

A graphic illustration of a ballot box. The box is purple with an orange slot on top. A red diamond-shaped ballot paper with a white checkmark is being inserted into the slot. Below the box is a thick orange horizontal bar.

Student Elections 2019

Election Candidates' Guide

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1. Introduction

Congratulations on deciding to stand in the Students' Association Elections. This guide for candidates is intended to equip you with all the information you need, and we hope you find it useful. Please make sure you are aware of the important dates and deadlines outlined below and if you have any questions, just get in touch with us. For advice on campaigning check out eusa.ed.ac.uk/elections.

Please also make sure you read the official Election Regulations as failure to comply with these may lead to disqualification, or a penalty imposed by the Returning Officer.

2. Deadlines

Nominations close: 5pm on 21 Feb
Online print ordering: 4pm on 4 Mar

The nomination deadline is for completed nominations. A complete nomination includes a photo and up to 200 word statement.

Other important dates to note will be the Students' Association's candidate training sessions, the election debate and results night. You can find these at eusa.ed.ac.uk/elections.

3. Nominations

Nominations are open to all Student Members of Edinburgh University Students' Association within the timescale stated.

Nominations can be submitted online through the Students' Association's website. Candidates can stand for one position.

As part of the nomination process, candidates for Sabbatical Officer are also required to complete and submit the "Trustee Code of Conduct" and "Declaration of Trust" forms also available to download or from receptions.

Candidates for all other positions are required to agree to abide by the general "Code of Conduct" at point of nomination.

Candidates must not declare their candidacy before the campaigning period at 12pm, Thu 28 Feb.

4. Candidate Profile

Once your nomination has been confirmed, you'll be emailed a link to your candidate profile on the Association's website. This is where you can upload your manifesto, your photo, website address and video link. Everyone has a limit of 450 words for their manifesto. This is also where you can order printed material and further information on this is shown below.

Your Candidate Profile is really important as this is what voters can click through to during the process of voting.

5. Publicity Budgets

Candidates can order printed publicity material online, through the candidates' website, by uploading a pdf image. You do not need to pay for this and the Association is invoiced separately. Alternatively, you can order publicity material from another supplier of your choice but you will need to pay for this and claim the money back from the Students' Association using an expenses claim form. Expenses claim forms can be downloaded from our website or you can pick one up at Potterrow Reception.

Poster artwork should contain the name and position of the candidate and it's also useful to highlight the voting times.

Your budget for publicity is shown below and you must not exceed this budget. Candidates are not permitted to spend their own money on election materials.

Position	£
President / Vice President Activities and Services / Vice President Community / Vice President Education / Vice President Welfare	90
All other positions	30

6. Ordering Printed Material Through your Candidate's Area

Candidates who wish to order printed material through their candidate's area can do so up to the deadline. This is carried out by the University Printing Services. You will receive an email when your printing is ready and you can then collect it from University Printing Services, 13 Infirmary Street, Edinburgh.

(a) Printing Costs

The following table may be used as an approximate guide to the cost:

Finished Sizes. No variations to size will be accepted.	Copy Price per each finished size SINGLE SIDED	Copy Price per each finished size DOUBLE SIDED
A3 (297 x 420mm) 1 out of A3 (MONO)	10p	16p
A3 (297 x 420mm) 1 out of A3 (COLOUR)	57p	92p
A4 (210 x 297mm) 1 out of A4 (MONO)	6p	9p
A4 (210 x 297mm) 1 out of A4 (COLOUR)	34p	55p
A5 (148 x 210mm) 2 out of A4 (MONO)	3p	5p
A5 (148 x 210mm) 2 out of A4 (COLOUR)	18p	28p
A6 (105 x 148mm) 4 out of A4 (MONO)	2p	3p
A6 (105 x 148mm) 4 out of A4 (COLOUR)	10p	16p
A7 (74 x 105mm) 8 out of A4 (MONO)	2p	2p
A7 (74 x 105mm) 8 out of A4 (COLOUR)	5p	8p

The minimum print order is 10 copies

The minimum cut size is A6

(b) How to Supply Artwork

Requests go through the website. Artwork must be supplied as a PDF file, no other file format can be accepted. PDFs should be created for printing and not lo-res which is normally for web use. The maximum size for each file should be no more than 10MB.

