INTRODUCTION

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 on Monday 20th January 2020. To nominate yourself, simply fill out the form at: birkbeckunion.org/elections

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 24th February - Monday 2nd March students will vote on who they want to represent them as their Officer team. We will also be re-opening elections that you voted to Re-Open (R.O.N) during our Autumn 2019 Elections. 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.
A MESSAGE FROM YOUR STUDENTS’ UNION:

Hi!

There are so many different opportunities available to get involved in democracy at Birkbeck Students’ Union and becoming an Elected Officer, Student Council member or NUS Delegate is a great place to start! Our Officer Trustees are vital to the work that we do as they lead us in our work throughout the year and ensure that student voice is at the forefront of any decisions that are made!

Becoming an Elected Officer is a great opportunity for any student, both in their personal and professional lives. It’s a great opportunity to meet 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 workplace as well as increasing your future employment prospects. Finally, it’s a great way to make huge change at Birkbeck to enhance the student experience.

Our Officer Trustees have led the Union through lots of incredible projects and campaigns that have resulted in great change at Birkbeck! Some of the projects that our Officers have led include; the 24 hour library campaign, introducing microwaves on campus, securing gender-neutral toilets and working with the College to make education more accessible at Birkbeck. The possibilities to make change are endless and we’re so excited to see what you bring to the team!

With such a variety of positions available, there’s something for everyone! Whether you’re a mature student or school leaver, a parent/care or full-time worker, international or home student, a disabled student or a BAME student, a woman or a member of the LGBTQ+ and trans community - there’s a position for you! You’ll also be a member of Student Council, so you’ll meet so many people from all walks of life, who share a passion to improve 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 with any questions you might have!

Good luck in this election!
## ELECTIONS TIMELINE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Time</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominations open</td>
<td>Monday 20th January</td>
<td>1pm</td>
<td><a href="#">birkbeckunion.org/elections/nominations</a></td>
</tr>
<tr>
<td>Nominations workshop (optional)</td>
<td>Monday 27th January&lt;br&gt;Thursday 30th January&lt;br&gt;Friday 31st January</td>
<td>3pm - 5pm&lt;br&gt;3pm - 5pm&lt;br&gt;3pm - 5pm</td>
<td>TBC&lt;br&gt;TBC&lt;br&gt;TBC</td>
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<tr>
<td>Nominations close</td>
<td>Friday 14th February</td>
<td>1pm</td>
<td>-</td>
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<tr>
<td>Candidate training (mandatory)</td>
<td>Monday 17th February&lt;br&gt;Tuesday 18th February&lt;br&gt;Wednesday 19th February</td>
<td>3pm - 5pm&lt;br&gt;3pm - 4pm&lt;br&gt;4pm - 5pm</td>
<td>TBC&lt;br&gt;TBC&lt;br&gt;TBC</td>
</tr>
<tr>
<td>First manifesto and publicity deadline (optional)</td>
<td>Wednesday 19th February</td>
<td>5pm</td>
<td>Email to: <a href="mailto:c.morgan@bbk.ac.uk">c.morgan@bbk.ac.uk</a></td>
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<tr>
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<td>Friday 21st February</td>
<td>6pm</td>
<td>Email to: <a href="mailto:c.morgan@bbk.ac.uk">c.morgan@bbk.ac.uk</a></td>
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<tr>
<td>Publicity collection</td>
<td>Monday 24th February</td>
<td>10am</td>
<td>MAL453/MAL455</td>
</tr>
<tr>
<td>Voting opens</td>
<td>Monday 24th February</td>
<td>10am</td>
<td><a href="#">birkbeckunion.org/elections</a></td>
</tr>
<tr>
<td>Voting closes</td>
<td>Monday 2nd March</td>
<td>1pm</td>
<td>-</td>
</tr>
<tr>
<td>Complaints and receipts deadline</td>
<td>Monday 2nd March</td>
<td>2pm</td>
<td>MAL453 or <a href="mailto:c.morgan@bbk.ac.uk">c.morgan@bbk.ac.uk</a></td>
</tr>
<tr>
<td>Results announcement</td>
<td>Tuesday 3rd March</td>
<td>3pm - 5pm</td>
<td>TBC</td>
</tr>
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</table>
PAID POSITIONS AVAILABLE

STUDENT LEADER
Responsibilities:
• Represent Birkbeck students
• Lobby the College for change
• Run campaigns, events and activities
• Attend College meetings and committees
• Sit on Academic Panels
• Student Leaders are members of Birkbeck Students’ Union’s Board of Trustees*
• Student Leaders are Student Governors for Birkbeck College.

