

Dear Student,

Thank you for considering standing to be a council member on Glasgow University's Students' Representative Council.

Getting involved in the SRC is a great way to meet new people, build your CV and help improve the student experience for everyone. Whether you're running to be a School Representative, a College Convenor, a Welfare Officer, or a Sabbatical Officer, the decision to get involved and represent students may be one of the best decisions you've made at Glasgow.

The Students' Representative Council represents students on a number of university committees at different levels. From University Court to the Student Experience Committee, we deal with issues such as library access, student welfare, teaching spaces, accommodation, catering and much more. Please contact us if you would like a full list of the committees on which the SRC has a seat.

Although representation is a key focus, we do a lot more than that, our sabbatical officers and council members organise events that are a focal point of the University's calendar and benefit students and the wider community. We have annual events such as Raising and Giving week, the Student Teaching Awards, the Volunteering Clubs and Society Awards, Black History Month and many more. We have led a number of campaigns around preventing sexual violence, suicide prevention and increasing support for student parents and carers. Council members are also invited to a wealth of social events, ranging from Christmas socials to the Annual Council Dinner in spring.

There are a number of other ways you can get involved in the work the SRC does, such as through Volunteering, Student Media or helping with Freshers' Week. I hope that your interest in supporting the student body on a wide range of issues will continue and that you will involve yourself with the SRC and its varied schedule of events throughout the year.

Being part of the SRC is an amazing experience; I have loved every second of it and my only regret is that I didn't get involved earlier in my University career.

Best of luck with your campaign and remember if you have any questions feel free to email elections@src.gla.ac.uk with any questions.

Yours sincerely,



Liam Brady

SRC President

ELECTION PACK
GUIDE TO POSITIONS AVAILABLE
PRESIDENT

SPONSORS REQUIRED – 30

SPONSOR ELIGIBILITY –

- **Must be a fully registered student of the University of Glasgow.**

Term of Office 12 months, commencing 1st July 21

Working Hours: Monday to Thursday 9am-5pm, Friday 9am-4pm

Some evening and weekend meetings. (34 hrs p/w) **Pay** £18,009 p/a

1. Aims of Post

1.1 To provide overall strategic leadership of the SRC and ensure that strategic priorities represent the views and needs of students registered at the University of Glasgow

1.2 To ensure that all SRC services are delivered to the highest possible standard and that the SRC meets legal and best practice requirements, in all areas of its activities.

1.3 To have the primary role in publicising the views of the SRC and representing students to the University, external organisations, politicians, and the media.

1.4 To be the main link between GUSRC Council and senior SRC staff.

1.5 To ensure GUSRC reflects the highest standards with regards to equal opportunities in all areas of its operations.

2. Specific Responsibilities

2.1 Along with the Permanent Secretary; ensure effective management and stewardship of the organisation's financial resources.

2.2 Work with the Permanent Secretary in ensuring effective communication and positive working relationships between elected Student Officers and GUSRC's staff team.

2.3 Participate in weekly management meetings and convene weekly meeting of Sabbatical Officers & Permanent Secretary.

2.4 Work with other Sabbaticals in supporting the work of non-Sabbatical Council and Executive members and Class Representatives.

