



# Candidates Pack 2019

[www.cusu.co.uk/lentelections](http://www.cusu.co.uk/lentelections)

# Pack Contents

Welcome - p.3

Elections Committee - p.4

Status of the Rules - p.5

Positions Available - p.6

Timeline - p.8

Candidate Eligibility - p.9

Voter Eligibility - p.11

Guidance on Nominating Yourself - p.14

Manifestos - p.15

Guidance on Campaigning - p.17

Declaring Campaign Materials - p.19

Guidance on the Voting System - p.20

RON (Re-Open Nominations) - p.21

# Welcome!

Welcome to the 2019 CUSU-GU Lent Elections candidates' pack. This document provides an overview of the election process, including guidance that you will find useful throughout the election period.

Being an elected officer provides a unique position from which to impact upon the student experience at Cambridge, as well as wide-ranging experience for the role holder. If you are interested in running for a position, I would strongly encourage you to read the information that follows, research the role, and get in contact with the Elections Committee if you have any questions. Please do contact the current sabbatical officers with questions about their specific role.

As democratic organisations, CUSU and the GU are committed to running a free and fair election. The rules attached to this document are therefore designed to further these values, and we ask that candidates respect both the rules and the spirit within which they have been written. These rules should be read in conjunction with the CUSU Standing Orders.

**The following principles underpin how we believe the elections should be contested:**

- Do only what other candidates have an equal opportunity to do
- Treat all students, candidates, and staff members with respect
- If in doubt, ask the Elections Committee first

Thank you for engaging in our democratic process. We hope running for a position will be an experience you enjoy and gain significantly from.

Alex Russel  
Returning Officer  
on behalf of the Elections Committee

# The Elections Committee

The Elections Committee are the group of students whom enforce the rules and regulations of any CUSU election. Their membership is made up of students and elected student representatives; all members are voted or co-opted in by CUSU Council. The chair is appointed within the committee.

Chair of Elections Committee and CUSU returning Officer:  
Alex Russell, Magdalene

GU returning Officer:  
Sofia Ropek Hewson, Pembroke

Communications Officer:  
Will Edwards, Peterhouse

Other voting members of the Elections Committee:

- Emrys Travis, St John's
- Evie Aspinall, Pembroke
- Alice O'Driscoll, Jesus
- Connor McDonald, Emmanuel
- Arinjay Butani, Selwyn

The Elections Committee can be contacted via [elections@cusu.cam.ac.uk](mailto:elections@cusu.cam.ac.uk)

# Status of the Rules

The Elections are run in accordance with: the CUSU Constitution and Standing Orders; the GU Constitution and Schedules where appropriate; the Elections Rules produced by the Elections Committee prior to the election; and any rulings made by the Committee during the election.

As is customary, the Graduate Union have delegated the running of their Presidential election to the CUSU Elections Committee. This decision was made by a meeting of the GU Council on 23 January 2019.

As a candidate, you are responsible for understanding these rules and communicating them to your campaign team. You are, to the furthest reasonable extent, fully responsible for all of the actions taken by anyone that the Elections Committee determine to be campaigning to your advantage

The Election Rules, and all rulings made by the Elections Committee, take effect instantly upon their publication. Please bear in mind that some rules govern behaviour that takes place before the close of nominations, not just the campaigning and election period.

For ease, the Election Rules can be found in this pack. Any additional rulings of the Elections Committee will be published on the CUSU website.

# Positions Available

There are nine positions available within CUSU and the GU, and one position available which is not connected to either union. CUSU and the GU are two separate bodies that, whilst being independent of one another, work in close partnership.

All positions are for one year-long term of office.

## Full Time Roles

### **CUSU Officers**

- President
- Education Officer
- Access & Funding Officer
- Women's Officer
- Disabled Students' Officer

CUSU full-time positions approximate annual salary: £20,402 (plus inflationary uplift)[1]

### **GU Officers**

- President

GU full-time positions approximate annual salary: £22,084 (plus inflationary uplift)

### **Joint CUSU and GU Officer**

- Welfare & Rights Officer[2]

As a joint officer position, the Welfare & Rights officer receives half their payment at the level of a CUSU officer and half at the level of a GU Officer. Approximate annual salary: £20,955 (plus inflationary uplift)

# Part Time Roles (Volunteer)

## **CUSU Officers**

- Ethical Affairs Officer, Head of Team x2

## **Non CUSU/GU Role**

- University Councillor

Both positions take office 1st July.

