



EDGE HILL
STUDENTS'
UNION

#EHSUELECTIONS

CANDIDATES
GUIDE

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Introduction to **EDGE HILL STUDENTS' UNION**

Students' Unions exist all around the country.

They are there to support students in all matters, academic, recreational and beyond. We campaign on your behalf when things need to be changed, provide essential services such as advice and representation and we encourage everyone to be involved in societies.

Most importantly, Students' Unions are led by a team of student officers who are elected annually. Every year, Edge Hill students vote for the candidates they want to see representing their voices. Our elected team encompasses 3 roles, each representing a different Faculty of the Edge Hill student body (Health, Social Care & Medicine, Arts & Sciences and Education). Your team runs year-round campaigns focused on improving your student experience. They sit on a number of University committees to ensure every decision the University directorate makes has your wants and needs in mind.

Edge Hill Students' Union is a vibrant, diverse, and ambitious organisation, with student voice at the core of all its operations. Our vision is to create the best student experience we can for as many Edge Hill Students as possible.



...is to ensure Edge Hill student voices are heard, valued, and acted upon.

**Think you've got what it takes to make a difference?
We want to hear from YOU.**

Keep reading to find out more about how you could get involved.

WHERE COULD YOU FIT IN?

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PAID ROLES

If you're looking to kick-start your career, one of our three paid roles could be for you. We have three paid Faculty President roles up for grabs.

Our Presidents make key decisions about the Students' Union and focus on improving the Edge Hill student experience from the perspective of someone who's been through it themselves. They plan fun and exciting events, lead on campaigns, and sit on University panels and boards to make sure student voices are heard.

Anybody can run for the President role aligning to their faculty. Students from any level of undergraduate or postgraduate study are encouraged to stand for election.

FULL TIME ROLES

These roles are full time, fully salaried, fixed-term 12-month contracts.



PRESIDENT (Faculty of Arts & Sciences)



PRESIDENT (Faculty of Education)



PRESIDENT (Faculty of Health, Social Care & Medicine)

ELECTIONS TIMELINE



If you've never seen one of our elections before, check out the timeline below of how it works, including all the key dates you need to keep in mind.

1

NOMINATIONS OPEN

Mon 26th Jan – Thurs 5th March. Get your nominations in early! Remember: Once your nomination has been submitted, you are not yet a full candidate. A member of staff will reach out with what happens next.

2

FIT AND PROPER

Tues 27th Jan – Friday 6th March. The Students' Union will check over your nomination. If you're a candidate for a full-time position, you'll need to complete a fit and proper interview. Allocate time in your diaries for a sit-down with a member of the Students' Union team. This is also your chance to ask any questions about the election process.

IMPORTANT: Fit and proper interviews must be completed to ensure your candidacy is confirmed. We have a limited number of slots available, so get your nominations in early.

3

CANDIDATE BRIEFINGS

Mon 9th March – Tue 10th March

Attending a candidate briefing is strongly recommended. These will be held in person, but there will be an online provision. Once you are confirmed as a candidate, you will be invited to attend a briefing, and if you can't make either date we will organise alternative arrangements.

4

MEDIA DAYS

Mon 9th March – Tues 10th March We're hosting two media days at the start of March allowing you to introduce yourself and your ideas to Edge Hill students. We'll be recording short and simple videos with each candidate, which will be your chance to show the student body a bit more of your personality, additionally we'll take some headshots for you which you'll be able to use for your own campaign.

Check out our campaigning guide for more useful tips and information around campaigning.

3.

5

CANDIDATES ANNOUNCED

Sunday 15th March

A full list of candidates and their manifestos will be published on the EHSU website at 5pm.

6

CAMPAINING CAN BEGIN

Mon 16th March 08:00am

Let the campaigning begin!

7

VOTING DAY

Thurs 19th March

Voting opens at 7am and closes at 11pm. Cast your vote via the Edge Hill Students' Union website.

8

RESULTS DAY

Fri 20th March

Your new student officer team will be announced on Friday 20th March at the Elections Results Party in the SU Building!

NOMINATIONS

So, you've read the descriptions, and you're interested in running for an elected role. Great! But first, you need to think about the nomination process and consider your eligibility for the role.



AM I ELIGIBLE TO RUN?

There are some important things to consider before you put yourself up for nomination.

Firstly, you are only eligible to run for the relevant paid Faculty President role if you are from that specific Faculty. If you're unsure as to what Faculty you're in, simply search for your course on the Edge Hill University website and the information will be available on your course details page.

Secondly, you must consider whether you are a fit and proper candidate for the role. Being a student officer is a huge responsibility. You must represent all Edge Hill students fairly and without prejudice. Our nominations process encourages self-reflection in this regard, but a good start would be to check out the Nolan Principles of Public Life to see if you have the attributes required of student officers and charity trustees.

HOW DO I NOMINATE MYSELF?

Nominating yourself for a role is now easier than ever.

Nominations will open on Monday 26th January. To submit your nomination, visit our website (edgehillsu.org.uk/elections) and click the big NOMINATE button. You'll be prompted to fill in some required information. Here's a heads up on what you'll need:

- Information about what position you are running for:

This bit is pretty simple and boils down to one question: what faculty are you from?

- An up-to-date, professional looking, high-quality photo

This photo will go live on our elections app when voting opens. If you're thinking about making an online page for campaigning, it's a good idea to match the photos so people recognise you on the big day.

HERE'S SOME MORE HINTS AND TIPS:

DO have a clear background

DO use a passport style photo (as in the framing of the photo, we're talking head and shoulders)

But **DO** make sure you smile!

