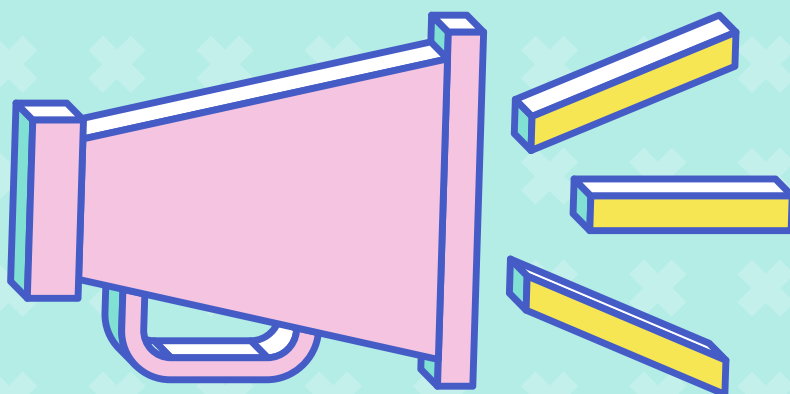


LEAD

LUU



CANDIDATES' GUIDE  
2025



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# WELCOME ADDRESS FROM THE CEO

Hi,

I wanted to take this opportunity to thank you for expressing an interest in LeadLUU, the Union's elections.

We were really proud to have achieved the highest voter turnout in Students' Union elections across the country last year, this was down to the spirits and efforts of everyone involved from key staff in LUU, voters and the candidates themselves. We refuse to limit our possibilities and as such we are setting our sights to have an even more exciting and high profile election this year and this is where you come in. As candidates you have the chance to take the baton from the current team and lead the future strategy of the Union. Alongside the professional, experienced and aspirational members of the Board of Trustees, all our student volunteers and our great staff team "together, we'll make sure we love your time at Leeds".

**But first, you need to get elected...** I am sure you are enthusiastic, passionate individuals, driven to enhance the student experience; as Officers you will ensure that we remain student-led and achieve our main goals for students:

- **Fuelling your passions**
- **Inspiring you to be your best self**
- **Creating a celebrated, fun and lively community you can be proud to be part of**

As exciting as the elections are, they can also be challenging; LUU is here to support you over this period, inspiring you to be the best you can be and advising you on support that might also be available from other parts of the University.

This Guide provides important information about our elections including key dates, contacts and the rules, as well as additional support such as the compulsory Candidates' Academy. We hope that this answers any questions you might have but feel free to speak to the Political Engagement Team or myself should you need further assistance. I wish you all the very best of luck.

**Aidan Grills**  
**Chief Executive**  
**Leeds University Union**



# WELCOME ADDRESS FROM THE RETURNING OFFICER

Hi,

My name is Ben Ward and I'm delighted to be the Returning Officer for Leeds University Union elections.

Firstly, the serious bit... The role of the Returning Officer is extremely important. I ensure that the elections are conducted in a free and fair manner. This means that should you, another candidate or any student express a concern or complaint in relation to any aspect of the election process I am on hand to investigate this. This can be directly or through either the Deputy Returning Officer or the Election Official, individuals chosen to support these elections.

At times I may be required to make rulings based on activities as and when they take place, some of which aren't too popular. Should this be the case, all candidates will be notified via email (although not necessarily informed of the reason behind my decision). It is therefore really important that you read this Guide carefully to prevent yourself from conducting your election campaign in an unsuitable manner. Please feel free to ask any questions to either myself, Douglas Muzawazi, the Deputy Returning Officer, Colina Wright or Lukas Winterburn, the Election Officials, our contact details can be found on page 46.

Now... I'd like to take this opportunity to thank you for your interest in these elections. Being involved in the Students' Union as an elected representative can present a mixture of emotions; it's exciting and challenging as well as being quite daunting initially. The skills and experiences gained during your time in office is unique, you're given a direct role in the management and development of your Union, an experience generally gained



# WELCOME ADDRESS FROM THE RETURNING OFFICER

in later life.

These skills can be transferred to all walks of life so if considering your next step, this is certainly an opportunity worth thinking about.

The Students' Union offers a safe and supportive environment to learn and to develop personally. There is a lot of support for our Officers including the current Officer team, the dedicated LUU staff, the National Union of Students (the national body representing university and colleges students across the UK), WonkHE (an organisation involved in the UK higher education debate) and other Officers across the country.

The Guide has been put together to (hopefully) answer any questions you have about the whole election process, from how to apply to explaining the voting system.

We're here to ensure that the election process is fair but also enjoyable for all involved.

I wish you all the best in these elections.



# WHAT IS LUU?

Leeds University Union (LUU) is an independent charity led by our members, you. We are also a company limited by guarantee, governed by a Board of Trustees, which is made up of 6 Officer Trustees, 4 Student Trustees and 4 External Trustees. The Board delegate the day-to-day management of the Union to the CEO.

LUU has a turnover of around nearly £14m, employs over 500 staff including student staff and represents over 39,000 students.

Our vision is “together, we’ll make sure you love your time at Leeds”.

As indicated in Aidan’s address, LUU’s 3 main goals for students:

- **Fuelling your passions: Whatever it is you want to do in the future, we will help you achieve it. We’re here to help you find your people, fire your passions, learn new skills and achieve your potential:**
- **Inspiring you to be your best self: We will help you be happy, healthy and fulfilled, We’re here on the bad days, as well as the good, and we’ll help you to feel good, celebrate your individuality and be safe:**
- **Creating a celebrated, fun and lively community: We’re part of the diverse community of over 39,000 students in one of the UK’s best cities. We’re here to create a community you can be proud of.**

## Our values are:

- **Empowering:** We empower students to have their voice heard, fuel their passions and grow as leaders and change -makers.
- **Inclusive:** We strive to represent our diverse community, where everyone – no matter their background, course or interests – can be seen, supported and celebrated.
- **Fun:** We bring fun to every student, with a variety of activities and events to suit everyone’s personality, availability and budget.



