're involved in.
- There is a word limit! You may want to write your statement in a separate document and then copy and paste it into the form; that's fine, but do be aware of the limit on how many characters you can use. The form won't let you enter more than 500 words.
- Ask people to vote for you: You might think that it's obvious, but sometimes that final, direct appeal for someone's vote can seal the deal. Once you've told someone why they should vote for you, remind them to do it!
- How will students see your manifesto: There will probably be lots of candidates in the election, so your statement needs to stand out. You can't format it once it is in the form, so the layout, style and length need to be easy for viewing on the elections webpage and online during voting.

*If for any reason you are unable to submit your nomination online, an alternative arrangement can be made by contacting the Representation & Democracy Coordinator at [m.kidson@yusu.org](mailto:m.kidson@yusu.org) or by phone at 01904 32 3485.*



## CAMPAIGNING

Once you've clicked 'submit' on your nomination form the election process has begun! But you don't begin campaigning just yet, there are a few things to do first. This section takes you through the process from the end of nominations and into the campaign period.

### KEY DATES:

**Compulsory Candidate Briefing:** Friday 10th February (Week 5) at 6.30pm in L/047 or Saturday 11th February at 2pm in L/047 (attend one only)

**Candidate Question Time:** Thursday 16th February (Week 6) at 6.30pm in L/N/028

**Campaigning Starts:** Friday 17th February (Week 7)

## Compulsory Candidate Briefing

The most important thing to note about this is that it really is compulsory. Unless you have attended one of the candidate briefings your nomination will not be approved by the Returning Officer and you will not appear on the ballot.

### What happens at the briefing?

#### 1) Campaign Rules are explained and agreed to by candidates.

You will be provided with a copy of the campaign rules which will govern your election campaign and these will be explained. You will have an opportunity to clarify anything you are uncertain about. We will ask you to sign a declaration agreeing to abide by these rules.

#### 2) Official candidate photos taken

At the briefing we will take the official candidate photo that is to appear on the elections website and on the voting page. This ensures that all candidates have photos of a similar format and quality.

#### 3) Campus media information

The elections are extensively covered by the various campus media (Nouse, Vision, YSTV, URY, Lemon Press) and representatives from the media societies are likely to attend the candidate briefing in order to arrange interviews, videos and find out a bit about you.

### What if I can't attend?

If you really cannot make it to either of the Candidate Briefings you should notify us in advance by emailing [returningofficer@yusu.org](mailto:returningofficer@yusu.org) and arrange to come in to the Student Centre at an alternative time. Your nomination will not be approved until you have done this.



## What To Do Before Campaigning Starts

### Prepare your campaign...

Once campaigning starts you are going to be very busy out and about talking to people (or you should be) so the days before campaigning starts on Friday Week 7 are useful for gathering all the resources and doing any planning you need to. This might include:

- **Arranging a campaign team** – convince a few loyal friends to help distribute your publicity and generally spread the word during the campaign.
- **Creating any materials you plan to use** – this might mean painting banners, photoshopping posters or filming the next viral YouTube video.
- **Writing your speech for Candidates Question Time** – all candidates will have the chance to give a short speech at the Question Time event, see below for more details.
- **Get some sleep and do your work** – campaigning will be great fun, but it can also be tiring and interrupt your academic work, so try to pre-empt this by being well-rested and well-prepared.

### Submit your campaign materials for approval...

Part of the election rules states that candidates must have any campaigning materials to be used to promote their candidacy approved in advance by the Returning Officer. This can be done (for non-printed materials) by emailing a digital photograph of the proposed material to [returningofficer@yusu.org](mailto:returningofficer@yusu.org). Any printed materials must also be printed by the YUSU Print Room (located in the Student Centre), so a PDF copy should be sent for approval and will then be forwarded for printing.

YUSU Print Room is open between 9am and 12.30pm Monday to Friday. Candidates will be notified by email when their campaign materials are available for collection.

Please note: due to the high volume expected during this period there may be a short delay. Candidates should submit materials as early as possible to avoid inconvenience.

## Candidate Question Time

Candidate Question Time, also known as hustings, is an important chance for voters to listen to what you as a candidate have to say – and to ask you some difficult questions. The event is heavily covered by the campus media and you should encourage your friends and supporters to attend to boost your confidence. You will need to prepare a short speech and be prepared to answer all sorts of questions about what you would do if elected (and maybe which is your favourite Pokemon!).

