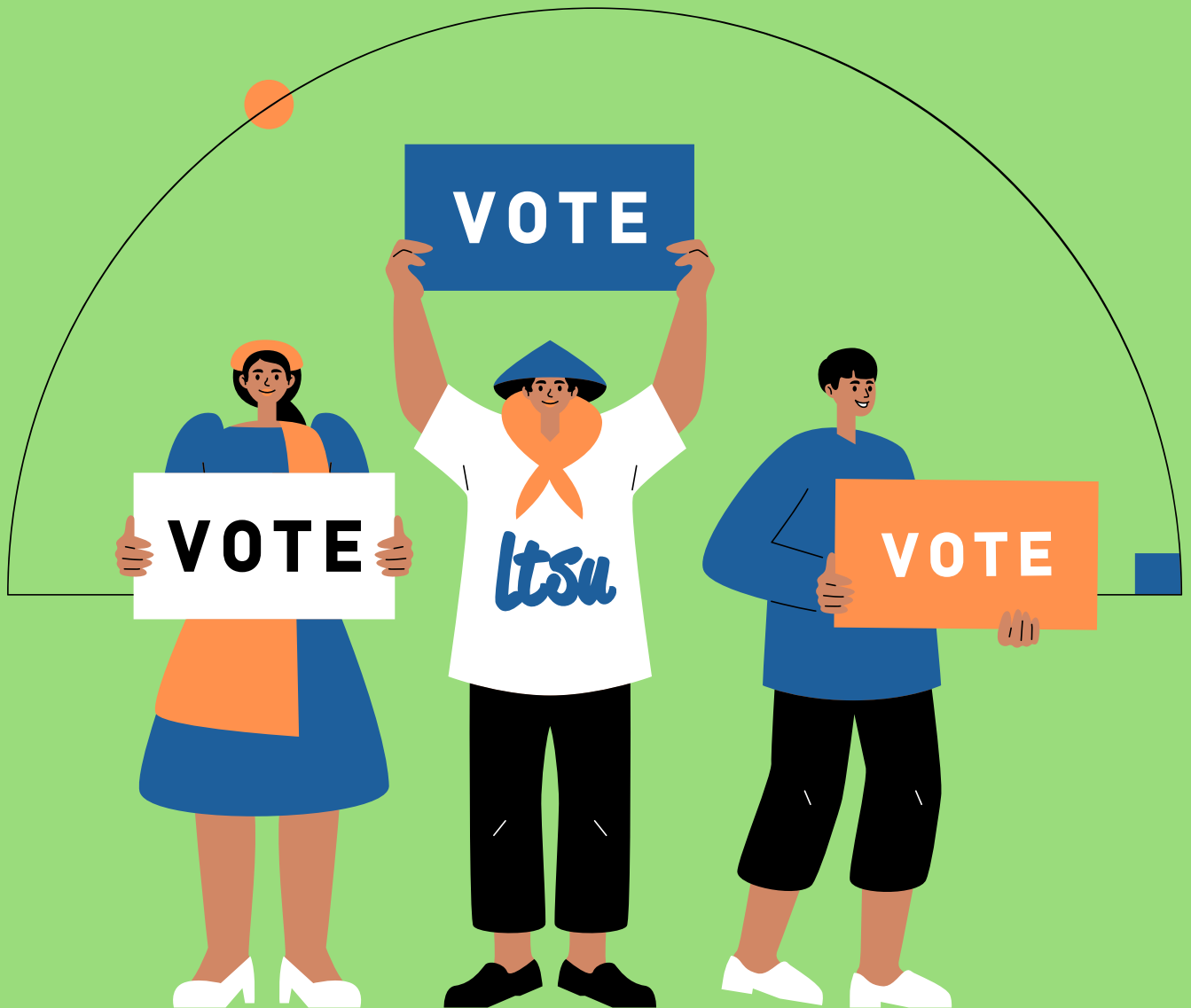


BY ELECTION 2026

CANDIDATE HANDBOOK



YOUR VOICE. YOUR POWER. YOUR VOTE.

