

ARTS SU ELECTIONS

25

26

ELECTION GUIDE

Hello!

Arts SU is an organisation led by students, so ultimately it is you, the students, who set its direction. It's run by a mixture of people, from the Board of Trustees, who direct the priorities of the Union to ensure it represents its members effectively, to our All-Student Forums, Elected Officers and volunteer School Reps

Why should you nominate for election?

It's one of the most varied and rewarding roles you will ever have, you get to represent student voice and bring about changes that you care deeply about.

Led by students and supported by a team of staff, the Students' Union works to transform student life by supporting communities, professional development, representing students' views, and providing advice and support.

We do this by electing students who will speak and work for you on a range of issues, but also together with staff to shape the work of UAL and Arts SU.

There are a range of roles available depending on your interest which can be found further on in this guide and numerous benefits to putting yourself forward which include developing your skills and networking with other creative students.

So, if you are passionate about a specific aspect of student life, believe in sharing the voices of others or simply feel you can help contribute and better the Union's understanding of particular groups of students put yourself forward in our SU Elections!

Trust us, it will be the best decision you make!

Good luck!

Returning Officers:

Returning Officers are appointed to ensure elections are free and fair. The Returning Officers and elections team can be contacted by emailing elections@su.arts.ac.uk.

RETURNING OFFICER
NATIONAL UNION OF STUDENTS

DEPUTY RETURNING OFFICER
NICK SMITH

CONTENTS

01	KEY DATES - ARTS SU ELECTIONS	04
02	SU ELECTION SESSIONS	05
03	HOW DO I NOMINATE FOR A ROLE?	06
04	ROLES IN THIS ELECTION	07
05	SUPPORTED TO SUCCEED	15
06	CANDIDATE SUPPORT	16
07	ELECTION RULES AND GUIDANCE	18
08	VOTING	19
09	COMPLAINTS	20
10	RULES - NOMINATIONS	22
11	RULES - CAMPAIGNING	23
12	RULES - BUDGET	24
13	RULES - COUNTING VOTES & DECLARING RESULTS	24
14	RULES - COMPLAINTS AND APPEALS	25

*KEY DATES FOR ARTS SU BY-ELECTIONS***JANUARY - MARCH**

*When Nominations are open, students can put themselves forward for an available role. During this time, they also produce publicity which includes the ideas and principles of their campaigns to show how they will represent students.

SU ELECTIONS SESSIONS

During these elections, we hold a variety of sessions to provide you the necessary information so you feel prepared to take part.

You can sign up to these sessions by heading to the Elections Hub.

INTRODUCTION TO SU ELECTIONS

Our SU Elections sessions are a chance to find out all you need to know about the different roles and the election process. We will talk through how the Students' Union is led by these roles and the differences between each role.

All UAL students are welcome to come along to the sessions – you don't need to have any prior knowledge or involvement of the elections or Students' Union and there is no commitment to putting yourself forward as a candidate by attending. In fact, the less sure you are, the more reason to come along.

Thinking about running?

A session to go over Arts Students' Union, learn more about democracy, and understand why and how to stand in SU Elections.

No previous knowledge required, this session is ideal for those interested in running and wanting to find out more!

How to win an Election

A session on all things campaigning, publicity, and manifestos.

This is the perfect session for candidates trying to figure out how to get students to vote for them!

CANDIDATE BRIEFING

This is an **mandatory** part of the Students' Union elections process. At this session you will get all the information regarding the rules of the election, how voting works and expectations around campaigning (including spending limits).

HOW DO I NOMINATE FOR A ROLE?

Once the nomination period is open for any of our elections, you will have until the close of nomination to submit your candidacy.

To put yourself forward for a role:

STEP ONE

Go to www.arts-su.com/elections and click the "Stand In Election" button. You need to be logged into your Arts SU website account*.

STEP TWO

Submit your details on the application form, ensuring your name and email address is correct so we can contact you about your candidacy.

Some information will auto-complete for you, so remember to double check.

STEP THREE

Decide which position you wish to stand for, and click "Stand" and then click the "Submit Nomination" button. The page will update and state you are now standing for that selected position.

STEP FOUR

Once you have submitted your nomination, you will be able to upload your candidate publicity (photo, slogan, and manifesto) by clicking "Manifesto".

You are able to update your candidacy at any point during the nomination period.

