

HARPER ADAMS STUDENTS' UNION



SU Elections

Spring 2020

A Guide for Candidates

Introduction

We're really excited that you want to be part of making the student experience at Harper Adams University better. Being involved in the central working of the Union can be an exciting, challenging and rewarding experience.

Every student at University is automatically a member of their students' union. These organisations represent their members, help them to make communities, develop new skills, access support, provide services and employability skills and generally make sure students love their time studying.

They're democratic organisations, run by students for students, which make a real difference to the student experience.

This brief guide is for anybody thinking about standing in the elections at Harper Adams University Students' Union and how they can be a good candidate.

It includes information on the following:

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If you would like any more information about the roles feel free to contact Students Union Director Alastair Burr at a.burr@harper-adams.ac.uk or check out www.harpersu.com/elections

All the best,

Ali Burr
Deputy Returning Officer
Students' Union Director

Positions Available

Below are the positions available for the elections. The Terms of Reference for these positions are available on our website and in BYE LAW 3 of the Constitution which can be accessed online, or in your Students' Union office.

Although these positions have a 'terms of reference' you are able to make the position your own, and focus on the things that really matter to you and your peers.

Please choose one of the following which either you feel most passionate about or are eligible to stand for.

President of the Union (Paid Full-Time Position)

1. To represent the students of Harper Adams University to University (Senior) management, academic and administrative structures and externally, ensuring the student voice is effectively heard.
2. Actively contribute to the development of the Union Strategy and objectives- identifying targets and measuring achievements as appropriate.
3. To be an active leader in advancing and promoting the agreed strategy of the Students Union. To uphold the democratic system of the SU, and be accountable to the membership.
4. To ensure that SU policies are adhered to, and updated accordingly.
5. To ensure that the activities of the Union reflect the demographics of the membership, that their interests are recognised appropriately.
6. To ensure an effective social programme is in place for the academic year, ensuring activities adhere to the expected standards of the University, and reflect the diversity of interests and needs of the union's membership.
7. To ensure that the SU finances are managed sustainably, and in accordance with the requirements of the Charities Commission and all relevant legislation.
8. To oversee the activity and support of the Clubs and Societies of the Union, as appropriate.
9. To be the Student Governor on the Harper Adams University Board of Governors, delivering such responsibilities as defined within the governing documents (including reporting on Union activity, and presenting the Unions audited accounts).

Vice-President of the Union (Paid Full-Time Position)

1. To represent the students of Harper Adams University within University structures and externally, ensuring the student voice is effectively heard.
2. Actively contribute to the development of the Union Strategy and objectives- identifying targets and measuring achievements as appropriate.
3. To be an active leader in advancing and promoting the agreed strategy of the Students Union.
4. To ensure effective engagement with the membership, delivering varied and appropriate communication across campus.
5. To ensure the Union engages with and supports the student representatives within University structures (eg Course Reps)
6. To be the lead, and main contact for, the students' union delivery of support for international students, ethnic minorities, students with disabilities, postgraduate students, parents and carers.

7. To ensure the effective representation and engagement of “non-traditional” students at Harper Adams, including the delivery of a programme of Union activity encouraging participation.
8. To actively represent the students, the students’ union on University committees (particularly those related to community and engagement), and including academic board.
9. To take the lead in supporting and developing the students’ union volunteering opportunities.

Academic Undergraduate Rep

1. Represent all undergraduate course reps.
2. Campaign on issues relevant to course reps.
3. Work with the President and Vice President and the wider student body on issues relating to undergraduate students.
4. To positively contribute to address other issues relating to the wider student experience as a Students’ Union Executive Member.
5. Attend meetings or academic university committee meetings.
6. Engage with local and national campaigns and bodies
7. Collaborate with relevant student societies or groups to run events for students.

Academic Postgraduate Rep

1. Represent all postgraduate (taught and research) course reps.
2. Campaign on issues relevant to course reps.
3. Work with the President and Vice President and the wider student body on issues relating to undergraduate students.
4. To positively contribute to address other issues relating to the wider student experience as a Students’ Union Executive Member.
5. Attend meetings or academic university committee meetings.
6. Engage with local and national campaigns and bodies
7. Collaborate with relevant student societies or groups to run events for students.
8. Attend all training provided by the Students’ Union.

