Student Society Elections

Handbook

Contents

Important Dates 2
Election 2
  What is Student Society Elections? 2
Election Agenda 3
Core Roles 3
  President 3
  Treasurer 4
  Secretary 4
Election Rules and Regulations 4
Writing a Manifesto 5
  What is a Manifesto? 5
How Do I Nominate Myself? 5
How to Vote 5

Important Dates

Election Nominations:

-

Manifesto Submission Deadline:

-

Candidate Mandatory Briefing/Interview:

-

Eligible Candidates Announced:

-

Hustings/Campaigns:

-

Election Voting:

-

Results Announced:

-

General Meeting with New Elected Presidents:

-

Election

What is Student Society Elections?

Each Academic Year, every student society must hold an election to elect its committee and student leaders for that very Academic Year.

All student societies are led by a committee who work to organize events and bring students together.

Each committee consists of five-eight members from all across societies, who represent their societies category and much more.

To make sure that everyone has an opportunity to become a committee member, society members will vote to elect their new committee leaders every Academic Year.

The Societies **President**, **Secretary** and **Treasurer** are elected by the members of societies at the beginning of the Fall Term. Typically, Society Elections are held in Fall Term, unless you're a new or postgraduate group.

All core committee roles (**President**, **Secretary** and **Treasurer**) must be elected through these elections. You can also include non-core roles (e.g., Events Officer, Inclusions Officer, Marketing Officer) if you wish.

Any registered EMU student can run for/in an election (nominees are subject to evaluations), and it is a great way to get engaged with your society and to collaborate with other society members, take more responsibility and offer a brilliant professional experience that can benefit you throughout your career.

All elections will run online, through EMU student portal. No elections/voting are permitted to take place in person. However, you are most welcome to host hustings/campaigns where qualified nominees discuss their manifestos/proposals.

Election Agenda

Election Nominations Open/Close

- Nominations are open from Wednesday -- September, 09:00am until Monday -- October, 05:00pm.
- You need to logged into your student portal to see the nomination procedure.
- To nominate yourself for a-role/presidency, you have to be a member of student society.
- *What you need to submit:*
    - Fill out and submit the 'Nomination Form'
    - Your Photo () – that will be to the members of your society and voters
    - **Submit a Manifesto** - a bit about yourself and why you're the best person for the position. We recommend short bullet points about what you want to achieve. Around 300 words is great but the absolute max is 1000 words (required). To be submitted before or by Monday 16 October, 05:00pm.

Candidate Mandatory Briefing/Interview

Wednesday -- October, 05:00pm

Hustings/Campaigns

-- October, 90:00am -- October, 05:00pm

Election Voting Opens/Closes

- Voting will be open from Tuesday -- October, 10:00am until Monday -- October, 05:00pm.
- Voting will take place via student portal.
- You need to be a registered student of the present semester, logged into the student portal, and be a member of a student society to vote.
- As a nominee; all you need to do is promote yourself and the elections to your society members, and encourage them to nominate you.

Results Announced

The election results will be announced on Wednesday -- October at 05:00pm.

Core Roles

There are three core roles that every affiliated society must have:

President

Presidents are routinely responsible for the overseeing of the whole society and its activities including events, finances, and engaging new members throughout the year.

Treasurer

Treasurers are routinely responsible for the overseeing of the society finances for the year, including budgeting for small- and large-scale events, as well as ensuring that membership funds are spent appropriately to benefit all members.

Secretary

Secretaries are required to support the President and Treasurer where necessary, including planning events, chairing committee meetings and distributing notes from these meetings where needed. They may also be responsible for planning social events for the members of the society.

Election Rules and Regulations

All societies should abide by our election rules and regulations and which can be found ___

The rules and regulations for the Students' Societies Elections are intended to provide our students with guidance on how to stand as a nominee and get involved in elections. These rules are developed under the following basic principles:

- Election activity and campaigning should be conducted in line with the University Policies, Constitution and Laws, other relevant University or Society Regulations, and the law. And these Laws are Society Regulations are all in full force and shall apply to student societies elections
- Students must be free to cast their vote without undue pressure or influence
- Candidates must treat other candidates, students, staff and members of the public with respect
- Candidates must not undermine the fair and democratic running of elections
- Candidates must not do anything to gain an unfair advantage
- Candidates must respect the campus environment and the community
- Elections should be open to all our students on an equal basis.
- Elections should be fair. No candidate should gain or attempt to gain a significant advantage unfairly (through their own actions or those of others).
- Information available to voters should be full, transparent, and accurate.
- Election activity and campaigning should be conducted with respect towards other students, staff, and the local community and should not cause a nuisance to any of these groups.
- Campaigning should also show respect to other candidates and their campaign teams.
- The Election Officers will make use of these principles in the way that they conduct the election and interpret the rules that follow.

The Election Officers reserves the right to make changes to the rules but will ensure that all candidates are informed of any alterations. Changes to rules will come into effect immediately, unless otherwise stated.

Writing a Manifesto

What is a Manifesto?

A manifesto is your opportunity to tell interested society members what you would do if elected into the role you have nominated yourself for. A manifesto is a public declaration of aims and policies that the nominee wishes to complete should they be elected. You are required to submit a manifesto as a part of the nominations process. This is your chance to state what you intend to do if you were to be elected and will be available for voters to view. You don't have to submit your manifesto at the same time as your nomination, but it must be submitted by the manifesto deadline.

Let them know:

- Who you are
- What your plans are for the future of the society
- Your involvement with the group so far
- Why you are running for this position

All elections are currently run online, which means your manifesto really needs to work for you. When nominating yourself on the EMU student portal you should:

- Upload a photo of yourself as the main image on the EMU student portal nominations portal.
- Include either a PDF or Plain text Manifesto in the text box for members to read.

Your manifesto should cover the following points:

Who you are:

Introduce yourself! Remember, you might not have met all the members of your society yet.

Why are you good for the position?

Highlight your skills, achievements and passions. How do these link to the role you have nominated yourself for?

Your Priorities (if elected):

Aim for 3-5 measurable priorities on your manifesto. These are what students will expect you to complete next year!

- **Note:** We recommend using short bullet points and around 300 words is great but the absolute max is 1000 words (required).

How Do I Nominate Myself?

- You must be a current registered EMU student and a member of your society to nominate yourself.
- 'Student Society Elections'
- You will be able to view all of the roles that you can stand for. If someone cannot view the election they would like to stand in, please contact us as soon as possible before nominations closing time.

How to Vote

Voting will take place online via EMU student portal.