**Candidate Endorsement: Society and Sports Club Guidelines**

As society or club committee, you may be approached by students running in the upcoming elections and asked if you would be happy to endorse them as a candidate, simply meaning, would you be happy to promote them.

Leeds Trinity SU encourages all societies and clubs to get actively involved in the elections and promote voting to your members. After all, in the Leadership elections, the people who are elected in will be the key decision makers on issues that may directly affect your society or club. However, there is a simple process that you must follow if you choose to give and promote the backing of your entire society or club.

**The process**

* You may choose to invite candidates to speak with your committee prior to making a decision. This will ensure that you back the candidate, and/or group of candidates, whose promises best reflect the needs and wants of your society or club.
* The decision must be made via ademocratic decision of the committee to endorse a candidate/number of candidates.
* Evidenced proof that this has happened must be produced. If a member of your committee has a conflict of interest, (i.e. they are running in the election or are part of a candidate’s support team) they should declare this at the start of the meeting and cannot chair the meeting. If you need any guidance on this please contact Lucy Smith, Deputy Returning Officer
* If all your committee members have a conflict of interest, please provide additional evidence from other members of your club or society indicating that they wish to endorse a particular candidate(s)
* This evidence must be provided to Lucy Smith, [l.smith@leedstrinity.ac.uk](mailto:l.smith@leedstrinity.ac.uk), by the 28th February 12pm
* We advise looking into all candidates and reading their manifestos before choosing who you would like to back which will be possible from the 25th February. Candidates should not be approaching you before this point.
* All complaints about this process not being adhered to will be taken very seriously and investigated. This could affect the candidate(s) position in the election. If you have any questions about the process, or elections in general, please contact [LTSUElections@leedstrinity.ac.uk](mailto:LTSUElections@leedstrinity.ac.uk)
* Once you have decided to endorse a candidate you may send out messages via email or on social media on behalf of the candidate. In this message you must include the link to the website: [www.ltsu.co.uk/studentvoice/elections](http://www.ltsu.co.uk/studentvoice/elections) where all other candidates’ manifestos can be read.

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| Candidate You Are Supporting |  |
| Your Society or Club name |  |
| Signatures from **all** Committee Members (except for those with a conflict of interest as mentioned above) |  |
| Date of Committee Meeting |  |
| Reason for Support: | |

By signing this form you are confirming that a discussion and democratic vote has taken place, where the majority of your committee voted in favour of supporting the candidate(s) mentioned above.

Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_