ELECTION PACK
GUIDE TO POSITIONS AVAILABLE
POSTGRADUATE RESEARCH CONVENOR

SPONSORS REQUIRED – 6

SPONSOR ELIGIBILITY –

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

POSITIONS AVAILABLE - 1

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

- Organizing PGR 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 PGR students;
- Contacting PGR 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 PGR Convenor should develop a good working relationship with the Council Executive. The PGR 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. PGR 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. PGR 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.

GUSRC AUTUMN 2017 ELECTION PACK

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Dear Student,

Thank you for considering standing to be a council member on Glasgow University's Student 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, First Year or General Representative the decision to get involved and representative 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 Student Support Development 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.

We also do a lot out with representation, 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 including 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 also 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. 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,

Kate Powell
SRC President

CHECKLIST

PLEASE CHECK THE FOLLOWING:

- All sections of the nominations form have been completed

- All nomination form sponsors are students of the University of Glasgow **and** they are eligible to sponsor you for the position you are standing for.

- Photo and manifesto has been submitted digitally to elections@src.gla.ac.uk.

- Manifesto is or 200 words or less.

- You have read and understood the position summary; and relevant aspects of GUSRC Strategic Plan, GUSRC Annual Report, University Strategic Plan, and University Financial Statements.

- You have read, understood, and are compliant with the elections rules and guidelines.

- You have completed the Equality and Diversity Monitoring Form.

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

ANNUAL REPORTS AND STRATEGIC PLANS

The documents at these links (or in physical copy if this Elections Pack was picked up from the Welcome Point) are intended to help inform candidates about the major activities and strategic developments for GUSRC and the University.

Candidates running for sabbatical positions are expected to read and understand all four documents.

Candidates running for all other positions should read the GUSRC Strategic Plan, GUSRC Annual Report, with the other two documents for attached for interest.

GUSRC STRATEGIC PLAN 2015-2020

https://www.glasgowstudent.net/about/publications/strategic-plan/

GUSRC ANNUAL REPORT 2015-16

www.glasgowstudent.net/about/publications/annual-report/2015-16/

UNIVERSITY OF GLASGOW 'INSPIRING PEOPLE, CHANGING THE WORLD'

http://www.gla.ac.uk/about/strategy/

UNIVERSITY OF GLASGOW FINANCIAL STATEMENTS TO 31ST JULY 2017

http://www.gla.ac.uk/services/finance/financialstatements/

ELECTION RULES AND GUIDELINES

This section of the election pack will outline the expectations on you as a candidate, the rules you must follow as well as the procedure by which the election will be conducted.

KEY CONTACTS

If you have any questions about the election please speak to the **Returning Officer**, **Deputy Returning Officer** or **SRC President** or alternatively, raise them at the Candidates' Meeting on Wednesday, **5th October** at 1 p.m. in the Williams Room. You should only approach these three key contacts for questions and queries about the election process.

In almost all circumstances queries can be directed to the **Deputy Returning Officer** in the first instance via elections@src.gla.ac.uk

RETURNING OFFICER: Drew McConnell elections@src.gla.ac.uk
DEPUTY RETURNING OFFICER: elections@src.gla.ac.uk
SRC PRESIDENT: Kate Powell president@src.gla.ac.uk

You can find them in person at the Welcome Point in the McIntyre Building or by phone on 0141 330 5360.

OVERVIEW AND BASIC RULES

As a candidate you are responsible for ensuring that your conduct is within the rules and guidelines set out in this section.

The most important rule to remember is that whilst campaigning you should uphold the values of the SRC, acting with the upmost integrity and respect for your fellow candidates and students.

It is also worth remembering that you likely to work with those also standing in the future.

The Candidates Meeting where Elections team will be present will be the best opportunity to to clarify any rules or guidelines and you should take that opportunity.

www.glasgowstudent.net/elections

The Returning Officer arbitrates on all matters relating to the Election. Their decision is final with no right of appeal and they retain the right to invalidate nominations or disqualify successful candidates.

SCHEDULE OF EVENTS

Candidates' Meeting**:**   **5th October**, 1 pm - Williams Room**,** McIntyre Building

Heckling Meeting: Hustings **- 11th October**, 6pm – Room 201, McIntyre Building

Polling Opens: **12th October**, 9am

Polling Closes: **12th October**, 5pm

Voting: glasgow.ac.uk/vote

Results: **12th October**, 6.30pm – Room 201, McIntyre Building

If a candidate is successful there will be council training over the weekend of the **14th and 15th October** they will be required to attend.

