

2023/24
Election Guide



Hello!

So why should you stand for election?

It's one of the most varied and rewarding roles you will ever have, you get to represent student voice and bring about changes that you care deeply about.

Led by students and supported by a team of staff, the Students' Union works to transform student life by supporting communities, professional development, representing students views and providing advice and support.

We do this by electing students who will speak and work for you on a range of issues but also together with staff to shape the work of UAL and Arts SU.

There are a range of roles available depending on your interest which can be found further in this guide and numerous benefits to putting yourself forward which include developing your skills and networking with other creative students.

So, if you are passionate about a specific aspect of student life, believe in sharing the voices of others or simply feel you can help contribute and better the Union's understanding of particular groups of students put yourself forward in our SU Elections!

Trust us, it will be the best decision you make!

Good luck!

Arts SU Staff Team and 2023/24 Elected Officers

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Key Dates

Arts SU By-Elections (Oct-Nov)

Monday, 9th October 2023

STANDING OPENS*

Tuesday, 24th October 2023

STANDING CLOSES

Wednesday, 25th October 2023

CANDIDATES BRIEFING

Thursday, 26th October 2023 (online)

**DEADLINE FOR CANDIDATE PUBLICITY
& STUDENT GROUP ENDORSEMENTS**

12pm - Friday, 27th October 2023

CAMPAIGNING BEGINS

10am - Monday, 30th October 2023

VOTING OPENS

10am - Monday, 30th October 2023

VOTING CLOSES

2pm - Friday, 3rd November 2023

RESULTS

via Arts SU Website

***Standing is the period at which students can put themselves forward for an available role.**

Key Dates

Arts SU Elections (Jan-Mar)



***Standing is the period at which students can put themselves forward for an available role.**

An Introduction to SU Elections Sessions

Our Introduction to SU Elections session is a chance to find out all you need to know about the different full-time Elected Officer and volunteer School Rep roles. We will talk through how the Students' Union is led by these roles and the differences between each role.

We will also chat about all the key dates and information you need to know about the elections as well as listen and support you with any concerns you might have; it's really just an informal opportunity to ask any questions to those responsible.

All UAL students are welcome to come along to the sessions – you don't need to have any prior knowledge or involvement of the elections or Students' Union and there is no commitment to putting yourself forward as a candidate by attending. In fact, the less sure you are, the more reason to come along.

These sessions will take place throughout the standing period, with full details found on the Arts SU website and social media channels in the weeks before.

Candidate Briefing

This is an essential part of the Students' Union elections process. At this session you will get all the information regarding the rules of the election, how voting works and clarity around publicity (including spending limits).

It is an ideal opportunity to ask questions and clear up anything you do not fully understand. Attendance at this session is compulsory, and non-attendance is not an excuse for misinterpretation of the rules.

Election Campaigns Training

To win an election, you will need to run a successful campaign to convince students that you are the best candidate for the role and deserve their votes. We understand that for many students, this might be something you are unfamiliar with.

The Election Campaigns Training will provide you with an overview of how to campaign in an SU election to increase your chances of success. The session will include top-tips for creating your publicity and answers any questions you might have.

It will cover the key steps you should take in planning a campaign, a variety of campaigning methods and approaches, the importance of campaigning, and different online and in-person techniques you could use to get the most votes.

Sessions will also take place before the deadline for candidates to submit your publicity, with full details found on the Arts SU website and social media channels in the weeks before.

How do I stand for a Role?

Once the period for standing has opened for any of our elections, you will have until the close of standing to submit your candidacy.

To put yourself forward for a role:

STEP ONE

Go to www.arts-su.com/elections and click the “Stand for Election” page.

STEP TWO

To stand you need to be logged into your Arts SU website account*.

Then you need to submit your details on the application form, ensuring your name and email address is correct so that we can contact you about your candidacy.

Some of the fields will auto-complete for you based on your account create, so remember to double check they are correct.

STEP THREE

Scroll down and you will be able to see the positions that you can stand for. Decide which position you want to stand for, go to our website, and click “Stand”.

STEP FOUR

Once you have clicked “Stand” and submitted your nomination, the page will update and state that you are now standing for your selected position. You will have the opportunity to complete/upload your candidate publicity, slogan and photo.

*For more information on how to create and log into your Arts SU website account email democracy@su.arts.ac.uk.

How do I stand for a Role?

Once submitted you will be able to log back in at any time and update your candidate publicity, slogan and photo. They will be open for changes right up until the deadline for publicity after which this information will be made public to students. Its important to fill these out so students know who they are voting for, why you are standing, and what you want to achieve in the role if successful.

We also invite candidates to complete a candidate agreement so that we can confirm you have read the election rules and so we can better support you throughout the election process. This is emailed separately after you have stood online.

If you have any concerns at any point about how to stand for election or the role not fitting with your studies such as being on a Tier 4 Visa or a Postgraduate student whose studies finish later than June 2024 please email democracy@su.arts.ac.uk.

How the Students' Union Works

Arts SU is an organisation led by students, so ultimately it is you, the students, who set its direction. It's run by a mixture of people, from the Board of Trustees who direct the priorities of the Union to ensure it represent its members effectively; to our All-Student Forums which meets three times a year and shapes the work of the Union, and its Elected Officers and volunteer School Reps.