* The Student Leader elected with the most votes will be Chair of the Board of Trustees.

21 hours per week
£10.75 per hour (London Living Wage)

BLACK STUDENTS OFFICER
Responsibilities:
• Represent BAME students at Birkbeck
• Chair and organise the Black Students Campaign
• Lobby the College for change
• Run campaigns, events and activities
• Attend College meetings and committees
• Sit on Academic Panels
• The Black Students Officer is a member of Birkbeck Students’ Union’s Board of Trustees**

9 hours per week
£10.75 per hour (London Living Wage)

DISABLED STUDENTS OFFICER
Responsibilities:
• Represent disabled students at Birkbeck
• Chair and organise the Disabled Students Campaign
• Lobby the College for change
• Run campaigns, events and activities
• Attend College meetings and committees
• Sit on Academic Panels
• The Disabled Students Officer is a member of Birkbeck Students’ Union’s Board of Trustees**

9 hours per week
£10.75 per hour (London Living Wage)
PAID POSITIONS AVAILABLE

**LGBTQ+ OFFICER**

Responsibilities:
- Represent students who define as LGBTQ+ at Birkbeck
- Chair and organise the LGBTQ+ Students Campaign
- Lobby the College for change
- Run campaigns, events and activities
- Attend College meetings and committees
- Sit on Academic Panels

The LGBTQ+ Officer is a member of Birkbeck Students’ Union’s Board of Trustees**

9 hours per week
£10.75 per hour (London Living Wage)

**TRANS STUDENTS OFFICER**

Responsibilities:
- Represent trans students at Birkbeck
- Chair and organise the Trans Students Campaign
- Lobby the College for change
- Run campaigns, events and activities
- Attend College meetings and committees
- Sit on Academic Panels

The Trans Students Officer is a member of Birkbeck Students’ Union’s Board of Trustees**

9 hours per week
£10.75 per hour (London Living Wage)

**WOMENS OFFICER**

Responsibilities:
- Represent students at Birkbeck who self define as a woman
- Chair and organise the Womens Campaign
- Lobby the College for change
- Run campaigns, events and activities
- Attend College meetings and committees
- Sit on Academic Panels

The Womens Officer is a member of Birkbeck Students’ Union’s Board of Trustees**

9 hours per week
£10.75 per hour (London Living Wage)

** Subject to the approval of the College’s Board of Governors.**
VOLUNTARY POSITIONS AVAILABLE

NUS DELEGATE (WOMEN’S RESERVED PLACE)
MUST SELF DEFINE AS A WOMAN

Responsibilities:
• Attend NUS National Conference*
• Represent Birkbeck students on a national level
• Collect student feedback
• Take photos at Conference and write an article for the Union website following your attendance.

* Birkbeck Students’ Union cover the cost of attending NUS National Conference (incl. travel, accommodation and food)

ENVIRONMENT & ETHICS OFFICER

The Environmental & Ethics Officer is responsible for representing Birkbeck students and ensuring their voices are heard through any of the Union’s work relating to environment and ethics at Birkbeck.

Responsibilities:
• Collect student feedback throughout the year
• Run events and activities that promote the Union’s environment and ethics works
• Represent student views relating to environment and ethics
• Attend termly Student Council meetings
• Promote any union campaigns that relate to your role

ACADEMIC REPRESENTATIVE
DEPARTMENT OF HISTORY, CLASSICS AND ARCHEAOLGY

The Student Council includes Academic Representatives in it’s 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:
• Be an active member of Student Council
• Collect feedback from students in your department throughout the year
• Represent your department at Student Council
• 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 and click the ‘Nominate Yourself’ button to fill out the nominations form. Below is a quick support guide on filling out this form.