# WHAT IS LUU?

LUU has four broad areas: firstly, **representation**. LUU exists to represent the student body. It does this through the Executive Officers and Faculty Officers. The Executive Officers represent the student body at the most senior level, including sitting on the University Council, the highest governing body of the institution and Senate. The Executive Officers also run a series of campaigns, educating students on issues affecting them.

Secondly, there's **Help and Support**. This service provides a free, confidential and independent advice centre to students. It deals with a wide variety of issues, including accommodation, immigration and academic offences.

Thirdly, the **student experience**. This includes the sports, societies, media, volunteering, in fact all the things outside of the lecture theatre that make being a student so enjoyable. LUU provides many ways for students to participate in, to enhance their student experience. LUU organises many events for students to get involved in, including the Varsity matches, etc.

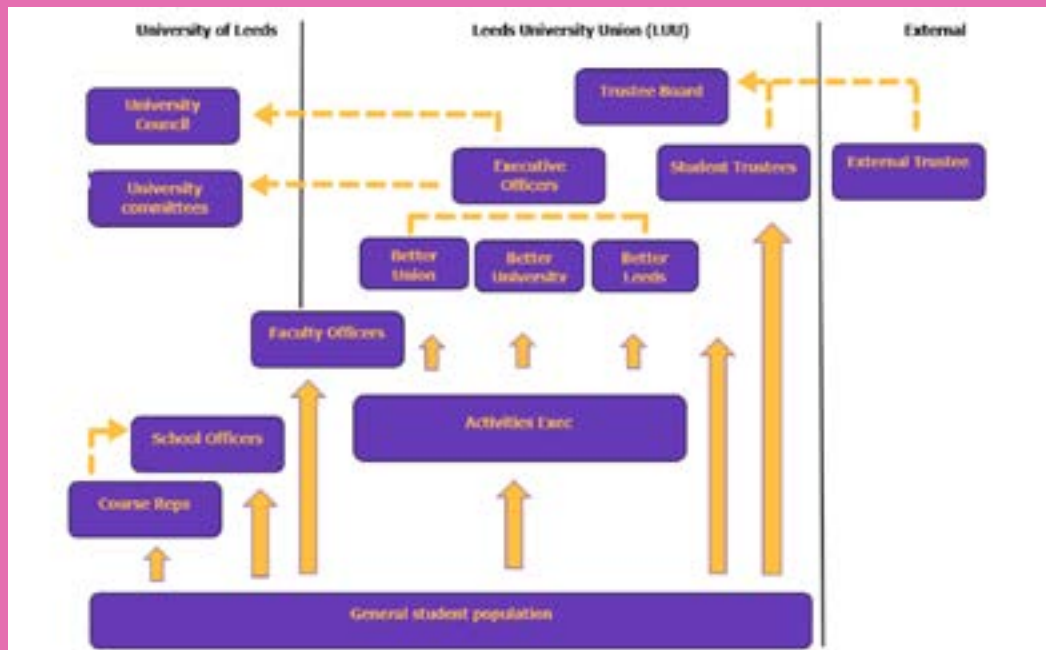
Fourthly, our **commercial services** include bars and nightclubs (including but not limited to The Old Bar, Terrace, Pyramid and Stylus), the Co-op and other retail outlets and cafes (Common Ground, the Union Shop, Gear – our merchandise outlet and external catering providers). Whilst these exist to make money for the other areas of the Union, they play a key part in the student life, including the Freshers' Fair, but most obviously through providing a friendly place for students to enjoy their time at University.

The **Articles of Association** are our governing documents, outlining how we operate. Officers should be strategic, meaning they will be asked to contribute to discussions about operational matters but will not engage in day-to-day practicalities, essentially don't run for election if you want to run or manage our commercial operations.



# WHAT IS LUU?

Below is a diagram outlining the student representation within both the University and the Union:



Taking the University side first...

<p><b>The general student population</b></p>	<p>There are 39,000 students at The University of Leeds including distance and online learners.</p>
<p><b>Course Reps</b></p>	<p>From the general student population, there are a number of Course Reps per course. These students are elected by the peers to represent students' learning and teaching issues at course level. These elections take place within the first few lectures of the term. This process is undertaken by the University</p>

<p><b>Faculty Officers</b></p>	<p>In collaboration, the University and the Union employ 2 Faculty Officers per Faculty, one undergraduate and one postgraduate.</p> <p>They gather information from all the School Reps in a Faculty to provide insights to senior decision-making bodies in the University so that specific experiences are considered for any University-wide policies.</p> <p>They work closely with the LUU Education Officer to review and suggest policy that is beneficial for all students.</p>
<p><b>University committees</b></p>	<p>There are a number of University committees that Officers will attend including but not limited to:</p> <ul style="list-style-type: none"> <li>· Senate (responsible for academic governance)</li> <li>· Taught and Research Experience</li> <li>· International strategies</li> <li>· Digital transformation Audit and Risk</li> <li>· Remuneration Committee</li> <li>· Health and Safety</li> </ul>

Turning our attention to the Union's side of the diagram...

<p><b>Executive Officers</b></p>	<p>LUU is led by six full-time student Executive Officers. These are:</p> <ul style="list-style-type: none"> <li>· Activities and Opportunities Officer</li> <li>· Education Officer</li> <li>· Equality and Liberation Officer</li> <li>· International and Postgraduate Officer</li> <li>· Union Affairs and Communications Officer</li> <li>· Wellbeing Officer – this year this role is vacant</li> </ul>
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<p><b>Better Forums</b></p>	<p>The Better Forums are how members of LUU create policy; members present their ideas to a student panel to be voted on. To enable members to seek change in all areas of student life these are split into three:</p> <ul style="list-style-type: none"> <li>· Better Union · Better University · Better Leeds</li> </ul> <p>These take place once a term in November, March and May.</p>
<p><b>The Trustee Board</b></p>	<p>The Trustee Board is made up of the Executive Committee, 4 appointed Student Trustees and 4 externally appointed Trustees. Student Trustees are current students, undertaking the role for 2 years. Trustees take overall responsibility for the work that the organisation undertakes. They will focus the strategic direction of the organisation, ensuring that the Union creates and implements strategies that meet the objectives of the charity. Trustees will also agree plans and budgets and will hold the Chief Executive Officer to account for the delivery of the plans.</p>

# WHAT IS LEAD LUU?

LeadLUU is our annual election process to identify and elect LUU's future student leaders. During this process we empower you as candidates to develop your leadership and campaigning skills, giving you an opportunity to be empowered, have your voice heard and make a difference.

