



Dear student,

Thank you for considering putting yourself forward for a position on Glasgow University Students' Representative Council – the SRC! We have been running for over 130 years, to represent students, and ensure the student voice is recognised right up to the highest levels.

We are a Council made up of 47 students. In the upcoming election, whether you are considering standing as a Welfare and Equal Opportunities Officer, Undergraduate or Postgraduate College Convener, School Representative, or full-time Sabbatical Officer - you have already taken the first steps on an incredible journey. You will be the voice of thousands. You will have the opportunity to create positive change. You will have direct input into wider developments across the institution. And you will also have fantastic experience, meeting new people, and further develop interpersonal and professional skills that will be recognised on your academic transcript.

The SRC represents students on a broad range of University committees, including the institutions governing bodies the Council of Senate, to which the SRC has 12 representatives, and University Court, to which a Court Representative is elected from Council as well as the SRC President. 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 there is SRC representation.

The SRC has an active presence on campus and runs a variety of events and campaigns throughout the year. These are a focal point of the University's calendar, and enhance the experience of the wider student population. Some of what we do includes – Raising and Giving (RAG) events, Welfare Events, Refreshers' Week, Volunteer Week, International Women's Week, Student Teaching Awards, or being a part of the organisation of Freshers' Week next year. Council members will also be invited to a wealth of social events ranging from Christmas socials, to our Annual Council Dinner in the spring.

There are also a number of other ways you can get involved in the work of the SRC, such as through Volunteering, Student Media, our Publicity Team, or our RAG Committee. I sincerely hope that your interest in supporting the student body on a wide range of issues will grow, and that you will get involved with the wide range of events, activities, and campaigns we run to further engage with the wider student body.

Being part of the SRC is an incredible experience. It's an opportunity to make significant changes across the University, as well as a way to learn a number of new skills and meet some great people. One of the best decisions I made at University was to get involved with the SRC. I wish you the very best of luck with your election campaign, and if you have any questions, please hesitate to get in touch at any time at – [president@src.gla.ac.uk](mailto:president@src.gla.ac.uk)

Yours sincerely,

**Kate Powell**

**GUSRC President**

## **INTERDISCIPLINARY STUDIES SCHOOL REP – GUIDELINES TO CANDIDATES**

### **These Guidelines should be read in addition to the general guidelines for candidates**

Students studying at Dumfries now have the opportunity to stand for the newly created position of School Representative Interdisciplinary Studies. As students are located in Dumfries, the procedure for submitting nominations is different.

1. The candidate must email the following to [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk). The candidate should receive an email confirming the receipt of this information.
  - Scan of student ID
  - Scan of other photo ID such as driving license or passport
  - Scan of completed and signed nomination form
  - Manifesto (no more than 200 words, word document)
  - Photo (In separate file format such as jpeg png etc – not copied into a word file)
2. If you are able to attend, the candidates meeting will be held in Glasgow on the **20th February, 1pm, The Williams Room.**
3. It is important that candidates check their email regularly as this is how we will contact you with any problems with your forms.

**All nominations must be received by 4pm on Friday 16<sup>th</sup> February.**

Candidates will be confirmed once they and all their sponsors have been verified.

## **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.

**Please send an electronic copy of your manifesto** to [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk)



# **SPRING ELECTION PACK**

## **GUIDELINES FOR CANDIDATES**

### **1. CONTACTS**

Returning Officer: Drew McConnell      Deputy Returning Officer: Kirsteen Fraser

SRC President: Kate Powell

**Tel:** 0141 330 5360 **Email:** [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk) or [president@src.gla.ac.uk](mailto: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<sup>1</sup>, 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 16 <sup>th</sup> February, 4pm – Welcome Point, McIntyre Building
Candidates' Meeting:	Tuesday 20 <sup>th</sup> February, 1 pm - Williams Room, McIntyre Building
Non Sabbatical Heckling:	Monday 26 <sup>th</sup> February, 7.30pm, Room 201, McIntyre Building
Sabbatical Heckling:	Tuesday 27 <sup>th</sup> February, 6.30pm, Room 201 McIntyre Building
Polling Opens:	Wednesday 28 <sup>th</sup> February, 9am
Polling Closes:	Thursday 1 <sup>st</sup> March, 5pm
Voting:	<a href="http://www.glasgowstudent.net">www.glasgowstudent.net</a>
Results:	Thursday 1 <sup>st</sup> March, ~ Approx 6.30pm – Room 201, McIntyre Building

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<sup>1</sup> [www.glasgowstudent.net/about/publications/constitution](http://www.glasgowstudent.net/about/publications/constitution)

## 4. QUESTIONS

If you have any questions about the Elections please speak to Kate Powell or Drew McConnell or alternatively, raise them at the Candidates' Meeting on Tuesday 20th February at 1 p.m. in the Williams Room.