* For more information on how to create and log into your Arts SU website account or other questions around nominations, email elections@su.arts.ac.uk.

ROLES IN THIS ELECTION

SABBATICAL OFFICER TRUSTEES

Sabbatical Officer Trustees (aka Full-Time Officers) are full-time paid employees at Arts SU and are selected via the SU Elections.

Those elected must either take a year out of their studies or undertake it after completing your course. All officers will receive support and training from Arts SU.

POSITIONS AVAILABLE	<ul style="list-style-type: none"> • 1 x Union Affairs Officer • 1 x Student Communities Officer • 4 x College Officers <ul style="list-style-type: none"> ◦ Chelsea, Camberwell, and Wimbledon (CCW) and Creative Computing Institute (CCI) ◦ Central Saint Martins (CSM) ◦ London College of Communication (LCC) ◦ London College of Fashion (LCF) 	
SALARY	£31,883.05 per annum	
HOURS	35 Hours per week	
LOCATION	Hybrid	
ELIGIBILITY	TO BE A COLLEGE OFFICER: You must be a current student of that college	TO BE UNION AFFAIRS OR STUDENT COMMUNITIES OFFICER: All UAL Students can stand
	INTERNATIONAL STUDENTS CAN BECOME SABBATICAL OFFICER TRUSTEES. If you need a new visa, Arts SU will help you through this process and be able to cover the associated cost for health surcharge and standard visa application. Please email elections@su.arts.ac.uk if you have any questions about this.	

ROLES IN THIS ELECTION SABBATICAL OFFICERS

ALL SABBATICAL OFFICERS SHALL:

- Lead priorities and/or campaigns based on the needs of students, and support Arts SU events and campaigns.
- Represent the voices of students, attend and support all decision-making meetings and gather student views, opinions, ideas, and feedback.
- Represent individuals, groups, and the body of students to the University and its Colleges, National Union of Students, local community groups and other bodies that affect the lives of students, including attending meetings of such organisations.
- Oversees the direction, finances, staff and governance of the organisation at Trustee Board meetings in your role as an Arts SU Trustee.
- Works with Arts SU to shape their work on liberation, equity, diversity, and inclusion, as well as the organisational strategic priorities.
- Support the Students' Union in connecting and communicating with students to develop services and activities
- Work effectively with Arts SU and University staff and as a Sabbatical Officer team.
- Attend all training delivered by Arts SU.
- Attend and actively engage in University and SU Meetings.
- Work 35 hours a week, including core office hours of Monday-Friday, 10am-4pm, and occasional weekend or evening work where required.
- Comply with all Arts SU regulations, policies and protocols.

ROLES IN THIS ELECTION
UNION AFFAIRS OFFICER

THE UNION AFFAIRS OFFICER SHALL:

- Gather and represent the views, ideas and experiences of students at UAL on university-wide matters including communication, library services, student support, and other central services to improve the student experiences.
- Attends and actively engages in meetings, including the University Board of Governors and its relevant subcommittees (as the Student Governor), and holds and attends other University meetings as appropriate.
- Act as the first point of contact with the National Union of Students and other stakeholders as required.
- Act as the primary spokesperson and figurehead for the Union to the University on central university business.

ROLES IN THIS ELECTION
STUDENT COMMUNITIES OFFICER

**THE STUDENT
COMMUNITIES
OFFICER SHALL:**

- Gather and represent the views, ideas and experiences of student communities at UAL, including study, sports, societies, volunteering, liberation and students of circumstance to the University and external organisations.
- Attend and actively engage in meetings and hold other University meetings, as appropriate.
- Oversee Arts SU community development by working with officers and staff to encourage students to engage in creating and developing the communities in which they identify; and ensure that Arts SU communities and associated opportunities are accessible, understandable, and communicated to students.

ROLES IN THIS ELECTION
COLLEGE OFFICERS

THE COLLEGE OFFICERS SHALL:

- Gather and represent the views, ideas and experiences of students in your College to the College, University and external organisations to improve the student experience.
- Attends and actively engages in College Academic Committees, Student Dean Forums, and holds and attends other College meetings as appropriate.
- Act as the primary spokesperson and figurehead for the Union to the College
- Collaborate with the Union Affairs and Student Communities Officer to ensure SU activities and services are accessible to students within their chosen college and reflects their needs.
- Connect with and lead on the representation of Course and School reps within the college.

