STUDENTS' REPRESENTATIVE COUNCIL
UNIVERSITY OF GLASGOW

src

ELECTION PACK
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Dear Student,

Thank you for considering standing for a position on Glasgow University's Students' Representative Council.

Whether you are standing as a Sabbatical Officer, College Convenor, a Welfare and Equal Opportunities Officer, a School Representative, the decision to get involved and take an active interest in representing the students at Glasgow may be one of the best decisions you ever make during your time at Glasgow! If elected, your time on Council will provide you with great opportunities to meet new people, and shape the campus for the years ahead. You will be a voice for thousands of students at the University of Glasgow. You will be a point of contact and trusted official for both staff across the University and for people in the wider community.

The Students' Representative Council represents students on many University committees, including the governing bodies Senate which the SRC has 12 representatives on, and Court, to which a Court Representative is elected from Council. Other committees deal with issues such as: library and computer provision, student and welfare support, teaching facilities, halls of residence, catering and much more. Please contact us if you would like a full list of the committees on which the SRC has a seat.

The events we organise for students are a focal point of the University's calendar and they benefit students and the wider community alike. Council members can organise a wide range of events including Student Teaching Awards, Welfare Week, and Raising and Giving (RAG) events. Council members will also be invited to a wealth of social events, ranging from Christmas socials to the Annual Council Dinner in spring.

There are also a number of other ways you can get involved in the work the SRC does, such as through Volunteering, Student Media or helping organise one of our weeks, such as Freshers' Week. I hope that your interest in supporting the student body on a wide range of issues will not wane and that you will continue to involve yourself with the SRC and its varied schedule of events throughout the year.

Being part of the SRC is an incredibly valuable experience. It's an opportunity to make significant changes within the university, as well as a way to learn a number of new skills and meet some great people. I've loved every second of it and I'm sure you would too so I hope you run and best of luck with your campaign!

Breffni O'Connor

GUSRC President

ELECTION PACK
GUIDE TO PRODUCING A MANIFESTO

Your manifesto gives you an important opportunity to tell the electorate why they should vote for you. There are no set rules as to what should be contained in a manifesto, but the following is a guide to the sort of things that often appear in them.

- **Personal information**.
  You may want to give some personal information such as your course or year of study. This part is usually kept fairly short.

- **Relevant experience**.
  Many candidates state experience they have which may be relevant to the position they are standing for. This may include membership of any university groups and activities out with the University. It is common to state a few specific things you have done within that group / activity or in any role you held, and link them to the functions of the position you are standing for.

- **Views on current / recent events**.
  You may wish to state your opinions on events relevant to the functions of the SRC or to the remit of the specific position you are standing for. This gives voters the chance to see whether or not your views are similar to theirs.

- **What you will do if elected**.
  This is arguably the most important part of the manifesto, as it gives students an idea of how you would carry out the role and of the direction in which you would want to take the services and activities within the remit. Most candidates make at least a few specific pledges, giving an indication of their priorities for the coming year.

It is important to remember that the points above are just a guide to things which are often included in manifestos. You do not have to include all of these elements, or indeed any of them.

In your manifesto, you can write what you like, so long as:

- It does not exceed the word limit (500 words for Sabbatical positions, 200 for all other positions),
- It does not contain any offensive or factually inaccurate material (The Returning Officer may judge whether something is offensive or factually inaccurate).

This rule is in the SRC election regulations, and so must be adhered to.

P**lease send an electronic copy of your manifesto** to representation@src.gla.ac.uk

ELECTION PACK

GUIDELINES FOR CANDIDATES

1. CONTACTS

Returning Officer: Dickon Copsey

Assistant Returning Officer: Anne Bankier

SRC President: Breffni O'Connor

Tel: 0141 330 5360

Email: representation@src.gla.ac.uk or president@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 Constitution, 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

Candidates' Meeting**:**	Wednesday 25th February, 1 pm - Williams Room**,** John McIntyre Building
Heckling Meetings:	Non-sabbatical heckling **-** Monday 2nd March, 6pm – Room 201, John McIntyre Building
	Sabbatical heckling - Tuesday 3rd March**,** 6pm – Room 201, John McIntyre Building

Polling Opens:	Wednesday 4th March, 9am
Polling Closes:	Thursday 5th March, 5pm
Voting:	www.glasgowstudent.net
Results:	Thursday 5th March, ~6.30pm – Room 201, John McIntyre Building

4. QUESTIONS

If you have any questions about the Elections please speak to Anne Bankier, Breffni O'Connor or Dickon Copsey or alternatively, raise them at the Candidates' Meeting on Wednesday, 25th February at 1 p.m. in the Williams Room.

