

# BY-ELECTION PACK 2022

## Key Dates

Nominations Open .....	Monday 10th January @ 9am
Nominations Close .....	Tuesday 18th @ 10am
Candidate Briefing .....	Wednesday 19th @ 8am
Campaigning Begins .....	Wednesday 19th @ 10am
Hustings .....	Thursday 20th (Time TBC)
Campaigning Stops .....	Saturday 29th @ 10pm
Polls Open .....	Monday 31st @ 9am
Polls Close .....	Tuesday 1st February @ 9pm
Results Counted .....	Wednesday 2nd
Results Declared .....	Wednesday 2nd @ 6pm

<https://tlsu.org/byelection-2022>

**To run for a position, you will need to submit the following to [w.branston@trinitylaban.ac.uk](mailto:w.branston@trinitylaban.ac.uk)...**

- **Your manifesto (Word doc or PDF),**
- **A recent headshot,**
- **A completed nomination form.**

## **By 10am on Tuesday the 18<sup>th</sup> of January**

Before campaigning begins on Wednesday the 19<sup>th</sup> January there will be a candidates' briefing. You must attend this meeting. This is where the rules of the election will be explained. This will take place at 8am via Zoom.

**If you have any questions, please email: [w.branston@trinitylaban.ac.uk](mailto:w.branston@trinitylaban.ac.uk)**

These elections will be carried out by completely electronic means/online. Please do not print out your manifesto or posters.

Each candidate will have their manifesto circulated by email to all students. We will also share your manifesto points on the TLSU Instagram and Facebook platforms.

Candidates may publish their manifestos and campaign posters to their personal social media accounts and can engage campaigners to do the same.

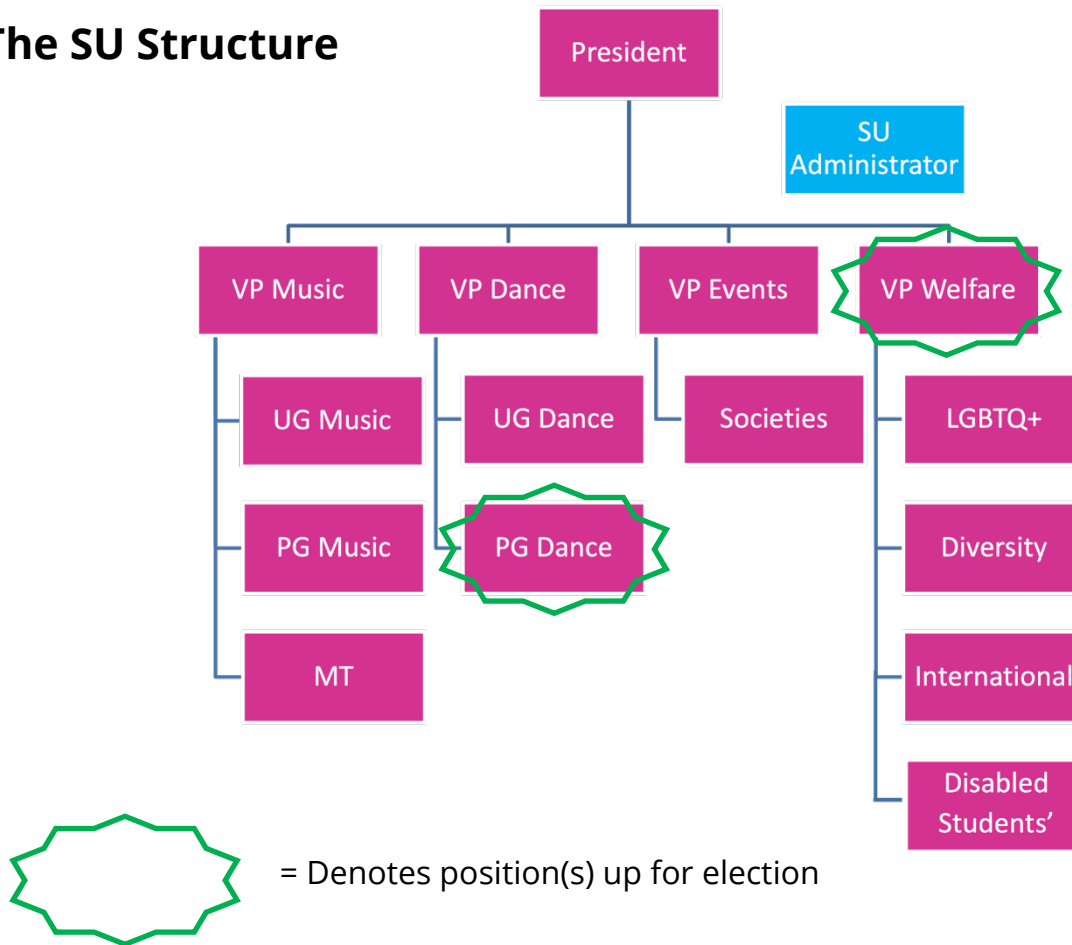
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### **What positions can you run for?**

