

# BY-ELECTION PACK 2022

## Key Dates

<b>Nominations Open</b>	<b>Monday 3<sup>rd</sup> October - 9am</b>
<b>What is the SU and why should I care?</b>	<b>Wednesday 5<sup>th</sup> October - 7pm</b>
<b>What are the jobs and how should I campaign?</b>	<b>Tuesday 11<sup>th</sup> October - 7pm</b>
<b>Nominations Close</b>	<b>Monday 17<sup>th</sup> October - 10pm</b>
<b>Candidate Briefing</b>	<b>Tuesday 18<sup>th</sup> October - 8am</b>
<b>Campaigning Begins</b>	<b>Tuesday 18<sup>th</sup> October - 9am</b>
<b>Hustings</b>	<b>Wednesday 26<sup>th</sup> October - 7pm</b>
<b>Campaigning Stops</b>	<b>Saturday 29<sup>th</sup> October - 10pm</b>
<b>Polls Open</b>	<b>Monday 31<sup>st</sup> October - 9am</b>
<b>Polls Close</b>	<b>Tuesday 1<sup>st</sup> November - 9pm</b>
<b>Results Counted</b>	<b>Wednesday 2<sup>nd</sup> November</b>
<b>Results Declared</b>	<b>Wednesday 2<sup>nd</sup> November - 4pm</b>

**To run for a position, you will need to submit the following:**

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

To *George Lewis (TLSU Administrator)* at [g.lewis@trinitylaban.ac.uk](mailto:g.lewis@trinitylaban.ac.uk)

## **By Monday 17th October @ 10pm**

**Before campaigning begins on Tuesday 18<sup>th</sup> of October 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 Teams.**

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

**These elections will be carried out physically and electronically. Feel free to post content online and on paper around the college but not painted walls.**

**Each candidate will have their manifesto circulated by email to all students. We will also share you 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.**

# What positions can you run for? (Any in red are already occupied)

## Full-Time & Paid Salary: ~~President~~

### Academic Team (2x VPs and 5x Officers)

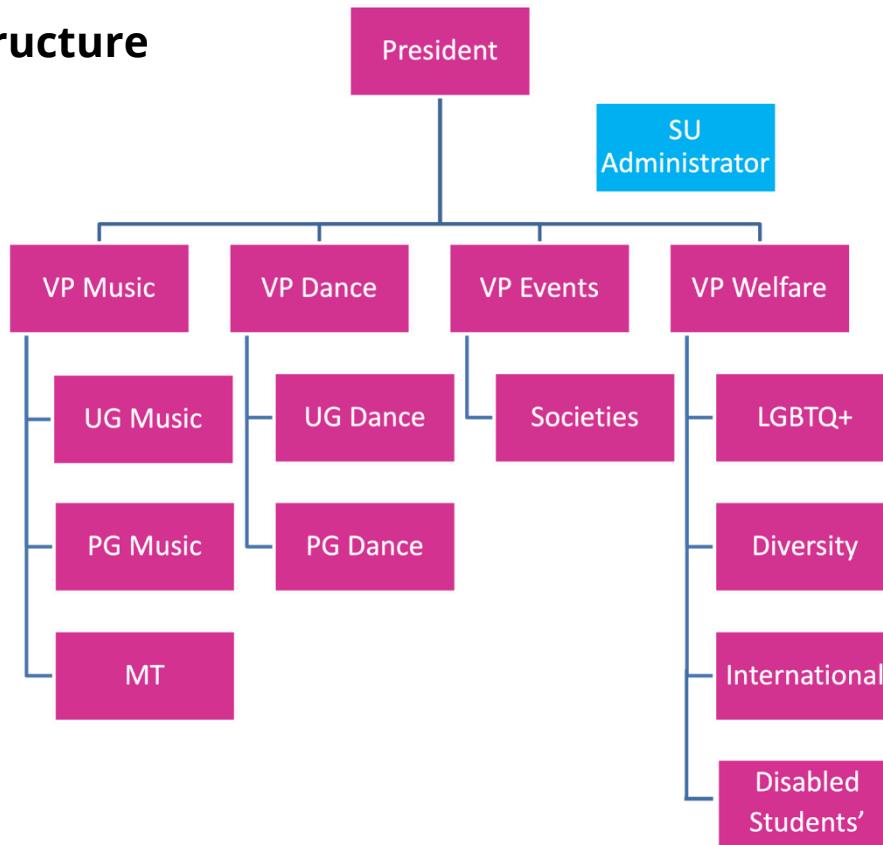
- ~~Vice-President of Music~~
  - Undergraduate Music Officer
  - Postgraduate Music Officer
  - ~~Musical Theatre Officer~~
- Vice-President of Dance
  - Undergraduate Dance Officer
  - Postgraduate Dance Officer