Sports Club Rep

1. Attend meetings with the Sports and Societies Officer.
2. Support the creation and integration of new clubs.
3. Attend sports club executive training.
4. Represent sports clubs by gathering regular feedback from sports club execs.
5. Campaign on issues relevant to sports clubs.
6. Be part of the SU Executive WhatsApp group for organisational purposes.
7. Attend SU Executive Meetings.
8. Attend all training provided by the Students Union
9. Represent HASU students at BUCS regional meeting as a voting member.

Societies Rep

1. Attend meetings with the Sports and Societies Officer.
2. Support the creation and integration of new societies.
3. Attend societies executive training.
4. Represent societies by gathering regular feedback from sports club execs.
5. Campaign on issues relevant to societies clubs.
6. Be part of the SU Executive WhatsApp group for organisational purposes.
7. Attend SU Executive Meetings.
8. Attend all training provided by the Students Union.

RAG Chair Rep

1. Attend meetings with the HASU Finance Officer to review activity and the RAG account
2. Support the creation and development of RAG activity on campus
3. Attend SU executive training
4. Support sports clubs and societies with RAG activity.
5. Represent and promote the RAG chosen charities across fundraising activity.
6. Maintain accurate accounts for RAG and lead all on major RAG events.
7. Be part of the SU Executive WhatsApp group for organisational purposes.
8. Attend SU Executive Meetings.
9. Attend all training provided by the students' union.

RAG Secretary

1. To record and publish minutes from RAG meetings
2. Attend meetings with the HASU Finance Officer to review activity and the RAG account
3. Support the creation and development of RAG activity on campus
4. Attend SU executive training
5. Support sports clubs and societies with RAG activity.
6. Represent and promote the RAG chosen charities across fundraising activity.
7. Be part of the SU Executive WhatsApp group for organisational purposes.
8. Attend SU Executive Meetings.
9. Attend all training provided by the students' union.

RAG Treasurer

1. Keep track of money in the RAG account and share information with the HASU Finance Officer
2. Attend meetings with the HASU Finance Officer to review activity and the RAG account
3. Ensure that money is paid correctly into the RAG account and distributed correctly out of it.
4. Attend SU executive training
5. Support sports clubs and societies with RAG activity.
6. Represent and promote the RAG chosen charities across fundraising activity.
7. Be part of the SU Executive WhatsApp group for organisational purposes.
8. Attend SU Executive Meetings.
9. Attend all training provided by the students' union.

RAG Press and Publicity

1. Think of creative ways to promote RAG
2. Ensure a good image of RAG is presented to current and potential corporate sponsors
3. Coordinate physical presence on campus to promote events e.g. flyering
4. Support the creation and development of RAG activity on campus
5. Attend SU executive training
6. Be part of the SU Executive WhatsApp group for organisational purposes.
7. Attend SU Executive Meetings.
8. Attend all training provided by the students' union.

Engagement Rep

1. Support the design and types of events delivered through the Unions GIVE IT A GO programme of events.
2. Ensure that all Union events are representative of the students at Harper Adams.

3. Aid in the running of student forums, where students can submit ideas and events for the SU.
4. Attend SU executive training
5. Be part of the SU Executive WhatsApp group for organisational purposes.
6. Attend SU Executive Meetings.
7. Attend all training provided by the students' union

Entertainment Rep

1. Support the design and types of events delivered through the Unions entertainment and weekly SU bar programme of events.
2. Ensure that all Union events are representative of the students at Harper Adams.
3. Aid in the running of student forums, where students can submit ideas and events for the SU.
4. Aid in the planning and delivery of all major SU entertainment events.
5. Attend SU executive training.
6. Be part of the SU Executive WhatsApp group for organisational purposes.
7. Attend SU Executive Meetings.
8. Attend all training provided by the students' union.

We also have 2 other positions available:

Students' Union Charity Trustees (2 Positions available)

As an Elected Student Trustee your purpose will be to:

1. Ensure that HASU acts in accordance with its charitable objects, constitution and other guiding documents and, in particular, remains true to its Mission, Vision and Values.
2. Ensure that HASU complies with all relevant legislation and regulations including relevant charity acts and education acts.
3. Ensure that HASU does not undertake activities that put its financial stability, members or reputation at undue risk.
4. Work with other Trustees, staff and volunteers in a constructive manner.
5. Participate fully in Board meetings and join one of the Board's sub-committees.
6. Use their personal skills and experience to ensure HASU is well run and efficient.
7. Seek external professional advice where there may be material risk to HASU or where the Trustees may be in breach of their duties, or at any other appropriate moment.
8. Add value to the Board and HASU through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

As an Elected Student Trustee you will:

1. Represent students at Harper Adams by gathering regular feedback.
2. Campaign on issues relevant to students
3. Run ATLEAST one campaign or event in your time as an officer
4. Be a part of the union council officer WhatsApp group for organisational purposes
5. Attend SU Executive meetings.
6. Attend all training provided by the Students' Union.