5. ELIGIBILITY

i.   Only members, as defined in paragraph 2 of the 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 Taught students are eligible to stand for Postgraduate Taught Convenor.

6. NOMINATIONS

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

ii.   Nominations will be made on a prescribed form by candidates who must show their student ID card to the Returning Officer, or authorised depute. The prescribed form must be signed by the candidate and the Returning Officer, or authorised depute, before it can be accepted. The candidate will then be issued with a receipt.

iii.   Nomination forms must be submitted by **4 p.m. on FRIDAY, 20th FEBRUARY 2015 at the latest.** 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.

iv.   Nominations for the following seats will be signed by the following number of members who will append their matriculation numbers to the nomination form:
- Sabbatical Officers: thirty members;
- Undergraduate College Convenors and Welfare and Equal Opportunity Officers: fifteen members;
- Postgraduate Convenors: six members
- and
- All other seats: six members.

v.   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.

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

vii. Candidates must, before close of nominations, submit an electronic copy of their manifesto and a clear photograph of themselves to representation@src.gla.ac.uk. Manifestos must be no more than:

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

viii. 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 material.

MANIFESTOS AND PHOTOS WILL BE ACCEPTED NO LATER THAN:
4P.M. FRIDAY, 20th FEBRUARY 2015.

7. CANVASSING

i.   It is not permitted for candidates to permanently affix campaign material; all campaign material must be able to be taken down at the close of polls. Please do not affix any campaign materials to handrails. Failure to do so may result in disqualification in accordance with paragraph 6. Campaign material which contradicts this paragraph and SRC Election Guidelines are likely to be removed. The SRC bears no liability for them.

ii.   Candidates are not allowed to be canvassed for or financed by persons other than registered students of Glasgow University, who have not opted out of SRC representation for this academic year under Schedule 1.

iii. Canvassing is not permitted in the Gilbert Scott Building, Fraser Building and in area deemed Polling Stations (University computing clusters) or any other areas deemed Polling Stations in the SRC Election Guidelines.

iv.   Canvassing using 'mobile polling stations' via technology owned by the candidate or any person canvassing on their behalf is not permitted. This includes smartphones, laptops and other web enabled devices.

v.   With the exception of bought photocopying services, candidates are not permitted to use SRC facilities, including intellectual property, for the furtherance of their campaign.

vi.   The use of loudhailers/megaphones on Gilmorehill campus is prohibited by order of the University Court.

vii. The use of unsolicited email correspondence via non-personal mailing lists (e.g. college/school email lists) by or on behalf of the candidate are not permitted. The use of Moodle and StudentVoice is also not allowed.

8. INFRINGEMENTS

Any malpractice leading to an infringement of these or other rules governing an election should be reported to the Assistant 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.

9. 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:

$$\frac{\textit{Total No. of Votes Cast - (Total No. NTS)} + 1}{\textit{Number of Vacancies} + 1}$$

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 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.

10. Recycling during Elections

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.

11. RESULTS

i.   The results of the election will be supervised by the Returning Officer.

ii.   The declaration of results shall take place in Room 201, John McIntyre Building after the election ends at around 6.30 p.m. on Thursday 5th March 2015.

iii.   Candidates who are present at the declaration shall be informed of the result of the election by the Returning Officer beforehand if they chose to be.

iv.   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.

GUSRC SPRING ELECTIONS
WEDNESDAY & THURSDAY
4TH & 5TH MARCH 2015

STUDENTS' REPRESENTATIVE COUNCIL
UNIVERSITY OF GLASGOW

OFFICIAL NOMINATION FORM

THIS FORM MUST BE COMPLETED IN FULL, IN **BLOCK CAPITALS**, AND RETURNED TO THE SRC OFFICES BY CLOSE OF NOMINATIONS AT **4PM, FRIDAY 20TH FEBRUARY 2015**. PLEASE READ THE ELECTION REGULATIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Position: _____

Details of candidate

First name(s) (in full): _____

Preferred first name* (optional): _____

*If entered, this name will be used on the ballot papers.

Surname: _____   College: _____

Student No.: _____   Undergraduate/Postgraduate (delete as appropriate)

Address (Term): _____

_____ Telephone: _____

Address (Home): _____

_____ Telephone: _____E-mail address: _____

Name of Candidate: _____ Position: _____

We, the undersigned, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of this nomination.

