

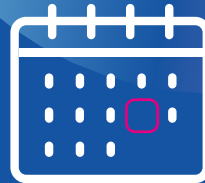
CANDIDATE BRIEFING PACK



STUDENT COUNCIL ROLES



KEY DATES



NOMINATIONS OPEN

Monday 16th September 2024 (9am)

NOMINATIONS CLOSE

Wednesday 9th October 2024 (4pm)

NOMINATIONS INFO SESSION

Tuesday 1st October 2024 (2pm)

Thursday 3rd October 2024 (7pm)

Click [here](#) to sign up for info sessions!

CAMPAIGNING BEGINS

Wednesday 9th October 2024 (4pm)



VOTING

OPENS:

Monday 14th October 2024
(9am)

CLOSES:

Tuesday 15th October 2024
(4pm)



NOMINATE

CAMPAIGN

VOTE

JUMP TO SECTION

SECTION 1

1.1 Introduction

SECTION 2

2.1 What's next

2.2 Nominate yourself

2.3 Campaigning

SECTION 3

3.1 Vote days

3.2 After the election

3.3 Support available

3.4 You got elected!



SECTION ONE INTRODUCTION

UUSU is a membership-led organisation. Our Student Council is the highest directly elected body within UUSU, made up of 41 students just like you and our 7 strong officer team. Student Councillors volunteer their time to ensure the collective student voice is heard not just in the classroom but right in the heart of UUSU, the university and beyond.

Our Student Council positions are designed to be representative and look like you. This means that we have councillors to represent our 3 NI Campuses, Sport, Equality, distance learners and more. An overview of the general role of a councillor can be found below and the full role descriptions of each councillor can be found in the accompanying documents.

If elected you will be offered training and development opportunities throughout your time in post. The Clerk of Council will be your assigned staff lead who, along with your elected Council leadership, and UUSU Student voice team will provide all the wrap around guidance and support you'll need.



SECTION TWO

WHAT'S NEXT?

So, you have decided you want to nominate yourself to be a Student Councillor.

What's next?

We always encourage you to read the detailed role descriptions which can be found in the candidate hub or check out the appendix below, to give yourself a better idea of the specific nature of the role and what is required should you be elected .

Once you have satisfied yourself that you are the best person for the role and you want to put your name in the ring, put one of the nominee info sessions in your diary. These are for anyone thinking of nominating themselves to get general information about dates and processes, as well as the opportunity to ask UUSU Election staff any questions you may have.



ELIGIBILITY

To nominate yourself for a Student Councillor position you must be a UU Student during this academic year (24/25). You may only nominate yourself for one position, so select wisely. You may however consider running for a position of Course Rep, check out more details in the candidate hub.

Right! You're definitely doing this.

NOMINATE YOURSELF

Nominating yourself could not be easier. There are no reams of paperwork to go through, you simply complete the process online at uusuu.org

CHECKLIST FOR NOMINATIONS:



Profile photo
PNG or JPG format



300 word max manifesto
Optional



Poster
Optional

STEP ONE



Go to uusuu.org, mouse over '**VOICE**' and click '**Elections**' in the dropdown this will take you to uusuu.org/student-voice/elections/

STEP TWO



Click '**Nominate Yourself**' if you haven't already logged in, you'll be asked to do so. This login is the same as your Uni Portal login.

STEP THREE



Once logged in select the position you want to run for example:
Student Council post

STEP FOUR



Once you have selected the position you will see '**Stand**' in yellow above it. Select and confirm your name and email address and to write a manifesto and tagline

STEP FIVE



Once you have selected the position and confirmed name email manifesto etc click '**Confirm**'. Congratulations you are now a candidate.

If you have any problems, you should contact elections@uusuu.org and we can resolve.

CAMPAIGNING

We don't expect a general election campaign from you, but this is your opportunity to put across who you are to the people who you want to represent. Ensure you have a strong manifesto, and perhaps design a poster, circulate it with your friends, classmates and try and spread the word.

As there are so many posts for this election, we do not provide candidates with specific printed campaign material. We will however help prop up your campaign with an arsenal of generic digital content for you to share.

Our website will host your manifesto and graphics so you should feel free to direct people to it, and you can share any graphics that we have approved and that UUSU has created.

If you are unsure or have any issues you can contact elections@uusuu.org



HOW TO CAMPAIGN

- 1 Talk to your peers and let them know you're running.
- 2 Put up posters in your course area.
- 3 Encourage staff to promote the election to your peers.
- 4 Ensure you have a manifesto on our website.
- 5 Add a Profile Picture – let students put a face to the name.