PDFs can be created on any of the open-access lab computers around the University by selecting the PDF option from the print dialogue box. If required, help is available from lab supervisors and the student helpdesks. PDFs should be created to finished size and set up ready to print on A4 (or A3 sheets for A3 posters). For example A6 leaflets should be set up as 4 images on A4. See printing cost table for guidance on costs.

Artwork should be supplied ready to print, where this is not possible you should contact Printing Services as soon as possible for advice and assistance. Any images on artwork should be 300-600dpi resolution for best results. Any further questions about creating PDFs or image quality should be directed to Printing Services staff well in advance of any deadlines. There is guidance on formatting files for printing at: ed.ac.uk/printing/printing/file-formats-for-printing

(c) Margins

Designs should be supplied in A4 format only and allow for a margin of 5mm within the sheet size which will not have any printed matter within it.

(d) Colour

There is a standard selection of coloured paper colours. Please note that shades may vary, therefore you are advised to contact staff at Printing Services prior to ordering if this would cause you a problem. Coloured paper can only be used for mono copying.

7. Poster Display

The Students' Association provide temporary poster display panels, specifically put up for the elections, these are now fewer in number in line with the general reduction in printed publicity material produced by candidates. Your posters can be displayed in the following locations:

- On all general University and Students' Association noticeboards

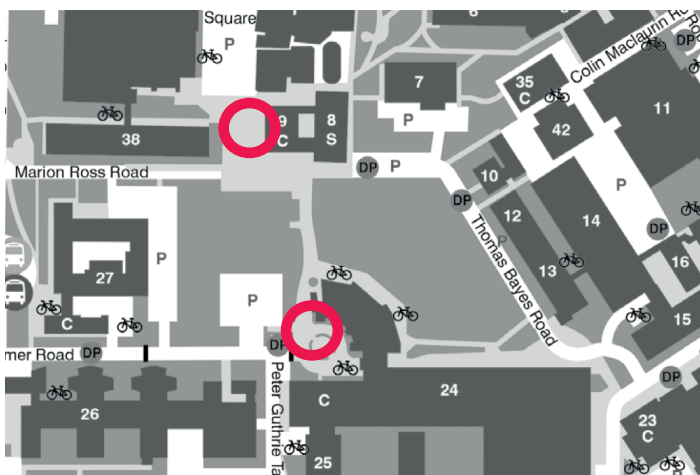
Central Campus

- On the Teviot Row House railings in Bristo Square
- On the poster fencing panels put up outside the George Square Lecture Theatre



Kings Buildings Campus

- On the poster fencing panels put up at King's Buildings, at the bus stop and outside the Murray Library



Pollock Halls

- On the poster fencing panels put up at the entrance walkway, outside the John Macintyre Centre, and near the walkway through Holland Square

8. Pollock Campaigning Regulations

The following regulations are agreed with the University's Accommodation Services to ensure that residents at Pollock are not unnecessarily inconvenienced.

- After the campaigning period begins, canvassing in houses at Pollock (knocking on doors) will only be permitted on the following days:
 - Sunday before polling between 3-6 pm only
 - Monday to Wednesday of polling week, between 6.30-8.30pm only
- Canvassing elsewhere on site must not go beyond 10.00pm on any evening.
- No canvassing in the dining area of the John McIntyre Centre is permitted.
- Posters should only be put up on the posterboard fencing panels provided at Pollock for the Elections. There are three of these located at the entrance walkway to Pollock, outside the John MacIntyre Centre and the walkway through Holland Square. These are the only places that posters should be put up and Pollock staff will remove posters found elsewhere on campus.
- There is normally no leafletting allowed at Pollock but during EUSA Election periods this will be permitted as long as candidates do not stick leaflets on doors or leave them in communal areas where they could be knocked over and become a slip hazard.
- All candidates canvassing at Pollock must carry their University ID in case this is asked for by any member of staff at Accommodation Services. In addition, candidates will also be given an official Election Permit for canvassing at Pollock.
- If at any stage any group appears not to follow these regulations, or if any group is particularly distracting for residents, staff at Accommodation Services will reserve the right to ask those concerned to leave the site immediately.