By choosing to stand in the elections, you will receive the support and training needed to lead an effective campaign. You will be encouraged to think about how you present yourself to students to encourage them to vote for you. If you are successful, you will become one of the Executive Officers at LUU, which is a one year, full time role, and a Trustee of the Union. This is a paid position; last year's salary was £22,976, this is subject to a cost-of-living increase, which is still to be determined. As previously stated successful candidates will undergo an induction process which should enable you to execute the role to the best of your ability.

## **A note for international students / postgraduate students**

As this is a full time role, there is an expectation for you to work full time as quickly as possible following your appointment which is likely to have visa implications. This might require you to complete and submit your dissertation earlier than anticipated.

Should you require one, the University of Leeds can support your visa process for working as an Executive Officer.

There may also be external considerations relating to funding that you need to consider before submitting your nomination; is the organisation that is paying for your studies in agreement that you can participate.

You are encouraged to attend the appropriate "So you want to Lead LUU" session so that your specific questions can be asked and answered. Details of this can be found on page 44.

# OFFICER ROLES

- **Activities & Opportunities Officer**
- **Education Officer**
- **Equality & Liberation Officer**
- **International & Postgraduate Officer**
- **Union Affairs & Communications Officer**
- **Wellbeing Officer**

As an international and / or postgraduate students you can apply for any of the full time roles and not solely the International & Postgraduate Officer

## **The collective duties of the Student Executive are:**

- To be Trustees in the capacity of Officer Trustees on the Board of Trustees (subject to the terms of the Articles of Association).
- To campaign and consult members on their views, and speak on their behalf.
- To promote, defend and extend the rights of members.
- To interpret, implement and uphold Union policy.
- To be responsible for, and accountable to, the Student Executive as a whole.
- To ensure Union members are kept up to date on the actions of the Student Executive.
- To fulfil their roles as outlined in the Student Executive portfolio descriptions and to support, where appropriate, other student representatives in the fulfilment of their roles.
- To liaise with external organisations appropriate to individual roles.
- To steer the strategies and policies of LUU ensuring the Union works for students.

# OFFICER ROLES

In addition, the individual role descriptions are as follows:

## ACTIVITIES & OPPORTUNITIES OFFICER

### **The Activities & Opportunities Officer should:**

- Ensure that clubs and societies are both relevant to students and help them to feel happy, healthy and develop as people
- Ensure University sports and co-curricular activities are well supported to meet the needs of students
- Ensure that members have access to development opportunities

### **What has this role achieved over the years...**

- Successfully integrated Plus Programme funding to support clubs/societies.
- Started the LUU Varsity Colour Run
- Women's Football Festival – regionalised competition which has offered playing opportunities to over 100 women at Yorkshire Universities and has since been replicated across Yorkshire
- Created cost of sport funding

This year's Activities & Opportunities Officer is Lydia Shale; if you would like to speak to her about the role please contact her on [l.shale@leeds.ac.uk](mailto:l.shale@leeds.ac.uk)



# OFFICER ROLES

## EDUCATION OFFICER

### **The Education Officer should:**

- Help undergraduate students run the University in partnership with staff; shaping how the institution works
- Represent student to the University and work with other representatives to make sure that education at The University of Leeds is shaped by students and meets their expectations

### **What has this role achieved over the years...**

- Campaigned for 24 hour library opening outside of exam period
- Successfully lobbied for resit fees dropped at the University
- Created relaxed graduations at Leeds University replicated across Yorkshire
- Created cost of sport funding

This year's Education Officer is Shivani Gug; if you would like to speak to her about the role please contact her on [s.gug@leeds.ac.uk](mailto:s.gug@leeds.ac.uk)





# OFFICER ROLES

## EQUALITY & LIBERATION OFFICER

### **The Equality & Liberation Officer should:**

- Ensure that the University takes reasonable steps to adapt their services to suit every student
- Ensure that all members have the opportunity to input into University and LUU decisions so that students get the experience they want at University
- Work with the University and LUU to remove systematic and structural barriers impacting liberation groups

### **What has this role achieved over the years...**

- Successfully lobbied for the introduction of a permanent liberation space in the Union
- Campaigned for the University to change their naming system for students, supported by our Trans-Inclusive LUU Policy
- Gender Expression Fund – whilst this is currently a pilot project, it is proving to be popular, and we are looking at where funding can come from for it to continue next year, supporting more of our trans, non-binary and gender nonconforming students
- Created relaxed graduations at Leeds University replicated across Yorkshire
- Created cost of sport funding

This year's Equality & Liberation Officer is Amara Relf; if you would like to speak to her about the role please contact her on [a.relf@leeds.ac.uk](mailto:a.relf@leeds.ac.uk)



# OFFICER ROLES

## INTERNATIONAL & POSTGRADUATE OFFICER

### **The International & Postgraduate Officer should:**

- Ensure the University and LNU recognise and support the needs of members who are not categorised as 'home' or 'undergraduate' students
- Encourage a diverse University community with opportunities for representation, sharing culture and views, so that students have an international experiences whilst studying at the University of Leeds
- Represent students studying at postgraduate level, helping them to shape the institution and their learning and research experience

### **What has this role achieved over the years...**

- Successfully lobbied for the post-study visa to be extended to two years
- Presented issues of Guarantorship nationally, via the National Union of Students' (NUS) Conference. NUS have since campaigned on it for this academic year.