SECTION THREE

VOTE DAYS

We will have our website clearly demonstrating where and how to vote for polling days and students will be required to log in to vote – again using their UU credentials.

We monitor the votes as they are cast in terms of coming from devices, we do not have access to any individual votes but we can identify if a large number of votes are being cast from one device.

Periodically we will update a page on our website showing in real-time the number of votes cast for each role and the profile of voters – for example how many from each faculty have voted etc.

It is unlikely that anyone logging in will have any problems casting a vote, but you should feel free to contact us with the B number of the student having difficulties, by emailing elections@uusu.org (or the student can email us themselves) and we will work to resolve as quickly as possible.



AFTER THE ELECTION

When the polls close, only one member of staff in the Union can access the results via software provided by our IT service. That member of staff will conduct the counting of votes electronically and note transfers and exclusions.

Our marketing team will be sent the results of each contest and provide relevant graphics to announce those successful. We can provide full count sheets to candidates on request.

The results will be made public and published on uusu.org and across our social media alongside graphics declaring the winners in each contest within 3 days of the vote closing.

SUPPORT AVAILABLE

We understand that putting yourself forward for a contest can be challenging especially if this is your first time stepping into an election. Remember UUSU staff are available throughout the election process to help answer questions and signpost to support should you feel you need it.

We are available through the election process to signpost you to support should you feel you need it. We are available also for advice on processes, rules and ideas – for obvious reasons we will not engage in any campaign-specific conversations out of these circumstances and are totally independent.

Mark Francos

Governance and Policy Coordinator
elections@uusu.org



SO YOU'RE ELECTED!

So, you're a **Student Councillor!**

If you are elected to the role you have contested, congratulations! We will be in touch straight away with details on the upcoming meetings for the year and that all important induction training that will be taking place online ahead of the first Student Council meeting on the 30th October.

Alongside that you will have the opportunity to meet with the Clerk of Council and your assigned student officer to discuss the next steps to help you get to know how your ideas and manifesto commitments can be implemented and how you can make the most of your role as a Student Councillor.

ROLE DESCRIPTION

APPENDIX ONE

Student Council consists of 48 members including 7 full time officers. We require a variety of seats to be filled to ensure well rounded representation of the student body.

18 x CAMPUS COUNCILLOR

Our campus Councillors are Student Councillors elected by the students on your campus. There will be 3 Campus Councillors, per campus, representing the views of everyone on their campus as best they can and are available for any student to put themselves forward for.

9 x EQUALITY COUNCILLOR

Do you perhaps represent a minority within our University, we want to hear from you! If you self-define as being a member as one of the following groups:

- International Students
- LGBT Students
- BAME Students
- Disabled Students
- Minority Languages Representative
- Faith Group Representative

Then this could be the role for you! Students who are in this post will be responsible for representing the views of all groups equally. Three equality councillors are required per campus.

3 x MENTAL HEALTH AND WELLBEING COUNCILLOR

Our Mental Health Councillors on Student Council are here to support the ongoing work we are doing to support Students with their Mental Health. This role helps feed into this work and keep positive mental health approaches on the agenda! We require one Mental Health Councillor from each campus.

2 x POSTGRADUATE TAUGHT COUNCILLOR

Are you a postgraduate student on a programme receiving direct teaching? These roles (1x full time and 1x part time) represent the unique views of our Postgraduate population and let us know how best we can improve the experience of postgraduate students.

2 x POSTGRADUATE RESEARCH COUNCILLOR

This is a role for all of our students who are undertaking postgraduate research, those who are studying for a PhD at Ulster University who wish to represent the views of their fellow doctoral college colleagues in their unique position within the university. These roles (1x full time and 1x part time) allows for the bespoke voice of PhD students to be heard in the decision making chamber within UUSU.

1 x DISTANCE LEARNER COUNCILLOR

Are you studying further afield but still want your views to be heard to influence your university experience and your student union, then this may be the role for you! This is the role to ensure whether you are on campus or not that we hear from you!

1 x PART TIME STUDENT COUNCILLOR

University isn't just about being a full time student. Being a part time student is a unique experience and we need to ensure you are heard in your learning experience and whole experience as a student. Your views matter whether you are studying one module per term or coming in for night classes we want to hear from you!



continued

ROLE DESCRIPTION

1 x MATURE STUDENT COUNCILLOR

Are you one of our many students coming to university with more life experience, consider becoming a Councillor for your fellow mature students! We know that we all require and wish for a slightly different student experience as we age! If you were 21 or over at the start of your studies, we want your perspective. Consider running to be our Mature Student Rep!