Ltsu

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WELCOME MESSAGE

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Welcome to your Students' Union!



First of all, a huge thank you for considering running in the Students' Union Elections. We hope you have a really rewarding, interesting and fun experience!

Leeds Trinity Students' Union exists to empower and support students to achieve their potential. We are running a by-election to fill roles on our Student Council, our Student Activities Committee and our School Representative positions.

This handbook should give you guidance on the election process, advice, and some hints and tips on how to reach students and campaign effectively (whilst sticking to the rules!).

All the roles are an exciting way to make a difference to others. Thank you for considering putting yourself forward.

Good luck!



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WELCOME FROM THE EXEC



Rosario – President

Hello everyone! I would encourage you to stand for election and be part of making a positive difference at LTU. It is a great opportunity to represent students, listen to their views and concerns, and help make university life better for everyone. You can help create positive change, make sure students' voices are heard, and make LTU a welcoming and enjoyable place for all. We look forward to seeing you get involved!



Charlotte - President

I am the Vice President for the SU. I graduated in July this year in Working with children, young people and families. I ran for this elected position as I have had an amazing experience at LTU as a student and made friends and memories for life, I was on the dance team for 3 years and social secretary for 2 of those. I have had so many opportunities to get involved as a full-time on campus student, however there are many students who for varying reasons can't commit to clubs and societies and my plan is to ensure there are opportunities for every student to be involved and have the best experience possible at LTU.

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WHAT ARE THE LTSU BY ELECTIONS?



Elections are an important part of LTSU because they ensure we are democratic and student-led in everything we do as an organisation.

Taking part, whether as a candidate or a voter, gives you your voice, your power and your vote. It helps to shape the plans and projects taken forward for Leeds Trinity students.

We are electing specific part-time officers, so your vote helps you to be represented as effectively as possible within LTSU. If you want something to change on campus or on your course, your elected Student Council makes that happen by campaigning to the University.

Make sure you vote for the officer whose manifesto and policies best match what you want from Leeds Trinity.



WHAT IS AN OFFICER?



There are 2 Full-time Elected Officers, who are elected and paid for one year to take a sabbatical (leave) from their course. They serve as the leaders of LTSU and the voice of Leeds Trinity students. But There are also Part-time Officers, who are volunteers, including elected School Representatives. These are voluntary roles, so you can commit around 5 hours a week to them alongside your studies Together, they are responsible for promoting and defending students' rights, campaigning on issues, promoting involvement in the Union and supporting student communities.

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ROLES AVAILABLE

Following the May 2026 elections, a number of positions have already been filled. However, several important roles remain vacant, and we are looking for enthusiastic volunteers like YOU to step forward! All remaining positions are voluntary and unpaid, with an expected time commitment of approximately 5 hours per week.



SUSTAINABILITY OFFICER

Make Leeds Trinity a greener, more environmentally friendly campus. You'll:

- Represent students on relevant University committees as the sustainability voice
- Work with key stakeholders to deliver campaigns that make a lasting difference

INTERNATIONAL STUDENTS' OFFICER

Be the voice of international students at Leeds Trinity. You'll:

- Represent and advance the interests of international students
- Sit on relevant University committees
- Make sure the Students' Union's activities and services are accessible to international students
- Work with the President to keep student voice and representation effective for international students



BAME OFFICER

Champion Black, Asian and Minority Ethnic students at the University and beyond. You'll:

- Represent and advance the interests of BAME students
- Make sure Union activities and services are accessible to them
- Campaign, lobby and deliver activities that further their interests at the University and in the wider world



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ROLES AVAILABLE

Following the May 2026 elections, a number of positions have already been filled. However, several important roles remain vacant, and we are looking for enthusiastic volunteers like YOU to step forward! All remaining positions are voluntary and unpaid, with an expected time commitment of approximately 5 hours per week.