## **GU Officers**

- Disabled Student Officer
- Faculty Liaison Officer
- Open Portfolio Officer

All three position shall take office at the beginning of the Easter term.

# Timetable

These are the key dates that all candidates need to be aware of ahead of the Lent elections.

## **Wednesday 20th February, 9:00**

Nominations open

## **Tuesday 25th February, 12:00**

Nominations close

## **Friday 1st March, 18:00**

Hustings\* @ University Centre

## **Tuesday 5th March, 9:00**

Voting opens

## **Friday 8th March, 17:00**

Voting closes

## **Tuesday 25th February, 18:00**

Candidate Briefing @ CUSU Lounge

## **Thursday 28th February, 9:00**

Campaigning opens

## **Monday 4th March, 9:00**

Colleges are sent materials advertising each candidates including their names and manifesto

## **Friday 8th March, 20:00**

Provisional results announced

## **Monday 11th March, 10:00**

Official results announced

\* If for any reason you cannot attend hustings, you must let the Elections Committee know as soon as possible.

# Candidate Eligibility

All candidates must:

- Not have been a member of the CUSU Elections Committee since January 2018
- Be able to perform the duties of the post

Candidates for CUSU President, Education Officer, Women's Officer, or Access & Funding Officer must:

- Be a member of CUSU
- Have secured permission if intending to intermit
- Have no relevant previous convictions (a DBS check will be performed following election)
- Be eligible to serve as a trustee of CUSU

In addition, CUSU requests that candidates for Women's Officer:

- Self-define as a woman or as non-binary

In addition, candidates for CUSU Disabled Students' Officer must:

- Self-define as disabled

Candidates for CUSU/GU Welfare & Rights Officer must:

- Be a member of CUSU
- Be a graduate or postgraduate student, or a third or fourth year undergraduate student
- Have secured permission if intending to intermit
- Have no relevant previous convictions (a DBS check will be performed following election)
- Be eligible to serve as a trustee of the GU

Candidates for GU President must:

- Be a member of the GU
- Have secured permission if intending to intermit
- Have no relevant previous convictions (a DBS check will be performed following election)
- Be eligible to serve as a trustee of the GU

Candidates for CUSU Ethical Affairs Officer must:

- Be a member of CUSU
- Anticipate continuing to be a student at the University of Cambridge for the 2019-20 academic year

Candidates for University Councillor must:

- Anticipate continuing to be a student at the University of Cambridge for the 2019-20 academic year

# Voter Eligibility

Those eligible to vote in this Election must meet the following criteria and appear on the electoral roll generated by Student Registry on the date at which the electoral roll is produced. The electoral roll for this election was produced on 13 February 2018.

Those eligible to vote in the election for CUSU President, CUSU Education Officer, CUSU Access & Funding Officer, CUSU/GU Welfare & Rights Officer, CUSU Women's Officer, and CUSU Ethical Affairs Officer, must:

- Be a member of CUSU

In addition, CUSU requests that voters in the election for Women's Officer:

- Self-define as women or non-binary

Those eligible to vote in the election for CUSU Disabled Students' Officer must:

- Be a member of CUSU
- Self-define as disabled

Those eligible to vote in the election for GU President must:

- Be a graduate member of the GU

Those eligible to vote in the election for University Councillor must:

- Be a student at the University of Cambridge

# Eligibility Guidance

Any potential candidate or voter who is unsure as to their eligibility, or who believes they are eligible but is unable to vote in the online ballot, should contact the Elections Committee to discuss their status.

Voters will have the opportunity to inspect the electoral roll prior to the opening of the ballot. Any representations regarding eligibility to vote must be made to the Elections Committee prior to the closing of the inspection window.

## CUSU Membership

In order to seek or hold elected office within CUSU, you must be a member of Cambridge University Students' Union [1]. All students are automatically members of CUSU, unless they have actively resigned their membership.

## GU Graduate Membership

In order to seek or hold elected office as Graduate Union President, you must be a Member of the Graduate Union who is a Registered Graduate or Postgraduate student of the University. All graduate and postgraduate students are automatically members of the Graduate Union unless they have actively resigned their membership.