The first SRC council meeting will take place on the **19th October.**

ELIGIBILITY TO STAND

- Only members, as defined in paragraph 2 of the Constitution, may stand for an election.
- No member can stand for more than one position on the Council at the same election.
- 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.
- All members are eligible to stand for Welfare and Equal Opportunities or General constituencies. Though members should only stand for a position which they can identify with.
- No member is eligible in the College Convenor constituency unless they are a student in the College from which the seat represents.

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- No member is eligible in the School Representative constituency unless they are a student in the School from which the seat represents.
- Only postgraduate students are eligible to stand for postgraduate representative positions.
- Only postgraduate research students are eligible to stand for Postgraduate Research Convenor.

NOMINATION BY MEMBERS

BASIC RULES

- Only members, as defined in paragraph 2 of the Constitution, may nominate in an election.
- Nominations will be made on the prescribed form given to candidates. Members making nominations will give their matriculation numbers to confirm their status as members.
- Members may only nominate in constituencies they are eligible to vote in.
- Members must not nominate two or more people standing for the same position.
- Candidates must, before close of nominations, submit an electronic copy of their manifesto and a clear photograph of themselves to the Deputy Returning Officer at elections@src.gla.ac.uk.
- The prescribed form must be signed by the candidate and the Returning Officer, or authorised depute, and the candidate must present their student card before it will be accepted. The candidate will be issued with a receipt.
- Nomination forms must be submitted by **4 p.m. on FRIDAY, 29th September at the latest.** The Returning Officer will declare any nomination forms received after this time invalid.
- The Returning Officer will decide the validity of nominations should issue arise.

POSTGRADUATE CONVENOR OR SCHOOL REPRESENTATIVE POSITIONS

- Nominations forms for Postgraduate Convenor or School Representative Positions will be signed by six members.
- Manifestos must be no more than 200 words.

UNDERGRADUATE CONVENOR OR WELFARE AND EQUAL OPPORTUNITY OFFICER

- Nominations forms for Undergraduate Convenor or Welfare and Equal Opportunity Officer Positions will be signed by fifteen members.
- Manifestos must be no more than 200 words.

CANVASSING AND CAMPAIGNING

- It is not permitted for candidates to permanently affix campaign material anywhere on campus, or to affix campaign material to handrails.
- All campaign material must be able to be taken down before the results are announced.
- Candidates are not allowed financial, organisational, campaigning, or canvassing resources from anyone other than members.
- Two or more candidates are not allowed to pool or share financial, organization, campaign or canvassing resources for the furtherance of their respective electoral campaigns.
- Canvassing or campaigning is not permitted in the University Library, McIntyre Building, or any room which is a computer cluster.
- Soliciting votes using 'mobile polling stations' via technology owned by the candidate or any member canvassing on their behalf is not permitted. This includes smartphones, laptops and other web enabled devices.
- With the exception of bought photocopying and print services, candidates are not permitted to use SRC facilities, including intellectual property, in any materials or to further their campaign.
- Candidates must not state or imply in anyway SRC endorsement of their campaign.
- The use of loudhailers, megaphones, speakers or any other sound systems on campus is prohibited.
- The use of any University owned or administered IT platforms such as CLASS email system, Moodle, StudentVoice, etc for campaigning is not allowed. This includes use by those supporting for or campaigning for the candidate.

SPENDING LIMITS

- There shall exist maximum limits on what candidates may spend on their entire election campaign. These are absolutely not targets or guidelines for what candidates should spend but are an upper limit of what is permitted.

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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.

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.

POLLING

All elections will be held by secret ballot which will normally be online and will be decided by the following 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

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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.

RESULTS

The Returning Officer will announce the results and it shall take place in Room 201, McIntyre Building at around 6.30 p.m. on Thursday 12th October 2017.

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

In the event of a tie, a by-election will be held for the seat in question.

INFRINGEMENTS

Any alleged infringements should be reported to the **Deputy Returning Officer or SRC President,** who will immediately inform the Returning Officer. The Returning Officer shall decide whether to investigate any allegations and retains the right to invalidate the nomination of the offending candidate, or disqualify a successful candidate subject to their discretion.

Only allegations made from the close of nominations to 48 hours after the announcement of the result will be investigated or considered.

The Returning Officer retains the right to consult with the Secretary of Court however the decision of the Returning Officer is final.

MANIFESTO GUIDE

Your manifesto gives you an important opportunity to tell the electorate why they should vote for you. The following is guide to the sort of things that often appear in manifestos and a few rules.

