***Guidance for Society Committees Running Elections***

We understand societies find themselves in a challenging situation during the Covid-19 crisis.

We require **ALL** Societies to elect their committees for the 2021/22 academic year online through the Wolves SU website, which will be set up for you.

***Key Dates and How will the elections work?***

**Monday 8th March 2021 9am**, nominations will go live. This is for any current society member to put themselves forward for one of the positions; *Chair, Treasurer* or *Secretary*, for their society. In this nomination we will need a short manifesto explaining why you want the role and why you would be good at it. This will close on **Friday 12th March 5pm.**

**Monday 15th March 9am – 5pm** voting will open and close. You will be able to vote for one of the people who nominated themselves.

**Tuesday 16th -17th March** you will all receive an email from the societies team with the results and who the new committee members will be.

***What positions should we elect?***

We only require societies to elect a President, Treasurer and Secretary. You may elect more however we would encourage not electing positions that may not be needed at this point. If you do elect more positions, you must let the SU know who these are.

***What are the rules?***

These elections must be run in line with the Students’ Union Election Principles and all society members must be able to vote in the elections.

We will require proof that elections were conducted fairly and reserve the right to declare election results null and void.

**As the current society committee you MUST ensure that the elections are fair. We expect the following to be upheld;**

**1. All eligible members of the society must be invited to run for a committee position**

**2. All members of the society must be invited to vote for the committee**

**3. Each member gets only one vote for each position**

 **4. Non-members of the society are strictly prohibited from voting in the election**

 **5. Candidates must observe the election principles**

**6. Candidates must be eligible for a committee position next year (IE they plan on being a student at Wolverhampton next year)**

The election principles that relate to Society Elections are as follows;

a. Only do things another student at the University of Wolverhampton would be able to do;

b. Treat other students and staff with respect;

c. Do not behave or engage in ways that would cause the election to be unfair;

***What is a Manifesto?***

A manifesto is a document that allows you to explain to voters what you would do if you were elected. Most students voting in the Wolves SU Elections won’t know you personally, so you need to explain your aims and promises and why students should vote for you.

**Manifesto Format**

There are several ways you can submit your manifesto:

* **During nominating yourself**

You can type your manifesto directly into the elections part of the website where your candidacy appears through the wolves SU website

* **Using the template**

If you wish to use the [template manifesto](Manifesto%20Template.docx), then you need to provide content for each section.

**Content for your manifesto**

It is important that you let students know:

* who you are
* what position you are running for
* a bit about yourself
* what you would bring to the role
* what you want to achieve and what your experience is

***How should the society recruit candidates?***

Societies should send out communications to all members, inviting them to put themselves forward.

They could do this by responding to an email, or via a web form that you as a society create.

Candidates should be invited to write manifestos (a short written explanation telling other members why they should vote for them and what they hope to achieve in the role).

Societies will be given a deadline by which to nominate themselves (we believe one week is appropriate).

***What if only one person puts themselves forward?***

This would be an uncontested election. If only one person puts themselves forward for a position then the committee can decide to automatically elect this person to the position, meaning that no election needs to happen. If you choose to do this, we would recommend that you give your members the opportunity to object to this, and if you receive any objections then you should run the candidate in an election against RON (giving voters an option of Re-Open Nominations).

***Why can’t I nominate myself for a position?***

If you are struggling to nominate yourself or vote their maybe a few reasons as follows;

* Are you signed up to the SU website?
* Have you got a membership to your specific society through the SU website?

Only society members that have officially signed up to memberships on the SU website can nominate and vote on the SU website.

**Please get in touch with the Students’ Union if you have questions about the elections.**