What is this pack for?

This pack is for anyone who is interested in running for a position in our elections. It will give you all of the information that you'll need to know to be a candidate. This pack will cover the key dates, the positions available, the rules and anything else you might need to know!

Nominations open at 10am on Monday 7th October 2019.

To nominate yourself, simply fill out the form at: birkbeckunion.org/elections/nominations. You will receive confirmation once your nomination has been received by the Students’ Union.

What are the elections?

Birkbeck Students’ Union is a charity that is run by students, for students – we’re directed by your student feedback, our Student Council Officers and our Officer team. From Monday 11th November – Monday 18th November, students will vote on who they want to represent them on Student Council and at NUS National Conference as an NUS delegate. If you nominate yourself in these elections, you stand a chance of holding one of these positions to make change at Birkbeck!

Can I speak to anyone about nominating myself?

Of course! You can arrange a meeting by emailing our Student Voice Coordinator, Cayleigh, on c.morgan@bbk.ac.uk
Hi!

There are so many different opportunities available to get involved in democracy at Birkbeck Students’ Union and becoming a member of our Student Council is a great place to start! Our Student Council is vital to ensuring that Student Voice shapes the work of the Students’ Union and we’re really excited for passionate students run in the elections for these positions!

Becoming a member of Student Council is a great opportunity for any student, both in their personal and professional lives. It’s a great opportunity to meet lots of like-minded people here at Birkbeck, you can make lots of new friends and become a part of the Birkbeck Students’ Union community. You’ll also learn lots of transferrable skills that you can take into the work place as well as increasing your employment prospects! Finally, it’s a great way to make huge change at Birkbeck to enhance the student experience.

Our Student Council have created and passed lots of policy that has resulted in great change at Birkbeck! As a result of Council policy that has been passed we have been campaigning for a 24 hour library, we’re campaigning for Microwaves on campus, we’ve secured gender-neutral toilets and we’re now working with the college to make teaching more accessible as well as working to introduce automatic renewals in the library! The possibilities to make change are endless, and we’re so excited to see what you’ll bring to Council next!

The positions in these elections are open to absolutely everybody! Whether you’re a mature student or a school leaver, a parent/carer or a full-time worker, international or home student – the best thing about Student Council is that it brings together so many people from different backgrounds, with a shared passion to improve the student experience at Birkbeck!

We hope you find all of the information that you need in this handbook but if you have any other questions the Students’ Union are here to help! Visit our website for more information or contact our Student Voice Coordinator for any questions that you might have!

Good luck in this election!
POSITIONS AVAILABLE

CHAIR OF STUDENT COUNCIL
The Chair of the Student Council is responsible for ensuring that Student Council runs effectively in meetings and throughout the year. Responsibilities include:
- Chairing Student Council meetings
- Attend monthly Executive Committee meetings
- Prepare for Student Council meetings
- Support Student Council members
- Be active and attend all meetings
- Promote any Union activity that may be relevant to your role

ANTI-RACISM & ANTI-FASCISM OFFICER
The Anti-racism and anti-fascism Officer is responsible for representing Birkbeck Students and ensuring their voices are heard through any of the Union’s Anti-Racism & Anti-Fascism campaigns. Responsibilities include:
- Collecting student feedback throughout the year
- Attending termly Student Council meetings
- Representing the views of students relating to Anti-Racism & Anti-fascism campaigns
- Run events that relate to your position

EMPLOYMENT RIGHTS & TRADE UNION LIAISON OFFICER
The Employment rights & Trade Union Liaison Officer is responsible for representing Birkbeck Students and ensuring their voices are heard through any of the Union’s work relating to employment rights and trade unions. Responsibilities include:
- Collecting student feedback throughout the year
- Attend termly Student Council meetings
- Represent the views of students relating to employment rights and trade union campaigns
- Run events that relate to your position

WELFARE AND COMMUNITY OFFICER
The Welfare and Community Officer is responsible for representing Birkbeck Students and ensuring their voices are heard through any of the Union’s work relating to student welfare and community building. Responsibilities include:
- Collect student feedback throughout the year
- Attend termly Student Council meetings
- Represent the views of students relating to student welfare and community building at Birkbeck
- Promote any Union campaigns or activities that relate to your role

ENVIRONMENTAL AND ETHICS OFFICER
The Environmental and Ethics Officer is responsible for representing Birkbeck Students and ensuring their voices are heard through any of the Union’s work relating to the Environment and ethics at Birkbeck. Responsibilities include:
- Collecting student feedback throughout the year
- Attend termly student council meetings
- Represent student views relating to the environment or ethics
- Promote any Union campaigns or activities that relate to your role