This year's International & Postgraduate Officer is Felix Ejessu; if you would like to speak to him about the role please contact him on [f.emotu@leeds.ac.uk](mailto:f.emotu@leeds.ac.uk)



# OFFICER ROLES

## UNION AFFAIRS & COMMUNICATION OFFICER

### **The Union Affairs & Communication Officer should:**

- Chair the Board of Trustees, and alongside other Board members, hold the CEO to account and oversee Union finances to make sure LUU works for students
- Help govern the University [Undertake the role of University Governor] and ensure that students can make LUU, the University and the city of Leeds better through LUU's democratic system
- Lead communications from LUU and ensure that LUU and the University are accountable to members
- Uphold sustainable values at LUU and promote sustainable practices at the University

### **What has this role achieved over the years...**

- Introduction of Essentials, a holistic basic needs hub supporting students with access to food, and Union / University support services (employment, financial management support)
- Created the 'Let's Talk About...' sessions as a new space for open discussions between students, staff and decision makers about the issues really impacting students at Leeds"
- Introduced Sanctuary Scholarships at the University of Leeds
- Campaigned for the creation of the International and Postgraduate Officer

This year's Union Affairs & Communication Officer is Lucy Hart; if you would like to speak to her about the role please contact her on [l.hart@leeds.ac.uk](mailto:l.hart@leeds.ac.uk)



# OFFICER ROLES

## WELLBEING OFFICER

### **The Wellbeing Officer should:**

- Ensure LUU and the University help students identify and deal with their problems so that they can enjoy their time at University.
- Support and lead wellbeing campaigns to ensure students are as happy as healthy as possible
- Support and raise awareness of crime reduction initiatives to help students feel and stay safe and to ensure public services meet their needs

### **What has this role achieved over the years...**

- Introduced drug testing kits, ensuring that students remain safe during their time at University
- Created and launched the Society Wellbeing Network to train, inform and support welfare roles elected onto their society committees
- Lead on increasing the quality of the Nightbus, allowing users to track buses, the service's popularity has significantly increased
- Initiated a Housing Fair
- Provided free sustainable period products, contraceptives, and other sexual health items around the Union
- Working collaboratively with the Council's Violence Against Women and Girls initiative and with Union services, we improved the Union's understanding of and response to drink spiking
- Instigated a reformed approach to tackling sexual violence

This year this role is currently vacant; if you would like to speak to someone about this role please contact either Lukas Winterburn, [l.winterburn@leeds.ac.uk](mailto:l.winterburn@leeds.ac.uk) or Amara Relf, [a.relf@leeds.ac.uk](mailto:a.relf@leeds.ac.uk).

# WHAT IS A TRUSTEE?

Our successfully elected Officers will automatically become Trustees of Leeds University Union.

Trustees will take overall responsibility for the work that the organisation undertakes. They will focus the strategic direction of the organisation, ensuring that the Union creates and implements strategies that meet the objectives of the charity. Trustees will also agree plans and budgets and will hold the Chief Executive Officer to account for the delivery of the plans.

Trustees will be legally responsible for ensuring that the Union operates to standards set by parliament and the Charity Commission. In addition, the Union aspires to operate to good or best practice standards in these areas. This might seem a bit overwhelming however training will be provided.

Before you submit your nomination, please be aware that there are criteria set out by the Charity Commission which prevents anyone undertaking the role of Trustee. These are:

- **If you have unspent convictions for offences of dishonesty or deception** (an offence of dishonesty or deception is one where dishonesty or deception must be proved for someone to be convicted. It doesn't just mean dishonesty or deception was involved in committing the offence). The same goes for attempting, aiding or abetting (encouraging or assisting someone to commit) these offences. Theft is a good example: dishonesty must be proven for a defendant to be found guilty.
- **If you have previously been removed as a trustee, charity officer, agent or employee, by the Commission or the High Court** due to misconduct or mismanagement (or the Scottish equivalents).
- **If you are currently declared bankrupt or subject to bankruptcy restrictions or an interim order**
- **If you are subject to a debt relief order, a debt relief restrictions order or interim order**
- **If you are disqualified from being a company director.**

Please speak to someone in confidence if you would like to discuss this.

# THE GRYPHON

The University of Leeds' student newspaper was founded in 1897. It has had a few name changes during that time but this is now known as The Gryphon. It is published monthly during term time and features student-written articles about local and University-related topics.

## *Gryphon Editor*

It is the role of the Gryphon Editor to ensure that the newspaper is published on time each month (during term time), working with the relevant departments to ensure content is appealing, relevant and factual.

Whilst this is an elected role, the successful candidate should have experience of:

- **writing and editing articles for printed and online publications, websites and/or other media outlet**
- **managing or supervising a budget**

They should be familiar with style guides and writing and editing to an editorial tone of voice and the Independent Press Standards Organisation (IPSO) code. A good understanding of English, Communications or Journalism would be advantageous, as would have strong personal communication skills.

Additionally they should have a good understanding of:

- **Photoshop**
- **Online media and digital publishing tools**
- **Advertising**

The successful candidate should be able to demonstrate creativity, problem solving and knowledge of a broad range of topics.

The Editor should have an understanding of the financial and legal elements of journalism and publishing.

# THE GRYPHON

This year's Gryphon Editor is Mia Stapleton; if you would like to speak to her about the role please contact her on **editor@thegryphon.co.uk**



Please note: Candidates expressing an interest in the Gryphon Editor role will need to attend **a compulsory** "So you want to edit the Gryphon" session, speaking to the current Gryphon Editor, LUU's Interim Head of Communications and LUU's legal advisor; this process will include an additional conversation about you and your intentions to stand. The details of this are still to be confirmed.



# SO I THINK I'M INTERESTED, WHAT NEXT?

If you wish to stand for any of the positions you will be required to read this guide, making a note of any questions you have, and:

**Submit a nomination form** (this can be found online at <https://engage.luu.org.uk/elections>)

**Attend the appropriate "So you want to Lead LUU"; this is optional unless you are running for the Gryphon Editor role.**

**Attend the compulsory Candidate Academy training on 6-7 February; this is compulsory;** you are not expected to attend both days and if you are aware of any problems with your attendance at this event please speak to Lukas at your earliest convenience.