### Student Experience Team (2x VPs and 5x Officers)

- ~~Vice-President of Events~~ — Societies Officer
- Vice-President of Welfare
  - LGBTQ+ Officer
  - Diversity Officer
  - International Officer
  - Disabled Students' Officer

***Note: All VP and Officer positions are voluntary but eligible for a performance-based termly honorarium,***

# The SU Structure



**Vice-President and Officer positions are voluntary, but there is the potential to be awarded an honorarium. The amount for VPs is up to £1,050p/a & Officers up to £300p/a.**

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**See on the next page the available positions and their responsibilities.**

## Academic Music Team

*VPs are eligible for a termly honorarium of £350, and the officers are eligible for £100. If VP's or officers do not fulfil the requirements of their position, then they may not receive the full amount.*

### Undergraduate Music Officer

*This role should be filled by an undergraduate student of the Music Faculty. This role is part of the Academic Team and reports to the Vice-President of Music.*

- 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 Music, be responsible for dealing with undergraduate music 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 undergraduate music student representatives.
- Keep in close contact with undergraduate music student representatives to ensure any issues are raised and solved in the appropriate manner.
- Support the VP Music in holding termly undergraduate music student forums, and regularly communicate with the undergraduate music 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 Undergraduate Dance Officer, suggest suitable undergraduate-specific events to the VP Events and help to publicise and run them (these may be workshops or social events).
- Attend all undergraduate music course committee meetings.
- Ensure that the undergraduate music 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 Music.
- 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 Undergraduate Music Officer of TLSU.

## Postgraduate Music Officer

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

- 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 Music, be responsible for dealing with postgraduate music 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 music student representatives.
- Keep in close contact with postgraduate music student representatives to ensure any issues are raised and solved in the appropriate manner.
- Support the VP Music in holding termly postgraduate music student forums, and regularly communicate with the postgraduate music 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 Dance Officer, suggest suitable postgraduate-specific events to the VP Events and help to publicise and run them (these may be workshops or social events).
- Attend all postgraduate music course committee meetings.
- Ensure that the postgraduate music 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 Music.
- 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 Music Officer of TLSU.

## Academic Dance Team

*VPs are eligible for a termly honorarium of £350, and the officers are eligible for £100. If VP's or officers do not fulfil the requirements of their position, then they may not receive the full amount.*

### Vice-President of Dance

*This role should be filled by a student of the Dance Faculty. This role is part of the Academic Team and oversees the Undergraduate and Postgraduate Dance 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.
- Attend committee meetings delegated to you by the President.
- Ensure that all social events, classes and TLSU activities are well publicised to every Trinity Laban student.
- Organise regular classes and workshops to compliment dance faculty students' specific programmes, with support from the Undergraduate Dance and Postgraduate Dance Officers.
- Be responsible for the day to day running of the dance student union office when the President is not available.
- Support the TLSU team throughout the year.
- In conjunction with the President, be responsible for dealing with dance students' concerns, aspirations and problems in relation to their courses at Trinity Laban and represent them at relevant meetings.
- Be available for the Fresher's Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Meet as necessary with appropriate members of Trinity Laban staff to develop and/or maintain a system for the election of Student Representatives.
- Keep in close contact with Dance Faculty Student Representatives to ensure any issues are raised and solved in the appropriate manner.
- Hold regular Academic Dance Team meetings, and invite the student representatives along.
- Ensure that the 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 all dance undergraduate and postgraduate course committee meetings.
- Ensure that the Undergraduate and Postgraduate Dance 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. 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 Dance of TLSU.

## Undergraduate Dance Officer

*This role should be filled by an undergraduate 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 undergraduate 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 undergraduate dance student representatives.
- Keep in close contact with undergraduate dance student representatives to ensure any issues are raised and solved in the appropriate manner.
- Support the VP Dance in holding termly undergraduate dance student forums, and regularly communicate with the undergraduate 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 Undergraduate Music Officer, suggest suitable undergraduate - specific events to the VP Events and help to publicise and run them (these may be workshops or social events).
- Support the VP Dance in organising regular classes and workshops to compliment dance faculty students' specific programmes.
- Attend all undergraduate dance course committee meetings.
- Ensure that the undergraduate 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 Undergraduate Dance Officer of TLSU.