POSTGRADUATE STUDENTS OFFICER
The Postgraduate Officer is responsible for representing the views and interests of the Postgraduate Students within the Students’ Union and the College, encouraging participation of Postgraduate Students in the Union and advancing the welfare of such students. Responsibilities include:
- Attend events or conferences, particularly those with an emphasis on Postgraduate Students
- To plan and carry out campaigns or projects relating to your role

MATURE STUDENTS OFFICER
Birkbeck has a high percentage of Mature students and as Mature Students Officer it is your responsibility to ensure that the voices of mature students are being heard throughout all of the Union and College's work. Responsibilities include:
- Play an active role in the Student Council
- Support and represent Mature Students
- Attend events or conferences, particularly those with an emphasis on Mature Students
- Gather feedback for the College & Union Students
- To plan and carry out campaigns or projects relating to your role

PARENT AND CARING RESPONSIBILITIES OFFICER
The Parent and caring responsibilities officer is responsible for ensuring that the voices of parents and carers at Birkbeck are heard throughout the year in all Union and College campaigns. Responsibilities include:
- Play an active role in the Student Council
- Support student parents and represent them to the College and the Union.
- Attend events or conferences, particularly those with an emphasis on Parent and Caregiving Responsibilities
- Gather feedback for the College & Union Student parents and those with caring responsibilities
- Collect feedback from students
- Run campaigns, events and activities that will positively affect the student experience

INTERNATIONAL STUDENTS’ OFFICER
The International Students’ Officer is responsible for representing the views and interests of the International Students within the Students’ Union and the College, encouraging participation of International Students in the Union and advancing the welfare of such students. Responsibilities include:
- Attend events or conferences, particularly those with an emphasis on International Students
- Collect feedback from International Students
- Create campaigns or projects relating to your role

STRATFORD CAMPUS OFFICER
The Stratford Campus Officer is responsible for representing the views and interests of the Students who study at the Stratford Campus within the Students’ Union and the College, encouraging participation of Stratford Students in the Union and advancing the welfare of such students. Responsibilities include:
- Play an active role on Student Council
- Attend termly Student Council meetings
- Represent and support Stratford Students
- Organise campaigns and projects relating to your role
- To plan and carry out campaigns or projects relating to your role
ACADEMIC REPRESENTATIVE

The Student Council includes Academic Representatives in its membership, there is one academic representative position for each department. As the Academic Representative for your department, it is your responsibility to ensure that the views of students within your department are heard throughout both Union and College work and campaigns.

Responsibilities include:
- Be an active member of your department
- Attend events or conferences, particularly those with an emphasis on Research
- Organise campaigns and activities relating to your role
- Provide your School Rep with feedback
- Promote any Union activities that may be relevant to your role

NOMINATIONS PROCESS

Nominating yourself in our Autumn Elections in incredibly easy!

Go to birkbeckunion.org/elections/nominations and fill out the nominations form. Below is a quick support guide on filling out this form.

1. Full name - Please state your full name, as this is how it will appear on the ballot paper and we cannot accept nominations without a full name. If your name is different from the name you were assigned at birth, please submit your preferred name and this will appear on the ballot paper.

2. Student Number - Please state your Birkbeck Student ID number, as we need this to confirm that you are eligible to run in these elections.

3. Email address - Once you have nominated yourself, we will need to contact you with important Elections information. Please provide an email address that you are likely to check regularly.

4. Contact number - Although we will try to avoid calling you, sometimes issues may arise where we need to contact you quickly. Please provide a contact number that we can reach you at, should we need to.

5. Which position are you nominating yourself for?

Please select the position you wish to nominate yourself for.

You are only allowed to run for and hold one Student Council position.

You are able to run for and hold both a Student Council Position and NUS Delegate position.
6. If you are applying for an Academic Representative role, please state your department. This is to ensure that we enter you into the correct election - you cannot represent a department that you are not part of.

7. Please state which Candidate training session you will be attending. Candidate training is mandatory as it will explain everything that you need to do during this election, including all of the rules that Candidates must follow.

If you are unable to attend any of these training dates, let our Student Voice Coordinator, Cayleigh, know as soon as possible at c.morgan@bbk.ac.uk. Our Student Voice Coordinator will be happy to schedule a 1-2-1 training session, or to supply you with online training materials.

Once you have finished your nomination form, click the 'submit' button to submit this. The Student Voice Coordinator will then contact you to confirm your nomination has been received, as well as giving you any further information that you may need.

If you have any issues with your nomination form, email our Student Voice Coordinator at c.morgan@bbk.ac.uk

We will also be running ‘Nominations Workshops’ to help potential candidates with the nomination process. If you have any questions, want support with your manifesto, or even need help filling out a form, come along to this workshop. Details on the following page.