## Permission to intermit:

In order to run for a Sabbatical office that will interrupt your studies (i.e., for those candidates who are not in their final year during the election), you must have secured permission from your College, Faculty, Supervisor etc. to take a year's intermission from your studies. Note that graduate students who have submitted their thesis but not yet taken their viva will not need to intermit.

### Trustee Eligibility:

An important duty of several roles is to act as a trustee of CUSU or the GU. Therefore, in order to take up these posts, you must be legally eligible to be a charity trustee [2].

### DBS (formerly CRB) Clearance - Student Support Officer, Education Officer, Women's Officer, and Access Officer:

A Disclosure and Barring Service check will be carried out on the relevant officers-elect after election. Included on the appropriate nominations form will be a declaration that you do not have any previous relevant convictions - candidates must complete this in order to stand for election to these posts.

### Ability to Perform Duties of Post:

In order to be eligible for election, you must be able to carry out the key duties required of your role. For instance, you may not stand for election as a full-time officer if you have committed to a year abroad.

[1] Defined in Article B.2 of the CUSU Constitution.

[2] See: [www.gov.uk/guidance/charity-trustee-disqualification](http://www.gov.uk/guidance/charity-trustee-disqualification)

# Guidance on Nominating Yourself

Your nomination will only be formally accepted with the submission of:

- A completed nomination form
- A manifesto

Nominations close at 12pm (Noon) on Wednesday 28th February. Submissions beyond the deadline will not be accepted. If you have any problems with this you must contact the Elections Committee immediately. The nomination form and instructions for submission of the completed form and manifesto will be available online at [www.cusu.co.uk/lentelections](http://www.cusu.co.uk/lentelections)

# Manifesto

Each candidate must submit a manifesto to stand for election. This should be one side of A4 and include any information you want potential voters to see about your candidacy.

This could include:

- Your experience
- Stance on policy
- What you would do if elected

Your manifesto can look however you wish. However, we recommend:

- Don't use a font size smaller than 12
- Make your points clear
- Don't use too much text
- Keep it engaging
- Don't fall into the trap of trying to say too much. You can always link to a website that details your stance on a policy more.

Your manifesto must:

- Be sent in word or pdf format
- Be sent in plain text as well as a formatted version

Your manifesto must not:

- Contain references to other candidates
- Include references to society endorsements

Please also send in a high quality photo that you are happy to be used in central elections publicity.

You can start planning your campaign at any point before the elections period officially begins, however, you must not publicly declare your candidacy until the start of campaigning.

Of course candidates can discuss their campaign and their candidacy to personal friends in advance of the campaigning period opening; this does not extend to announcing your candidacy on social media as this is deemed a public announcement.

Candidates may campaign only during the campaigning and voting period:

- Campaigning opens - Thursday 28th February 9am
- Voting closes - Friday 8th March 5pm

If you are in doubt as to what constitutes as a public declaration, please contact the Elections Committee. Any rule breaking will be taken very seriously.

# Guidance on Campaigning

Once the campaigning period opens, you will need to campaign to win votes. The following are suggestions of things you could do to achieve this and things you should avoid doing.

## **Fly-posting and stickers**

Fly-posting is illegal in Cambridge, and contrary to the University's General Regulations for Discipline. The Elections Committee consider the use of stickers to be fly-posting, and so stickers may not be used. Candidates' attention is drawn to the Proctorial Notice on Fly-Posting, included as part of this Pack.

## **Record a 30 second video and send it to us**

Candidates can send a 30 second video in support of their candidacy to us to promote. Your video can put forward your key manifesto or policy points, but may not refer to other candidates or society endorsements

## **Recruit your friends**

Get your friends to be on your campaign team - help spread the load of campaigning.

## **Set-up a secret social media group**

Use this for you and your campaigners to organise how you'll campaign. CUSU will set up a public event page which you are encouraged to use and publicise this on all of our social media channels, but it is up to you how you organise your own campaigners.

## **Think outside the box**

It is likely you'll be up against multiple candidates; what can you do that will make you stand out?

## **Be prepared**

Try and plan how you'll campaign for votes. What do you want to do? Do you need to order anything? How long will it take to arrive?