Brief introduction to the Union and Elections

We have a '**Constitution**'. This is a document which sets out how we shall run and what powers we have. We are legally bound to adhere to this document, the Education Act, the Charities Act and other relevant laws.

We have a '**Strategic Plan**'. This sets your aims and targets that you will be expected to achieve over the year. **TIP:** Your manifesto template will guide you towards what we aim to achieve – but this does not mean that you can't add new and exciting ideas!

We have an '**Executive Committee**' to represent members, manage what we do and implement the Strategic Plan. The Executive Committee should act in the best interests of its members.

We have a '**Board of Trustees**'. This Board is responsible for ensuring that Harper Adams Students' Union is meeting legal requirements and spending its funds accordingly, while protecting the Union's sustainability, its professional image and its reputation. They have the power to over-rule the Executive in order to do this, as set out in the Constitution, but will generally not intervene unless there are legal or financial reasons.

The Election Process is run by the **Returning Officer (RO)** who shall have the final say in any dispute. The Returning Officer will usually appoint a **Deputy Returning Officer (DRO)** who may be a senior member of Union Staff within the Students' Union to deal with issues in the first instance.

Key Dates:

Nominations Open

Friday 24th January – Sunday 1st March

Please nominate yourself online at www.harpersu.com/elections

Candidate Briefing – One Hour Session (Please ONLY attend ONE)

Monday 2nd March, Tuesday 3rd March 13:00

This is where you will be given all the information you need to know about the Elections.

THIS IS COMPULSORY!

Publicity Deadline

Friday 6th March at 16:00

This is where you will need to hand in a physical copy of your publicity, and any receipts for expenditure. All rules will be explained at the Candidates Briefing.

Publicity Collection

Friday 13th March (Until 16:00)

You can collect any of your printed material from the SU Office in the Faccenda Centre (First Floor) on this date.

Voting Open

Monday 16th March (10:00) - Tuesday 24th March (16:00)

Voting will be online. Each student will receive a BESPOKE LINK to their Harper Adams email address where you will go to cast your votes. You cannot share this link, as it will only allow you to vote.

There will be an information points around the university all week for any assistance.

Question Time (Compulsory)

Thursday 19th March at 18:00 for each one

Your chance to give a speech, open discussion against your opponents and take questions from students about what you want to achieve (Full Time Positions ONLY).

Ballot Counting

Tuesday 24th March at 17:00

The count will be done electronically and will be checked by the Deputy Returning Officer. Once the count has started, HASU will not be able to receive any further complaints.

Elections Results

Wednesday 25th March at 23:00

HASU will announce the results of the Election in the SU Bar. There will be a special Election Party that evening to announce the winners.

Why Should I Stand for Election?

You may have many reasons, but the most important for the organisation is;

To Enhance the University experience of every Harper Adams Student.

As an elected officer (or for that matter any of the positions!) you could be helping to improve student's education, organise activities and trips, attend University meetings at the highest level, write publications, improve our website or even lead a campaign. Not only does this benefit everybody else, but it makes you

STAND OUT FROM YOUR PEERS IN AN INTERVIEW AND MAKES YOU MORE EMPLOYABLE!

How to Stand:

Step 1 – Nominate yourself and write your manifesto. You can do this online at www.harpersu.com/elections

Step 2 – Candidates Briefing (This is compulsory to explain the rules and regulations).

Step 3 – Question Time (This is compulsory).

Step 4 – Campaigning.

Step 5 – Voting!

Step 1 – Nominate yourself and write your manifesto.

Very simple! Log onto www.harpersu.com/elections and fill in the very short form.

On here, you will be asked in one box to create your manifesto. This is a basic outline to explain who you are, what you would like to achieve should you get elected, why people should vote for you and any other details you think are useful.

