

Autumn Elections 2025

Guidance Document and Procedures specific to Autumn Elections September – October 2025

This Guidance Document has been written to ensure the election is conducted in a spirit of fairness, friendliness, and co-operation.

The SUSU Autumn election has a Returning Officer (RO) 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 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 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 if appropriate, who has the power to impose any sanctions felt appropriate, including disqualification from the election.

PLEASE ENSURE YOU HAVE READ THIS GUIDANCE DOCUMENT 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@soton.ac.uk

Nominations:

Nominations are open **Monday 22nd September at 09.00 until Wednesday 8th October at 16.00.**

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

Please ensure that:

- You are currently **an enrolled student** at the University of Southampton and will be an **enrolled student** for the **Academic Year 2025-2026.**
- You understand the requirements of the role.
- You understand you will be required to attend the Union's training to prepare you for the role
- You have prepared a statement (sometimes referred to as your manifesto) about why people should vote for you (maximum **500 or 250** words depending on the role) and a short bullet point summary of your main points. For Course Rep roles you only need to prepare a **short bullet point summary.**
- You have a campaign photo ready to submit. This must be a fairly 'formal' headshot.
- You have read and understood the Role Description.

All manifestos will be approved by the RO 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.

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After nominations close:

- All candidates will receive an email confirming next steps.
 - Candidates will be officially announced by SUSU on **Thursday 9th October**; 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 16th October at 16:00**.
- Student Officer candidates – 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 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.
- Course Rep candidates – may **not** spend any of your own money on your campaign.
- 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.
- All campaigning must be **fair and positive; you must be respectful and must not be negative about other candidates. All students involved in the campaign are expected to abide by SUSU's Code of Conduct.** 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 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/answers.

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Voting:

- Voting opens **Tuesday, 14th October at 09.00** and closes on **Thursday 16th October 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 (i.e. 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
 - The RO will be present at the count and the RO will sign off the count as properly conducted.
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Complaints:

- Any complaints about candidates must be raised to the Representation Team via the [online election complaints form](#). This will then be investigated as necessary and referred to the RO where appropriate for a decision; minor decisions will be made by the Representation Team. The RO is empowered to impose any sanctions deemed necessary.
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After Voting:

- The results of the election will be announced after the count on **Thursday 16th October**.
 - 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 office-holders **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).