# HOW DO THE ELECTIONS WORK?

The Candidates' Academy (6-7 February) will go into great detail about the elections process including guidance on how to present yourself as a candidate, clarifying our marketing and social media position, how to write your campaign statement and campaigning, the rules, how the votes are counted, etc however the following is a useful starting point...

## *The Role of the Returning Officer*

These elections are overseen by an externally appointed Returning Officer. They are responsible for the good conduct and administration and has the sole interpretation of the election regulations; as such interpretations cannot subject to challenge in any meetings of the Union.

The Returning Officer may appoint a Deputy Returning Officer and Election Officials to assist in the conduct of the elections. In this case these individuals are introduced in the Returning Officer's address on page 5.

The sanctions of the Returning Officer or their nominee are outlined under the elections complaints on page 42.

For transparency, anonymised complaints will be shared with candidates however the sanctions will remain confidential; this is to ensure that all candidates are up to date with the interpretation of the regulations to prevent continuing with behaviours considered to be inappropriate.

# HOW DO THE ELECTIONS WORK?

## *Running individually or as a collective*

You can decide whether you want to run as a standalone candidate or as a slate, where two or more candidates that run for different positions within the same election based on a common platform or shared / similar goals or vision. It is completely up to you however as with a campaigns team, you are responsible for the actions of anyone associated with your campaign so should there be a complaint against one member of the slate, the whole slate could be penalised collectively.

Slates can be declared in advance of the nominations closely, which could be indicated through publicity, or may form organically from conversations with different candidates after the candidates become known to each other; this may take the form of distributing others' resources or verbally encouraging voters to vote for particular candidates in other positions. This must be confirmed throughout the election process and the Election Officials may ask you to determine the status of your campaign if it is felt to be operating as a slate.

## *Campaigning*

Campaigning is vital, not only will it gain you the votes you require to get elected, but the greater number of votes, the greater influence you will be able to wield in your time in office. **Remember you cannot campaign until 10am on Monday 10 February**, but bear in mind students won't be able to vote until 10am the following Monday (17 February). You can use this time to display your publicity or emails clubs and societies asking whether you can attend their social events to gain their support (see **endorsements** on page 35).

# HOW DO THE ELECTIONS WORK?

**It is advantageous to get yourself a good campaign team but remember that you are responsible for their conduct:**

- Get as many people as you can who are reliable and prepared to give up their time for you. Provide the names and contact details for your campaigns team as soon as possible. Nominate a deputy who Election Officials can communicate with if they are unable to reach you.
- You should also consider maximising the strengths of members of your campaigns team; ideally select people with a variety of personalities to help get your campaign message across to more students: Use people from different courses and / or those who are involved in a wide range of activities.
- You or members of your campaigns team may speak in lectures with the prior consent of the lecturer.

**Good practice for working with your campaign team:**

- Allocate areas of responsibility and ask them to commit to times when they will work for you.
- Get them to learn a campaigning line that they can repeat to potential voters.
- Encourage them to 'engage' with voters. There is nothing more pointless than campaigners who just give potential voters your flyer and walk away. It invariably does not get you the vote and can turn people against you.
- **Make sure they have an understanding of the rules, as you are responsible for their conduct and can be penalised if they break them.**
- Encourage them to re-use election material (your key statement / messages and other publicity).

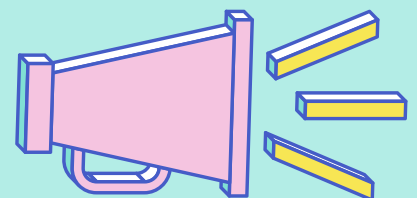
# HOW DO THE ELECTIONS WORK?

- Try to ensure that their spirits are kept up throughout the day(s).
- Try to allocate a central point (base) where your election material is kept and to where they can return at any point for more instructions throughout the day(s) of the election.
- *Remember this will be around a 2 week process that you'd like their support throughout, it is important to keep them interested and motivated during this often mentally and physically challenging time. Think about what they like and give them tasks / challenges that they enjoy doing!*

## **Innovation, Innovation, Innovation**

There may be lots of candidates campaigning, this should not deter you... There may be hundreds of applicants going for the same job but that doesn't mean you should want it any less or you're less qualified for the position. Think about how you stand out from the others, not just in your policies and political views but in the ways you engage with voters.

Be as creative as you can, this can go a long way with a little foresight and research.



# HOW DO THE ELECTIONS WORK?

## *Budget*

In order to retain fairness in the elections, candidates will receive a budget of £50. This is provided by the Union and will be reimbursed after the results; this cannot be supplemented and is subject to the presentation of all receipts, alcohol will not be reimbursed. Additionally, in line with our commitment to sustainability paper will not be reimbursed but must be declared within your costs.

You should only do what others have had the opportunity to do. This means that any 'sponsorship' or 'favours' that have a value but do not involve candidate expenditure must be available to all candidates in the election.

### **Pre-determined items**

You may wish to use items you already own as part of your campaign. Whilst the cost of these items will not be reimbursed these will still need to be included as part of your expenditure; this is to ensure that all candidates remain within their £50 budget and do not create an unfair advantage using free materials.

Not all items need to be included, only items that are part of sending out a campaign message. For example using a chair for your home to sit /stand on during your campaign will not need to be itemised, however if the chair was significantly alternative to put across a campaign message (spray-painted, had "vote for me" written on it) then the chair would be considered part of your campaign.

# HOW DO THE ELECTIONS WORK?

Item	Pre-owned value as determined by the Political Engagement Team
<b>Home printing (per page)</b>	
A4 black and white	£0.04
A4 colour	£0.15
A3 black and white	£0.06
A3 colour	£0.25
<b>Clothing</b>	
T-Shirt	£1
Hoodie / jumper / coat	£4
Other garments	£2
<b>Other items</b>	
Single bedsheet	£0.20
Double bedsheet	£0.50
Pillow case	£0.05

In the event of disputes regarding finance, Officials will determine a reasonable value to be attributed to materials purchased, borrowed or donated.

You can submit your expenses at any time however these must be received by **1pm on Monday 17 February** so you will need to plan your expenditure in advance. This will enable us to reimburse candidates as quickly as possible but also to proceed with the count.