To assist you, we have written some tips on how to write your manifesto and what to focus on based on our organisation, however, you just have to tell students how you would make that more fun, exciting, creative and achievable!

Nominations must be handed in by **Sunday 1st March 2020**

Step 2 – Candidates Briefing

YOU MUST ATTEND THIS MEETING as it is an essential part of the election process. It usually lasts one hour and will be delivered by the Union Director who will act as the Deputy Returning Officer for the elections, alongside the Returning Officer. All Candidate Briefing Sessions time and location will be emailed to you.

Tea and Coffee will be provided.

If you think you are unable to attend, you must get in touch IN ADVANCE or risk disqualification.

The meeting also provides an ideal opportunity to ask any final questions, any remaining important details and receive any last-minute updates on the voting process.

Step 3/4 – Question Time/Campaigning

Question Time (also known as Hustings) is your opportunity to tell everyone why you are standing and hopefully persuade them to vote for you. You will often find this is where you can win those 'on the fence' votes from people who have not yet made a decision on who to vote for. You will need to prepare a one minute speech on why people should vote for you.

Campaigning can never be underestimated. This is how you will engage with the very people you hope will vote for you. During the campaigning process it is important to focus on what you aim to achieve should you be elected. This is the most exciting part of the whole process (after hearing the results of course!). It can also be hard work so plan ahead. Be creative and ensure you get noticed (for the right reasons) by the voters, and don't forget to tell people HOW TO VOTE. The best campaign in the world won't win if people don't know how to vote.

Step 5 – Voting

At Harper Adams Students' Union we use Single Transferable Voting (STV). This will be explained further at the candidates briefing. The main thing to know is that voters rank candidate in preference order rather than voting for one person.

To vote, each student will receive an independent email with a bespoke link which will direct them to the voting page. **STUDENTS CAN NOT SHARE THIS LINK** as each student will receive their own. **ONLY ONE VOTE** for each election can be made per link.

What Happens next?

The elections ballot will be counted by the DRO (Union Director) and The President (Unless re-running where a suitable HASU staff member will be asked to attend) in the Students' Union by checking the online ballot system.

Results will be announced at the Elections Results part on **Wednesday 25th March 2020 at 23:00 in the SU Bar.** The successful Elected Candidates will be announced.

This may include the opportunity for elected candidates to give maiden speeches. A live Twitter feed will be available throughout the election process, please use #HASUElections. Results will also be sent via all-student email as soon as possible.

Those who are elected will start their official term of office on the 29th July 2020.

All those who are elected for an EXECUTIVE COMMITTEE POSITION will also be given ONE WEEK of extensive training starting on 29th JUNE 2019.

Do's and Don'ts of being a GOOD candidate...

The do's



- Do go out and talk to students
- Do enjoy it as much as possible
- Do be aware that students get very fed up of the constant hassle of electioneering very quickly; think of different and exciting ways to campaign
- Do remember to eat and drink and remember to take regular breaks – the same should go for your campaigners
- Do be able to sum up why a person should vote for you in 30 seconds
- Do be creative and make things
- Do make a fun and entertaining video online using the #HASUElections
- Do use social media to promote your campaign
- Do make sure you do lots of lecture shout outs
- Do have a clear message
- Do keep your best campaign ideas secret until you actually start using them
- Do behave in a respectful manner to students, candidates and the public; remember the way candidates conduct themselves affects the perception the public has of all students across Harper Adams University.
- Do remember that **EVERY ELECTRONIC DEVICE IS A BALLOT STATION!**

The don'ts



- Don't harass students. THEIR vote is THEIR decision
- Don't decide not to run because you are afraid you won't get elected
- Don't go overboard with your publicity; a few posters and flyers are more than enough
- Don't overwork yourself and your campaign team
- Don't be put off if one student is disinterested or rude to you, the majority will be interested
- Don't be unfair to other candidates by taking their posters down or negatively campaigning as this can be classed as bullying
- Don't promise things that you can't achieve
- Spend more than your entitled budget – you WILL be disqualified!
- Don't litter your campus
- Don't campaign in the library only in the library foyer
- Don't use commercial endorsements
- Don't stand near a student who is casting a vote

Budgets

Printed Publicity

Each candidate will be given an allocation for printing materials such as posters and flyers.

Forms will be available at the candidates briefing sessions ONLY.