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	STUDENT NO.	COLLEGE / SCHOOL TO SPONSOR SCHOOL REP/COLLEGE CONVENOR YOU MUST BE IN THE SAME SCHOOL/COLLEGE	UG/PG	SIGNATURE
SPONSOR 1						
SPONSOR 2						
SPONSOR 3						
SPONSOR 4						
SPONSOR 5						
SPONSOR 6						
STOP HERE IF YOU ARE STANDING FOR A POSTGRADUATE CONVENOR OR SCHOOL REPRESENTATIVE POSITION. COMPLETE BOXES BELOW IF YOU ARE STANDING FOR AN UNDERGRADUATE CONVENOR OR OFFICER POSITION						
SPONSOR 7						
SPONSOR 8						
SPONSOR 9						
SPONSOR 10						
SPONSOR 11						
SPONSOR 12						
SPONSOR 13						
SPONSOR 14						
SPONSOR 15						

Name of Candidate: _____ Position: _____

We, the undersigned, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of this nomination.

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	STUDENT NO	COLLEGE / SCHOOL TO SPONSOR SCHOOL REP/COLLEGE CONVENOR YOU MUST BE IN THE SAME SCHOOL/COLLEGE	UG/PG	SIGNATURE
You may use the spare boxes below to be sure you have enough valid signatures.						
SPONSOR 16 (OPTIONAL)						
SPONSOR 17 (OPTIONAL)						
SPONSOR 18 (OPTIONAL)						
SPONSOR 19 (OPTIONAL)						
SPONSOR 20 (OPTIONAL)						

This section must be completed in the presence of the Returning Officer or his/her Deputy.

I, _____ (full name), hereby accept my nomination and confirm that I have read the Constitution of the Council and agree to abide by the rules governing the election. If I am elected, I promise to carry out the duties of the office in accordance with the Constitution. I agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information provided about me is true, in order to confirm the validity of my nomination.

Signed: _____

Date: _____

FOR OFFICIAL USE ONLY

Rec.   Date

Valid   Date

ELECTION PACK
GUIDE TO POSITIONS AVAILABLE
POSTGRADUATE TAUGHT CONVENOR

SPONSORS REQUIRED – 6

SPONSOR ELIGIBILITY –

- **Must be a fully registered student of the University of Glasgow.**
- **Must be a postgraduate student on a taught programme.**

POSITIONS AVAILABLE - 1

The Postgraduate Taught Convenor has a wide remit, and is responsible for the representation of Postgraduate Taught students across all Colleges. The PGT Convenor is, therefore, a central focus for all PGT related issues, from academic to social welfare. The PGT Convenor is required to liaise regularly with the President, VP Education, College Convenors, Postgraduate Convenors and Welfare Officers, on varied issues concerning PGT students. Responsibilities include, but are not limited to:

- Organizing PGT Forums and working groups to ensure the encouragement of dialogue between students and elected representatives;
- Meeting with School and College staff to raise issues of importance to PGT students;
- Contacting PGT students and establishing a recognisable link between constituents and Council;
- Meeting with students, when required, to assist in dealing with academic and social issues as they are raised.

In addition to these responsibilities, The PGT Convenor should develop a good working relationship with the Council Executive. The PGT Convenor is required to attend all meetings of Council and the University Senate, and must represent the student body on various academic committees as required. Opportunities will also arise for election to various University committees and positions. PGT Convenor is a demanding role, but is a vital link between the Postgraduate community and Council.

SRC Committees and Working Groups
The SRC may establish sub committees or working parties to consider certain areas of its work and sometimes consider policy motions. PGT Convenors may participate in the work of such committees and groups (and can suggest the establishment of new groups or committees).

University Committees
Council votes in autumn to elect members to sit on a variety of University committees, including Library Committee, Museums and Galleries Committee, Senate, Senate Disciplinary and Student Support Development Committee. Please contact the PA to the Permanent Secretary for a full list of committees.

CHECKLIST

PLEASE CHECK YOU HAVE:

- Filled out all sections of the nomination form;

- Checked that your sponsors are all matriculated students of the University of Glasgow and eligible to sponsor the position you are standing for;

- Submitted an electronic photo to the email address below;

- Submitted your manifesto (no more than 200 words) as an attachment to the email address below

- Read the job description;

- Read and understood the election rules and regulations.

If you have any questions, please do not hesitate to contact the PA to the Permanent Secretary Anne Bankier - representation@src.gla.ac.uk

www.glasgowstudent.net/about/elections