MENTAL HEALTH OFFICER

Champion student mental health and wellbeing at Leeds Trinity. You'll:

- Campaign, lobby and deliver activities that improve mental health provision and support for students
- Promote LTSU Advice services to students who may need them
- Help run campaigns that promote student wellbeing

WOMEN'S OFFICER

Be the voice for all women at Leeds Trinity. You'll:

- Represent and advance the interests of all women at the University
- Make sure the Students' Union's activities and services are accessible to all women
- Work with key stakeholders to deliver campaigns and activities that promote women's interests and equality



INTERFAITH OFFICER

Help make Leeds Trinity a welcoming and inclusive place for students of all faiths and beliefs. You'll:

- Promote interfaith relations and understanding across the University
- Be the voice for the diverse religions, beliefs and cultural backgrounds represented in the student community
- Work with key stakeholders to create an inclusive campus where everyone feels respected and welcome



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ROLES AVAILABLE

SCHOOL REPRESENTATIVES

**YOU'RE THE LINK BETWEEN STUDENTS IN YOUR SCHOOL AND
THE UNION.**

EDUCATION AND CHILDHOOD SCHOOL REPRESENTATIVE



To represent Education and Childhood students and make sure their views, concerns and ideas are heard.

- Attend Student Council meetings and share students' views and priorities.
- Work with Course Representatives to identify issues with teaching, placements, assessments and learning resources.
- Raise student concerns with the Student Council and relevant Union officers.
- Promote Union training and support for Course Representatives.
- Work with the Union President to collect feedback and encourage students to get involved in Student Voice activities.

BUSINESS AND LAW SCHOOL REPRESENTATIVE

To represent Business and Law students and support their academic experience, career development and involvement in the Students' Union.

- Attend Student Council meetings and represent students' views and priorities.
- Work with Course Representatives to identify issues with teaching, assessments, resources, group projects and career opportunities.
- Raise concerns at Student Council meetings and share updates with Course Representatives.
- Promote Union training and support for Course Representatives.
- Work with the Union President to collect feedback and encourage students to help shape decisions.

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ROLES AVAILABLE

SCHOOL REPRESENTATIVES

**YOU'RE THE LINK BETWEEN STUDENTS IN YOUR SCHOOL AND
THE UNION.**

COMPUTING AND CREATIVE INDUSTRIES SCHOOL REPRESENTATIVE



To represent Computing and Creative Industries students and make sure their learning needs and concerns are heard.

- Attend Student Council meetings and represent students' views and interests.
- Work with Course Representatives to identify issues with facilities, software, equipment, projects and assessments.
- Raise student concerns with the Student Council.
- Promote Union training and support for Course Representatives.
- Work with the Union President to collect feedback and encourage students to share ideas for improving university life

SOCIAL SCIENCES SCHOOL REPRESENTATIVE

To represent Social Sciences students and make sure their academic concerns and experiences are heard.

- Attend Student Council meetings and represent students' views and interests.
- Work with Course Representatives to identify issues with teaching, assessments, research resources and academic support.
- Raise common concerns at Student Council meetings.
- Promote Union training and support for Course Representatives.
- Work with the Union President to collect feedback and encourage students to share their views on their education and university experience.

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ROLES AVAILABLE

SCHOOL REPRESENTATIVES

**YOU'RE THE LINK BETWEEN STUDENTS IN YOUR SCHOOL AND
THE UNION.**

HEALTH AND LIFE SCIENCES SCHOOL REPRESENTATIVE



To represent Health and Life Sciences students and make sure their academic needs and concerns are heard.

- Attend Student Council meetings and represent students' views and priorities.
- Work with Course Representatives to identify issues with laboratories, clinical facilities, placements, equipment, assessments and academic support.
- Raise student concerns with the Student Council and relevant Union officers.
- Promote Union training and support for Course Representatives.
- Work with the Union President to collect feedback and encourage students to get involved in improving their university experience.