## **Talk to people**

Talking to people is the best way to get people to vote and hear about your message. Elections can be daunting, but once you start talking to people it will get easier and easier. Just keep at it and talk to as many people as possible.

# Declaring Campaign Materials

All campaign materials must be declared to the elections committee. Whilst we recommend you do this continuously throughout the election process, all campaign materials must be declared to the elections committee via e-mail no later than noon on the day that voting closes.

This includes:

- -Receipts of any spending
- Items used to campaign
- Any letters declaring freebies

When obtaining freebies, please ensure you have the following from the supplier (where possible this should be on headed paper or have an official stamp indicating where the materials came from):

To whom it may concern,

I can confirm that as an employee/owner etc. of \_\_\_\_\_ that all free materials given to \_\_\_\_\_ are/would have been available if another student had approached us.

Signed: \*name\*, \*role at source of freebies)

# Guidance on the Voting System

Voting will be by Single Transferable Vote, as per Electoral Reform Society rules [1], and will be run solely as an online vote. Elections Committee will use CUSU's secure voting system for online voting (<http://www.vote.cusu.cam.ac.uk>)

## What does this mean?

When students are voting, they will vote for candidates in order of preference. Therefore even if someone is going to vote for another candidate, they can still put you down as their second, third, etc., preference vote (depending on how many candidates there are in the election).

[1] Candidates wishing to find out more about the voting system should visit the Electoral Reform Society's work 'How to conduct an Election by the Single Transferrable Vote', which is hosted at <http://www.crosenstiel.webspace.virginmedia.com/stvrules/index.htm>

## R.O.N (Re-Open Nominations)

RON, the option to re-open nominations, will be a candidate for each position in the election. If a voter does not wish to vote for any of the candidates standing for election, they can vote for RON.

If RON wins an election, nominations will be re-opened, and a by-election will be held at the next possible opportunity.

# List of Appendices

1. Copy of the Elections Rules
2. Copy of the Proctorial Notice on Fly-Posting

# Appendix 1: The Election Rules

Contravening the election rules may result in an informal warning, a formal warning, a campaign ban or disqualification. The Elections Committee shall strictly enforce penalties, and all candidates are strongly advised to consult the Committee if they are unsure of any aspect of the rules. The following principles underpin how we believe the elections should be contested:

- Do only what other candidates have an equal opportunity to do
- Treat all students, candidates and staff members with respect
- If in doubt, ask the Elections Committee first

## 1. Campaigning

1.1 Campaigning is any action that is used for the purpose of promoting your candidacy in a CUSU election.

1.2 This includes: flyers, posters, badges, campaign clothing, props, banners, face to face communication, events (e.g. hustings), use of social media, websites etc.

## 2. Who can campaign?

2.1 Members of CUSU and GU staff are not allowed to campaign or show preference to any candidates in any elections. Full-time elected Officers may not campaign for any candidate, except themselves.

2.2 Full time elected Officers who wish to stand for election cannot campaign on paid time and must take annual leave if campaigning during work hours.

2.3 Students should not seek or promote endorsements from anyone not a member of CUSU or the GU.

2.4 Candidates' campaigners do not have to be registered with CUSU. However, anyone who the Elections Committee believes to be campaigning to the advantage of a candidate will be held to these election rules. Candidates should make all reasonable efforts before and during the campaign to ensure that their campaigners understand and follow the election rules.

2.5 Clubs and Societies may endorse a candidate if they democratically decide to do so in accordance with their own constitutional requirements. Evidence of the way in which the decision was taken must be made available to the Elections Committee on request. JCRs, MCRs and the Liberation Campaigns may not endorse candidates. Selective moderation of posts to email lists, groups or social media pages resulting in any candidate(s) being favoured shall be considered an endorsement.

### **3. How can I campaign?**

3.1 Fly-posting, graffiti and other forms of defacement are all illegal in Cambridge and cannot be used. In addition, the defacing or removal of other candidate's materials is prohibited.

3.2 Use of pre-existing email lists, social media pages or groups for the purpose of promoting your candidacy is not permitted. When sending electronic messages of any sort (text, email, WhatsApp etc.) for this purpose, they must only be sent to friends and your campaigners. The only exception to this rule is if a Society has decided to endorse a candidate; they may then use their own mailing lists etc. to announce this. Selective promotion of a candidate from a non-society social media page shall be considered a pre-existing list for these purposes.