NOMINATIONS WORKSHOP

If you are unsure about whether or not you want to run in our elections and want to know more about them, come along to our Nominations Workshop. We’ll be answering any questions you may have, helping you to fill out the nomination form and providing you with any extra help that you may need. Nominations Workshops will be held on the following dates:

- **Wednesday 9th October**
  - Room Stratford US 1.18
  - Time 6-8pm

- **Thursday 10th October**
  - Room MAL351
  - Time 9-10.30pm

- **Friday 11th October**
  - Room GOR324
  - Time 3-5pm

If you would like to attend or need any more information about the session, email our Student Voice Coordinator on c.morgan@bbk.ac.uk

CANDIDATE TRAINING

We will be running mandatory Candidate Training for all of our candidates, to ensure that they are prepared for their Elections campaign in every way possible. This training will teach you how to run a successful campaign, promote yourself as a candidate through your campaign publicity and also how to ensure that you follow the rules.

Candidate Training will be held on the following dates:

- **Monday 4th November, 9pm - 10:30pm, Room MAL633**
- **Tuesday 5th November, 6pm - 8pm, Stratford UA 1.18**
- **Wednesday 6th November, 3pm - 5pm, Room MALB02**
- **Wednesday 6th November, 9pm - 10:30pm, Room MAL633**

If you need any more information about Candidate Training, email our Student Voice Coordinator on c.morgan@bbk.ac.uk
There are a few things that the Students’ Union suggest you produce, in order to campaign most effectively and to promote yourself successfully as a candidate:

PHOTOGRAPH OF YOU
The Students’ Union ask you to supply a picture of yourself that we can add to our website and promotions of our candidates.

We ask that you submit a photo of yourself in front of a plain background, from shoulder height and above. If you don’t have the ability to take this photo, we can help! We’ll be taking photos of all candidates at our Candidate Training sessions, and we are more than happy to take these photos for you!

We ask that all photos are uniform, to ensure that the Union promotes all candidates in the exact same way - ensuring that all candidates have the same opportunities to get extra promotion.

If you do not supply a photograph of yourself, we will use an image of a blank silhouette in its place.

POSTER/LEAFLET
The most effective way of getting people to vote for you is going out and talking to them, but we also recommend having leaflets and posters around the Birkbeck spaces to promote your campaign!

Your posters and leaflets should provide a highlight of all of the things that you want to achieve, should you be successful in your campaign. This should be eye-catching and easy to understand - leave all of your campaign ideas for your manifesto!

The Students’ Union will provide you with a printing allowance and we will print your posters and leaflets for you. If you do not provide us with your publicity by the deadline, we will not be able to include your publicity within our promotions.

MANIFESTO
Your manifesto is a document that explains everything that you want to achieve should you be successful in your election campaign. You should include a little information about yourself, why you’re standing in the elections and what you want to do to improve life for students at Birkbeck.

If you do not submit a manifesto, you will not be able to run in this election.

You don’t have to be a design genius to be successful in these elections! Students care about your ideas and values over your skills! But if you do need a little design help, free websites like canva.com are great if you don’t have access to other programmes.

CANDIDATE PUBLICITY

STUDENTS' UNION ELECTIONS

HOW TO WRITE A MANIFESTO
Each candidate must submit a statement (manifesto) setting out their main objectives for the year. A manifesto should be made up of information about the candidate, why they are standing in the election, what they want to do and why they are the best person for the role.

A manifesto is a bit like a CV or job application and it’s key to making other students see why you’re the best person for the role. What is your unique selling point?

Ensure what you write is relevant to the position that you’re running for. It shows that you understand the role that you’re running for.

Try not to make it more than one side of A4. They will be uploaded as a graphic to the website and you don’t want students to lose interest!

Don’t include any inappropriate or offensive language or references and don’t make untrue claims. The elections should be a positive space.

Spell check! The Students’ Union will not spell check for you so you need to make sure that everything is correct!

Include a photo, preferably one that you use on other materials, so that students will be able to recognise you and relate to your materials to you.

RE-ELECT
DANNY
#1 PRESIDENT
REBUILDING OUR UNION

1. Reform the Union’s constitution
2. Improve student welfare
3. Partner with our local community

VOTING OPENS MONDAY 11 | www.dannyforpresident.co.uk
ELECTION RULES

CORE RULES
These rules should be considered as fundamental in ensuring the elections as free and fair.

1. Campaigners should not undertake campaigns activity which others could not also reasonably do.

2. Campaigners must take reasonable steps to ensure that their supporter’s actions comply with the campaign rules at all times and must be able to demonstrate this in the event of a complaint against them.

3. Campaigners may only alter, move or remove their own campaign materials.

4. Campaigners may only use mailing lists where lawful to do so. In most cases this will require the consent of the members on the list to use their details.

5. Campaigners must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot.

6. Candidates should not campaign with Personal Devices and should not touch any electronic voting device and allow a vote to be cast in secret.

BUDGET
Each candidate has an elections budget limit of £10, which they will be able to claim back from the Students’ Union.