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ELECTION TIMELINE



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26th October

**Nominations
Open**

2nd November

**Drop In
Information
session**

6th November

**Nominations
Close**

11th November

**Candidate
Briefing**

12th November

**Campaigning
Begins**

16th November

**Candidate
drop in**

18th November

**Voting
Opens**

20th November

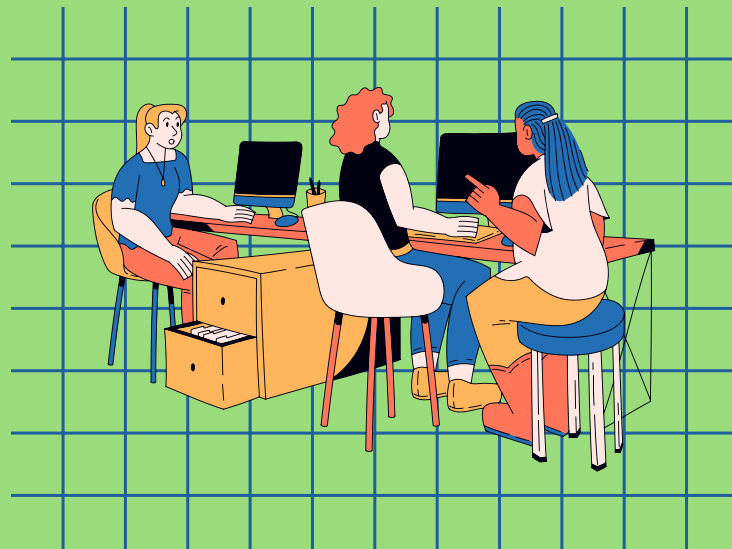
**Voting
Closes**

23rd November

**Results
Announced**

ELECTION TIMELINE

If you have any questions
about the election timeline
please feel free to email
LTSUvoice@leedstrinity.ac.uk



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RUNNING AN EFFECTIVE CAMPAIGN

Each year during elections, we see candidates come up with some amazing ideas of how to campaign and communicate with students!

This guide is based on advice from former Candidates and Officers and will give you some great tips on how to build the most **effective** campaign possible.

It's important to point out that **you don't need to do everything in this guide to win** (although the more you do, the more it will help), and there are things not included, because well, we haven't thought of them yet! It's also important to point out that money is not the most important thing in an election.

Each year students with small budgets are successful because they focus on the most effective methods, namely being **creative** and going out and **talking** to as many students as possible.

Election campaigns are great fun, and you'll meet people you would never normally meet.

Good luck!

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RUNNING AN EFFECTIVE CAMPAIGN

Planning Your Campaign

Have you submitted your nomination? One of the key things you'll need to do is to submit your application to stand in the election.

This is all done through our website via an online form.

If you are ever in any doubt or have any questions you should contact a member of SU staff for more information.

Why Are You Standing?

Now that you have read up to this point in the Candidate Handbook, it is time to start thinking about why you are standing.

The first thing you should do is to set aside a few hours to think about why you want to run, what you would do for students, and how you plan on conveying that message.

These ideas are what you want to do and change and should be expressed in your manifesto.

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RUNNING AN EFFECTIVE CAMPAIGN

Once nominations close, the next step should be to contact a couple of students who you know, to run your ideas by them and to try and develop a clear message and brand for your campaign.

In the early planning stages, try to keep these meetings to just a few people, as you don't want to overcomplicate your ideas.

Who Are You Representing?

Most importantly you should consider the students you hope to represent – after all this is why you are running for election.

Remember, people's experiences at University can vary because of social, cultural, and other differences. So, think about issues that will be common to everyone regardless of their background.

A good starting point is the one thing you have in common: you are all studying for a degree and furthering your education.

You can then start thinking about a broad range of issues that affect different people – running ideas past specific group if you're unsure about something.

A great way of doing this is to talk to your fellow students and friends, to see what issues they might be facing and how you can help.

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RUNNING AN EFFECTIVE CAMPAIGN

What Are Your Key Policies?

Having thought about the different types of students you will be representing, and the issues that affect them most, you should try and shape these into your key policies for your campaign. These policies should be what you put on your posters and leaflets and will form talking points when you're out on campus talking to students.

A good number to aim for is four or five that you think are a) the most important, and b) most appealing to students. The more original or creative these are, the more you'll set yourself apart from the other candidates, and therefore the more recognisable your campaign will be.

You need to tread the line between populism (what students want) and what is achievable in a year.