- 2.5 Work closely with the VP (Education) in monitoring legislation and policy matters that may impact upon the HE Sector and report back on relevant developments. Maintaining an awareness of national, local and University academic and non academic issues, impacting on students of the University.
- 2.6 Lead campaigns on national, local, and University issues that affect students, and formulate responses to consultations on such matters as relevant to GUSRC's aims.
- 2.7 Represent GUSRC on external organisations.
- 2.8 Chair SRC Council and attend appropriate sub-Committees and working groups.
- 2.9 Scrutinise all papers for University Committees that he/she is to attend. Discuss potential issues with the Executive and represent a collective view on such issues, reporting back on any decisions and implications for students. **(NB: it is essential that accountability is maintained through appropriate feedback and consultation).**
- 2.10 Work with the Permanent Secretary to ensure that the GUSRC's activities are monitored, and reviewed on an ongoing basis.
- 2.11 Participate in training sessions for Council and Student Media. Assist in overseeing the work of the student media and providing support when required (including proof reading of publications)
- 2.12 Make a speech at Freshers' Address. Make speeches and presentations whenever appropriate, for example at rallies and demonstrations, in line with SRC policy.
- 2.13 Ensure GUSRC has an effective, high profile presence at relevant University events, e.g. Open Day, Applicants' Visit, and Internship Fair etc.
- 2.14 Be the spokesperson for GUSRC on all matters. Authorise and sign off on the production and distribution of press releases and all media contact. Designate an alternative spokesperson when circumstances require.
- 2.15 Ensure appropriate systems and resources are in place to sustain an effective social media and website presence
- 2.16 Ensure procedures are in place for publicity for relevant GUSRC activities and events
- 2.17 Work with the Permanent Secretary in leading the strategic and operational planning process.
- 2.18 Assist and advise GUSRC Staff and the Returning Officer in preparation and conduct of GUSRC Elections, e.g preparation of eligibility rules, nomination forms and job descriptions. Refer any irregularities to the Returning Officer.
- 2.19 Liaise with staff and the relevant VP in the development, implementation, review and evaluation of training for Academic Convenors, Student Representatives, Clubs & Societies, Council Members and other student stakeholders.

2.20 Work through the PA to the Permanent Secretary to ensure that all papers for Executive and meetings of Council are collated and distributed in a timely fashion.

3. Obligations

3.1 Elected Sabbatical Officers are required to sign a memorandum of understanding which sets out working conditions and provides protection in the following areas: terms of office, working week and hours, remuneration, absence, sick pay, holidays, academic study, resignation and disciplinary and grievance procedure.

3.2 Sabbatical Officers are obliged to abide by the code of conduct as set out in the SRC's Constitution.

3.3 Those elected will also be obliged to adhere to the above job description and display proof of their matriculation status no later than the start of the academic session of the year during which they will hold office.

3.4 Sabbatical Officers should avoid participation in any role or contribution to any activity which could be perceived as a conflict of interest. Once elected; responsibilities are to ensure the interests of GUSRC are represented at all times. Advice should be sought where a perception of a conflict of interest may arise.

4. Responsibilities

4.1 Sabbatical Officers are representatives of University of Glasgow students, within the SRC, the University, and the wider community. All Sabbatical Officers should be available to speak to and assist students, to the best of their ability, during the working hours outlined above.

4.2 Sabbatical Officers should promote and raise awareness of the services provided by the SRC, and ensure as far as possible that all students have equal access to these services.

4.3 Sabbatical Officers should attend SRC Council, Executive, and other Committees, and provide reports to these bodies when asked to do so. Sabbatical Officers are responsible for upholding the Constitution and policy of the SRC, and should liaise with staff, other Executive and Council members to carry this out.

4.4 Sabbatical Officers should support and encourage Council members in the execution of their roles and should do as much as possible to ensure that all students have an equal opportunity to take part in the SRC's work.

4.5 As part of their representative function, Sabbatical Officers should maintain constructive relations with the University, external organisations and the other student bodies on campus.

4.6 Sabbatical Officers should not gain, or seek to gain financially through their privileged access to information on additional available earning opportunities notified to the SRC from time to time. They should ensure all such opportunities are communicated as widely as possible.

CHECKLIST

PLEASE CHECK YOU HAVE:

- Filled out all sections of the nomination form; by 12 noon on Friday the 19th February.
- Checked that your sponsors are all registered students of the University of Glasgow and eligible to sponsor the position you are standing for. **We recommend that you add additional sponsors to help you meet your quota in case any of your selected sponsors are not eligible**
- Make sure all your sponsors are confirmed by 4pm on Friday 19th February.
- Submitted an electronic photo to the email address below; by 4pm on Friday 19th February.
- Submitted your manifesto (no more than 500 words) as an attachment to the email address below by 4pm on Friday 19th February.
- Read the job description;
- Read and understood the election rules and regulations.