If in doubt, ask.



# HOW DO THE ELECTIONS WORK?

## *Dual Positions*

You may not stand for more than one Executive Officer position.

## *Voting System*

Our elections are conducted entirely electronically. We are using our website, <https://engage.luu.org.uk/elections>, to conduct our elections. We use a system called Single Transferable Voting (STV). This means you need to get 50% +1 of the votes to win. If a candidate does not achieve this then the candidates with the least votes are eliminated until one candidate has an absolute majority.

Students can vote in one of two ways:

- By putting a "1" in the box next to the name of the candidate they wish to elect
- By ranking the candidates in order of preference, with each preference being considered if their preferred candidate is eliminated.

This link demonstrates STV in practice, <https://www.youtube.com/watch?v=qiGd6Py2iug>; should you have any further questions, please let a member of the Political Engagement Team know.

The term "Re- Open Nomination" (also known as RON and used to mean there are no suitable candidates in your opinion) is used on the ballot papers. This essentially gives voters the opportunity to vote for the position to be re-opened as they may not agree with the intention statements of the candidates. If RON received the most votes and were duly elected, it would mean that the position was not filled.

# THE ELECTION PROCESS

## *Nominations*

In order to be eligible to stand in the elections you must be a student at The University of Leeds as defined by the University and Union regulations. These require you to be formally enrolled on a programme of study provided by the University.

Nominations must be submitted online by the close of nominations, **2pm on Friday 31 January**; nominations submitted in another way will not be valid.

## *Campaigning*

**The success of the elections is dependent upon you, the candidates. It is your opportunity to successfully promote yourself and convince students to vote.**

We would like to create an atmosphere where you can have a contest, which is exciting and good-natured, leading to a higher voter turnout.

We ask that candidates and their campaigns team show respect for other candidates and embrace this process as a competition; we suggest that you use other candidates' competitiveness positively, motivating you to think more creatively about your own campaign.

In an attempt to remove restrictions and allow more creativity within these elections the regulations have been revised. **It is important that you read through this section carefully.** These regulations supersede any previous rules however please be mindful that these regulations do not override rules relating to the Union, the University or the law; should the Returning Officer decide not to take action against a candidate or an activity undertaken whilst campaigning, you may still be subject to

# THE ELECTION PROCESS

the University or Union's disciplinary procedure, which could result in revoking your student status or your membership rights. The Returning Officer also reserves the right to refer matters to the appropriate authorities, which may also put your candidacy, and possibly your student status, in jeopardy.

Whilst campaigning is not permitted until **10am on Monday 10 February**, the following activities are acceptable:

- Telling close friends about a prospective candidacy
- Recruiting people for campaign teams in a non-public manner (i.e. directly messaging individuals who may wish to volunteer for your campaign), provided that this is not for the purpose of covertly campaigning prior to the start of the campaign period.
- Creating election content in a public place (e.g. the library) ahead of the campaign period, provided that a reasonable person could not construe the activities as students to indicate they are "considering running in The Student Elections" only in a manner in which it is clear that they are not canvassing for votes or intimidating others against running.
- Researching for a campaign/statement. Prospective candidates may contact specific students to indicate they are "considering running in The Student Elections" only in a manner in which it is clear that they are not canvassing for votes or intimidating others against running.

Election Officials can investigate any aspect of the election process, irrespective of receiving a complaint or concern, should they be inclined to do so campaigning.

# THE ELECTION PROCESS

## *Support from the Union*

As a candidate you will be allocated a Union staff member to be your mentor. They will support you throughout the process and may be available to answer your questions, however these might be best directed to an Election Official.

You should share your thoughts and publicity with your mentor in advance of the Creation period deadlines; this is not an attempt to censor your work but to sense check this for ease of understanding and legalities (you are not making promises you are unable to deliver in line with Board via the Articles of Association ... and the law!) and to ensure it contains the required information to prevent it from being removed by University Estates (assuming it is within the correct locations).

## *Support from the members: Endorsements and Candidates' Question Time*

An endorsement is selecting and promoting a preferred candidate or candidates.

LUU will circulate the role descriptions for all positions within this election to all Clubs, Societies and Academic Representation groups; this is not only to encourage nominations from these areas but to encourage those involved to consider questions that would like to ask of the candidates standing in particular positions – to general questions of any position.

We would encourage that each Club, Society or Academic Representative submits at least one question. These questions should be received by the Political Engagement Team by **12pm, Tuesday 4 February** to enable us to streamline these, removing duplications and merging similar questions. This process will involve any interested non-running Executive Officers to ensure that this remains a student-led process.

# THE ELECTION PROCESS

These questions will be given to the candidates at the Candidates' Academy or circulated as soon as practically possible thereafter.

These questions will also be given to LUU Media Groups to enable them to lead on the Candidates' Question Time which will take place the week commencing 10 February.

Any Club, Society, Academic Representative or student can attend and propose questions to the candidates; in the event of fairness each question should be asked of all candidates for that position(s).

# THE ENDORSEMENT PROCESS

In terms of seeking endorsements from individual Clubs and Societies, LUU will inform them that individual candidates may ask to attend their scheduled events to promote their candidacy and attempt to gain your endorsement during Creation and Campaigning Week (week commencing 10 February). All Clubs and Societies should welcome any / all candidates to their activities during this period, unless doing so has a detrimental impact on their planned activities. If this is the case, it might be possible to email the Club / Society President, or equivalent roles, and organise an Elections only activity whereby candidates are invited to attend or to engage in online correspondence.

Clubs and Societies can determine which, if any, candidates they wish to endorse however **endorsements cannot be publicly announced until campaigning has started (week commencing 10 February).**

Clubs and Societies may only post about those they choose to endorse and are not permitted to mention those they are not endorsing passively or negatively. In the circumstance where this is not followed, the Activities Exec will be called on to decide if and how disciplinary procedures should be followed

## *Voting*

The count shall be supervised by the Returning Officer or their nominee. This will only take place when the Returning Officer is satisfied that any complaints have been resolved and that all receipts and expenditure forms have been returned. The Returning Officer shall satisfy themselves that all the votes are valid.