### The format of the event will be:

Full Time Officer positions:  
(2 minute speech by each candidate, followed by questions)

- York Sport President
- Welfare Officer
- Student Activities Officer
- Academic Officer

President (2 minute speech by each candidate, followed by questions)

Union Chair (2 minute speech by each candidate, followed by questions)

Part Time Officer positions (1 minute speech by each candidate)

- Women's
- Volunteering
- RAG
- Racial Equality
- Mature Students'
- LGBT
- International
- Environment & Ethics
- Ents
- Disabled Students'
- Campaigns

Senate Rep (1 minute speech by each candidate)

Student Trustee (1 minute speech by each candidate)



## Running Your Campaign

The day after Candidates' Question Time marks the official start of campaigning, so you can unveil your glamorous posters, your exciting banners and your good old Facebook Page. This is when the real fun begins, because you need to start getting out and about talking to your fellow students, explaining your manifesto and generally being seen by those who might vote for you.

This section offers some basic advice about how to approach campaigning. For many people it will be a new experience, but it doesn't need to be daunting – it might even be fun!

### Less is more...

Just like when you were considering what to put in your manifesto, campaigning is most effective when communication is simple. You should think carefully about how to explain yourself and your policies in as few words as possible, especially when talking to someone face-to-face. You might even consider reducing your three main policies to just one issue that:

- Will appeal to a wide range of students
- You feel especially passionate about
- Will not be part of every other candidate's manifesto
- Can be easily communicated with a simple message

Don't forget about the other policies altogether, you might get asked about them! You could even try focusing on a different policy depending on who you're speaking to (e.g. a candidate for Academic Officer might want to look at tailoring some messages to postgraduates that won't be relevant to undergraduates).

### TOP TIP: Prepare an 'elevator pitch'

Imagine you only have the length of an elevator trip to explain yourself to a potential voter. There is no point putting in lots of detail or telling them your life story; you need to get to the point and tell them something that they will remember after they've stepped out of the lift. Why not try it on friends and get some feedback.

## Posters don't win elections, people do...

We all remember seeing David Cameron's face plastered all over the country in the last general election (and even more memorably all of the spoofs that followed) but they didn't win him the election and they won't win this one for you either! Posters can be a fun part of campaigning, but candidates should always be realistic about their impact.

## Spoken forms of campaigning can be far more effective, including:

- **Talking to people:** pretty basic, but easily overlooked, this is fundamental to your election prospects. Use the tips above to help you do this quickly and effectively, but try to make the person you're talking to feel like they matter to you and your election.
- **Think of a slogan:** sometimes you need a helpful 'hook' that makes your campaign memorable and catchy, and will trigger when they see your name on the ballot. A really good slogan will get people talking about you, which means less work for you. Just think, 'Yes We Can!'.
- **Candidates' Question Time:** this is your first opportunity to express your ideas and pledges to a wider audience and here content really matters. You need to be able to show those watching (either online or in person) that you know what you're talking about and you care about it.

### TOP TIP: Learn from the best!

YouTube is a great resource for thinking about speeches. You can search for pretty much any speech in modern history to give you inspiration and to study what made it work. Try watching a few of Obama's early campaign speeches, or listen to Churchill's solid wartime rhetoric, or Eleanor Roosevelt's speech at the adoption of the UN Declaration on Human Rights.



## Actions can speak louder than words

“Be the change you want to see in the world” - Gandhi ”

One of the best ways to promote your candidacy is to do something memorable (in a good way!). One way to prove to voters that you mean business is to show them that you are already doing what you've pledged. So if you are pledging to get more people involved in projects as Volunteering Officer, why not use your campaign to get people signed up, or even to try out a few examples. Someone who has interacted with your campaign in this way is far more likely to vote for you.

### TOP TIP: A bit of advice from a marketing guru...

“You need to do something remarkable and the more audacious the better. This is where you need to get creative, there are loads of things you could do: a carnival, a song, a dance, a game show, a street party, a giant board game – something that relates to your campaign but really make you stand out from the crowd” - Seth Godin ”

## Campaign Expenses

To keep the playing field level for candidates there is a limit to how much can be spent on campaigning. In 2012 this limit will be £30 for full time officer candidates (of which £20 will be reimbursed) and £15 for part time officers (of which £10 will be reimbursed). Each candidate should keep receipts for all expenses incurred during campaigning (e.g. for printing, purchasing items such as T-shirts). You should also submit a list of any other resources used, even if not paid for, which may be assigned a rough value when adding up your expenses, and will be deducted from the non-refundable allowances.

*NOTE: expenses forms will need to be completed and provided to the Returning Officer, either by email or in person at the Student Centre within 1 hour of the close of voting. If these are not received, the candidate may be disqualified from the count.*



## THE VOTE

This is what it's all been leading up to...the moment when all those people you've spoken to can decide whether or not to put you at the top of the ballot.

This section explains some of the finer points of how the election itself works.

### KEY DATES:

**Voting Opens:** Wednesday 22nd February (Week 7), 12pm at [www.yusu.org/vote](http://www.yusu.org/vote)

**Voting Closes:** Thursday 1st March (Week 8), 12pm

**Results Party:** Thursday 1st March, 7.30pm in The Courtyard and L/N/028

## How do people vote?

All voting is done online through the YUSU website at [www.yusu.org/vote](http://www.yusu.org/vote).