Remember, you can have a full manifesto online where you can develop these ideas further, so, try and keep them short and snappy for the promotion material.

Finally, if you're in doubt, about whether you can campaign on something, ask yourself two questions: i. Does it affect the students I'm running to represent? ii. Have I got an idea of how to solve or improve it?



RUNNING AN EFFECTIVE CAMPAIGN

Your Campaign Message

A key element to any successful campaign is the publicity behind it – how you tell students about your ideas and persuade them to vote for you.

Campaign Theme

Many students choose a campaign theme that is linked to their name or something that they think will appeal to students. Students' Union

Elections over everything from Harry Potter-themed election campaigns to funny puns involving people's names, to more serious themes based on a specific policy or idea.

Campaign Colour

This sounds like a simple decision, but you want to choose something that will stand out and draw people's attention to your campaign. Colour is more powerful than we realise. How colours interact with each other can affect our emotions and perceptions. In the past, people have picked colours that link with their name, campaign ideas, and items of clothing they already own.

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RUNNING AN EFFECTIVE CAMPAIGN

Campaign Slogan(s)

Many students decide that they want to have a slogan that students can remember them by. Think about slogans used by political parties and political figures, such as Obama's 2008 'Yes, we can'. This was effective as it made a clear link to what people wanted and was simple enough to be repeated time and time again. Another popular choice is to link your slogan to your name, which will help with recognition when students vote. If you think hard enough, almost any name can be made into a slogan.

Translated Literature

Universities are becoming increasingly international in their student makeup. This means a greater proportion of voters will have a first language other than English. An option you might therefore consider is having your publicity translated to ensure your message reaches these students effectively. Please make sure you get translated text checked beforehand.

RULES (CANDIDATES AND CAMPAIGNING)

To ensure a free and fair election the following rules should be adhered to.

Failure to do so may result in **disqualification** from the election.

Leeds Trinity Students' Union is committed to ensuring that elections are conducted in a **fair and appropriate manner**.

All candidates should be provided with support and guidance so that the regulations and procedures of elections are understood.

We expect candidates to behave **honestly and with respect**, along with the campaign teams that support them.

We ask that all candidates read and sign the **Candidate Conduct Policy** before campaigning begins to show that you are aware that you will be held responsible for your actions, upon breaking any rules.

This applies to anyone acting on your behalf as well.



RULES (CANDIDATES AND CAMPAIGNING)

CANDIDATE RESPONSIBILITIES

- Candidates are responsible for their campaign teams and supporters and must take reasonable steps to ensure they follow these rules.
- Attendance at the mandatory Candidates' Briefing is required, in person or via Teams. Apologies must be sent to LTSUvoice@leedstrinity.ac.uk.
- Candidates must complete all required paperwork by the deadlines and sign the Candidate Conduct Policy before campaigning.
- Failure to attend or complete required paperwork will result in automatic withdrawal.
- If unsure about a rule, contact LTSUvoice@leedstrinity.ac.uk or ask an SU staff member

CAMPAIGNING AND PUBLICITY

- Campaigning starts at 9am on 12 November. No campaign materials may be displayed or published before then, including online content and wearable items. Ordinary conversations are permitted.
- Mailing lists may only be used lawfully, with consent where required.
- Candidates must not use LTSU resources, official accounts or staff time to campaign unless the service is available equally to all candidates.
- Each candidate may display a maximum of five posters. Posters must not be placed at reception, in the Atrium, on painted walls or in locations prohibited by the DRO.
- Candidates may only move or remove their own materials.
- Candidates must not claim LTSU endorsement, refer to individual staff members in campaign publicity, or offer money or goods in exchange for votes.

The LTSU logo is a stylized, white, cursive script of the letters 'LTSU' set against a solid green background.

RULES (CANDIDATES AND CAMPAIGNING)

DIGITAL AND PHYSICAL MATERIALS

- Publicity must explain when and how students can vote.
- Materials must not copy or resemble LTSU or University branding, including logos, fonts and colours.
- Candidates must create new social media accounts for campaigning. Accounts must remain unsearchable until campaigning begins.
- LTSU may require the removal of unreasonable, untruthful, threatening or libellous content and impose appropriate sanctions.