PERSONAL INFORMATION AND RELEVANT EXPERIENCE

You may want to give some personal information about yourself. Such as your course, year of study, if you are postgraduate/ undergraduate, and link this to any relevant experience you have for the position you are standing for. This may include membership of any university groups and activities outwith 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 RECENT POLICY DEVELOPMENTS

You should use the information provided with this pack to inform yourself of the latest strategic and policy developments for the University and SRC. You may wish to state your views on these developments as well as any relevant recent events.

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.

BASIC RULES

- The word limit is 500 words for Sabbatical positions and 200 for all other positions

- It does not contain any offensive or factually inaccurate material (The Returning Officer will judge whether something is offensive or factually inaccurate).

You must **send an electronic copy of your manifesto** to elections@src.gla.ac.uk before the close of nominations

EQUALITY AND DIVERSITY MONITORING FORM

The SRC aims to ensure that students from all parts of the University community are represented and have the opportunity to put themselves forward for election. In order to do this, we are collecting demographic information using Higher Education Statistics Agency (HESA) categories. You may feel that some questions concern very personal and private information. You may choose not to answer them if you wish. Please note, though, that the questionnaire is **anonymous** and any data will only be reported in statistical form, so that no student can be identified. We appreciate your co-operation in filling in this questionnaire.

1. Gender *(please tick)* ☐ Female ☐ Male ☐ Other	**2. Gender identity** Is your gender identity the same as the gender assigned to you at birth? ☐ Yes ☐ No ☐ Prefer not to say
3. Age ☐ 16 - 25 ☐ 26 - 40 ☐ 41 - 55 ☐ 56+	**4. Marital Status** ☐ Married ☐ In a Civil Partnership ☐ Not married or in a civil partnership ☐ Prefer not to say
5. Do you study: ☐ Full time ☐ Part time	**6. Are you:** ☐ A UK student ☐ An EU student ☐ An international (non-EU) student
7. Ethnicity *(please tick the box which best describes your ethnic origin)*	
☐ White – Scottish ☐ Other White background ☐ Gypsy or Traveller ☐ Black or Black British – Caribbean ☐ Black or Black British - African ☐ Other Black background ☐ Arab ☐ Asian or Asian British-Indian ☐ Asian or Asian British-Pakistani	☐ Asian or Asian British – Bangladeshi ☐ Chinese ☐ Other Asian background ☐ Mixed – White and Black Caribbean ☐ Mixed – White and Black African ☐ Mixed – White and Asian ☐ Other Mixed background ☐ Other Ethnic Background ☐ Prefer not to say

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8. Disability

(A disability is defined as any physical or mental impairment, which has a substantial and long- term adverse effect on a person's ability to carry out normal day to day activities).

Do you consider yourself to have a disability? ☐ Yes ☐ No ☐ Prefer not to say

If yes, please tick which category you think best describes your disability

☐ Dyslexia	☐ Mental health disability
☐ Blind or partially sighted	☐ An unseen disability (e.g. diabetes, epilepsy, asthma)
☐ Deaf or hearing impairment	☐ Multiple disabilities
☐ Wheelchair User/other mobility difficulties	☐ Specific Learning difficulty (e.g. dyslexia)
☐ Personal care support	☐ Social/Communication impairment (e.g. Asperger's syndrome/other ASD)
☐ Long-standing illness or health condition (e.g. cancer, HIV, chronic heart disease)	☐ Other disability (*Please specify*)

9. Religion or Belief

☐ No religion	☐ Jewish
☐ Buddhist	☐ Muslim
☐ Christian – Church of Scotland	☐ Sikh
☐ Christian – Roman Catholic	☐ Spiritual
☐ Christian – other	☐ Other
☐ Hindu	☐ Prefer not to say

10. Sexual Orientation

☐ Bisexual	☐ Heterosexual
☐ Gay man	☐ Other
☐ Gay woman/lesbian	☐ Prefer not to say

11. Do you care for dependants?	**12. UK students only: Please supply the postcode from your HOME (i.e. non-term-time) address:**
☐ No ☐ Yes – children ☐ Yes – relatives/friends ☐ Yes – both children and relatives/friends ☐ Prefer not to say	_____

Thank you. Please print this form **on separate paper** from your nomination form. When you hand in your nomination documents, this form will be taken out and dealt with separately, and confidentially. Please do not put your name or any other identifier on this form.

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GUSRC AUTUMN ELECTIONS

12th October 2017

OFFICIAL NOMINATION FORM

For use by candidates for all non-sabbatical positions.

THIS FORM MUST BE COMPLETED IN FULL, IN **BLOCK CAPITALS**, AND RETURNED TO THE SRC OFFICES BY CLOSE OF NOMINATIONS AT **4 P.M. ON FRIDAY 29th SEPTEMBER**. 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