NO ATTENDANCE = NO PUBLICITY!

You will be required to return the forms with the attached publicity on **Friday 6th March 2020 at 16:00** so that HASU staff can print them in good time.

Any material submitted after this date will NOT be accepted.

Publicity will be ready to be collected on Friday 13th March 2020 from the SU Office – until 14:00

Harper Adams Students' Union £30 Budget

While we want ALL of our candidates to be as creative as possible, at HASU we believe in equal opportunities.

To tackle this, Candidates are allowed to use a **maximum of £30 to buy anything that doesn't appear on the Fair Usage Policy (See page 16) THAT YOU CAN CLAIM BACK FROM THE STUDENTS' UNION.** This may include some of the following:

- T-Shirts
- Badges
- Stickers
- Fancy Dress Items
- Sweets/Cakes
- Bed sheets for banners

The Publicity Declaration Form for these items will again ONLY be available at the **Candidates Briefing.**

You will need to return the **Publicity Declaration Form with the Receipts Attached** for these items by or before **Friday 24th April 2020 at 16:00** where they will be stored in your file.

Fair Usage Policy

Below are items that fall under the "Fair Usage Policy". This is to allow students the freedom to use items that are classed as "free and easy to get hold of"

For example, all students should be able to get hold of paper and pens and would therefore NOT have to declare them in the budget.

If you are unsure about anything, don't risk it – simply ask the DRO.

Item	Notes/Examples/Costs to budget
Materials used to affix publicity (please remember that in putting up publicity you must not cause any damage)	Blue Tac, Drawing Pins, Rope
Art materials (please remember that you may not graffiti interior or external surfaces)	Pens, Pencils and Paint (including face/body/fabric paint), String Wool, Glitter etc
Any materials used that were free of charge to obtain, and are freely available to the opposing candidates	Cardboard Paper
Misc.	<p>Safety Pins, Cellotape, Envelopes, Bamboo Sticks, Wooden posts/stakes.</p> <p>Candidates may create election specific or use personal social media accounts, but may not use professional or 'corporate' accounts that have set up in a non-personal capacity. These personal accounts can be used to advertise in public or private groups.</p> <p>Websites & Blogs not set up primarily for election purposes/non-election specific domain names are free & fair use.</p> <p>Databases where a private message can be sent to an individual may only be used with the official endorsement of the owner of that database. For the avoidance of doubt commercial endorsements are not allowed.</p> <p>Clubs/societies must democratically decide by a vote of their committee or their membership to endorse a candidate. The club/society must retain information that a formal decision was made.</p>

What is a Campaign and How Do I Do It?

Campaigning is one of the most important parts of the election process; a bad one can have negative effects on your election!

Following the steps below can help you think about the things that are important, why they are important and how you intend on letting people know that YOU are the right person for the job!

Planning Your Campaign

Why are you standing?

The first thing you should do is to set aside a few hours to think about why you want to run, what you would do for students and how you plan on conveying that message.

These ideas, what you want to change, should then be fleshed out into your manifesto.

Your next step should be to contact a couple of close friends to run your ideas by them, and to try and develop a clear message and brand for your campaign. In the early planning stages, try to keep these meetings to just a few people as you don't want to over complicate your ideas. Remember to keep it simple and understandable for those who may not understand student politics.

Who do you represent?

Most importantly you should consider the students you hope to represent – after all this is why you are running for election. Remember, people's experiences at University can vary because of social, cultural and other differences. So think about issues that will be common to everyone regardless of their background.

A good starting point is the one thing you have in common: you are all at university to get a degree and further your education. You can then start thinking about a broader range of issues that affect different people – running ideas past specific groups if you're unsure about something. A great way of doing this is to go along to student groups meetings, and ask them directly about what they'd like to change.

What Are Your Key Policies?

Having thought about the different types of students you will be representing, and the issues that affect them most, you should try and shape these into your key policies for your campaign. These policies should be talking to students about during the election process.

A good number to aim for is four or five that you think are:

- The most important, and
- The most appealing to students.

The more original or creative these are, the more you'll set yourself apart from the other candidates, and therefore more recognisable your campaign will be. You need to tread the line between populism (what students want) and what is achievable in a year – students will remember if you haven't delivered on your promises and want to run in further elections!

Your manifesto will be online and available to the public – keep this in mind when writing your manifesto as you will have many different students from different backgrounds and cultures.