The highest decision-making body is our Annual Members Meetings which all students are invited to. The Union also employs a staff team who run day-to-day operational functions and support the Elected Officers and student volunteers.

For more information on how Arts SU is governed and operates visit our website (www.arts-su.com/yourunion/).

Supported to Succeed

Whoever is successful you can rest assured you will not be alone. We will ensure you have the skills, confidence and knowledge to be effective. You'll be supported by a range of staff from Arts SU and work closely with staff from UAL.

The skills you'll learn and develop during your year in office will allow you to adapt to all sorts of different roles and open-up various opportunities for your future. If you need any more convincing below are just a few of the desirable skills officers have developed in the past:

BUILDING RELATIONSHIPS

COMMERCIAL AWARENESS

COMMUNICATION

CAMPAIGNING

CREATIVE PROBLEM SOLVING

ENTERPRISE

PERSONAL AND PROFESSIONAL BEHAVIOURS

MOBILISING COMMUNITIES

PLANNING AND ORGANISATION

TEAMWORK

EVENT PLANNING AND DELIVERY

The important thing to remember is your role is what you make of it! If you would like more information about the training and development opportunities of being an Elected Officer, School Rep, NUS Conference Representative, or UAL Student Governor, contact us via democracy@su.arts.ac.uk.

Available Roles

ELECTED OFFICER ROLES

There are 6 Full-time Elected Officers who are elected and paid for one year outside of their studies to service as the leaders of Arts SU, and the voice of UAL students.

They are collectively responsible for promoting and defending the rights of students, campaigning on issues, promoting involvement in the Union and supporting student communities.

As an Elected Officer, you will also become an officer trustee on the Board of Trustees and attend university committees to speak on behalf of students. All Elected Officers are provided with training, support and guidance to carry out the role and make their priorities (based on their election publicity) a reality.

These roles are elected in the Arts SU Elections held between January and March year.

SCHOOL REP ROLES

School Reps are elected every year but unlike our Elected Officers they carry out their role alongside their studies. Each School Rep represents students within their school/department.

Together they work closely with fellow school and course reps, and university staff to make positive change for students. This includes attending Boards of Study meetings, Student and Dean Forums and other University meetings as appropriate to champion the views of their school/department and close the feedback loop.

Only students who study in the school in which the role they represent can stand for that position. For example, only students who study in the LCC School of Screen can stand for the School of Screen roles.

These roles are voluntary and the successful candidate will carry out the role alongside their studies. All School Reps will be provided with training, support and guidance to carry out the role and make their priorities a reality.

These roles are elected in the Arts SU Elections held between January and March each year with any vacancies subsequently elected in the Arts SU By-Elections.

Available Roles

UAL STUDENT GOVERNOR ROLE

There is a new UAL Student Governor Role who is elected and hold this role alongside their studies.

The Student Governor exists to strengthen the voice of students on the University's Court of Governors which is the governing body of UAL.

You will have a key role along with other governors (External, Staff and Student) to oversee the University's new strategy and in monitoring the implementation of related programmes.

If you're passionate about UAL and its social purpose, then this is a great opportunity to share your insights into what its really like to be a student at UAL.

This role is elected in the Arts SU By-Elections held between October and November.

NUS CONFERENCE REPRESENTATIVES

The National Union of Students (NUS) Conference Representatives attend the NUS conferences, representing UAL students on a national level. Representatives can raise and take part in discussions, network with other representatives, and vote on behalf of students to decide the national policy, and take part in the NUS elections.

Arts SU sends representatives to 2 different conferences:

- **NUS National Conference**
 - 7 x National Representatives
- **NUS Liberation Conference:**
 - 1 x BAME Women Rep
 - 1 x BAME Students Rep
 - 1 x LGBTQ+ Students Rep
 - 1 x Trans+ Students' Rep
 - 1 x Disabled Students Rep
 - 1 x Women Students Rep

These conferences are an excellent working opportunity and take place in person at a conference venue and location.

Arts SU covers conference registration fees, accommodation, food and travel for all representatives



Elected Officer Roles

All Elected Officer Roles are full-time employees of Arts SU, are paid a salary of £31,000 for a full academic year and receive 25 days annual leave.

COLLEGE OFFICERS (X4)

LONDON COLLEGE OF FASHION (LCF)

CAMBERWELL, CHELSEA & WIMBLEDON (CCW)

LONDON COLLEGE OF COMMUNICATION (LCC)

CENTRAL SAINT MARTINS (CSM)

College Officers are the lead representatives of the Students' Union and UAL students within their college. You will work with Arts SU, fellow Elected Officers, school and course reps, university staff and external organisations to represent the views and interests of students in your College. Based on this, you will also lead vibrant and engaging priorities or campaigns.

You will work closely with these groups to make positive changes for students and lead on the development of Arts SU activities, facilities and services to ensure these are accessible for all UAL students. Working with the Student Communities Officer, you will also provide opportunities for students to develop their creative practice.