9. Slates

Candidates are not permitted to stand for election under a slate name or group. A slate is a group of candidates that run together for a number of positions under a common name. This means that you cannot run for different positions as a group, or on a common platform under a common name, and all publicity must support only you and be unique to you. Candidates can't use collective publicity designs and share their publicity budgets and cannot refer to a collective name on any publicity or campaigning activity. This doesn't mean that you can't go along to a lecture shout-out with one of your fellow candidates to support each other, as long as you are standing for election as an individual.

10. Events

The following is a description of the events taking place during the course of the Elections. Further details can be found online at eusa.ed.ac.uk/representation/elections/events

A. Candidate Training Events

These take place during the preparation period in order to provide advice and support to candidates. They offer a range of support including, manifesto writing, campaigning, public speaking, setting priorities, and practical tips on poster making.

B. Election Debate

One Election Debate takes place for Sabbatical Officer candidates and another for Liberation Officer candidates. Each person is given the opportunity to talk about their manifesto and answer questions. There is usually a VIP Room for candidates prior to the Debate. This events may also be streamed live.

C. Democracy Daily

These are held during the campaigning period and give candidates an opportunity to meet each other, Students' Association staff and elected reps. They take place daily in the Student Leadership & Representation Hub in Potterrow Dome. You can pop in and out at any time during the scheduled dates for tea or coffee and a pastry or just respite from your campaign. Students' Association staff will be on hand to give

you support and some up to the minute voting statistics.

D. Results Event

This takes place the day after voting closes and is a presentation of the results. The full voting statistics are available on the Students' Association website as soon as is possible afterwards.

E. Changeover Party

This takes place ahead of everyone starting their term of office. All outgoing and incoming elected representatives and Students' Association staff are invited to the party to say goodbye to outgoing reps and welcome the new reps.

F. Training for Newly Elected Reps

Training for newly elected representatives takes place shortly after the Elections. This is essential to equip you with the knowledge you need to carry out your role. It is also an opportunity to meet other reps and staff and find out more about your role. It's compulsory for you to attend this training if you want your role to be recognised on your Higher Education Achievement Report (HEAR).

Newly elected Sabbatical Officers are required to attend the changeover and training period which takes place during the two weeks after semester finishes and just prior to taking up their role. Newly elected Sabbatical Officers should check with Students' Association staff prior to making any summer vacation arrangements as a lot of training is scheduled over the summer period.

11. Conduct of Candidates

The principle by which Students' Association Elections are conducted is that candidates should only benefit from what is openly available to all candidates. This means that you should only engage in any campaigning activity that is available to all.

Our aim is that this will be a valuable experience for everyone involved and candidates will be supportive of each other. All candidates are encouraged to be fair and must refrain from making negative comments or campaigning negatively about other candidates as individuals.

Candidates are responsible for their own health and safety and the safety of others when engaging in any Election activity, and are also responsible for the conduct of their campaign team.

There are lots of tips and advice for candidates on the Students' Association's website at eusa.ed.ac.uk/elections.

12. Contacts

We will only correspond with you via your official University sms email account, so please use this account when getting in touch with us. Following are useful contact details:

Returning Officer/Assistant Returning Officer & General Election Enquiries:

T: 0131 650 2656

E: Elections@eusa.ed.ac.uk

University Printing Services (13 Infirmary Street):

T: 0131 650 8006

E: Printing@ed.ac.uk

Liberation & Welfare:

T: 0131 651 4572

E: Sarah.Moffat@eusa.ed.ac.uk

Education & Schools:

T: 0131 650 9389

E: Megan.Brown@eusa.ed.ac.uk

Policy, Campaigns & Community:

T: 0131 650 2635

E: Genna.Clarke@eusa.ed.ac.uk

Activities:

T: 0131 650 9195

E: Dan.Doyle@eusa.ed.ac.uk

Good Luck to Everyone!