DON'T use any filters

DON'T use a full body picture



This year our manifestos will take the form of a short series of questions for you to answer to allow voters to gain some insight into who you are and what you stand for. This is your opportunity to tell Edge Hill students why they should vote for you in the form of answers to these questions. All candidates, regardless of faculty, will be asked the same 3 questions.



CAMPAIGNS

Campaigning can be done both physically and digitally. This makes the elections more accessible, but you don't have to worry about committing yourself to travelling to campus every day during the campaigning period. It is your choice how you do things.

A key aspect to any successful campaign is the publicity behind it, and a student election is no different. Using digital platforms successfully will be a key part in securing votes during your election campaign. That doesn't mean you should put too much pressure on yourself to become an expert campaign manager in the space of two weeks.

A lot of digital campaigning can be put down to persistence. Want to get your name out there? Be prepared to comment on all posts regarding the elections, to mobilise your friends online, and to saturate whatever social media you have with your election brand and campaign (Again, check out our campaigning guide for more info).

The key thing to remember is to have fun with your campaigning. Plan everything, of course. Be surprising, definitely. But the number one thing that will stick in the heads of a student audience is content that is creative in its branding while still portraying a strong manifesto showing that the candidate cares.

Head over to our website (edgehillsu.org.uk/elections) for our full campaigning guide, with tips on how to create the best digital campaign, as well as links to some other organisations who provide advice and guidance on how to run campaigns.

ELECTION DAY

WE WILL BE RUNNING A 1-DAY ELECTION
STARTING AT 7AM ON THURSDAY 19TH MARCH

Many of you still have questions about our election day,
so we've gathered some of the basics below.

✖ WHEN DOES VOTING OPEN?

Voting opens at 7am on Thursday 19th March.

✖ WHEN DOES VOTING CLOSE?

Voting closes at 11pm on Thursday 19th March.

✖ WHO CAN VOTE?

All current Edge Hill students can vote in our elections and all students will be sent a vote link when voting opens via their University email account. Even though only students from each faculty can represent their faculties in the election (for example, Education President candidates must have studied in the Faculty of Education), all students can vote for each position.

If you're a candidate, you must therefore convince both students from your own faculty and the other faculties that you are the right person for the job.

HOW DO I VOTE?

When voting opens, all students will receive an email containing a direct link to our voting app, no sign in required. All candidates will also be given a link to the vote app which can be shared once voting has opened. There will also be advertising on the Edge Hill Students' Union website and social media with links to the web app.

HOW DO I GET VOTES?



By getting your name out there during the campaigning period! There really is no substitute for effective campaigning, and the more creative you are, the more likely you are to be recognised on the day. Our media days (Monday 9th March – Tuesday 10th March) are another chance for you to put yourself out there and introduce yourself to the world.

If you're new to elections, don't worry. Our guides to campaigning will be available online via our website (edgehillsu.org.uk/elections).

CAN I CAMPAIGN IN PERSON WHILE ON CAMPUS?

Yes! - although campaigning in the Catalyst and during active teaching sessions are off-limits.



If you have any doubts about the rules surrounding - get in touch with us via email: suelections@edgehill.ac.uk.



FAQs

This is a list of some of the frequently asked questions we get about elections at Edge Hill Students' Union.

If you have a question to which you can't find an answer below, don't hesitate to get in touch with us – We're always happy to help. You can contact us via email: suelections@edgehill.ac.uk.

ARE THERE ANY RULES IN THE ELECTIONS?

Yes. Our elections are all subject to the Edge Hill Students' Union Election By-Laws, which you can find on our website (edgehillsu.org.uk/elections)

HOW DO I BECOME A CANDIDATE?

The only way to become a candidate is to nominate yourself during the specified nomination window. All nominations are self-nominations, so you cannot submit a nomination for a friend on their behalf.

CAN ANYONE RUN?

All current Edge Hill Students can run in the election. However, you can only run for the position aligned with your Faculty. We are also placing more emphasis on fit and proper candidates. If you are wondering if you are a fit and proper candidate, you should check out the Nolan Principles of public life.

WHAT IF I DON'T WANT TO RUN, BUT I KNOW SOMEONE WHO MIGHT BE INTERESTED?

That's great! If you know someone who might be a perfect fit for a role, you can recommend them using the RECOMMEND A STUDENT section of our website.

DO I HAVE TO TAKE A YEAR OUT OF STUDY TO BECOME A STUDENT OFFICER?

For full-time roles, you will need to take a year out of study. These roles equate to a full-time job.

You will receive a full-time salary from the Students' Union, including benefits and perks like any other staff member.

CAN I RUN IF I AM IN FIRST OR SECOND YEAR?

Yes. On the whole, we get more final year students running for our positions, as it means they can treat the roles like a graduate job, having finished their degrees by the time their term in office starts. However, we've also had many students take a year out in the middle of their studies (or a sabbatical year). We encourage students from all levels of study on undergraduate and postgraduate studies to run.

HOW MANY YEARS CAN I REMAIN A STUDENT OFFICER?

Full time officers must re-run for each year-long term in office. If you win an election, you are elected for one year (July 1 - June 30). The maximum number of terms for a full-time student officer is two. However, these years do not have to be run consecutively.

WHAT HAPPENS IF I CAN'T MAKE CANDIDATE BRIEFING OR ONE OF THE MEDIA DAYS?

As long as you let us know in advance, this is okay. While these sessions are incredibly important, if you have a valid reason not to attend, we will organise alternative arrangements for you.

CAN I PULL OUT OF THE ELECTIONS ONCE I HAVE NOMINATED MYSELF?

Yes, but we hope you stay!

WHAT DO I DO IF I SUSPECT SOMEONE IS CHEATING IN THE SU ELECTIONS?

All information about making a complaint can be found on the Edge Hill SU elections webpages (edgehillsu.org.uk/elections).