VOTING CONDUCT

- Candidates must not interfere with voters or communicate with them once they have started their ballot.
- Candidates must never touch or operate a student's device during voting, including accessing voting pages or profiles.
- Verbal guidance is permitted only where it does not influence or interfere with a voting decision.
- Candidates must not use their own devices to encourage or enable students to vote.

CAMPAIGN TEAMS

- Candidates are responsible for their campaign teams. A risk assessment may be required; speak to SU staff before organising activities.
- Personal attacks, smear campaigns and attempts to discredit other candidates are prohibited. Campaigns should focus on the candidate's own manifesto, policies and suitability.
- Campaign team members must sign in daily with an SU staff member before campaigning.

The LTSU logo is a stylized, white, cursive script that reads 'LTSU'. It is positioned in the bottom right corner of the page, set against a solid green background.

RULES (CANDIDATES AND CAMPAIGNING)

CURRENT OFFICERS AND UNION STAFF

- Sabbatical Officers who are not standing may support candidates only in their own time and using personal resources. They must not campaign during working hours or while wearing Union uniform.
- Student staff must not campaign while working for LTSU or wearing Union uniform.
- Breaches may lead to investigations under LTSU misconduct and election procedures.

ENDORSEMENTS

- Any current Leeds Trinity University student may endorse a candidate.
- Societies and sports clubs may endorse candidates only following a democratic decision by their elected committee, made before the endorsement. The declaration form in the Candidate Hub must be completed.
- Society and club promotions must link to www.ltsu.co.uk/studentvoice/elections.
- External companies must not endorse or commercially promote candidates. Candidates must not accept monetary or material sponsorship.
- Endorsements must not be announced before 9am on 12 November.

CAMPAIGN TEAMS

- Each candidate receives a £10 campaign budget, which cannot be supplemented.
- Food, drink, alcohol, gifts and bribes are not reimbursable.
- Existing items used for campaigning must be assigned a nominal value by the DRO before use.
- Itemised expenses, receipts and the completed expenses sheet must be submitted to LTSUvoice@leedstrinity.ac.uk within 48 hours of the election results.
- NUS delegate candidates do not receive an LTSU budget.

The LTSU logo is a stylized, white, cursive script of the letters 'LTSU' on a black background.

BY ELECTION COMPLAINTS



If you believe that an election rule has been broken, then you can raise an election complaint. Complaints against candidates will not be accepted after the close of voting.

After voting has closed the only complaints that can be accepted are those about the count. Only students at Leeds Trinity University may submit a complaint and anonymous complaints will not be accepted.

To complete an elections complaint, you will need to fill in the complaint form which can found on our website:
www.ltsu.co.uk/studentvoice/elections/

The complaint will then be considered by the Returning Officer, or their Deputy, who will decide to accept (uphold) or reject the complaint in writing.

Any ruling of the Returning Officer shall be communicated to all candidates in the election. You have the right to appeal this decision.



BY ELECTION PENALTIES

Three types of penalties can be applied to restore fairness following the violation of an election rule.

These are not prescriptive penalties but indicate the type of action that is available to the Returning and Deputy Returning Officers.

Warning:

This is where you will be given a formal warning issued by the Deputy returning Officer which will be logged.

Campaign Ban:

This can be used to prevent a team from campaigning to remove any specific advantages gained from misconduct.

Disqualification:

This is applied only in the most serious of circumstances where no other penalty can redress the unfairness caused.

The logo for LTSU, featuring the letters 'LTSU' in a stylized, white, cursive font on a dark blue background.

CONTACT INFORMATION

We want to ensure that everyone feels supported to do their best to get their chosen role.

Feel free to contact the Election Team!

We offer a candidate briefing which will go through the key tips to successful campaigning and provide you with the opportunity to find out about key issues, rules and policies.

 LTSUVoice@leedstrinity.ac.uk

 www.ltsu.co.uk/studentvoice/elections/



THANK YOU



GOOD LUCK!

Itsu