## 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, and the officers are eligible for £100. If VP's or officers do not fulfil the requirements of their position, then they may not receive the full amount.*

### Societies Officer

*This role is part of the Student Experience Team and reports to the Vice-President of Events.*

- 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 that all society and club events, classes and activities are well publicised to every Trinity Laban student.
- With support from the SU Administrator, put together a monthly-mailout to all society leaders reminding them of what's going on, and to keep in touch with them.
- Support the TLSU team throughout the year.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Promote and champion involvement in, and the success of, student societies and sports clubs.
- Working with student societies and sports clubs, help them to realise their aims and assist them with achieving their individual goals.
- Discuss society-specific events and, with the VP of Events, help them to make them a reality.
- 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 of Events.

- 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 Societies Officer of TLSU.

## 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.

## LGBTQ+ Officer

***This role should be filled by a student who identifies as belonging to the LGBTQ+ Community. This role is part of the Student Experience Team and reports to the Vice-President of Welfare.***

- 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.
- Ensure that the views of LGBTQ+ students are represented in all of TLSU's work.
- Represent where necessary members of TLSU that identify as LGBTQ+.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students.
- Act as a general point of contact for all students who identify as part of the LGBTQ+ community at TL.
- Work with TLSU to raise awareness of relevant LGBTQ+ campaigns, e.g. LGBTQ+ History Month.
- Work closely with the LGBTQ+ society and consider organising LGBTQ+ events, e.g. Pride. With support from the VP Events, help to publicise and run the events.
- 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 of Welfare.
- 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 LGBTQ+ Officer of TLSU.

## **Diversity Officer**

***This role should be filled by a student who comes from a minority background. This role is part of the Student Experience Team and reports to the Vice-President of Welfare.***

- 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.
- Ensure that the views of students from minority backgrounds are represented in all of TLSU's work.
- Represent any member of TLSU who experiences racism. *In the Equality Act 2010, race means your colour, or your nationality (including your citizenship). It can also mean your ethnic or national origins, which may not be the same as your current nationality.*
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Act as a general point of contact for all members of TLSU who come from minority backgrounds.

- Work with TLSU to raise awareness of relevant ethnical and cultural diversity campaigns, e.g. Black History Month.
- Take an active role in any relevant ethnical and cultural diversity campaigns and ensure all students are well-informed, e.g. Stop Asian Hate.
- Consider organising specific diversity events, with the support of the VP Events, and help to publicise and run them.
- Run a half-termly Diversity Forum alongside the Afro-Caribbean Society to ensure a platform for all minority student voices to be heard at Trinity Laban.
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President that have relevance to the position, including the Black Lives Matter 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 and the VP of Welfare.
- Take initiative in the development and improvement of TLSU by putting forward ideas 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 Diversity Officer of TLSU.

## International Officer

*This role should be filled by an international student. This role is part of the Student Experience Team and reports to the Vice-President of Welfare.*

- 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.
- Act as an approachable, friendly contact point for international students, referring them to the appropriate professional services, both internally and externally, and monitoring their progress.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Raise awareness of any disadvantages suffered by international students in their education and welfare with the authorities of the college and campaign for remedial action.
- Liaise with Trinity Laban's Student Services to raise awareness of and promote the interests of international students.
- Promote the interests of international members within the Students' Union and ensure that international students are participating in activities they enjoy.
- Promote multicultural events within the Union.
- Consider organising international-specific events, with the support of the VP Events, and help to publicise and run them.
- Welcome all Turing scheme, or foreign exchange, students and help them to adjust to life at TL.

- 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 of Welfare.
- 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 International Officer of TLSU.

## Disabled Students' Officer

*This role should be filled by a student who identifies as disabled (no disclosure of disability is necessary). This role is part of the Student Experience Team and reports to the Vice-President of Welfare.*

- 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.
- Be responsible for representing issues facing disabled students at Trinity Laban and to encourage the participation of these students in the work of TLSU and the life of TL.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Ensure that TLSU is effective in its representation of disabled students within the institution and to outside bodies, and that TLSU is sensitive to these students' needs and issues.
- Ensure that Disabled Students' Forums are held as necessary, and chair those forums.
- To be responsible for ensuring that all relevant information about TLSU's activities, facilities and services is regularly and effectively communicated to all disabled students.
- To raise awareness of the issues affecting disabled students through means of campaigns.
- 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 of Welfare.
- Take initiative in the development and improvement of TLSU by putting forward ideas 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 Disabled Students' Officer 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: <http://tlsu.org/about/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.

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

- Your manifesto (Word document or PDF)
- A recent headshot
- A completed nomination form

**By Monday 17th<sup>th</sup> October @ 10pm**

Before campaigning begins on Tuesday 18<sup>th</sup> October 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 Teams.

If you have any questions, please email: [g.lewis@trinitylaban.ac.uk](mailto:g.lewis@trinitylaban.ac.uk)

**GOOD LUCK!**