- Postgraduate Dance Officer (*will report to the VP of Dance – Adriana Garcia Pinilla*)
- Vice-President of Welfare (*will report to the President – Stephen Stanley*)

Note: All positions are voluntary, but there is the potential to be awarded an honorarium of up to £300p/a for officers and £1,050p/a for Vice-Presidents based on your performance, determined by review.

## The SU Structure



## Academic Dance Team

*Officers are eligible for a £100 termly honorarium. If officers do not fulfil the requirements of their position, then they may not receive the full amount.*

### Postgraduate Dance Officer

***This role should be filled by a postgraduate student of the Dance Faculty. This role is part of the Academic Team and reports to the Vice-President of Dance.***

- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Support the TLSU Team throughout the year.
- In conjunction with the President and the VP Dance, be responsible for dealing with postgraduate dance students' concerns, aspirations and problems in relation to their courses at Trinity Laban and represent them at relevant meetings.
- Meet as necessary with appropriate members of staff of Trinity Laban to develop and/or maintain a system for the election of postgraduate dance student representatives.
- Keep in close contact with postgraduate dance student representatives to ensure any issues are raised and solved in the appropriate manner.
- Support the VP Dance in holding termly postgraduate dance student forums, and regularly communicate with the postgraduate dance student representatives.

- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Together with the Postgraduate Music Officer, suggest suitable postgraduate-specific events to the VP Events and help to publicise and run them (these may be workshops or social events).
- Support the VP of Dance in organising regular classes and workshops to compliment dance faculty students' specific programmes.
- Attend all postgraduate dance course committee meetings.
- Ensure that the postgraduate dance students are happy with the academic provision from the college and make sure that the Student Body is represented on as many sub-committees and course boards as possible.
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President that have relevance to the position. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
- Undertake all tasks delegated to you by the President and the VP Dance.
- Take initiative in the development and improvement of TLSU, putting your ideas forward to the TLSU Executive Committee.
- Present half-termly reports on your progress in the role to the President and SU Administrator.
- Accept all duties enumerated throughout the Constitution where relevant to the position of Postgraduate Dance Officer of TLSU.