1 x STUDENT WITH CARING RESPONSIBILITIES COUNCILLOR

Do you have a formal caring responsibility towards others in your life but are a student here at Ulster University? Whether you are a parent or caring for relatives or those important in your life we want to hear your perspective and have you in our decision making as part of our Student Council. Consider putting yourself forward today!

SUPPORTING YOU IN YOUR ROLE

You will receive full training for your Councillor role at the start of the year and receive full support from your Students' Union. There is a dedicated member of staff who serves as the Clerk of Council who is there for your training needs, development of policy or any ideas or issues that you may face in the role. You will also work with and be supported by our full-time officer team and the rest of the UUSU team.

WHAT THE ROLE INVOLVES

- Being an elected Student Councillor means you are representing the views of your fellow students when it comes to setting the direction we take on social issues as well as issues within the University.
- Pro-actively engaging with your fellow students to understand areas of concern or feelings on particular issues.
- Engagement with UUSU and its officer team to support campaigns, implement policy decisions and make real change!

TIME COMMITMENT

Some periods in the semester will be busier than others, depending on whether you have meetings or training to attend. We have four formal meetings, two in the Autumn Semester and two in the Spring Semester with the potential for more with other opportunities to get involved. Taking this into consideration you should probably expect to volunteer an average of one hour per week to the role (around 30 hours over the two semesters).

KEY TASKS

- Attend the Student Council in person training, making sure you understand your role is key to ensure you best feel supported and get the most out of the opportunity for yourself and your fellow students.
- Attend Student Council meetings and other appropriate meeting according to your role.
- Bring your ideas and seek to make change through policy and campaign development.
- Keep in regular contact with your Course/ Subject Director to deal with any day to day collective concerns when they arise;
- Hold your officer team to account, support them in their activities and be constructive with ideas and criticism if appropriate to help them to do the best job they can do in representing students on a full-time basis.



THE CODE OF CONDUCT FOR ELECTIONS

AGREEMENT FOR THE CONDUCT OF ELECTION CAMPAIGNS WITH

THE ULSTER UNIVERSITY STUDENTS' UNION (Nov 2019)

Nominated Candidate's Name

In the Election for the position of

agree to abide by the following regulations and communicate said Regulations to all individuals who by association are seen to be promoting our Election Campaign.

(A proven breach of any Regulation will result in the Returning Officer disqualifying the Candidate).



APPENDIX TWO

- 1** All candidates and their election teams are subject to the regulations stated in this Code of Conduct, UUSU Bye Laws and any UUSU or UU Good Relations policies.
- 2** No statements or representations can be made by the Candidate or his/her representatives to any press or media outlet with regard to any aspect of the election process of candidature without the written permission of the Returning Officer.
- 3** Contact details and telephone numbers, supplied by the Returning Officer, will remain confidential.
- 4** Candidates and their representatives will not employ the use of materials expressly disallowed by Union or UU estates guidance which will be issued to all candidates.
- 5** Candidates and their representatives will, at all times, conduct themselves in a manner that does not bring the Union or University into disrepute. Reference will be given to the UUSU Media guidelines.



THE CODE OF CONDUCT FOR ELECTIONS

- 6 During the Election Campaign period, Candidates and their representatives will not engage in any act or omission which infringes on the personal safety and well-being of other Election Candidates and their supporters including written, verbal, physical abuse and/or intimidation or which breaches published University and Union Regulations whether online or off-line.
- 7 The Candidate and their representatives will abide with all requests issued by the Returning Officer and/or Deputy Returning Officer in regard to any aspect of their Election activities/omissions or they will face disqualification.
- 8 The Candidate and their representatives will not cause obstruction to pedestrian or vehicular traffic, nor enter restricted areas surrounding information stations nor act in a manner which may threaten or restrict other students' personal space.

- 9 Returning Officer may disqualify or penalise candidates who violate or persistently transgress any of the regulations for the Conduct of Elections including the Agreement for the Conduct of Election Campaigns. The decision of the Returning Officer is final in regard to breaches of these rules.

[View electoral bye-laws here](#)

[View full election rules here](#)

SIGNED

(CANDIDATE)

WITNESSED BY

(RETURNING OFFICER OR HIS/HER NOMINEE)

DATE
