

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, First Year or General Representative 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,



Scott Kirby

SRC President

ELECTION PACK

GUIDE TO POSITIONS AVAILABLE

FIRST YEAR REPRESENTATIVE

SPONSORS REQUIRED – 6

SPONSOR ELIGIBILITY –

- **Must be a fully registered student of the University of Glasgow.**
- **Must be studying in their first year.**

POSITIONS AVAILABLE -2

Summary of Role

First Year Student Representatives attend each meeting of SRC Council. The position is open to anybody in their first year at Glasgow University, rather than being limited to students studying a level one course. The role of First Year Student Representative requires liaising primarily with the Vice-President (Student Activities), but their experiences and expertise can vary greatly. The First Year Student Representative may be required to meet with students from any and all disciplines. They should also liaise with Student Officers, Academic Convenors and Sabbatical Officers as required and should be able to judge when a student issue should be referred.

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. First Year Representatives 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 University Court, Library Committee, Council of Senate, and Student Experience Committee. Please contact SRC Representation 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 Deputy Returning Officer, on elections@src.gla.ac.uk

www.glasgowstudent.net/about/elections

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



AUTUMN ELECTION PACK

REGULATIONS FOR CANDIDATES

1. CONTACTS

Returning Officer: Drew McConnell

SRC President: Scott Kirby

Tel: 0141 330 5360 **Email:** elections@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 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 4th October 4pm, Welcome Point, McIntyre Building
Candidates' Meeting	Wednesday 9th October 1pm, Williams Room, McIntyre Building
Pre-hustings Meeting	Monday 14th October 6pm, Room 208, McIntyre Building
Hustings *	Wednesday 16th October 6pm, Room 201, McIntyre Building
Polling Opens:	Thursday 17th October at 9am
Polling Closes:	Thursday 17th October at 5pm
Voting:	www.glasgowstudent.net
Results:	Thursday 17th October Approx 6.30pm – Room 201, McIntyre Building

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 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 Scott Kirby or Drew McConnell or alternatively, raise them at the Candidates' Meeting on Wednesday 9th October 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 Constitution¹), 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, 4th October 2019 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. 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, 4th OCTOBER 2019.**

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 materials which contradict 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 including the use of posters, leaflets or any kind of promotional material is not permitted in the Gilbert Scott Building, Fraser Building, the University Library and in areas deemed Polling Stations (University computing clusters) or any other areas deemed Polling Stations in the SRC Election Guidelines.
- iv. The use of University administration boards and digital signage is prohibited
- v. Canvassing using 'mobile polling stations' or any other type of promotional activity connected to voting including showing the voting webpage 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.
- vi. With the exception of bought photocopying services, candidates are not permitted to use SRC facilities, including intellectual property, for the furtherance of their campaign.
- vii. The use of loudhailers/megaphones on Gilmorehill campus is prohibited by order of the University Court.
- viii. 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, Student Voice 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). 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:

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

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 17th October 2019.
- 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.

Statement of agreement

I hereby agree to abide by the SRC Candidate Regulations and understand that it is my responsibility to ensure that anyone campaigning on my behalf abide by the regulations. I also understand that infringement of these Regulations by me or anyone campaigning on my behalf may result in my disqualification from the election.

Candidate signature

..... Date

Signed on behalf of the SRC

..... Date

GUSRC AUTUMN ELECTIONS

17th October 2019

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 4th OCTOBER 2019**. PLEASE READ THE ELECTION REGULATIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Position: _____

Details of candidate

Pronoun you wish for us to use in any publicity (e.g. he/she/they/other) _____

First name(s) (in full): _____

Preferred first name* (optional): _____

***If entered, this name will be used on the ballot papers, website and social media posts during the elections**

Surname: _____

College: _____

Student No: _____

Undergraduate/Postgraduate (delete as appropriate)

Telephone: _____

Mobile No : _____

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						
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						
You may use the spare boxes on the last page to be sure you have enough valid signatures.						

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 16 (OPTIONAL)						
SPONSOR 17 (OPTIONAL)						
SPONSOR 18 (OPTIONAL)						
SPONSOR 19 (OPTIONAL)						
SPONSOR 20 (OPTIONAL)						

DATA PROTECTION

The SRC keeps all personal information secure. It uses the information provided for the purposes of administrating and publicising elections, including placing information on the SRC website. We may also share contact details with students, and organisations providing services to students.

You can read the SRC Privacy Notice at <https://www.glasgowstudent.net/about/privacy-notice/>

Please tick the box to confirm that you have read and agreed to these terms.

This section must be completed in the presence of the Deputy Returning Officer or their 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: _____

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>1. Gender <i>(please tick)</i></p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Other</p>	<p>2. Gender identity</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>3. Age</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>4. Marital Status</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>5. Do you study:</p> <p><input type="checkbox"/> Full time</p> <p><input type="checkbox"/> Part time</p>	<p>6. Are you:</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>7. Ethnicity <i>(please tick the box which best describes your ethnic origin)</i></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>8. Disability <i>(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).</i></p> <p>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>If yes, please tick which category you think best describes your disability</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>9. Religion or Belief</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>10. Sexual Orientation</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>11. Do you care for dependants?</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>12. UK students only: Please supply the postcode from your HOME (i.e. non-term-time) address:</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.