

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 <u>elections@src.gla.ac.uk</u> with any questions.

Yours sincerely,

Scott Kirby

SRC President



ELECTION PACK GUIDE TO POSITIONS AVAILABLE SCHOOL REPRESENTATIVE

SPONSORS REQUIRED - 6

SPONSOR ELIGIBILITY -

- Must be a fully registered student of the University of Glasgow.
- Must be taking classes in the school in which the candidate being sponsored is standing.

POSITIONS AVAILABLE - 1 per School

- 1 x School of Humanities
- 1 x School of Mathematics and Statistics
- 1 x School of Medicine, Dentistry & Nursing
- 1 x School of Psychology
- 1 x School of Education
- 1 x School of Chemistry
- 1 x School of Social and Political Sciences
- 1 x School of Law
- 1 x School of Culture and Creative Arts

School Representatives represent the students who make up the eighteen Schools at Glasgow University. The role is primarily academic, with representatives taking an active role in representing the views of the students at a more localized level than the College Convenors. School Representatives will be expected to liaise regularly with Class Representatives to discuss issues of importance to Staff Student Liaison Committee meetings and will report directly to the relevant College Convenor to ensure good communication at all levels. They are responsible for representing the views and concerns of students within their School and should therefore have a good working relationship with relevant Class Representatives. Only matriculated students studying within a particular School may represent their School on Council.

In addition to these responsibilities, School Representatives are required to attend all full meetings of Council, though they may attend Council Committee if they wish. They may also be required to represent the SRC on relevant academic committees. Opportunities may also arise for election to various University committees and positions. The position of School Representative is a vital link in effective student representation at a local level, and a good working relationship with College Convenors and Class Representatives is essential.

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. College 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 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 Constitutionⁱ), 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**, **4**th **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 <u>elections@src.gla.ac.uk</u>. Manifestos must be no more than:
 - **500 words** in any sabbatical constituency
 - 200 words in all other constituencies

Candidate photos must be submitted in either JPEG, PNG format and should include only the candidate with no other individuals.

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 (<u>elections@src.gla.ac.uk</u>). 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:

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

Number of Vacancies +1

This figure will be referred to as the quota.

NTS = Non-Transferable and spoilt votes.

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

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

Daa!!!an.



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 (.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:	

	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						
	TOP HERE IF YOU ARE STA OMPLETE BOXES BELOW					
SPONSOR 7						
PONSOR 8						
SPONSOR 9						
PONSOR 9						
PONSOR 10						
PONSOR 10 PONSOR 11						
PONSOR 10 PONSOR 11 PONSOR 12						

Name of Candidate: _			_ Position:			
We, the undersigned, Council to make all ne	nominate the above named stu ecessary enquiries to check tha	ident for the aforementioned p t the personal information we	position. We each in have each given is to	dividually agree to allow Glaso	gow University	Students' Representative mination.
	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 16 (OPTIONAL)						
SPONSOR 17 (OPTIONAL)						
SPONSOR 18 (OPTIONAL)						
SPONSOR 19 (OPTIONAL)						
SPONSOR 20 (OPTIONAL)						
	sonal information secure. It use may also share contact details v	•	· ·		elections, inclu	uding placing information on
You can read the SRC	Privacy Notice at https://www	.glasgowstudent.net/about/p	privacy-notice/			
Please tick the box to	confirm that you have read and	d agreed to these terms.				
This section mu	ıst be completed in the	presence of the Dep	uty Returning (Officer or their Deputy	y .	
l,		(full na	me), hereby accep	t my nomination and confir	m that I have	read the Constitution of the
Council and agree to	o abide by the rules governir	ng the election. If I am elec	eted, I promise to ca	arry out the duties of the off	ice in accord	ance with the Constitution. I
agree to allow Glase	gow University Students' Re	presentative Council to ma	ke all necessary er	nquiries to check that the pe	ersonal infor	mation provided about me is
true, in order to conf	firm the validity of my nomina	ation.				
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.

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

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 disabilit	y? \square Yes \square No \square 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,			
\square Deaf or hearing impairment \square	asthma)			
Wheelchair User/other mobility difficulties	☐ Multiple disabilities			
☐ Personal care support	☐ Specific Learning difficulty (e.g. dyslexia)			
☐ Long-standing illness or health	☐ Social/Communication impairment (e.g. Asperger's			
condition	syndrome/other ASD)			
(e.g. cancer, HIV, chronic heart disease)	☐ Other disability (<i>Please specify</i>)			
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			
□No	your HOME (i.e. non-term-time) address:			
☐ 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.