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

2. 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.

3. Preferred name - If your preferred name is different to that entered in ‘Full Name’, this will be shown on the ballot person.

4. 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. 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.

6. To run for any of the Liberation Officer positions (Black students, Women, Trans, LGBTQ+, Disabled Students and NUS Delegate) you must self-define as a member of these groups.

If you do not self-define as a member of any of these groups, select ‘None of the above’.
NOMINATIONS PROCESS

7. Which Officer Trustee position are you nominating yourself for?
- Student Leader
- Black Students Officer
- Disabled Students Officer
- LGBTQ+ Officer
- Trans Students Officer
- Womens Officer
- None of the above

If you are running for one of our Liberation Officer positions, you must self-define as a member of your selected community.

If you are not nominating yourself for an Officer Trustee position, select ‘None of the above’.

8. We are re-opening nominations for three positions from our Autumn 2019 elections, as voted for by the students. You will be in this position for the 19/20 academic year.

- NUS Delegate (Women’s Reserved Place)
- Environment & Ethics Officer
- Academic Representative - Department of History, Classics and Archaeology
- None of the above

You are only allowed to run for and hold one Officer Trustee position.

You are able to run for and hold both a Officer Trustee position and NUS Delegate position.

If you do not wish to nominate yourself for any of these positions, select ‘None of the above’.

9. Your manifesto is made up of all the things you want to achieve, should you be elected into this position.

10. We require photos for all of our candidates within our elections, to allow students to see who they’re voting for.

Once you have finished your nomination form, click the ‘done’ 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
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.

We are running Nominations Workshops on the following dates:

- Monday 27th January
  3pm - 5pm
  Room TBC

- Thursday 30th January
  3pm - 5pm
  Room TBC

- Friday 31st January
  3pm - 5pm
  Room TBC

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 candidate publicity and also how to ensure that you follow the rules.

We will be running Candidate Training on the following dates:

- Monday 17th February
  3pm - 5pm
  Room TBC

- Tuesday 18th February
  3pm - 4pm
  Room TBC

- Wednesday 19th February
  4pm - 5pm
  Room TBC

If you need any more information about Candidate Training, email our Student Voice Coordinator on c.morgan@bbk.ac.uk
CANDIDATE PUBLICITY

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 it’s 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 this 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.
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 of your materials to you.
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 £40, 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 in 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 2nd March.

Any requests for a re-count must be submitted within 24 hours of the verbal announcement.
FAQS

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 AN OFFICER TRUSTEE?
The Students’ Union is led by the Elected Officers, who make up part of the Executive Committee, the working group that shapes the Union. The Officers are elected each year in our Spring Elections, which consists of a cross-campus ballot and any registered student is eligible to vote or stand in the elections. The Officers are elected on manifestos which highlight the priorities they want to work on throughout the year in Office. During the year, Union staff and Officers work to deliver these priorities and improve the student experience at Birkbeck. All of our Paid Officers are members of the Students’ Union’s Board of Trustees.

WHAT IS THE BOARD OF TRUSTEES?
The Union is a registered charity with the Charity Commission of England & Wales (No. 1142614), and has adopted an incorporated company structure that is limited by guarantee under the Companies Act 2006. The Trustees of the Union, are also company directors as well as charity trustees. The Trustees formally meet around six times each financial year. The Trustees are responsible for the good governance, financial stability and strategy of the Union.

WHAT IS THE STUDENT COUNCIL?
Student Council is made up of elected Student Councilors and Officers 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.

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 and click the ‘Nominate Yourself’ button. If you have any issues nominating yourself, please email our Student Voice Coordinator at c.morgan@bbk.ac.uk.
ARE THESE ROLES PAID?
Our Student Leaders and Liberation Officers are paid positions and they are both paid £10.75 (London Living Wage). 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 24th February 2020 until 1pm on Monday 2nd March 2020. 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 2nd March 2020.

HOW DO I GET OTHERS TO VOTE FOR ME?
Once voting is open, students can vote by going to birkbeckunion.org/elections 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 1pm on Monday 24th February and will close at 1pm on Monday 2nd March 2020.

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