ROLES IN THIS ELECTION

POSTGRADUATE STUDENT GOVERNOR

The Student Governor exists to strengthen the voice of students on the University's Court of Governors which is the governing body of UAL.

You will have a key role along with other governors (External, Staff and Student) to oversee the University's new strategy and in monitoring the implementation of related programmes. This is a great opportunity to be exposed to the most senior decision making at UAL. The post is a volunteer role and will be unremunerated by UAL but should provide valuable work experience, as well as enabling you to shape the future of UAL.

POSITIONS AVAILABLE	1
ELIGIBILITY	To nominate yourself for this role, you must be a postgraduate student.
EXPECTED HOURS	30-40 hours across the academic year.

ROLES IN THIS ELECTION

SCHOOL REPRESENTATIVES

School Reps volunteer to represent students across all the courses within their school. School Reps work with Arts SU, fellow school and course reps and UAL staff to make positive changes for students in their school.

COLLEGE	POSITIONS AVAILABLE
CSM	1 x C-School Rep (Art, Culture, and Performance) 1 x M-School Rep (Fashion & JTM)
CCW	1 x Art School Rep 1 x Performance & Foundation School Rep
LCC	1 x Screen School Rep 2 x Media School Rep
LCF	2 x Media and Communication School Rep 1 x Design Technology School Rep
PRE-DEGREE AND FOUNDATION	1 x Pre-degree and Foundation School Rep

ROLES IN THIS ELECTION
COLLEGE OFFICERS

**ALL SCHOOL REPS
SHALL:**

- Attend and actively engage in all relevant training, meetings/forums.
- Attend regular catch-ups with Arts SU and School Staff.
- Represent students' voices within the School by gathering student views, opinions, ideas, and feedback.
- Support the Students' Union in connecting and communicating with students to develop services and activities
- Work with the School team to improve the student experience.
- Act as an intermediary between Arts SU, the University and course reps.

SUPPORTED TO SUCCEED

Whoever is successful you can rest assured you will not be alone. We will ensure you have the skills, confidence and knowledge to be effective. You'll be supported by a range of staff from Arts SU and work closely with staff from UAL.

The skills you'll learn and develop during your year in office will allow you to adapt to all sorts of different roles and open-up various opportunities for your future. If you need any more convincing below are just a few of the desirable skills officers have developed in the past:

BUILDING RELATIONSHIPS

COMMERCIAL AWARENESS

COMMUNICATION

CAMPAIGNING

CREATIVE PROBLEM SOLVING

ENTERPRISE

PERSONAL AND PROFESSIONAL BEHAVIOURS

MOBILISING COMMUNITIES

PLANNING AND ORGANISATION

TEAMWORK

EVENT PLANNING AND DELIVERY

The important thing to remember is your role is what you make of it!

If you would like more information about the training and development opportunities, contact us via elections@su.arts.ac.uk.

CANDIDATE SUPPORT

The welfare of our candidates is an important priority; therefore, we have dedicated staff on hand to provide support throughout the elections period. All candidates are welcome to seek further support where needed, including with our Arts SU advisors the contact of which can be found further below.

Plan your work around voting week and try not to overwork yourself, where possible we'd encourage you to complete urgent work before voting opens so you can prioritise your campaign but ultimately remember your primary focus should be your course of study.

An important part of a successful elections campaign can be finding a good team to support you who will help spread the word about you and your campaign. Whether it's your housemates, friends from your course or those you've met through other activities such as a society or sports club – each can lighten the load and give helpful advice.

Remember to plan to win but be prepared to lose – think carefully about what you might do if unsuccessful and don't be afraid to seek support about this when needed. Plan something nice to do at the end of voting, even if you're not elected, celebrate that you will have achieved a lot.

That being said try not to let the idea of multiple candidates put you off standing and rationalise it with the thought of going for a job with multiple candidates also being interviewed – it's just a different process after all. We'll talk more about candidate support at the Candidates Briefing but if you would like to share any concerns, have any questions or would just like to arrange an informal chat then reach out by emailing elections@su.arts.ac.uk for support.