## Student Experience Team

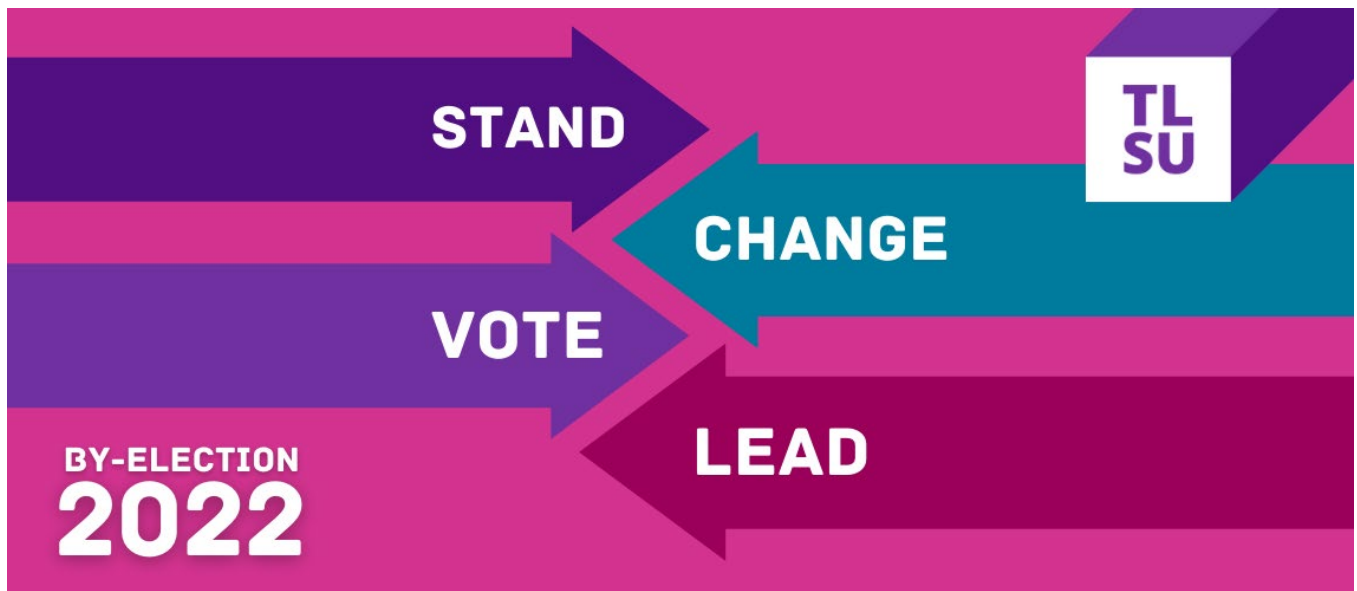
*VPs are eligible for a termly honorarium of £350. If VP's or officers do not fulfil the requirements of their position, then they may not receive the full amount.*

### Vice-President of Welfare

***This role is part of the Student Experience Team and oversees the LGBTQ+, Diversity, International and Disabled Students' Officers. They report to the President of TLSU.***

- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Share responsibility for the day-to-day running, overall wellbeing and administration of TLSU.
- Ensure the views of students from minority groups are represented in all of TLSU's work.
- Represent, where necessary, members of TLSU that together form a minority group within the student body.
- Oversee activities relating to financial hardship, funding and employment issues.
- Support and champion campaigns and activities on welfare issues (including mental health, sexual health, personal safety, and others).
- Work with and promote Trinity Laban support services, such as Student Services, the Health Centre, Learning Support and the Counselling Service.
- Be available for the Freshers' Fortnight to help with the running of events and welcoming students to Trinity Laban.

- Take an active role in any welfare and sustainability campaigns and promote these to students.
- Ensure that the LGBTQ+, Diversity, International and Disabled Students' Officers are supported in their roles.
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President that have relevance to the position; including the Sustainability Working Group. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
- Undertake all tasks delegated to you by the President.
- Take initiative in the development and improvement of TLSU, putting your ideas forward to the TLSU Executive Committee.
- Present half-termly reports on your progress in the role to the President and SU Administrator.
- Accept all duties enumerated throughout the Constitution where relevant to the position of VP Welfare of TLSU.



## **Manifesto Rules**

When applying for a position on the SU you must also submit a manifesto. There are some rules set out in our governing document, the constitution, which tell you what you can and cannot do. It is very important you read and abide by these rules. The following is taken from Schedule I to the TLSU constitution:

### 1.7 Manifestos and Publicity:

- 1.7.1 Candidates may produce a manifesto of no more than one side of A4 paper.
- 1.7.2 Candidates may also use posters, social media and emails for their campaign.
- 1.7.3 No manifesto or written matter on social media and email may mention any other member of TLSU, and may not make, explicitly or implicitly, any false, libellous or offensive statements.
- 1.7.4 Before publication, all manifestos must be approved by the Returning Officer.
- 1.7.5 Manifestos shall be displayed by appropriate media of communication, such as posters, via email, website, social media and any other form that the Returning Officer feels is suitable. Hard copies shall be kept in the offices at King Charles Court and Creekside and shall be available upon request.
- 1.7.6 On election days, a copy of the manifesto shall be placed alongside a photograph of the candidate (if desired) by the ballot box. All manifestos and photographs of those running for election shall be publicised in an equal fashion.
- 1.7.7 The Returning Officer, in consultation with the SU Executive, shall approve arrangements for candidates to have equal opportunities to publish posters and other promotional materials. Any posters must comply with building regulations. The material of any poster must be non-defamatory and without reference, explicit or implicit, to other Candidates. All posters must be approved and signed by the Returning Officer before being posted.
- 1.7.8 Removal of posters without the permission of the Returning Officer or his/her assistant(s) acting under this Clause of the Constitution is strictly prohibited.
- 1.7.9 No canvassing or similar publicity shall take place in the immediate vicinity of any ballot box.
- 1.7.10 Once all manifestos have been received, and at least five working days before voting opens, the Executive Committee will organise a hustings at which the Candidates running for a sabbatical position can address the Student body. This will take the form of a small individual spoken presentation from each Candidate and a subsequent Q&A session chaired by a member of the Executive Committee.

