

Ltsu

LEEDS TRINITY STUDENTS' UNION

LTSU CANDIDATE HANDBOOK

YOUR VOICE. YOUR POWER. YOUR VOTE.



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WELCOME TO THE LTSU ELECTIONS!

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

Leeds Trinity Students' Union exists to empower and support students to achieve their potential. We annually elect two full-time Sabbatical Officers (President and Vice President), 14 Student Council roles and Societies and Sports Club Committee Roles.

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 for one of the roles and if you have any questions, please contact LTSUElections@leedstrinity.ac.uk or visit the SU Offices: AG-102 - AG-105 to see a member of the team.

Good luck!

Leeds Trinity Students' Union

WHAT ARE THE LTSU ELECTIONS?

We are Here for You! Run by You!

Elections are an important part of LTSU as this process ensures we are democratic and student-led in all our endeavours, as an organisation.

Taking part in elections whether it be as a candidate or as a voter gives you - your voice, your power, and your vote! Which helps to build the plans and projects that are taken forward for Leeds Trinity Students.

We are electing specific part-time officers for BME, LGBT, and disabled students, so giving your vote for these allows you to be represented in the most effective way within LTSU.

If you want something to change on campus or your course, your elected student council makes that happen by campaigning to the University.

So make sure you vote for the right officer whose manifesto and policies align with 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, to serve as the leaders of LTSU, and the voice of Leeds Trinity students.

There are also 14 Part-time Officers, who are volunteers, including Faculty Reps who are elected. These are voluntary roles which means they can commit to this role alongside their studies.

They are collectively responsible for promoting and defending the rights of students, campaigning on issues, promoting involvement in the Union, and supporting student communities.

Full -Time Elected Officers, become an officer trustee on the Board of Trustees, and attend University committees to speak on behalf of students.

All Elected Officers are provided with training, support, and guidance to carry out the role and make their priorities (based on their election publicity) a reality.

These roles are elected in the LTSU Elections held between January and March each year.



THE ROLES AVAILABLE

We annually elect two full-time Sabbatical Officers (President and Vice President), 14 Student Council roles and Societies, and Sports Club Committee Roles. Find out more about the Sabbatical roles below:



President

The role of the Students' Union President is to lead the Union executive in delivering on manifesto promises, driving strategy, and directing the power of Student Voice.

The President also oversees day-to-day activities within the SU and is the Chair of the Trustee Board. They will also work alongside Course Reps and Faculty Reps.



Vice President

The Students' Union Vice President oversees the welfare and inclusion of all LTSU students, also keeping the University accountable, but with a specific focus on well-being, inclusivity and sustainability.

The Vice President also works closely with affiliated clubs and societies and arranges activities and events for LTSU students to be a part of.

The Roles

COUNCIL CHAIR

- To lead and chair Student Council meetings
- To lead the Council's work on holding the President and Vice President to account
- To encourage students to put forward ideas through the online hub
- To work alongside the other part-time officers on campaigns

FACULTY REPS

- To sit on the Student Council
- To oversee the system of academic representation within the area of the University that they represent
- To speak and communicate with their team of course reps.
- To ensure that the Student Council is informed of issues affecting students within their academic area
- To promote the Union's programme of training and support for representatives to fulfill their role
- To work alongside the President to promote Student Voice and gather feedback from their faculties.

The ROLES

WOMEN'S

- To represent and advance the interests of all women at the University
- To ensure that both the Union and University activities and services are accessible to all women at the University
- To campaign, lobby and deliver activities that further the interests of all women at the University and in the wider world

LGBT

- To represent and advance the interests of LGBTQIA+ students at the University
- To ensure that the Union's activities and services are accessible to LGBTQIA+ students at the University
- To campaign, lobby and deliver activities that further the interests of LGBTQIA+ students at the University and in the wider world
- To combat Gender and Sexually Diverse based discrimination and provide support to LGBTQIA+ students