If you have any questions, please do not hesitate to contact the Deputy Returning Officer, on elections@src.gla.ac.uk

www.glasgowstudent.net/about/elections



ELECTION

REGULATIONS FOR CANDIDATES

1. CONTACTS

Returning Officer: Drew McConnell

SRC President: Liam Brady

Email: elections@src.gla.ac.uk

2. OVERVIEW

Be in the right spirit for the Elections: Be committed, be responsible, be fair, and enjoy it – if you follow these guidelines, then most problems will be avoided.

Contact current and former Council members for advice on positions, campaigning and any other aspect of the election you might be unsure of.

Please make sure that you read Schedule 2 of the SRC Constitution¹, which outlines the full rules for elections, as well as the guidelines below.

Bear in mind that you could end up working with some people that you are standing against, now or in the future, so be polite and considerate of other candidates.

3. SCHEDULE OF EVENTS

Nominations Close	Friday 19th February, 4pm (online applications close at 12noon)
Pre-Hustings Meeting	Tuesday 23rd February 6pm
Candidates' Meeting	Friday 26th February 1pm
Non-Sabb Hustings	Monday 1st March 6pm
Sabb Hustings	Tuesday 2nd March 6pm
Polling Opens:	Wednesday 3rd March 9am
Polling Closes:	Thursday 4th March 5pm
Results:	Thursday 4th March approx 6.30pm

¹ www.glasgowstudent.net/about/publications/constitution

****Hustings provides a chance for students to hear from the candidates up for election and ask any questions they may have regarding their manifestos. Each candidate will get 2-minutes to give a speech to the audience about who they are, what they wish to achieve and why students should vote for them. All registered UofG students are welcome to attend.***

For students running for election that have never experienced Hustings before, the SRC President will be holding a pre-hustings session before Hustings take place for all candidates to ask questions about what to expect and to run through how the evening works.

4. QUESTIONS

If you have any questions about the Elections please speak to Liam Brady or Drew McConnell or alternatively, raise them at the Candidates' Meeting on Friday 26th February 1pm (Location/link to be confirmed to candidates when nomination confirmed).

5. ELIGIBILITY

- i. Only a fully registered student of the University of Glasgow, (as defined in paragraph 2 of the SRC's Constitution), may stand for election to the Council.
- ii. No member can stand for more than one position on the Council at the same election.
- iii. No member can hold more than one position on the Council at the same time.
- iv. No member is eligible for election to a Sabbatical seat which they have already occupied or where they have been a Sabbatical Officer or paid elected Union Officer at the University for two years.
- v. All members are eligible to stand for a post in the Welfare and Equal Opportunities or General Student constituencies. Members should only stand for a post with which they can identify.
- vi. No member is eligible for a seat in the College Convenor constituency unless they are a student in the College to which the seat relates.
- vii. No member is eligible for a seat in the School Representative constituency unless they are a student in the School to which the seat relates.
- viii. Only Postgraduate students are eligible to stand for Postgraduate Representative positions. Only Postgraduate Research students are eligible to stand for Postgraduate Research Convenor.

6. NOMINATIONS

The procedure for nominations will be made by Executive Standing Order subject to the following basic requirements.

- i. Nominations will be made by submitting an online form by candidates who must complete and confirm they have read all the guidelines on sponsorship eligibility. The candidate will then be issued with a receipt.
- ii. Nominations for the following seats will require the following number of members who will append their student numbers to the nomination form:
 - Executive Positions: 30 members
 - Undergraduate College Convenors and Welfare and Equal Opportunity Officers: 15 members
 - Postgraduate Convenors: 6 members
 - All other seats: 6 members.