- 1.7.11 A student may not be nominated for more than one post in the same election.
- 1.7.12 Voting for the posts of TLSU Committee shall take place at the appropriate voting stations designated by the Returning Officer. The exact voting times will be stated when the candidates up for election have been announced and will take place throughout the designated day(s) of the election. The Returning Officer shall publicise the location and arrangements of the voting station(s).
- 1.7.13 All full Members of TLSU are eligible to vote in TLSU elections. A voting slip shall be issued to each voter only after his/her name has been appropriately marked on the list of TLSU Members. A voter shall not be obliged to use all the votes at his/her disposal.
- 1.7.14 Votes shall be cast in sealed ballot boxes or through an equivalent system of electronic voting approved by the Returning Officer.
- 1.7.15 Voting slips shall bear the name of each candidate and position contested; in alphabetical order.
- 1.7.16 Members who are unable to vote because of illness or unavoidable absence may nominate a member to act as a proxy or email their vote. The proxy may cast a vote on production of written authorization from the absent member. If they choose to email their vote, they will send this to the Returning Officer.
- 1.7.17 Voters shall have the option to reject all the candidates and to call for the re-opening of nominations (RON).

**You are advised to read the constitution before you stand for election. You can find a copy of it here: <https://tlsu.org/about/governance-and-constitution/>**

**Every candidate should make each of their campaigners aware of the election rules stated above as candidates can be disqualified if rules are broken on their behalf. On the next page is a handy guide on how and what to put in a manifesto.**

# Building a Manifesto

## *\*Top 10 Manifesto Writing Tips\**

Your election manifesto is your chance to tell people why they should vote for you and what you'd do if elected. It outlines the positive change that you will bring for students. Whilst campaigning, meeting people, debates and promotional stunts may convince some voters, for many it is the candidates' manifestos that will help them decide who to vote for. Students at Trinity Laban are more likely to be encouraged to vote on issues that directly affect them.

Here are ten top tips to consider when writing your manifesto:

### **1. Describe *benefits* not features**

People want to know why your good idea is such a good idea, how will you make things better/cheaper/faster/bigger/whatever? One of your policies might be to improve lighting on campus (that's a feature) but make sure you mention that this will make people feel safer and reduce the threat of crime (they're the *benefits*).

By describing the benefits of your ideas you're helping people understand why their lives would be better if you were elected and helps them think about why they should vote for you.

### **2. Ask existing officers for their *feedback***

Once you've come up with some ideas try to chat to existing officers. These guys have a really unique insight into the role that you want to do. They can give you feedback on your ideas and it might help generate some new ones!

### **3. Make sure you know *the role***

Have a look through the role description for the position you're running for. What sort of things would be your responsibility if elected? These are the things you're most likely to be able to influence plus these are the things that people want to know about. Think about the type of people who might be particularly interested in voting for your position and make sure you mention something for them.

### **4. *Stand out* from the crowd**

Every year people put the same sort of things on their manifesto; increase participation, try to get more money for X, Y and Z, make the union more relevant. The fact is, generally no one is going to say the *opposite* of these things so it's almost pointless putting them in. Students scanning through manifestos are more likely to pay attention to the candidates that stand out so make sure you include all your best ideas.



## 5. Include something for **everyone**

Think about the different sorts of people that might vote in the elections and try to include something for them in your manifesto. Make sure you don't use jargon and acronyms that won't make sense to most people so everyone can understand what you're talking about.