The Roles

MENTAL HEALTH

- To campaign, lobby, and deliver activities that further enhance the mental health provision and support for students
- To help promote LTSU Advice services and help run campaigns that help promote student wellbeing

DISABILITY

- To represent and advance the interests of students at the University in relation to disabilities provision and support
- To campaign, lobby, and deliver activities that further enhance the experience of students with a disability

BME

- To represent and advance the interests of Black, Asian and Minority Ethnic students at the University
- To ensure that the Union's activities and services are accessible to Black, Asian and Minority Ethnic students at the University
- Campaign, lobby, and deliver activities that further the interests of Black, Asian and Minority Ethnic students at the University and in the wider world

The Roles

POSTGRADUATE

- To represent and advance the interests of postgraduate students at the University
- To ensure that the Union's activities and services are accessible to postgraduate students at the University
- To, in conjunction with the President ensure that an effective system of student voice and representation is in place for postgraduate students
- To sit on relevant University committees as the postgraduate student representative

MATURE AND PART TIME

- To represent and advance the interests of Mature & Part-Time students at the University
- To ensure that the Union's activities and services are accessible to Mature & Part-Time students at the University
- To, in conjunction with the President ensure that an effective system of student voice and representation is in place for Mature & Part-Time students
- To sit on relevant University committees as the Mature & Part-Time student representative

The Roles

INTERNATIONAL

- To represent and advance the interests of international students and sit on University committees
- To ensure that the Union's activities and services are accessible to international students at the University
- To, in conjunction with the President ensure that an effective system of student voice and representation is in place for international students

INTERFAITH

- To play a crucial role in fostering interfaith relations and creating a welcoming environment for students of all religions, beliefs, and cultural backgrounds
- To be the voice for the diverse beliefs represented in the student community

SUSTAINABILITY

- To sit on relevant University committees as the Sustainability representative.
- Responsible for making the campus a more sustainable and environmentally friendly place
- Working closely with key stakeholders to implement innovative and impactful campaigns that will make a lasting difference



SOCIETY & SPORTS CLUB COMMITTEE ROLES

A minimum of three roles of the Chair Person, Treasurer and Secretary are elected for each Sport Club and Society

Only current registered members of the relevant Society or Sport Club may nominate and vote in the election

Memberships for all groups will close when nominations close.

Additional roles are able to be elected by individual clubs or societies such as Social Secretary, Captains, Vice Chair and others.

These are added to our online voting system by request.



Chair Person

Chair Person is to lead and coordinate activity for their Society or Sports Club. They have overall responsibility for their Society or Sports Club. They will also work closely with Union staff and be the main contact for the club/society.



Treasurer

The Treasurer is responsible for the finances of a Society or Sports Club. They will work closely with the Chair and are supported by the Vice President and Union Staff to ensure their group remains financially solvent and can submit funding bids to the Student Activities Committee.



Secretary

The Secretary is responsible for coordinating events, social media presence and creating an inclusive social environment. They must ensure the club/society follow health and safety guidelines working with Union staff. They will be supported by the Chair and/or Vice President to ensure a safe environment for all members.



ELECTION TIMELINE

The Election timeline provides an overview of the entire Elections period for 2024. All key dates are listed below:

**15th
Jan**



Nominations Open

Nominations can be submitted at www.ltsu.co.uk/elections

**16th
Feb**



Nominations Close

This is the deadline for all nomination and manifesto submissions

**19th
Feb**



Candidate Training Begins

All Candidates will receive tailored training from LTSU

**26th
Feb**



Campaigning Begins

Rally your campaign team and spread the word your running for a certain role!