REMEMBER! KEEP YOUR MANIFESTO INTERESTING AND TO THE POINT!

If you're in doubt about whether you are able to campaign on something, ask yourself three questions:

- Does it affect the students I'm running to represent?
- Have I got an idea how to solve or improve it?
- Is it realistic? For example, will it have huge financial implications?

Finally, remember to put your name and photo onto your manifesto so people recognise who they are voting for!

Campaign Publicity

Posters

The first thing you should think about is the design – to make it eye catching and distinct. Look at ideas from famous advertising campaigns, magazines and the television for some inspiration.

During the campaign weeks there will be posters all around campus, and because of this it's very easy for students to miss them (it's called poster blindness). Try and make yours stand out – through comedy, colour, shape or size. Your posters should have your name, a photo, your key policies, details of how to vote and any slogans you're using on them.

You need to think about where you put your posters up to have the maximum impact on students. Libraries, academic departments, halls and bus stops are a good place to start. However, try and keep to the notice boards and if someone asks you to move or take posters down then please cooperate with them. It's also important to be considerate to other candidates, so try not to hog all the space in high profile places.

Always be aware of copyright infringements. If you have any concerns contact the Deputy Returning Officer who will be able to advise you.

Social Media

Facebook is a great way to make lots of students aware of your campaign in an instant. You are able to set up groups or "LIKE" pages very quickly and very easily. You are able to use this space to enhance, extend or explain your manifesto further.

Twitter can also be used effectively whilst campaigning. You are able to set up a campaign account if you would rather not use your personal one. Remember to use the **#HASUELECTIONS**

YouTube is also an easy way to grab attention. You can use this to create videos about what you want to achieve or be more creative by making the most of your musical talents. Think outside the box!

At HASU we have a zero-tolerance policy to bullying of any kind, including that on social media, so please do not harass other candidates and concentrate on your own policies!



Being Creative!

It's a fact; the more creative you are, the more you'll get noticed so try to stand out from the crowd. However, always remember the following things while trying to "stand out":

- WHY you are running – it's easy to get caught up with trying to stand out and forgetting your own policy!
- Stick to the Code of Conduct, Fair Usage Policy and be sensitive to others!
- Finally, try to get all of your friends on board with your policies by creating a campaigns team. This will help you spread your message quicker and will show that people already support you.

Affiliations

Some candidates approach sports clubs and societies for support. This is a great way of getting votes, however, this must be an official decision made by the club/society's committee and they must have proof that a vote on this decision has taken place.

Candidates are NOT permitted to use ANY commercial endorsements. Anyone found doing this will be immediately disqualified.

Where do I campaign though?

If elected, you will be expected to speak to students on a regular basis – so why not start now?

Talking face-to-face with students and getting their opinions is the best way to get people to believe in you. Remember, you are representing students – not just yourself! You can do this by:

- Doing lecture shout-outs
- Visiting social spaces in halls of residents (be mindful not to annoy people)
- Attending student events run by societies/sports clubs/ reps etc
- Using bookable space in areas such as Faccenda Centre ground floor or within your faculty to have your own personal stall. Please check with whoever co-ordinates that particular area.
- Talk to students on nights out. Please be aware that some students use this time to unwind from University and may not want to talk.

DO NOT CAMPAIGN IN THE LIBRARY

This is an area for students to study and is a 'no-campaign zone'. Any candidates found campaigning in the library will be brought in front of the Deputy Returning Officer. This also means wearing any campaigns T-Shirts in the library for your own study.

Rules and Regulations

Whilst Harper Adams Students' Union has a very liberal approach to the conduct of our elections, there are a few rules which ensure that the true spirit of the process is upheld and that the election(s) can be deemed fairly and properly conducted in accordance with our Constitution and accepted custom and practise. These are:

General Rules

1. For the purposes of these rules, 'candidate' includes any members of a campaigning team.
2. No candidate shall cast, or attempt to cast a vote, or encourage another person to cast a vote on behalf of another.
3. Candidates must not state in publicity material of any kind that they or any of their policies/ideas have been endorsed by the Union, SU Executive Committee or any individual members of Union Staff.
4. Candidates will not bribe or attempt to bribe voters.
5. Candidates may not campaign within the vicinity of a voting station, so as to place undue pressure on those voting. Similarly, campaign materials may not be left at a voting station. This also applies to electronic voting, which includes any electronic device. For the avoidance of doubt, candidates should not be near any student who is casting any vote through any device or ballot station.
6. A three strike system will be in use. Minor rules breaks will incur a strike. On the 3rd strike a candidate will be disqualified from the election. A warning shall be given before the first strike. After this no further warnings shall be given. For more serious offenses other penalties may be given instead of/as well as a strike. For more serious offences the individual may be subject to HASU or Harper Adams University's disciplinary procedures. All penalties are at the discretion of the Returning Officer and/or their deputy.
7. The DRO shall keep a complaints log and take appropriate action if a complaint is received. Complaints will not be accepted unless they are in writing and accompanied by the complainant's name. This will be kept confidential only where appropriate (not anonymous).
8. Campaigning officially begins as soon as the Candidates Briefing ends.
9. All Candidates must attend the Candidates Briefing as stated in this pack.
10. The RO (or deputy RO) may alter these rules at their discretion to ensure a smooth election, whilst protecting the Unions' reputation. Notification of changes shall be sent by email and candidates also notified of changes at the daily briefing.
11. Candidates should be aware of the environmental impact that their campaign may have. These rules are designed to allow flexibility and creativity, however forms of campaigning may be banned at any time should they be deemed to get excessive e.g. too much use of paper.

Candidates and Campaign Teams

Candidates are responsible for their campaign teams, and must ensure that anyone campaigning on their behalf understands the rules. Any rules broken will incur penalties against the candidates and not the individual student, with the exception of misconduct which is subject to the Students' Union and/or the University disciplinary procedures.

Campaign Materials

1. Campaign materials are not to be offensive, inflammatory or bring the Unions' name into disrepute. Constructive criticism however is allowed as long as a candidate is clearly showing why their ideas improve on others.
2. All campaign materials must be checked before use by the DRO, or nominated person in their absence.
3. A grant may be offered to candidates. Candidates may supplement this with their own money. 'Free' resources are also permitted. Candidates and their campaign teams are to campaign in a fair manner – anything taking place which the RO or their Deputy deems to give an unfair advantage and is not in-keeping with the candidate may be disallowed.
4. To claim expenses a receipt and a completed expenses form must be submitted to the Harper Adams Students' Union Finance Officer, countersigned by the Union Director within one week of the close of voting.
5. There will be an allowance for photocopying/printing from the office in addition to each budget. This will be confirmed at the candidates' briefing before campaigning begins.
6. Candidates may be as creative as they can and may use any facilities on campus as long as they have permission that can be easily checked should a complaint arise. Candidates are encouraged to submit evidence of this at the time of having materials checked.
7. Candidates may not move any materials to make room for their own campaigns (unless they have written permission prior to doing so). Candidates are encouraged to plan ahead. Facilities are on a first come first served basis – be creative!
8. As soon as a Nomination has been accepted by the Deputy RO, a Nominee is then a candidate. From this point on they may ask for any campaign materials to be checked and their use pre-agreed.
9. Online campaigning is allowed, in any online media, subject to the above rules. Online material however does not need to be pre-approved, but will be subject to severe disciplinary action if found to break these rules. Online campaigning may begin in advance of a nomination being accepted.

Complaints/Appeals

Disciplinary and Disqualification

1. No candidate or other person shall make or cause to be made deliberate misrepresentation of other candidates either verbally or on any publication or by any other means.
2. No candidates or any other person shall bribe, or attempt to bribe, any elector in any way whatsoever.
3. A candidate may be subject to disciplinary procedures including disqualification if they or someone acting on their behalf or for their benefit;
 - a. Bring HAU into disrepute;
 - b. Responsible for corrupt practice (as defined by the Returning Officer);
 - c. Disrupt elections;
 - d. Dishonest conduct;
 - e. Act to threaten, intimidate, deceive, coerce, collude, conspire or use force to interfere with the election process;
 - f. Falsify, deceive, deface or destroy any election material;
 - g. Artificially create an advantage that any other candidate cannot reasonably (as determined by the Returning Officer or their nominee) replicate;
 - h. Interfere in a vote or voting process; or
 - i. Act in a way that infringes the rules and regulations set out by the Returning Officer.
4. A candidate may be subject to disciplinary procedures, including disqualification if they breach any Union or University policy or regulation.
5. If a candidate faces disciplinary, the procedures can be found in the - Disciplinary Procedures for Members of Harper Adams Students' Union.