7. Campaigners must not exceed their budget limits.

8. All campaigners must submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer (or equivalent) no later than 1 hour after polls close. If candidates do not spend any money during the course of their campaign this must be made clear on the submission.

9. Items freely and readily available to all campaigners can be used without itemisation. These rules are in addition to general union and University/College rules and regulations.

Breaking any of these rules could potentially result in the Returning Officer disqualifying you from these elections or stopping the elections altogether.

RETURNING OFFICER
Peter Robertson from the National Union of Students is the Returning Officer for this election and they are responsible for making sure these elections are fair and their say will be final in these elections.

Candidates must not contact the Returning Officer directly.

Cayleigh Morgan, Student Voice Coordinator at Birkbeck Students’ Union, is our appointed Deputy Returning Officer, and she will make rulings on any issues in the first instance.

To contact the Deputy Returning Officer, email Cayleigh at c.morgan@bbk.ac.uk.

COMPLAINTS PROCEDURE
If you are worried that a rule has been broken by another candidate, email c.morgan@bbk.ac.uk with the details of your complaint and you will receive a reply within 24 hours.

For complaints about the election, the deadline is 2pm on Monday 18th November.

Any requests for a re-count must be submitted within 24 hours of the verbal announcement.
WHO IS ELIGIBLE TO RUN IN THESE ELECTIONS?
To run in these elections you must be a current enrolled student at Birkbeck College. The Students’ Union will run checks to ensure that all Candidates are eligible to run in these elections.

WHAT IS THE STUDENT COUNCIL?
Student Council is made up of elected Student Councilors and is the major policy making body of the Students’ Union. Any student (who has not opted out of Students’ Union membership) is able to submit motions or policy to Council. Elected members of Council vote on whether or not the motions become Students’ Union policy. Each of the officers elected in the Autumn term elections has a seat on Students’ Union council and shape the policy and direction of the Students’ Union. Council is also a chance to hear what the Students’ Officers who run the Students’ Union have been doing.

WHAT IS THE NUS?
The National Union of Students (NUS) is an organisation that brings together 700 Students’ Unions around the country in a confederation that unites to create changes for students nationally. Birkbeck is one of the Students’ Unions who are affiliated to NUS.

WHAT IS AN NUS DELEGATE?
Every year NUS holds their ‘National Conference’ and each Union has an assigned number of delegates that they are allowed to send. Birkbeck has 3 delegate places at NUS National Conference. Our delegates will attend this conference on behalf of all Birkbeck Students to vote on and make policy that will lead the work that NUS carry out throughout the following years.

HOW DO I NOMINATE MYSELF?
There is a simple guide that will show you how to nominate yourself on pages 8 and 9 of this elections handbook. To nominate yourself head over to birkbeckunion.org/elections/nominations. If you have any issues nominating yourself, please email our Student Voice Coordinator at c.morgan@bbk.ac.uk.

ARE THESE ROLES PAID?
Both our Student Council positions and NUS Delegate positions are voluntary roles, which means that you will not be paid in these roles. The Students’ Union will cover the costs of our NUS Delegates attending National Conference.

WHEN CAN I START CAMPAIGNING?
You can start asking students to vote for you and distributing materials from 10am on Monday 11th November 2019 until 1pm on Monday 18th November 2019. Any campaigning before this time is against the elections rules and could result in sanctions on your campaign or even disqualification from the elections. This is to ensure that every candidate has equal and fair campaign times. If you have any questions or doubts, email c.morgan@bbk.ac.uk.

DO I GET TRAINING?
The Students’ Union will provide training at all stages of your elections experience. There is a Nominations Workshop (Page 10), Candidate training (Page 10) and we will hold a briefing/training session for all successful candidates, once they have started their roles.

WHAT HAPPENS IF I BREAK THE RULES?
The Returning Officer could potentially disqualify you or even stop the elections altogether.

WHAT SHOULD I DO IF I SEE OTHERS BREAK THE RULES?
If you see a candidate breaking any of the election rules, you should email your complaint to the Deputy Returning Officer on c.morgan@bbk.ac.uk. One you have submitted your complaint, you will receive a response from the DRO within 24 hours. All complaints need to be submitted to the DRO by 2pm on Monday 18th November 2019.

HOW DO I GET OTHERS TO VOTE FOR ME?
Once voting is open, students can vote by going to birkbeckunion.org/elections/vote and there will be a button that allows them to vote. We recommend that you include this link in your promotional material, so students know where to go to vote for you. Voting is only open between 10am Monday 11th November and 1pm Monday 18th November.

WHAT IF I HAVE A QUESTION THAT HAS NOT BEEN ANSWERED HERE?
If this handbook and FAQs leave you with some unanswered question, feel free to email our Student Voice Coordinator, Cayleigh, on c.morgan@bbk.ac.uk.