

# Leadership Elections 2024

## Rules and Procedures specific to Leadership Elections January – March 2024

These rules and procedures have been written to ensure the election is conducted in a spirit of fairness, friendliness and co-operation. They have been approved by the Returning Officer.

Please note that if we are made aware of any candidate who may have breached these rules, we will investigate and refer to the Returning Officer, who has the power to impose any sanctions felt appropriate, including disqualification from the election.

Each SUSU election has a Returning Officer (RO) and a Deputy Returning Officer (DRO), whose role it is to make decisions during the election and ensure that all proceedings are carried out fairly.

For this election, the Returning Officer is Sonya Enright, Head of Academic Appeals and Student Complaints at the University of Southampton and the Deputy Returning Officer is Kirsten Wythe, Director of Membership at SUSU. They have reviewed and approved the content of this document, which now forms the basis for this election.

**PLEASE ENSURE YOU HAVE READ THESE RULES BEFORE SUBMITTING YOUR NOMINATION.**

**If you have any questions about the contents of this document or any aspect of the election, please contact the SUSU Representation Team at [representation@susu.org](mailto:representation@susu.org)**

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### Nominations:

Nominations are open **Friday 26<sup>th</sup> January at 09.00 until Wednesday 28<sup>th</sup> February at 16.00.**

You will need to submit your nomination [here](#).

Please ensure that:

#### All Candidates

- You are currently an **enrolled student** at the University of Southampton
- You understand the requirements of the role
- You attend the compulsory candidate briefing (1<sup>st</sup> March 2024)
- You have prepared a statement (sometimes referred to as your manifesto) about why people should vote for you (maximum 500 words) and a short bullet point summary of your main points.
- You use the official headshot taken by SUSU for campaigning
- You have read and understood the Role Description
- You understand you will be required to attend the Union's training to prepare you for the role

All manifestos will be approved by the DRO to ensure they do not contain offensive or inappropriate content

*Please note that there are some roles that you cannot hold at the same time as others. If you are planning to run for more than one role, please check first with the Representation Team.*

# Leadership Elections 2024

## Sabbatical Candidates Only

- If you are an international student, you must check that there are no specific restrictions on your student visa. If you have a standard student visa, you **can** run as a Sabbatical Officer.
- You understand the requirements of the role. Sabbatical Officers are full-time, paid positions (£22,254 per annum) and the term of office runs from July 1<sup>st</sup> 2024 until June 30<sup>th</sup> 2025. You must be available for the whole of this time (although you are entitled to annual leave as an employee of the Students' Union).
- As a candidate for Sabbatical Officer, please be mindful that you will be representing SUSU as a public figure. Your actions, both in person and online, contribute to the image of our Students' Union. We encourage you to showcase your best self and uphold the values of SUSU throughout your campaign.
- You are eligible to act as a Trustee of the Union. This role is automatically a Sabbatical Trustee, and fitness for the role of trustee is defined by the Charity Commission as follows. You must not:
  - have an unspent conviction for one or more of the offences listed here [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/673797/Auto\\_disqualification\\_table\\_v1.1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/673797/Auto_disqualification_table_v1.1.pdf)
  - have an IVA, debt relief order and/or a bankruptcy order
  - have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
  - have been removed from being in the management or control of any body in Scotland (under relevant legislation)
  - have been disqualified by the Charity Commission
  - be a disqualified company director
  - be a designated person for the purposes of antiterrorism legislation
  - be on the sex offenders register
  - have been found in contempt of court for making (or causing to be made) a false statement have been found guilty of disobedience to an order or direction of the Charity Commission)

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## After nominations close:

- All candidates will receive an email confirming next steps.
- All candidates must attend a candidate briefing on **Friday 1<sup>st</sup> March at 11am** or arrange an alternative time if you are unable to make this. All candidates **must** attend a briefing to continue in the election.

Candidates will be officially announced by SUSU on Tuesday 5<sup>th</sup> March. After that official announcement, you are free to start campaigning.

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## Campaigning:

- Campaigning opens after the official announcement of candidates and closes on Thursday 14<sup>th</sup> March at 16:00.
- Candidates are **not** allowed to produce physical posters or flyers, in line with SUSU's ongoing work on improving our sustainability. SUSU will provide promotion of all candidates on our social media and ensure all receive equal promotion.

## Leadership Elections 2024

- You may spend a maximum of £20 of your own money on your campaign (however you are not required to spend any money). This is usually spent on Facebook or other social media promotion. You will need to send us proof of your expenditure at the end of the election and any candidate who does not adhere to the £20 limit may be subject to sanctions decided by the Returning Officer and which can include disqualification from the election. **Please note that the £20 cannot be reimbursed.**
- The candidate must make sure that a member of the Representation Team is admin to any campaign pages on social media to monitor expenditure.
- You are able to post in any social media groups - with permission of the group admins - **but SUSU clubs and societies are not allowed to publicly endorse candidates.**
- You must **not** receive any endorsements from external bodies, including the University, this also includes University staff. Candidates must **not** endorse any other candidates.
- All campaigning must be **fair and positive; you must be respectful and must not be negative about other candidates.** Please speak to the Representation Team if you have concerns about any negative behaviour or actions during the election period.
- During campaigning and voting, candidates are not allowed to offer incentives or pressurise students to vote for them.

If the Deputy Returning Officer or Returning Officer makes any decisions or candidates ask any questions which could be of general interest, we will make all candidates aware of the decisions and answers.

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### Voting:

- Voting opens **Tuesday 12<sup>th</sup> March at 09.00** and closes on **Thursday 14<sup>th</sup> March at 16.00.**
- All elections are run on the basis of STV (single transferable vote), which means that voters are able to vote for their first choice candidate, second choice candidate and so on.
- The vote count is automated and electronic; at each round of voting, the candidate with the lowest number of votes is eliminated and their votes are transferred to the remaining candidates (ie X has the lowest number of votes and is eliminated; everyone who voted for X as first choice will have their second choice votes allocated to the relevant remaining candidates). This process is repeated until a candidate has 50% +1 of the overall votes cast and is successfully elected
- All voting will be online via [www.susu.org/vote](http://www.susu.org/vote)
- The DRO and RO will be present at the count and the RO will sign off the count as properly conducted

# Leadership Elections 2024

## Complaints:

- Any complaints about candidates must be raised to the Representation Team in the first instance ([representation@susu.org](mailto:representation@susu.org)) who will investigate as necessary with the DRO and refer to the RO where appropriate for a decision. Minor decisions will be made by the DRO and Representation Team. The RO is empowered to impose any sanctions deemed necessary. Union Senate may be asked to ratify the disqualifying of a candidate from the election.
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## After Voting:

- The results of the election will be announced after the count on Thursday 14<sup>th</sup> March.
  - The successful candidate will be contacted by SUSU and (subject to confirmation of eligibility to take up the role) will receive information on key contacts and training.
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## Other Information:

- **Voting system:** The election will be conducted using Single Transferable Voting (voters can express their preferences for their first choice, second choice etc candidates)
- **Withdrawing:** Candidates may withdraw from the election any time from the close of nominations to an hour before the close of voting. They must inform the Representation Team in writing if they wish to withdraw. Any withdrawal will be binding as soon as it has been accepted.
- **Current SUSU Officers:** Any current SUSU elected volunteers may not campaign in an official capacity for any candidates. This includes using any official SUSU social media to promote any candidates. These may only be used for the purpose of promoting the election generally.