**26th
Feb**



Candidate Question Time

Students can ask candidates questions for all full time and part time officer roles only

**26th
Feb**



Voting Opens

Students can now vote for candidates online or at a pop up polling station

**29th
Feb**



Voting Closes

The Democracy Team will be working to gather voting data

**1st
March**



Results Night

A night of celebration and where the results will be revealed

Nominations Period	Nominations Open	Monday 16th January 12:00 noon
	Elections 101+ to include media training Manifesto Writing Support Session Manifesto and Photo	Each Friday in nomination period (19th Jan , 26th Jan 2nd Feb , 9th Feb) 09.30 - 11.00 and 15.30 - 17.00
	Nominations Close	Friday 16th February 12:00 noon
Training Week	Candidate Briefing (Mandatory) and Photo Session for full time and part time officers	Monday 19th February 09:30 - 12:00
	Campaign Support Session	Wednesday 21st February 14:00 - 16:00
	Question Time Prep Session	Thursday 23rd February 14:00 - 16:00
	Final Candidate Briefing	Thursday 23rd February 16:30 - 18:00
Campaigning and Voting	Campaigning Starts	Monday 26th February 09:00
	Candidate Breakfast	Each date of voting 8.30-10.00
	Candidate Question Time: President and Vice President	Monday 26th February - Time TBC
	Candidate Question Time: Part Time Officers	Monday 26th February - Time TBC
	Candidate Question Time: Faculty Reps	Monday 26th February - Time TBC
	Voting Opens	Monday 26th February 12:00 noon all candidates to come together to launch (mandatory)
	Candidate Drop-Ins	Monday 26th February - Thursday 29th Feb March 10.00 - 10.30 each day
	Voting Closes	Thursday 29th Feb 12:00 noon
	Candidate Expenses Deadline	Thursday 29th 18:00
	Results Night	Friday 1st March 18:00
Post-Elections	Candidates debrief	Thursday 7th March - Time TBC



RUNNING AN EFFECTIVE CAMPAIGN

1. Introduction

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 – so make sure you enjoy it and good luck.



RUNNING AN EFFECTIVE CAMPAIGN

2. 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.

All of this is outlined in this Candidate Handbook that is given to all students running. If you are ever in any doubt or have any questions you should contact the Deputy Returning Officer or a member of SU staff for more information. See Key Contacts.

Remember, if you're unsure – ask!

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.



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.



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

3. 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. By understanding colour theory and how to use it to your advantage, you can engage with your audience in a more meaningful, connective way to drive your campaign.

In the past, people have picked colours that link with their name, campaign ideas, and items of clothing they already own.

8 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.

Campaigning Craft Session

Look out for updates for our Campaigning Craft session! This is your opportunity to bring down your campaign team and get creative! We love to see it!



CANDIDATE RULES

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.



CANDIDATE RULES

All candidates must attend the mandatory Candidates Briefing in person between 9-12 pm on the 19th February 2024. If you can't make it, this can be done via Teams, or send apologies to **LTSUElections@leedstrinity.ac.uk**

Candidates must take reasonable steps to ensure that their supporters actions always comply with the campaign rules and must be able to demonstrate this in the event of a complaint against them.

If you are unsure if something will break the rules please ask for clarification by emailing

LTSUElections@leedstrinity.ac.uk

or contact a member of SU staff at one of the polling stations situated around the campus.

Candidates should conduct themselves in a way that is respectful of other candidates, students, and staff at Leeds Trinity University.

CAMPAIGNING RULES

1. Candidates may not campaign until Campaigning and Voting Week begins on the 26th of February

This means no flyers, posters, wearable items associated with a candidate's campaign or other means of written publicity can be displayed before this time.

A maximum of 5 posters are allowed per candidate and these are not to be placed until Voting and Campaigning Week begins.

Please note that conversations are not included in this definition of campaigning and therefore are permitted.

2. Candidates may only alter, move, or remove their campaign materials. Any removal of other candidates' material will not be allowed. Any breach of this will then be referred to the Deputy Returning Officer and will come under the Election Penalties procedure below.

3. Campaigners may only use mailing lists where lawful to do so. In most cases, this will require the consent of the members on the list to use their details for election purposes.

