



LOUGHBOROUGH STUDENTS' UNION

UNION AFFAIRS COMMITTEE

Candidates Pack 2018-19



Hello...

THANK YOU FOR YOUR INTEREST IN THE UNION AFFAIRS COMMITTEE!

Union Affairs Committee (UAC) is a team of sixteen students who together act as the regulatory and procedural body for the Union's activities. Any constitutional or policy changes must be approved by them and they are also responsible for ensuring that activities such as elections and disciplinary appeals run properly. The Executive Team are accountable to Union Affairs Committee, who sit just below the Board of Trustees in terms of decision-making power when it comes to matters of Union Governance.

UAC is broken up into the following sub-committees:

- **Elections Sub-Committee** - responsible for the organisation and administration of all general elections within the Union, notably the Executive Elections
- **Governance and Procedures Sub-Committee** - make recommendations to the Executive, Union Affairs Committee and the Board on matters concerning all issues of Union governance.
- **Finance and Management Sub-Committee** - undertake detailed scrutiny of the Union's financial performance in relation to short, medium and longer term plans, and examine and develop the Union's commercial strategy.
- **Discipline Sub-Committee** - meet to consider any complaints of misconduct against a member, opted-out Loughborough student, or Executive member or non-member of the Students Union, or the Executive Committee acting in accordance with the Discipline Policy.

Being on UAC gives you a lot of responsibility in making decisions within LSU, an organisation with an annual turnover of around £10 million. Whilst it is a great stepping-stone for anybody looking to pursue a job in policy and governance, it is also incredibly rewarding for those who are passionate about the Union. You will play an important part in ensuring LSU is representing all of its students effectively.



Good luck!

ELLIYA GEMILI

VP AFFAIRS & DEVELOPMENT

Vpaffairs@lsu.co.uk

01509 635005



DATES & TIMES

NOMINATIONS:

- 🕒 *Open at lsu.co.uk from 9am, Wednesday 9th May 2018.*
- 🕒 *Close at 11.59pm, Monday 14th May 2018.*

To nominate themselves candidates will need to submit a completed nomination form to  vpaffairs@lsu.co.uk before nominations close.

NOMINATION FORM WILL INCLUDE:

- Candidates personal details
- Proposer and Seconder details
- 250 word manifesto with the option of adding a photo of themselves

All printing must be done through Loughborough Students' Union. If candidates want to print material they must submit their artwork via email to:

 vpaffairs@lsu.co.uk or in hard copy to the Union reception by the end of nominations. No additional money is to be spent on campaigning or campaign materials.

WITHDRAWAL DEADLINE:

The withdrawal deadline will be

- 🕒 *Midnight on Wednesday 16th May.* Candidates must email their official withdrawal to the permanent member of election staff Sue Lucas, by midnight.

CAMPAIGNING:

- 🕒 *9am on Tuesday 15th May 2018 until 9am on Friday 18th May.*

VOTING:

Online at lsu.co.uk/elections on:

- 🕒 *Open 9am, Thursday 17th May*
- 🕒 *Close 4pm, Friday 18th May.*

RESULTS

Results will be announced online at:

- 🕒 *6pm, Friday 18th May* at lsu.co.uk/elections.

RULES

NOMINATIONS

- 4.1 Any full member of the Union may nominate themselves as a candidate.
- 4.2 Nominations must be filled in online at lsu.co.uk/elections.
- 4.3 All nominations must be proposed and seconded by a full member of the Union who is not already running in the same election. Members of the Students' Union Executive cannot propose or second candidates. Members of the current Union Affairs committee cannot propose or second candidates.
- 4.4 Candidates must submit a manifesto of 250 words along with the names of their proposer and seconder, they also have the option of adding a photo of themselves.
- 4.5 Elections committee will ratify the nominations after the close of the nominations period.

CAMPAIGNING

- 4.6 Candidates may not publicise their candidacy in any way before **9am, Tuesday 15th May**. This includes publishing any campaign material of any sort.
- 4.7 There shall be no sabotaging any other candidate's campaigns.
- 4.8 Lecture shout outs are permitted at the discretion of the lecturer; candidates must receive verbal confirmation from the lecturer before speaking to a lecture hall.
- 4.9 No campaign emails will be sent to/from any university/union addresses such as, "lboro.ac.uk", "lut.ac.uk", "lborosu.org.uk", "loucoll.ac.uk" or any other which Elections committee deem inappropriate.
- 4.10 Candidates must attend all official elections meetings and events organised by the Acting Returning Officer. If unable to do so candidates must give a minimum of 24 hours notice.

PUBLICITY

- 4.11 All manifestos and photos will be displayed online throughout the elections period.

VOTING

- 4.12 Voting shall take place in accordance with Standing Order G: Web Voting.
- 4.13 'No Candidate' shall be entered in all elections treated as if it were another candidate.
- 4.14 Candidates are banned from creating private ballot boxes including the use of iPads, laptops, mobile phones etc.
- 4.15 Voting will be accessible from lsu.co.uk/elections.

BUDGET

- 4.16 The total resources in cash and kind be spent on a candidate's campaign must not exceed £10.
- 4.17 No campaign may receive sponsorship in any form.
- 4.18 All printing must be done through Union reception, no additional printing is allowed. Artwork for material must be submitted to Union reception or emailed to vpaffairs@lsu.co.uk before the close of nominations at **23.59pm on Monday 14th May**.

Good luck from LSU!