3.3 Slates (groups of candidates supporting one another) are not permitted. Candidates cannot campaign for candidates in a different election, cannot share resources with other candidates and cannot endorse any other candidates. Campaign team members can support multiple candidates, but they cannot campaign for multiple candidates at the same time.

3.4 Candidates and campaigners may not make reference to another candidate's personal attributes. They may make reference to their political beliefs, manifesto commitments and record in office providing references are not slanderous. (G.8.iii, CUSU Standing Orders)

3.5 No candidate or member of their campaign team, or any other person attempting to influence a voter may approach within three metres of an individual when they are casting their ballot, unless inadvertently doing so.

3.6 Hate speech, including any language or action which is deemed racist, sexist, ableist, homophobic or transphobic, is banned in all contexts.

## **4. When can I campaign?**

4.1 Candidates may campaign only during the campaigning and voting period:

- Campaigning opens - 09:00 Friday 26th October
- Voting opens - 09:00 Tuesday 30th October
- Voting closes - 17:00 Friday 2nd November

4.2 Candidates may not publicly announce their candidacy until the campaigning period opens.

## 5. Campaign Spending

5.1 All candidates in a CUSU election will have access to a campaigns budget provided by CUSU. The amount will depend on the position you are standing for. To ensure that no student is disadvantaged due to financial circumstances, CUSU can order materials on your behalf, reimburse you throughout the election or reimburse students at the end of the election period. Students are also encouraged to use the CUSU Print Service where the cost of printing will be deducted from your spending cost.

### 5.2

Full-time sabbatical roles - £100

University Councillor and Ethical Affairs Officer - £70

GU Executive (part-time) - £40

5.3 If using materials you already own, you must declare these to the Elections Committee, who will attribute a cost to be taken out of your campaigning budget. When using free resources, these must all be readily available to all candidates.

5.4 CUSU must receive receipts to log candidates' spending no later than noon on the day that voting closes.

## 6. Queries, concerns and complaints

6.1 If at any point a candidate, campaigner or student has concerns about the election or its process, the Elections Committee should be contacted immediately: [elections@cusu.cam.ac.uk](mailto:elections@cusu.cam.ac.uk)

6.2 The Elections Committee may be approached informally at any time for guidance, clarification of the rules or a ruling, without submitting an official complaint.

6.3 Complaints must be received by the Elections Committee within 24 hours of observing, or becoming aware of, the incident in question and not later than 24 hours after the closing of polls.

6.4 The Elections Committee will acknowledge all complaints within 24 hours of receipt.

CUSU Elections Committee Returning Officer: Alex Russell

CUSU Elections Committee Deputy Returning Officer: Sofia Ropek Hewson

# Appendix 2:

# Proctorial Notice for

# Fly-Posting

## PROCTORIAL NOTICE

### FLY-POSTING

Members of the University are reminded of Regulation 4 of the General Regulations for Discipline<sup>1</sup>:

No member of the University shall intentionally or recklessly damage or deface or knowingly misappropriate any property of the University or of any College.

The Proctors may take disciplinary action against any member of the University who is found to be making unauthorised postings on University or College premises.

The Cambridge City Council has advised the Proctors that such unauthorised postings are illegal and contrary to the Town and Country Planning Act 1990 if on private property, or to the Highways Act 1980 if in a public place.

The Council's officers routinely act against fly-posting within the City, and individuals or groups who fail to remove illegal postings within twenty-four hours of receiving notice from the Council may be prosecuted before the Magistrates and fined up to £1,000.

The Proctors may assist the City Council or the Police in the prosecution of such offenders.

Members of the University are further reminded that they may not display on University premises any material which promotes terrorism or which expresses views which may constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups.<sup>2</sup>

**Gordon Chesterman**  
**St Edmund's College**  
*Senior Proctor*

OCTOBER 2016

**Cristiano Andrea Ristuccia**  
**Trinity Hall**  
*Junior Proctor*

<sup>1</sup> *Ordinances Chapter II, Discipline, General (p.193 in 2015 see 2016 edition for current reference)*

<sup>2</sup> *Section 26 of the Counter Terrorism and Security Act 2015*