4. Students' Union student staff and Sabbatical Officers are not allowed to campaign for themselves or on behalf of any candidate whilst working for the Students' Union or wearing a Students' Union uniform.

CAMPAIGNING RULES

5. The Union will not endorse a candidate and candidates must not state in any election publicity that their policies have been endorsed by the Union or refer to individual members of staff.

Union staff will not endorse candidates. Sabbatical Officers are not considered as Union Staff.

6. Candidates are not allowed to affix posters to the University reception, Atrium, painted walls or other locations as directed by the Deputy Returning Officer.

7. The LTSU logo and Leeds Trinity University logo are not to be used in your campaigning publicity.

VOTING RULES

1. Campaigners must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot.

2. Candidates are not allowed to use personal devices (including, but not limited to, phones, tablets, and laptops) to encourage or allow students to vote.

8 CANDIDATE ENDORSEMENT AND SUPPORT RULES

1. Any current student can endorse and support a candidate's election campaign.
2. Students' Union societies or sports clubs that wish to endorse a candidate must ensure that this is done via a democratic decision of the committee.

Guidelines on how to do so can be found in the Candidate Hub, including a form to complete declaring the societies' or club's support of a particular candidate.

3. Societies or Clubs wishing to promote a candidate must also include a link to the website www.ltsu.co.uk/studentvoice/elections where all other candidates' manifestos can be read.

8 BUDGET & EXPENSES RULES

1. Candidates may spend (no more) than £20 on campaign resources, this will be reimbursed (upon production of receipts) by the Students' Union.
2. Candidates must provide a clear, itemised breakdown of all costs associated to their campaign including all receipts to the Deputy Returning Officer within 2 hours of voting closing.

BUDGET & EXPENSES RULES

3. Candidates may not accept monetary or material sponsorship from any source to assist with their campaign.

4. Candidates in the NUS (National Union of Students) delegates election will receive no budget allocation from LTSU, for any materials used for campaigning.

CAMPAIGN TEAM RULES

1. Candidates are responsible for any activities carried out by their campaign team.

A risk assessment may need to be carried out, please ensure you have spoken to an SU staff member BEFORE running any activities.

2. There must be no 'negative campaigning' such as candidates or their campaign team making unsupported attacks or challenges on another candidate's manifesto or personal nature.

This includes but is not limited to social media, posters, and verbal communication.

3. Campaign team members will need to sign in daily if they intend to engage in the campaigning process.

This will need to be done with a member of the SU staff.



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/

which will require the complaint to be based on fact and will require evidence.

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.

8 ELECTION COMPLAINTS

To guarantee a fair hearing during Election Grievances, all communication between the parties involved (complainant and campaigner) must take place through the Deputy Returning Officer.

You can contact the Deputy Returning Officer via email on:
n.barker@leedstrinity.ac.uk

For the parties involved in an Election Grievance, the following applies:

a. No contact:

you are not to communicate in any way with the respective parties listed regarding the complaint.

b. No recriminations:

you are not to complain about someone making a complaint, to strike down a complaint, nor are you allowed to gossip or spread rumours about a complainant to force them to withdraw a complaint.

You may face disciplinary action or be disqualified from the election if you are found to break either of the above rules for violating the fairness of the election grievance procedure.



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.



KEY CONTACTS

Running in an election can be a great deal of fun and we want to ensure that everyone feels supported to do their best to get their chosen role. Feel free to contact us!

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

LTSU Election Team	Role	Email
Debbie Clarke	Representation and Democracy Coordinator	d.clarke@leedstrinity.ac.uk
Nathan Barker	Deputy Returning Officer	n.barker@leedstrinity.ac.uk

We also have an email that is specifically for Election queries.

Please feel free to contact us on **LTSUElections@leedstrinity.ac.uk**





JUST FOR NOTES



Ltsu

LEEDS TRINITY STUDENTS' UNION

www.ltsu.co.uk

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