Complaints about the count must be made in writing to the Returning Officer or their nominee no later than one working day after the announcement of the result.

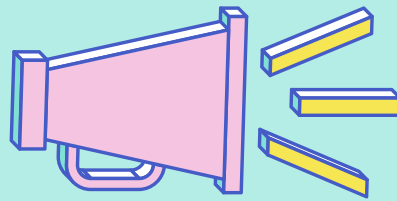
# THE ENDORSEMENT PROCESS

## *Results night*

LUU will announce the results, subject to the resolution of any complaints, on Friday 21 February. Details of this event are to be confirmed.

## *Publication of results*

Election results shall be published in a timely manner after the results have been announced.





# ELECTION RULES

These campaign rules apply to LUU election candidates and are in addition to the LUU and University Codes of Conduct, and protocols, as well as the laws of the land! All references to the 'candidate' are inclusive of their campaign teams and slates if you are part of one.

Elections are an exciting time but this can be challenging too. This should be about being respectful to fellow candidates and voters; as such ideas, politics and performance can be critiqued where relevant to the role and campaign, but personal attacks will not be tolerated.

These rules are in place to ensure the election process is free and fair for all candidates and voters. Failure to adhere to any of these rules may result in a complaint being lodged against you which will be investigated and could ultimately lead to your removal from the process.

## **Campaigning and publicity**

**CAMP1:** Candidates must attend the Candidates' Academy; failure to do so will result in automatic withdrawal.

**CAMP2:** Campaigning does not start until 10am, Monday 10 February, all candidates are required to complete / submit the pre-requisite training / information as outlined within this guide.

**CAMP3:** Candidates can only submit nominations for any role(s) however they can only proceed with one role which must be determined by the end of the Candidates' Academy.

**CAMP4:** Candidates can be part of a slate, the names of all members of the slate must be provided to the Elections Official before voting opens. Remember you are collectively responsible for all members of your campaigns teams and slates are an extension of these.

# ELECTION RULES

## **The use of physical and digital resources**

The use of electronic campaigning is permitted; we refer you to the above point about maintaining respect for other candidates. The Union reserves the right to ask candidates to remove unreasonable, untruthful, threatening and libellous online material and materials that pose a health and safety risk.

**RES1:** Publicity must not copy or be similar to LUU / The University of Leeds material (font, pantone colours) and must inform students when and how to vote.

Spaces have been provided on campus for candidates to make use of; these areas will be obvious.

The Union will not replace publicity that is removed so think about where you wish to put this, in terms of visibility but also health and safety: When campaigning please be mindful not to place physical materials on viewing panels on doors or surfaces containing visibility strips. Please do not block entrances, exits or pathways in LUU or across campus when campaigning.

You will be provided with white-tac and string as part of your campaign and are encouraged not to use other items than this.

It is your responsibility to remove any campaigning materials following the elections; all campaign materials must be taken down within 72 hours of the announcement of the results.

**RES2:** Chalk only is permitted on outdoor floors and only on designated floors on campus; these will be outlined to you in due course. Failure to adhere to this may result in an investigation by the University which could result in being financially liable for any cleaning costs.

# ELECTION RULES

**RES3.1:** Candidates must not promote their campaigns via the use of LUU resources, including official LUU accounts, staff or Executive Officer time, unless a service is offered to all candidates via LUU's central provision.

**RES3.2:** Candidates are reminded that LUU staff are not eligible to campaign on your behalf whereas student staff may campaign for candidates but must not use their position to do so and must do so in their own time. It is important to ensure this clear demarcation to prevent complaints that would result in investigations and may impact on their employment status.

**RES4:** Candidates who have access to students' personal data (contact details), as part of a Club, Society or representative role for example, cannot use this as part of their campaign; it is important to remember that students within those groups have not consented to receiving messages that encourage students to vote for a candidate(s) and this may be perceived as a breach of General Data Protection Regulations and as such, any complaints of this nature fall outside the remit of the elections.

Candidates can create mailing lists for the sole purpose of promoting their candidacy; these must clearly inform students on the purpose of collating this data and they should be able to withdraw their consent at any point.

## Social media

**SOC1:** All candidates must create new social media accounts for the purpose of campaigning.

**SOC2:** Social media accounts must remain unsearchable until the start date and time of the campaigning period; in this case 10am, Monday 10 February.

# ELECTION RULES

## Campaigning

**CAMP5:** Any individual(s) found to have been campaigning in the Libraries or within Halls of Residence, perceived to be harassing other candidates or students, misusing the computer facilities or any other activity deemed to present a perceived or real attempt to manipulate the outcome of the elections will be investigated and may be subjected to LUU or the University of Leeds' disciplinary measures.

For the purposes of these elections the term harassment is defined as "behaviour that is offensive, frightening or in any way distressing. It may be intentional bullying which is obvious or violent, but it may also be unintentional or subtle. It may involve nicknames, teasing, name calling, etc. It may not be targeted at an individual but also those that they associate with. It may also form part of a general culture, which, for example, appears to tolerate the telling of religious jokes."

**CAMP6:** Candidates must not interfere in any way with a voter at the point of voting; candidates may verbally guide a student to the voting page or their voting profile but must do so without touching the personal device.

**CAMP7:** Whilst incentives can be used to encourage students to vote, candidates must not offer a cash bribe or goods in exchange for votes; voters are being acknowledged for listening to you and taking the time to vote rather than receiving something for specifically voting for you.

## Endorsements

**END1:** Candidates are able to seek endorsements from Clubs, Societies and Academic Representatives however this cannot happen until campaigning has started (week commencing 10 February) .

# ELECTION RULES

## Student Leadership

**LEAD1:** Whilst Officers that are not participating in the elections may support and campaign on behalf of other candidates, they may not promote any other candidates, including current Officers, during working hours; they may not use LUU resources. They may only do so in their own time using only their personal resources. Should an Officer be perceived to be campaigning, this may result in them being investigated under LUU Officer procedures and the candidate(s) being investigated under election procedures.

