***Guidance for Societies Running an Online Election***

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.

# *What Do you Need to Elect*

To abide by byelaw 6.13:

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| ***13. The Committee for a society shall consist of at least a Chair, Secretary and Treasurer and shall*** |
| ***manage the affairs and business of the society.*** |

However, due to the ramifications of the Covid-19 pandemic on societies with a decrease in engagement we do not expect all three positions filled if this too difficult to achieve. But we do need at least one position filled which will allow us to work towards getting a full committee for the 21-22 academic year.

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.

# *Example Timeline*

**Nominations (Monday 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 **Thursday at 5pm.**

**Voting (Friday 9am until at 5pm):** Voting will open and close. You will be able to vote for each position and if multiple people have nominated themselves for a position can vote in order of preference.

**Results (Tuesday/ Wednesday)**: you will all receive an email from the societies team with the results and who the new committee members will be.

However, if this structure doesn’t suit yourself please speak to one of the team as we are happy to accommodate for different situations.

# *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. Remember if it is between yourself and another candidate by having a manifesto it allows you to stand out in the elections.

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.

These are the key bits of information in a manifesto:

* 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.

A manifesto could go something like this:

‘Hi I’m Mickey a level 4 student who is currently studying Film and television production. I have been involved in the Disney Society for the last two years and would love to run for the position of president in the next academic year.

Outside of university I have been involved in numerous films and tv shows, which I believe has led me to be hard-working, organised with my time management and a charismatic character.

I would like in my year to further improve upon the current committees’ achievements and focus on delivering a wider range of socials for all society members to enjoy. Maybe even a trip to Disney Land!

A vote for Mickey is a vote for a trip to Disney!’

If you need any help or support please get them to contact us at societies.wolvesunion@wlv.ac.uk.

# *How should the society recruit candidates?*

Societies must send out communications to all members, inviting them to put themselves forward. We would recommend telling students around two weeks in advance. If left to the day nominations go live, this doesn’t give them adequate time to consider being a committee member and therefore may result in positions remaining unfulfilled for next year.

We would also recommend sending out an email via the messaging function on your society webpage, this will allow all members to be aware of the elections rather than just students who use social media.

Some keyways you could advertise the elections is do send out an email, posting on your social media, word of mouth or via a web form that you as a society create.

# *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.

# For any further help please get in touch with us at **societies.wolvesunion@wlv.ac.uk** if you need any further help or support