This is the minimum numbers required, we do recommend that you get a few reserve sponsors to help you make the quota if any of your sponsors is deemed not eligible

- iii. Each member must be eligible to vote for the seat for which he or she is making a nomination. The decision of the Returning Officer regarding the validity of a nomination is final.
- iv. Online nomination forms must be submitted by **12 noon on Friday 19th of February 2021, and sponsors received by 4:00pm on Friday 19th February**. Submission of nominations will remain open for ten consecutive days from 9.00 a.m. on the first day to 4.00 p.m. on the tenth day. The Returning Officer will declare any nominations received after this time invalid.
- v. Candidates must, before close of nominations, submit an electronic copy of their manifesto and a clear passport size photograph of themselves to elections@src.gla.ac.uk. Manifestos must be no more than:

- **500 words** in any sabbatical constituency
- **200 words** in all other constituencies

Candidate photos must be submitted in either JPEG, PNG format and should include only the candidate with no other individuals. We also invite you to provide us with your preferred name and pronouns.

- vi. It shall be the duty of each candidate to ensure that the submitted manifesto does not contain any offensive or factually inaccurate material and does not exceed the prescribed length. Should this occur the Executive Committee will report the matter to the Returning Officer who may, at his or her discretion, request the candidate to amend the manifesto accordingly or direct that it be displayed subject to the deletion of any infringing materials.

**MANIFESTOS AND PHOTOS WILL BE ACCEPTED NO LATER THAN:
4pm FRIDAY, 19th February 2021**

7. HUSTINGS

- i. Hustings meetings give candidates the opportunity to address voters and are a key part of the election process.
- ii. There are separate meetings for non-sabbatical candidates and sabbatical candidates. Any fully registered student at the University of Glasgow can attend the meetings and ask questions of the candidates.
- iii. Candidates for non-sabbatical positions should prepare a speech of up to 2 minutes and sabbatical candidates should prepare a speech of up to 3 minutes. Candidates may use this speech as an opportunity to expand on their manifesto and express why people should vote for them.
- iv. All candidates for each position are encouraged to attend and participate in the hustings. Following the delivery of speeches the chair (SRC President) will open the floor to questions from the audience.
- v. If a candidate cannot attend their hustings meeting, they may submit a video by email to the SRC President by noon on the day of the hustings meeting. This video must adhere to the time limits specified above.

8. CANVASSING

- i. Only registered students of Glasgow University (who have not opted out of SRC representation) may canvas on behalf of or finance any candidate. It is the candidate's responsibility to ensure compliance.
- ii. Only fully registered students of the University of Glasgow may contribute at the official Hustings meetings organised by the SRC.
- iii. Only candidates standing for Postgraduate positions are allowed to canvass in the Gilchrist Postgraduate club.
- iv. **Due to Glasgow Covid Guidance, the distribution of any physical campaign materials for the Spring 2021 elections is currently prohibited. This includes posters being attached to handrails. If the restrictions are changed then we will send an update to candidates before the polling day.**
- v. Canvassing in person on Campus is permitted on Library Hill only. Canvassing must be:
 - conducted by one person per candidate at any one time,
 - conducted at minimum distance of two metres,
 - conducted whilst wearing a face covering
 - follow relevant University of Glasgow Covid Safety Guidance
- vi. Canvassing including the use of any kind of promotional material is not permitted in the Gilbert Scott Building, Fraser Building, the University Library, the Stevenson Building and in areas deemed Polling Stations (University computing clusters).