Complaints and Right of Appeal

1. Complaints shall be made in writing to the Deputy Returning Officer. The Deputy Returning Officer shall investigate and aim to respond to any formal complaint within 48 hours.
2. There shall be a Right of Appeal for complaints, which shall be referred to the Returning Officer. The nature of any appeal to the Returning Officer shall only be based on whether the Deputy Returning Officer's decision was not:
 - a. Entirely based on appropriate regulations and/or;
 - b. Fair, proper and unbiased.
3. The Returning Officers ruling shall be final.

Frequently Asked Questions

Are there any rules?

Yes. See the rules section of this pack. It is important you read and understand these. If not please ask for them to be explained further or you risk disqualification from the election.

How does voting happen?

Voters can go to our website, www.harpersu.com where they will be able to read your statements/manifestoes, and follow the instructions to cast their vote. The voting system has security measures to ensure that voters can only vote once. They have to vote for EVERY position at once, so encourage them to speak to all candidates before voting, and make every effort to speak to as many students as soon as you can.

Can I vote as a candidate?

Yes, and you can vote for yourself!

What sort of vote is it?

We use a system called Single Transferable Vote. This means that when you vote you will have to rank all candidates according to your preference for each position. A candidate needs 50% +1 of the total valid votes to win the election. If no-one receives this then the person with the least votes is 'knocked out', and the votes for them will transfer according to their second preference to be recounted and so on until someone has received enough votes to win.

Who counts the votes?

The count will be overseen by the Returning Officer or their Deputy. You are entitled to watch this, as explained at the Candidates Briefing.

Can my friends help?

Yes! Your friends may join your campaign team. However remember that YOU are responsible for their actions – ensure they have also read the rules.

My friend is also running for another position, can I support them?

You may vote for them, but not campaign in any way for them as a candidate yourself. More details can be found in the rules section.

Can I campaign under a nickname?

Yes, but remember that the ballot paper will be in the format of FIRST NAME "Nickname" LAST NAME – please use this format on your nomination form otherwise it may not be included – if you use a nickname and voters can't see it on the ballot sheet you may LOSE votes.

Do I get trained?

Yes, you will have to attend a compulsory session called the 'Candidates Briefing'. There are also additional voluntary sessions. These will be posted on <http://www.harpersu.com/elections> as they are confirmed. There is also compulsory training for all elected positions.

What is a Students' Union Officer?

Students' union officers are elected by the student body to hold a number of roles within the students' union, ensuring that students at Harper Adams are represented.

What is the difference between Executive Committee members and Sabbatical Officer roles?

Sabbatical Officers represent students and manage the Union on a day to day basis, making decisions in the best interest of the members. Other roles elected in these elections are supporting roles (SU Executive) to ensure that Harper Adams Students' Union runs as efficiently as possible. They are all vital to ensuring Harper Adams Students' Union can achieve its objects as efficiently as possible. The Executive Committee is responsible to the Student Body, and their decisions may be subject to approval by Harper Adams Students' Unions' Board of Trustees.

What is the difference between a voluntary role and a Sabbatical position?

Most roles are voluntary, this means you will hold the position and will be expected to undertake the responsibility of the role alongside your course. A sabbatical role means you will either take a year out of study or stay a year longer after your study to work full time for Harper Adams Students' Union.

You will also receive an honorarium (effectively a monthly salary).

Who is RON?

You may have heard people talk about R.O.N. This stands for Re-Open Nominations and is not (as some people believe) someone who has stood in our elections for many years and has never left Harper Adams! Re-Open Nominations will appear on all ballot papers and is a voters' chance to vote to re-open the election if they don't like the candidates available.

Can R.O.N. run a campaign?

A student may run a campaign on behalf of Ron to Re-Open a position. This cannot be a campaign against a single candidate in a contested election. They will have to run it to the same rules as stated in this pack. For more information please contact the Deputy Returning Officer.

What do I do if I'm not happy or want to complain?

Please see the Complaints Procedure.

When does it all happen?

Please see the Key Dates list on page 9.

Contact Details

Deputy Returning Officer

Alastair Burr (Union Director at Harper Adams Students' Union)

01952 815356

aburr@harper-adams.ac.uk

Returning Officer

To be contacted via the Deputy Returning Officer