If anyone experiences a problem voting they should email [returningofficer@yusu.org](mailto:returningofficer@yusu.org) as soon as possible.

Students with additional access requirements who are unable to vote in the usual way should contact the Returning Officer to arrange for someone to vote by proxy on their behalf.

## How does the election work?

All YUSU elections are run on the Single Transferable Vote (STV) system. This is a system which elects candidates on preference rather than the first past the post. It allows voters to rank candidates in order of preference. For every position voters are given the chance to Re-open Nominations (RON). They would vote for RON if they were unhappy with the candidates available but still wanted to engage in the voting process.

To try and help you understand how this works, the details of a hypothetical Policy Officer election are on the following page.

### TOP TIP: Every Vote Counts!

When using a transferable vote system such as STV, it is important to remember that it is not just the first preferences that matter. Even if you think people who aren't in your College will put another candidate down as their first preference you should still campaign for their second preferences. Voters can choose to put as many preferences as they like, you need to make sure they put your name in their somewhere. In 2011, the count for President went to five rounds and the candidate who got most first preferences did not win overall – every vote really does matter.

### Hypothetical Policy Officer Election

There were six candidates running for one seat:

- Helena
- Vicky
- Danny
- Mark
- Adam
- RON

2216 votes were cast for the position of Policy Officer and all 2216 were counted. STV allows someone to be elected on the number of 1st preference votes, but only if they meet a quota of 50%. For this election the quota was 1108 votes. As none of the candidates met that quota the candidate with the least number of #1 votes was eliminated. Once a candidate is eliminated, the #2 votes on their ballot papers are counted and distributed among the other candidates. This continues until a winner is elected. The quota is reduced at each stage of the election by the number of eliminated ballots, which have no second preference vote.

	1	2	3	4	5
<b>Quota</b>	<b>1108</b>	<b>1091.5</b>	<b>1021.5</b>	<b>952.5</b>	<b>840.5</b>
Helena	580	583	599	629	766
Vicky	414	415	427	456 <small>eliminated</small>	-
Danny	719	721	741	811	915 <small>elected</small>
Mark	236	238	276 <small>eliminated</small>	-	-
Adam	222	226 <small>eliminated</small>	-	-	-
RON	45 <small>eliminated</small>	-	-	-	-

After five stage and four candidates being eliminated Danny was the first to reach the quota and was elected.

You can find more information about STV voting on the Electoral Reform Society website at: [www.electoral-reform.org.uk/oldsite20070123/votingsystems/stvrules.htm](http://www.electoral-reform.org.uk/oldsite20070123/votingsystems/stvrules.htm)

### The Returning Officer, Complaint and Appeals

#### The Returning Officer

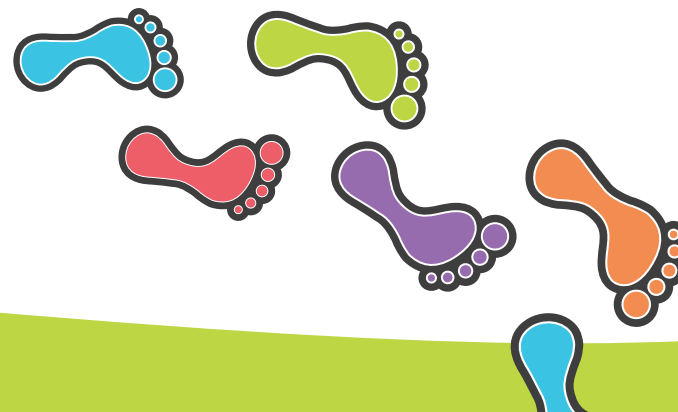
All elections have a Returning Officer (RO) to oversee that the election is conducted in a fair and open manner. They are assisted by a Deputy Returning Officer who makes initial decision that are subject to the approval of the RO. YUSU's Returning Officer is provided by the National Union of Students, with the Deputy Returning Officer role being undertaken by the Membership Services Manager of the Union.

#### Complaints

Complaints about breaches of the Election Rules should be made in writing using the official complaints form that is available on the Elections pages of the YUSU website, which should be emailed to [returningofficer@yusu.org](mailto:returningofficer@yusu.org). The form will ask which of the rules is alleged to have been broken, and only complaints received in this way will be considered. A paper version of the form may be collected from YUSU Reception if required.

#### Appeals

The Returning Officer will respond to any official complaints as soon as possible, outlining their decision and any actions that will be taken as a result. If either the complainant or the alleged rule-breaker are unhappy with the Returning Officer's decision, they may appeal. The appeal will be heard by Democracy Committee, chaired by the Union Chair. Democracy Committee may decide to fully or partially uphold or overturn the Returning Officers decision based on evidence provided by the two parties. If a candidate wishes to appeal this decision, the final route is an appeal to the University Registrar & Secretary, Dr David Duncan. The decision made at this stage is final.