## Budget and expenses

**BUD1:** In order to retain fairness in the elections, candidates will receive a budget of £50. This is provided by the Union and will be reimbursed after the results; this cannot be supplemented and is subject to the presentation of all receipts, alcohol will not be reimbursed. Additionally, in line with our commitment to sustainability the use of paper will not be reimbursed but must be declared within your costs.

**BUD2:** You can submit your expenses at any time however these must be received by 1pm on Monday 17 February.

## *Election complaints and appeals*

**COMP1:** Complaints relating to any aspect of an election other than the count must be made to the Returning Officer no later than 1 hour after the close of voting.

**COMP2:** Complaints can be made by any member, but must be in writing and must set out the grounds for complaint including the name of any candidate or member of their team who is accused of breaking a rule.

The Returning Officer or their nominee will investigate the complaint and provide a written report. The Returning Officer may delay any count of an individual or multiple

# ELECTION RULES

roles until the complaint is resolved.

## *Sanctions*

The sanctions available to the Deputy Returning Officer are:

- Warning a candidate of their future conduct, this could be verbal or written.
- Taking steps to level the playing field to right an election regulation breach.
- Fine a candidate through either reducing the amount of money they may spend, or by confiscating printed publicity material.
- Prohibiting a candidate and their campaigners from campaigning for a period of time (up to 24 hours), depending on the severity of the infraction.
- Banning a campaigner from the rest of the campaign (where the campaigner is not the candidate).

In addition to all of the above sanctions, the following are available to the Returning Officer:

- Suspending a candidate from the election pending an investigation
- Suspending the election process pending an investigation
- Recommending to the elections committee that a candidate be disqualified
- Recommending to the elections committee that the election be re-run or a vote annulled

# ELECTION RULES

If the Returning Officer or their nominee believes the offence to have fundamentally damaged the integrity of a vote then they may also call for referendum, petition or election to be rerun as soon as is considered reasonably practical by the Union.

## *Appeals*

Election appeals will follow the process for appeals set out in the Complaints, Discipline and Appeals Bye-Law, except that the timeline set out in the Bye-Law will not apply. The appeal panel will be convened at the earliest possible time and all supporting material should be submitted alongside the written appeal.

**APP1:** Appeals against complaint decisions regarding elections must be received within 24 hours of the decision.

**APP2:** The appeal must be made in writing to the Union stating the desired outcome and the grounds for appeal. An appeal is designed to remedy any defects in the process rather than repeat the investigation, and therefore the only grounds that will be considered are:

- unfairness of judgement
- the severity of the penalty, with consideration of any key extenuating circumstances
- new evidence coming to light that was not available at the time of the original investigation material procedural irregularities

# ELECTION TIMELINE

<p><b>Nominations</b></p>	<p>10am, Monday 18 November – 2pm, Friday 31 January</p> <p>During this time the current Officers will be available for individual conversations about their roles between 20 – 31 January, to book a session please send an email entitled “Meeting with the Officers” to LUU.PET@leeds.ac.uk with your availability alongside the Officer(s) you’d like to meet and we will confirm a suitable time.</p> <p>We will also be scheduling optional introductory “So you want to LeadLUU” sessions aimed at under-represented students: BAME students, disabled students, international and / or postgraduate students and Women+.</p> <p>These will take place during Fresh Start. If you are interested in attending, please email c.wright3@leeds.ac.uk with the session(s) you would like to attend and Colina will confirm the details.</p>
<p><b>Candidates’ Academy</b></p>	<p>Thursday 6 – Friday 7 February, timings are to be confirmed attendance at this is compulsory</p>
<p><b>Creation and Campaigning Week</b></p>	<p>Starting from 10am, Monday 10 February</p> <p>During this period the candidates will be expected to produce any publicity and their campaign statements; the deadline for the receipt of these will be midday, Wednesday 12 February</p> <p>Following this, candidates will be invited to attend the Meet the Candidates Fair; this is an optional opportunity for students to speak to you and will also encompass Candidates’ Question Time (CQT), where you will be questioned by LUU’s media groups and general students.</p> <p>During this time candidates may, with the express permission, undertake lecture shout outs and attend Clubs and Societies events</p>



# ELECTION TIMELINE

<b>Voting</b>	10am, Monday 17 February – 5pm, Thursday 20 February
<b>Submission of expenditure</b>	Candidates should submit all receipts by 1pm on Monday 17 February; this is to provide sufficient time to reimburse candidates as soon as practically possible
<b>Candidates' breakfast and debrief</b>	10am, Friday 21 February, the location is to be confirmed
<b>Results night</b>	6pm, Friday 21 February, the location is to be confirmed This is subject to the resolution of complaints

# CONTACTS

	Telephone/Email	Contact About
<b>Members of the Political Engagement Team</b>	LUU.PET@leeds.ac.uk	Ongoing questions or support throughout the elections process
<b>Colina Wright / Lukas Winterburn</b>  <b>Election Official</b>	c.wright3@leeds.ac.uk; l.winterburn@leeds.ac.uk	Procedural issues  What is acceptable campaigning  Concerns
<b>Douglas Muzawazi</b>  <b>Deputy Returning Officer</b>	d.t.muzawazi@leeds.ac.uk	Complaints  Anything else not mentioned
<b>Ben Ward</b>  <b>Returning Officer</b>	Contact via Douglas	If Lukas / Colina or Douglas are unavailable

## As a general rule:

Colina / Lukas are the most appropriate person to contact prior to handing in your nomination form.

Colina / Lukas and / or Douglas are the most appropriate once you have handed in your nomination form and or if you have any questions / complaints about the procedure or behaviour of any candidate or representative.

Ben is involved at key points such as counting of the votes; he will also be involved if the Deputy Returning Officer needs to get a ruling on a matter.

# FURTHER SUPPORT

We look forward to meeting you and wish you every success with your campaign. If you have any questions relating to the election process, please email Lukas on **[I.winterburn@leeds.ac.uk](mailto:I.winterburn@leeds.ac.uk)**.

We wish you all the very best of luck.