## 5. ELIGIBILITY

- i. Only a fully registered student of the University of Glasgow, (as defined in paragraph 2 of the SRC's Constitution<sup>1</sup>), 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

- 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, 16<sup>TH</sup> February 2018 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:
  - Undergraduate College Convenors and Welfare and Equal Opportunity Officers: fifteen members;
  - Postgraduate Convenors: six members
  - 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 [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk). Manifestos must be no more than:
  - **500 words** in any sabbatical constituency
  - **200 words** in all other constituenciesCandidate photos must be submitted in either JPEG, PNG format and should include only the candidate with no other individuals.
- 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 materials.

**MANIFESTOS AND PHOTOS WILL BE ACCEPTED NO LATER THAN:  
4P.M. FRIDAY, 16<sup>th</sup> FEBRUARY 2018.**

## 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 areas 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 other University administered IT platforms e.g. Moodle, StudentVoice etc is also not allowed by or on behalf of the candidate.
- viii. Only fully registered students of the University of Glasgow may contribute at the official heckling meetings organised by the SRC
- ix. Only candidates standing for Postgraduate positions are allowed to canvass in the Gilchrist Postgraduate club
- x. The Returning Officer will arbitrate on any matters arising from canvassing.

## **8. SPENDING LIMITS**

### **SABBATICAL POSITIONS**

Candidates must submit receipts, for any spending on their campaign before 4pm the day after the close of polling.

**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](mailto: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.

## **9. 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.



## 10. 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:

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

*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.

## 11. 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.

## 12. 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, McIntyre Building after the election ends at around 6.30 p.m. on Thursday 1st March 2018.
- 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.

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<sup>i</sup> [www.glasgowstudent.net/about/publications/constitution](http://www.glasgowstudent.net/about/publications/constitution)

## 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.

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

<p><b>8. Disability</b> (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?    <input type="checkbox"/> Yes            <input type="checkbox"/> No            <input type="checkbox"/> Prefer not to say</p>	
<p><b>If yes, please tick which category you think best describes your disability</b></p>	
<input type="checkbox"/> Dyslexia <input type="checkbox"/> Blind or partially sighted <input type="checkbox"/> Deaf or hearing impairment <input type="checkbox"/> Wheelchair User/other mobility difficulties <input type="checkbox"/> Personal care support <input type="checkbox"/> Long-standing illness or health condition (e.g. cancer, HIV, chronic heart disease)	<input type="checkbox"/> Mental health disability <input type="checkbox"/> An unseen disability (e.g. diabetes, epilepsy, asthma) <input type="checkbox"/> Multiple disabilities <input type="checkbox"/> Specific Learning difficulty (e.g. dyslexia) <input type="checkbox"/> Social/Communication impairment (e.g. Asperger's syndrome/other ASD) <input type="checkbox"/> Other disability ( <i>Please specify</i> )
<p><b>9. Religion or Belief</b></p> <input type="checkbox"/> No religion <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian – Church of Scotland <input type="checkbox"/> Christian – Roman Catholic <input type="checkbox"/> Christian – other <input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Spiritual <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
<p><b>10. Sexual Orientation</b></p> <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> Gay woman/lesbian	<input type="checkbox"/> Heterosexual <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
<p><b>11. Do you care for dependants?</b></p> <input type="checkbox"/> No <input type="checkbox"/> Yes – children <input type="checkbox"/> Yes – relatives/friends <input type="checkbox"/> Yes – both children and relatives/friends <input type="checkbox"/> Prefer not to say	<p><b>12. UK students only: Please supply the postcode from your HOME (i.e. non-term-time) address:</b></p> <p>_____</p>

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.

# GUSRC SPRING ELECTIONS

28<sup>th</sup> February & 1st March 2018

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 16<sup>TH</sup> FEBRUARY 2018**. 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 <small>TO SPONSOR SCHOOL REP/COLLEGE CONVENOR YOU MUST BE IN THE SAME SCHOOL/COLLEGE</small>	UG/PG	SIGNATURE
SPONSOR 1						
SPONSOR 2						
SPONSOR 3						
SPONSOR 4						
SPONSOR 5						
SPONSOR 6						
<b>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</b>						
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.

**You may use the spare boxes below to be sure you have enough valid signatures.**

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	STUDENT NO	COLLEGE / SCHOOL <small>TO SPONSOR SCHOOL REP/COLLEGE CONVENOR YOU MUST BE IN THE SAME SCHOOL/COLLEGE</small>	UG/PG	SIGNATURE
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