CANDIDATE SUPPORT

USEFUL CONTACTS

Displayed are a list of support services should you need it:

ARTS SU ADVICE SERVICE	<p>For free, confidential and impartial advice on academic (including university policies and procedures) or housing and accommodation matters.</p> <p>advice@su.arts.ac.uk www.arts-su.com/support</p>
ARTS SU COMMUNITIES TEAM	<p>For our Sports Clubs, Societies, and Arts Active programme, helping you connect with students of similar interests or hobbies and to help look after your wellbeing.</p> <p>Sports clubs: Sports@su.arts.ac.uk Societies: Societies@su.arts.ac.uk Arts Active: Artsactive@su.arts.ac.uk</p> <p>www.arts-su.com/communities</p>
UNIVERSITY SUPPORT SERVICES	<p>For advice and support on various aspects of student life including money, personal issues (including stress, anxiety and mental health concerns) and queries related to disability.</p> <p>www.arts.ac.uk/students/student-services</p> <p>General Queries: student.services@arts.ac.uk Health & Wellbeing Advice: studenthealth@arts.ac.uk Counselling Service: counselling@arts.ac.uk Disability Service: disability@arts.ac.uk</p>

ELECTION RULES & GUIDANCE

The process for standing in the elections is contained in this Elections Guide as are details of the elections process. Only applications completed using this process and within the specified deadline will be accepted.

Our general philosophy is candidates are expected to conduct themselves in a way that is fair, reasonable and engage in a positive campaigning experience that help students vote.

We don't believe restrictive rules help the elections process to engage students in discussions about their future experience or help them to vote. As such, we work to ensure our rules are as minimal as possible. Candidates are expected to ensure they and their campaign teams support this.

Guidance on the election rules and complaints process can be found within this document and on the elections hub.

VOTING

*If you have any problems
voting email*
elections@su.arts.ac.uk

Arts SU uses the Single Transferable Vote to elect our student representatives. This means that each voter gets the chance to rank candidates in the order they wish to see them elected – they will select numbers rather than just put a mark against one candidate.

A winning candidate must receive a certain number of votes (known as quota) to be elected, which will change depending on the number of votes cast. This is in our opinion, the fairest method as it means candidates must have wide support to win.

All elections include RON (Re-Open Nominations) which allows students to make a positive vote, even if they don't agree with the policies of any of the candidates standing. Although we would urge students to consider using this option carefully as it could leave the role vacant until the next election.

Evidence from Arts SU and the experience from other Students' Unions strongly suggest that the number of students voting in an election is heavily influenced by how candidates engage with voters and encouraged them to vote.

Remember that for many students, the act of voting is something we do not do often in daily life, so consider how this has an impact on getting students to vote.

Students are sent an email to explain how they can access voting and encouraging to vote; we also work with the University to publicise the voting period.

Further information about voting week will be released at the Candidates Briefing.

COMPLAINTS

Should you have any concerns about the conduct of campaigns, you should have evidence that it will impact on the outcome of the vote. If you wish to make complaint about the elections. The following process must be used:

As soon as possible, you should summarise the issue using the online complaints form which can be found at www.arts-su.com/voice/elections/hub/

YOU MUST USE THE FORM TO TELL US:

WHO YOU ARE

WHAT YOUR COMPLAINT IS (SPECIFYING WHERE POSSIBLE WHICH RULES HAS BEEN BROKEN)

THE EVIDENCE YOU HAVE THAT A RULE HAS BEEN BROKEN

WHAT YOU WOULD LIKE TO SEE AS AN OUTCOME

COMPLAINTS

The Returning Officer/Deputy Returning Officer will consider your complaint and may consult others in their decision. You will receive an email with the details of their decision. This will be done as soon as possible but more complicated cases may take some time to investigate.

If you believe that the election rules have not been followed, there is new evidence, or you think the Deputy Returning Officer has been prejudiced or biased you can appeal to the Returning Officer.

The appeal must be made no later than 12pm the day after the decision of the Deputy Returning Officer has been communicated. You should summarise the appeal in an email sent to elections@su.arts.ac.uk. You must include your grounds for an appeal, what new evidence you have and what you would like to see as an outcome. Any decisions of the Returning Officer are final and cannot be appealed.

Complaints should be made as soon as possible after the event. It will be very hard to decide complaints made after any long period. In any event, complaints will only be accepted until one hour after the close of voting.

