

ltsu

LEEDS TRINITY STUDENTS' UNION

Staff Guidance Handbook

YOUR VOICE. YOUR POWER. YOUR VOTE.





ELECTIONS 2024

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A Guide for Staff to the Students' Union Leadership Elections

Each year, staff at Leeds Trinity University are crucial in helping to promote the opportunity of the Students' Union elections.

We are asking for your help again this year.

To help with the process we at LTSU have written this guide to help answer any questions you may have to help you understand the process for student candidates. So, if you are approached by candidates or students for help, or see campaigning around the campus, you will know what is appropriate and have some context to be able to respond appropriately to any requests made to you.

Please take note of the following rules and outlines so that we ensure that Leeds Trinity Students' Union is operating in line with The Education Act.

Overview

The Leeds Trinity Students' Union elections process has begun, and nominations are now open until 16th February. Between the 26th and 29th of February students will be voting for two full-time, paid officers (President and Vice President) and 14 part-time, voluntary roles (Student Council). The timeline for these elections is below for your information.



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What are the elections and why do we hold them?

Leeds Trinity Students' Union is founded on democratic principles. From our full-time sabbatical officers who lead the organisation, to our part-time officers and sports and society committees, we make sure that students are given the opportunity to vote for their Students' Union leaders.

For clubs and societies, elections need to take place each year so that all members have the opportunity to run for leadership positions and/or vote for those who do. Participative democracy and free and fair elections are what make us different from other organisations.

The more students who vote, the more powerful student voices become. Elected students need your backing to make big changes and show that those issues, truly matter. Create student power, just by voting.

Information about the roles available

Full-time Sabbatical Officer roles

These are two full-time paid Sabbatical officer roles taken on by students either as a break from their studies (sabbatical) or after graduation. Taking on a sabbatical role is a unique experience for students that allows them to lead a charity, become a Trustee, manage various projects throughout the year, liaise with university staff in committees, and represent all LTU (Leeds Trinity University) students (and much more!) - It is a fantastic opportunity to gain invaluable skills in an ever-competitive graduate job market.



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The 2 full-time roles are:

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 the student's voice.

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

Part-time Student Council roles

Each year, students also elect 14 part-time Student Council roles. These are voluntary roles taken on by students alongside their studies. Being a part-time officer gives students the opportunity and experience of representing many of their peers. It provides them with skills such as leadership, campaigning, planning, and communication. Each student councillor is asked to attend monthly council meetings.



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A Brief description of all Student Council roles are below:

BAME Officer -

As Black, Asian, and Minority Ethnic Officer (BAME) Officer, you are responsible for listening to and voicing the concerns and experiences of Black and Minority Ethnic students on campus, supporting the Sabbatical Officers in lobbying for change.

Council Chair

The role includes ensuring members understand the purpose of the meeting and guiding them through the processes followed during the meeting. They ensure students have the opportunity to get involved in the discussion and ensure all students, regardless of their views, have equal rights to speak.

Disabled Students' Officer

Represent and promote the views and interests of disabled students. Lead the development of inclusion and access improvements for disabled students. Lead campaigns to create an environment free from all forms of discrimination.

Interfaith Officer

As the Interfaith Officer at LTSU, you will play a crucial role in fostering interfaith relations and creating a welcoming environment for students of all religions, beliefs, and cultural backgrounds. You will be the voice for the diverse beliefs represented in your student community.



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International Students' Officer

You will play a crucial role in supporting and advocating for the needs and interests of the international student community. You will act as the voice of international students, ensuring that their concerns and ideas are heard and addressed.

LGBTQIA + Officer

As the LGBTQ+ Officer at LTSU allows you to be the voice for inclusiveness and equality on campus. I will be responsible for leading the drive to create a welcoming and supportive environment for all LGBTQAI+ students on campus.

Mature & Part-Time Officer

As a Mature and Part-Time Student Officer, you have the chance to play a critical role in shaping the future of your student community. You will work alongside other student leaders to build a more inclusive and supportive environment for all students, regardless of age background, or experience.

Postgraduate Officer

The role allows you the opportunity to make a difference in the experience of Postgraduate students at Leeds Trinity University. I will have the chance to represent and advocate for the needs and interests of the postgraduate student body.



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Sustainability Officer

As the Sustainability Officer, you are responsible for making the campus a more sustainable and environmentally friendly place. You will have the opportunity to implement innovative and impactful campaigns that will make a lasting difference. Working closely with key stakeholders to achieve sustainability goals.

Women's Officer

As the Women's Officer at LTSU, the role allows you to represent women in our student community. As part of the role, you will work towards creating a safe, inclusive, and empowering environment for women on campus.

School Rep for SSE (Social Sciences and Education)

As the SSE Representative at the Student Union, you will play a vital role in shaping the future of the student experience within our school. You will have a passion for pursuing the best student outcomes and a drive for change, you will be the voice of the SHS student body.