- vii. The use of University administered notice boards and digital signage is prohibited.
- viii. Canvassing using 'mobile polling stations' or any other type of promotional activity connected to voting including showing the voting webpage or app via technology owned by the candidate or any person canvassing on their behalf is not permitted. This includes any use of smartphones, laptops and other web enabled devices. Callouts in online lectures are allowed except for on the day of the elections.
- ix. Candidates are not permitted to use SRC facilities, including intellectual property, for the furtherance of their campaign.
- x. The use of loudhailers/megaphones on Gilmorehill campus is prohibited by order of the University Court.
- xi. The use of unsolicited email correspondence via non-personal mailing lists (e.g. college/school email lists) by or on behalf of the candidate is not permitted.
- xii. The use of other University administered IT platforms e.g. Moodle, Student Voice etc by or on behalf of the candidate is not permitted. This includes the use of University administered social media accounts.
- xiii. Promoting the voting platform via <https://glasgow.ac.uk/vote> is permitted on any non university platform e,g personal Facebook, Instagram etc.

The Returning Officer will arbitrate on any matters arising from the above

9. SPENDING LIMITS

SABBATICAL POSITIONS

Candidates must submit receipts, for any spending on their campaign before 4pm the day after the close of polling. Copies should be emailed to elections@src.gla.ac.uk

Candidates must not spend more than £200.

NON SABBATICAL POSITIONS

Candidates are encouraged to keep receipts, for any spending on their campaign made within the campaign period should any allegations of overspend arise.

Candidates must not spend more than £50

These are absolutely not targets or guidelines for what candidates should spend but are an upper limit of what is permitted. Candidates should feel no pressure to spend to the limit as campaign spend and electoral success do not correlate. Candidates are encouraged to think creatively about how they are engaging with students during the campaign period.

Only members may make an allegation of overspend by a candidate. Any allegation must be made in writing to the Deputy Returning Officer (elections@src.gla.ac.uk). No allegations received 48 hours after the announcement of results will be investigated or considered.

The Returning Officer shall decide whether to investigate any allegations of overspend and retains the right to invalidate the nomination of the offending candidate or disqualify a successful candidate subject to their discretion.

If it is not possible to produce receipts of spending on campaign materials, then materials will be counted at the average cost of comparable material purchased by other candidates.

10. INFRINGEMENTS

Any malpractice leading to an infringement of these or other rules governing an election should be reported to the Deputy Returning Officer or SRC President, who will immediately inform the Returning Officer. The Returning Officer retains the right to invalidate the nomination of the offending candidate or disqualify a successful candidate subject to their discretion.

11. POLLING

i. All elections will be held by secret ballot which will normally be online and will be decided by the following single transferable voting system:

- Online ballot papers will be marked in order of preference
- Voters will have the option to spoil their ballot paper by clicking on the appropriate box
- In the Spring elections, all sabbatical positions and uncontested positions will allow students to vote to "Re-Open Nominations"
- The number of votes required to secure election shall be:

Total No. of Votes Cast - (Total No. NTS) +1

Number of Vacancies +1

This figure will be referred to as the quota.

NTS = Non-Transferable and spoilt votes.

- If a candidate receives more than the quota, all that candidate's votes will be split according to the next available voting preference.
- If no candidate in any count fulfils the quota the votes cast for the bottom candidate in the count will be divided according to the next available candidate. If more than one candidate ties for bottom place in the count, the candidate with fewest first preferences will be eliminated. If this occurs in the first round, it will be decided by drawing lots.

12. RECYCLING DURING ELECTIONS

i. Campaigning can create a lot of waste and mess across campus. As a candidate you are responsible for ensuring that all of your campaign materials are removed from campus before the results are announced. Please encourage your voters and fellow campaign team to recycle any used materials.

13. RESULTS

- i. The results of the election will be supervised by the Returning Officer.
- ii. The declaration of results shall take place after the election ends at around 6.30 p.m. on Thursday 4th March (location/links will be publicised on SRC Media platforms).
- iii. In the event of a tie, a by-election will be held for the seat in question. All questions relative to the validity of an election must be submitted to the Returning Officer within 48 hours of announcement of the result. Decisions on any such questions shall be made by the Returning Officer, who may consult with the Secretary of the University Court. If any election is declared invalid, a by-election will be held.