ELECTION RULES

STANDING FOR ELECTION NOMINATIONS

- 01 To nominate yourself for election, you must complete the online form at www.arts-su.com/elections no later than the close of nominations.
- 02 Your nomination must include your name and student number.
- 03 Postgraduate students who are registered as of the 1st January but whose course may have ceased during the Arts SU Elections will be eligible to apply for any full-time roles.
- 04 No individual may stand for more than one role in the same election.
- 05 At the close of nominations, all candidates are invited to attend a mandatory briefing where Arts SU will explain the election rules and brief candidates on relevant updates. Those unable to attend the briefing must inform the elections team in writing at elections@su.arts.ac.uk

ELECTION RULES

CAMPAIGNING

- 01** Candidates are responsible for the actions of campaigners who support their campaign for election, collectively known as a campaign team.
A campaigner is defined as someone who would be reasonably thought to be acting on behalf of a candidate to further the election of the candidates
- 02** Candidates must take all reasonable steps to ensure their campaigners actions comply with the campaign rules and must be able to demonstrate this in the event of a complaint against them.
- 03** Candidates and their campaigners should only undertake campaign activity which others have equal opportunity to do.
- 04** Candidates and their campaigners should conduct themselves in a way that is respectful to others and must not engage in behaviour which is threatening, harassing or risking the wellbeing and safety of others.
- 05** Candidates and their campaigners must not use University or Students' Union resources to campaign except where explicitly permitted by the DRO.
- 06** Candidates and their campaigners must not state that they (or the candidate they support) have been endorsed by the Union or its staff.
- 07** Candidates and their campaigners must not cast, or attempt to cast a vote on behalf of another student.
- 08** Bribery of voters must not be used as part of any campaign.
- 09** Candidates and their campaigners must adhere to all existing wider laws and rules which govern individual and student behaviour.
- 10** Artificial Intelligence (AI) must not be improperly used.
- 11** Candidates must not falsify evidence.

ELECTION RULES

BUDGET

- 01 The campaign budgets will be set by Arts SU and communicated at the candidates briefing. These will be reimbursed by the Union on the provision of receipts.
- 02 Candidates must not exceed the budget limits.
- 03 Candidates submit a written list of campaign costs with corresponding receipts to the Election team before the deadline provided. If candidates do not spend any money during their campaign, this must be made clear on the submission.
- 04 All materials used by a candidate must be included within their statement of expenditure alongside receipts or a reasonable estimated market value.
- 05 All items not purchased but used for campaign purposes must be valued by the DRO.
- 06 The exception to the above are materials and resources that are available to all e.g., the free use of social media sites and basic stationary found at home.

COUNTING VOTES & DECLARING RESULTS

- 01 The count shall be supervised by the Deputy Returning Officer or their nominee.
- 02 The results of Union voting will only come into effect once the Deputy Returning Officers has certified the result is the accurate outcome of a free and fair process.

ELECTION RULES

COMPLAINTS & APPEALS

- 01 The RO and DRO will take responsibility for interpretation of these rules and Union Bye-Laws.
- 02 For a complaint regarding an alleged breach of the Bye-Laws to be investigated, it must be made in writing using the appropriate online form.
- 03 Complaints should be submitted no later than one hour after the close of voting and must specify clear grounds referencing these rules or the Union Bye-Laws.
- 04 The DRO or RO will investigate the complaint, obtain further evidence, and, where relevant, rule upon the complaint, applying penalties if necessary.
- 05 The DRO or RO's rulings shall take immediate effect.
- 06 Complaints about the count must be made in writing using the appropriate online form before the announcement of results.
- 07 Appeals must be made in writing no later than 12:00 PM on the day after the decision of the DRO or RO has been communicated to the candidates.
- 08 Appeals must specify clear grounds referencing that the interpretation of the election rules is unreasonable, correct procedure has not been followed, that the RO or DRO has been prejudiced, biased or failed to fully consider the available evidence.

A detailed breakdown of the rules and regulations which oversee elections can be found in the Elections Bye-Law available on the Arts SU website.

ARTS SU ELECTIONS

25

26

NOMINATE YOURSELF TODAY!

You can submit your candidacy by going to:

WWW.ARTS-SU.COM/ELECTIONS

THIS IS THE ONLY WAY TO STAND FOR A ROLE.

Any questions should be submitted to

ELECTIONS@SU.ARTS.AC.UK