School Rep for BCDI (Business, Computing, and Digital Industries)

As the BCDI Representative at the Student Union, you will play a vital role in shaping the future of the student experience within our school. I have a passion for pursuing the best student outcomes and a drive for change. You will be the voice of the BCDI student body.



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School Rep for HWLS (Health, Wellbeing, and Life Sciences)

As the HWLS Representative at the Student Union, you'll play a vital role in shaping the future of the student experience within your school. With a passion for pursuing the best student outcomes and a drive for change, you'll be the voice of the HWLS student body.

A year as an SU Officer is potentially the best thing you could do for your CV. You'll gain experience in:

- Project Management
- Campaigning
- Event Management
- Governance and Policy
- Research
- Public Speaking
- Attending High-Level Meetings
- Strategic Planning
- People Management
- Partnership Work with Diverse Stakeholders
- Diplomacy
- Negotiation
- Finance

Sports and Society Elections

We'll also be running our Sports and Society Elections, where students will elect a minimum of three committee positions including the Chairperson and Treasurer and one other position for each Sport Club and Society. Only current registered members of the relevant Society or Sports Club may vote in the election or



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nominate themselves. Additional roles can 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.

Key Dates

Nominations open – 15.01.2024 09:00

Nominations close – 16.02.2024 17:00

Candidate question time – 26.01.2024 11.00 – 17.00 with 3 sessions to accommodate all candidates and positions. This will be live-streamed. You are more than welcome to come along; however, you are not able to ask candidates any questions.

Voting opens – 26.02.2024 at 12:00 – available online and at 3 polling booths around campus.

Voting closes – 29.02.2024 at 12:00

Results Night 01.03.2024 at doors open at 5 pm

Results Night will be live-streamed so that all those who can't come onto campus can watch the results as they come through.

On campus, there will be 2 areas to watch and participate in the results. The student bar and “The shadow Cabinet “in AG31

The results will be live streamed from both rooms and will be the Students' Union bar and we have this year set up another called the Shadow Cabinet. This will be a quieter space but will still have all of the energy and excitement of the live feed from the bar and also from this room.



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How do students vote

To find out more about the voting process used in these elections, please watch this useful video:

[The Alternative Vote - The Post-it Way! \(youtube.com\)](#)

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- Voting is by [Single Transferable Vote \(STV\)](#) this means that students can choose a list of candidates in order of preference of who they want to win. Students can choose as many preferences as they want to, if there are 20 candidates, they can choose 20 candidates (but don't have to).
- Students can vote on any mobile device via a browser and will have instructions in their inbox via Union newsletters on how to vote.

What to do if students can't vote:

- If a student cannot vote, email: LTSUelections@leedstrinity.ac.uk and get them to type in their student number and their name and this will be sent to the election's admin team.
- If this tells them they are not eligible then they may not be able to vote in this election.
- If there are any further or different problems email: LTSUelections@leedstrinity.ac.uk

How you can support

To find out more about how to support students' please see below:

Please Do



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- Encourage students to vote.
- Give students the opportunity to speak to your class about their campaign.
- Let students know that the election is taking place.
- Recommend students that you think would do well in the role by completing.

[Endorsement Form | Elections 2024 \(forms-db.com\)](#)

- Signpost students to Debbie (d.clarke@leedstrinity.ac.uk) if they have any questions, you are unsure of.
- Allow students Online lecture shout-outs, if possible, these will be limited to 5 mins. Please be mindful that if you offer lecture shoutouts to one candidate you will need to allow other candidates the same privilege.
- Candidates may ask to make a 'shout out' to your students, either at the beginning or the end of lectures. Candidates are informed that it is up to the lecturer whether they allow them to speak to students in this way and should accept your decision either to allow or not to allow them to do so.
- While we understand that time in lectures is limited, we would ask that you consider facilitating lecture shout-outs where possible. We will be informing candidates that such shoutouts should be short (no more than 5 mins) and to the point. If you can allow these, we believe that more students will be engaged in the election process, and the outcome will be more representative.

Please Do not

- Endorse any candidate(s) - this includes naming and telling students who to vote for, as well as liking or sharing social media posts that they make.
- Give one person access to speak and not allow another student to
- Send any communications telling students to vote for a specific candidate.



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- Give any candidates preferential treatment.
- Make any rulings on candidate behaviour.

Access to Student emails

- Students may also approach course organisers or Programme / School administrators requesting access to emails or asking for emails to be sent out on their behalf.
- Our election regulations specify that “University email addresses must not be used for campaigning purposes. (We ask that you do not send out emails on behalf of candidates

To encourage the voting to take place could we ask if you can promote the elections between 26th and 29th February and if possible, can you allow students a few minutes before lectures start to vote for their favourite candidates? We are hoping that this will increase the engagement of the students and better understand the best ways to start communicating with them

If anyone has any questions or queries, please do not hesitate to contact LTSU using email address. LTSUelections@leedstrinity.ac.uk

Thank you in advance for all your help in the elections... 😊

We look forward to hearing any feedback you may have about this election after the results nigh



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