## 6. **Don't** get too carried away!

Sometimes it can be easy to get carried away and start making promises left, right and centre but don't forget that if you're elected you're actually supposed to work on the things you included in your manifesto! Don't put things into your manifesto if you have no intention of following through on them. This is another reason to speak to the current officers ahead of campaigning, they can help you come up with realistic election pledges.

## 7. Find out what **students** want

Ask around to see what students actually want, try housemates, people on your course - you might be surprised at the ideas this generates. Find out if you can get results from surveys carried out by your students' union (if you ask them nicely they should be able to come up with some information for you), have a look at students' concerns and think about how you could address these.

## 8. It is not a **"normal"** job

When applying for a 'normal' job you go through the experience and skills they're looking for and explain how you fit those. The sabbatical officer election process is quite different - people are more interested in your ideas necessarily whether you're qualified to carry them out. By all means mention any relevant experience you have but try to make it relevant and don't make it at the expense of space for your amazing ideas.

## 9. Be **realistic and ambitious**

Your manifesto should be realistic - don't promise to lower prices and increase spending on everything, usually those two don't work well together! Don't make promises you can't keep as it can damage your reputation and that of the union. Equally though, be ambitious - just because someone says something isn't possible it doesn't mean you can't try it. Find yourself a balance between the two extremes.

## 10. Know the **rules**

No use coming up with something amazing if you're over the word limit or break another rule. Make sure you know what you are and aren't allowed to include in your manifesto, any word/size limits and how to submit it.

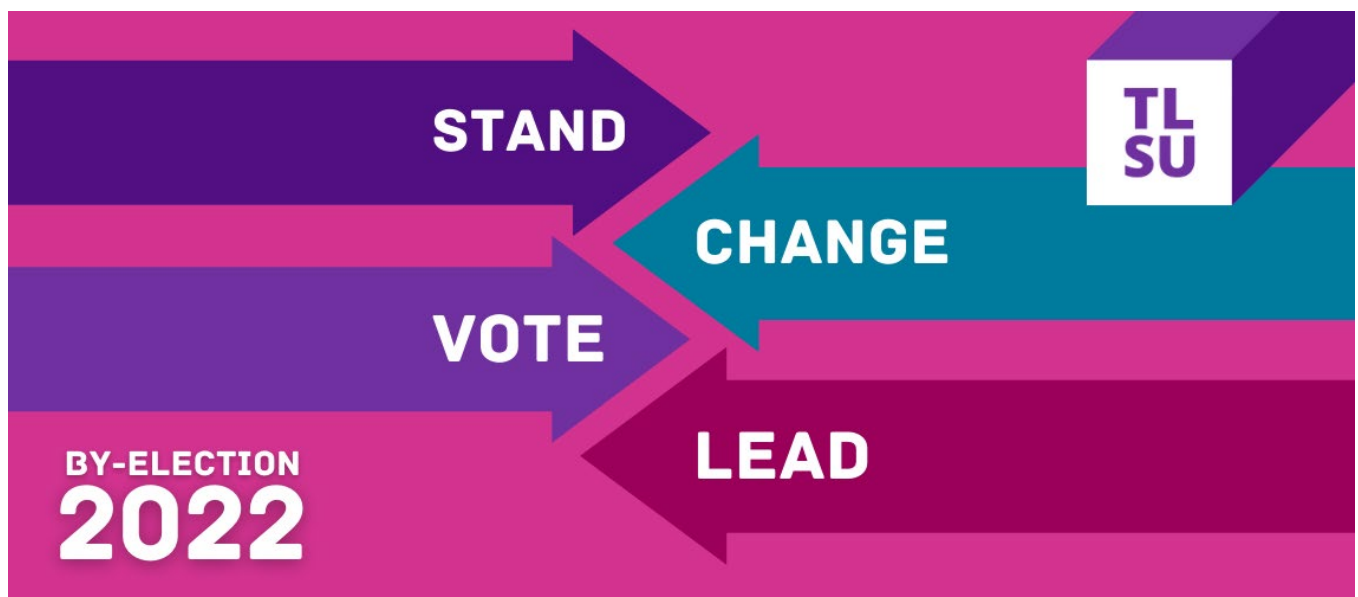
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# GOOD LUCK!