## The Results

The grand finale of the election process is the Results Party, where candidates, their supporters and ordinary students get together to find out who has won. The event will take place in L/N/028 (next to The Courtyard) and, like the hustings, is widely covered by the student media.

Results will be announced for different positions throughout the night and the schedule can change so it's best to be around for the whole event. Candidates are not told in advance who has won, so you will find out at the same time as everyone else. Following the announcement of each result there will be a short speech from the elected candidate and the various media societies will want to speak to those involved.








### Top Tips for Results Night

- 1) **Turn up!** Whether you've won or lost, it is an important event and a good chance to thank and congratulate all those people who worked hard for your campaign.
- 2) **Brace yourself.** Obviously winning is important to you but remember it is not the end of the world if you don't get elected. Prepare yourself for either result so that you feel able to cope whatever happens.
- 3) **Get some friends together.** Having people you know there will make the whole event easier for you, both to take your mind off the result during the waiting beforehand and to celebrate or commiserate with afterwards.
- 4) **Prepare something to say.** If you win, you will have a very short opportunity to thank people, make sure you've thought about who you will mention! Also, any candidate might be asked to speak to the media following the result, so having a few gracious words about the campaign and the other candidates will go down well.
- 5) **Enjoy yourself!** You've worked hard for this and hopefully the campaign has been a unique and fun experience. The Results Party should be a chance to relax, reflect and take stock of a busy couple of weeks.

Finally, a good idea is to plan something for the weekend following the elections, maybe take a few days out to go home and relax. Whatever the result, it will have been a busy and tiring few weeks and you will need to recoup before you go on with the rest of the term.

## Candidates Checklist

Now that you've read all about the elections and have decided to stand, you can use the checklist below to make sure that you don't forget anything over the weeks to come...

-  I have submitted my online Nomination Form by the deadline of 12pm, Thursday Week 6
-  If standing as a Full Time Officer or Student Trustee: I have read the Trustee Declaration and I am eligible to stand.
-  I have attended one of the Candidate Briefings and had my official photo taken.
-  I have organised anyone who will be involved in my Campaigns Team and briefed them on the Rules.
-  I have had my campaign materials approved by the Returning Officer.
-  I have attended the Candidates' Question Time event on Thursday 16th February (Week 7), 6.30pm in L/N/028.
-  I have kept receipts of any expenditure and have supplied these to the Returning Officer along with the official Expenses Form within 1 hour of close of polling.

To ensure you have a successful campaign tick each of the boxes above as the time comes and keep thinking about the steps ahead. If you have any questions, you can contact Marc Kidson, Representation & Democracy Coordinator at [m.kidson@yusu.org](mailto:m.kidson@yusu.org), call **01904 32 3485** or drop in to the Student Centre, James College.

### Eligibility to Stand as a Sabbatical Officer

Theoretically any registered student at the University of York is eligible to stand to be a Student Executive Officer. However, the Exec are also trustees of YUSU and as such there are some legal requirements about who can stand.

#### People who are legally barred from being charity trustees include:

- Anyone under the age of 18 (unless the charity is a registered company)
- Anyone who has been convicted of an offence involving deception or dishonesty unless the conviction is spent.
- Anyone who is an undischarged bankrupt, or is the subject of a bankruptcy restriction order or bankruptcy restriction undertaking.
- Anyone who has made a composition or arrangement with or granted a trust deed for, his or her creditors and has not been discharged in respect of it.
- Anyone who has previously been removed from trusteeship of a charity by the court or the Commissioners.
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986 or is the subject of a disqualification undertaking.

#### When standing as a candidate in the Exec elections you will need to sign the following declaration to say you are eligible to act as a trustee:

- I am over 18 years of age.
- I have never been convicted of an offence involving dishonesty or deception that is not regarded as legally spent.
- I am not an un-discharged bankrupt.
- I have never been removed from office as a charity trustee by a Court or by the Charity Commission.
- I have not been disqualified under the Company Directors Disqualification Act 1986.
- I have not made compositions with my creditors from which I have not been discharged.
- I am, in the light of the above, not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee.

You can find out more information about being a trustee from the Charities Commission at <http://www.charitycommission.gov.uk/>

### Accessible Format Information

This document can be made available in large print upon request. If you require another alternative format please contact us to discuss your requirements.

### Contact Details:

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The YUSU  
Elections 2012  
homepage

You can find out more information about the Elections such as details on the positions available and frequently asked questions at:  
**[www.yusu.org/elections](http://www.yusu.org/elections)**  
where you can also download this handbook as a pdf.



# What WILL YOU STAND for?



# Elections 2012

## ELECTION HANDBOOK

Your 5 Step Guide

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