Each College Officer will attend College Academic Committees, Student and Dean Forums and other College meetings as appropriate. You will use these meetings to champion the views of students in your College and develop a positive working relationship with College staff, identifying progress and shared priorities.

Elected Officer Roles

STUDENT COMMUNITIES OFFICER

The Student Communities Officer is the lead representative of the various student communities at UAL, including sports, societies, study, liberation, and personal identity. You will work with Arts SU, fellow Elected Officers, students, university staff and external organisations. This sport/society committees, school reps, and liberation networks to encourage students to engage in creating and developing the communities which they identify.

You will work closely with these groups to make positive changes for students and lead on the development of Arts SU communities, facilities and services, and associated opportunities to ensure these are accessible for all UAL students across the University. Working with students, Arts SU and university staff, you will lead on the representation of groups covering sports, societies, creative opportunities and volunteering.

The Student Communities Officer will attend various University committees to ensure the continued support, representation and development of the different student communities at UAL.

Earn £31,000 for the year and receive 25 days annual leave!



Elected Officer Roles

UNION AFFAIRS OFFICER

The Union Affairs Officer is the public voice of the Students' Union and UAL students on central university issues. You will work with Arts SU, fellow Elected Officers, students, university staff and external organisations to represent and review key student issues, whilst leading vibrant and engaging priorities or campaigns which meet the needs of UAL students.

You will lead on the development of Arts SU activities, facilities and services to ensure these are accessible for all UAL students. Working with student representatives, the university, and Arts SU staff, you support the democratic work of Arts SU, encouraging students to engage with decision making processes, including elections, all-student forums, annual member meetings, and the online ideas platform.

You will be the key liaison with the central University, attending various university committees, including the University Board of Governors where they attend as a Student Governor. You will use these meetings to champion the views of students at UAL and develop a positive working relationship with the University, identifying progress, shared priorities and updating on the work of other Elected Officers.

Earn £31,000 for the year and receive 25 days annual leave!



Campaigning for Election

All candidates are given training and briefings on the elections and associated rules and process. Each candidate also receives a limited amount of expenses to cover campaigning costs.

Our Elections Campaigns Training and associated resources on our website will be important for planning your campaign with lots of top-tips based on previous elections.

However, there are several methods you can use to reach students during your campaign, below are some examples of how candidate typically campaign:

Remember the Arts SU staff team are available throughout the standing and campaign periods to answer any questions students or candidates have. If you would like to have any questions or would just like to arrange an informal chat then reach out by emailing democracy@su.arts.ac.uk for support.

- Arts SU use Polling Stations as a direct way of encourage students to vote. They provide lots of opportunities to speak to a diverse range of students. Students may also have more time to stop and speak with you.
- Student Halls provide a captured audience of students to speak to but remember to get the permission from the Hall Managers before you schedule to campaign there.
- Lecture 'Shout Outs' are a great way to speak to more students from different courses. It's a chance to speak for a couple of minutes on what your priorities are and why student should vote for you.
- Social Media is a great way of reaching many students and starting conversation by sharing a range of different messages and content including campaign videos, to filters and live videos – use your creativity without bombarding messages.

Campaigning for Election

PREPARING YOUR CANDIDATE PUBLICITY

All candidates are given various opportunities (some optional) during the election period to communicate their campaigns and why they should be elected to students.

Below are some examples of the opportunities, the deadline for which will coincide with the deadline for Candidate Publicity.

CANDIDATE PUBLICITY

Simply put, your Publicity is what you will use to give students information about you and what you'd like to work on in the role you have applied for. You should use this to persuade students to vote for you and support your ideas. The best publicity will be eye-catching, concise and to-the-point. This will then inform your work for the year, if elected!

We'll share more information about the accepted format of Candidate Publicity at our Introductions to SU Elections sessions, Candidates Briefing and Election Campaigns Training.

CANDIDATE QUESTION TIME (SPRING ELECTIONS)

In the Spring Elections, candidates will have an opportunity to take part in a question time event, where you can share your priorities (aka publicity points) with students and answer their questions, to convince them to vote for you. This will also be recorded and published via Arts SU channels.

This will take place at 2pm on Friday 1st March 2024.

DIGITAL POSTER

Posters are a key asset to your campaign and will help to promote you and what you stand for across campus.

We will be creating a digital poster page on our website and in pdf form that will be sent around to all students to encourage them to get to know you.

Candidate Support

The welfare of our candidates is an important priority; therefore, we have dedicated staff on hand to provide support throughout the elections period. All candidates are welcome to seek further support where needed, including with our Arts SU advisors the contact of which can be found further below.

Plan your work around voting week and try not to overwork yourself, where possible we'd encourage you to complete urgent work before voting opens so you can prioritise your campaign but ultimately remember your primary focus should be your course of study.

An important part of a successful elections campaign can be finding a good team to support you who will help spread the word about you and your campaign. Whether it's your housemates, friends from your course or those you've met through other activities such as a society or sports club – each can lighten the load and give helpful advice.

Remember to plan to win but be prepared to lose – only six full-time officers can be elected each year so think carefully about what you might do if unsuccessful and don't be afraid to seek support about this when needed. Plan something nice to do at the end of voting, even if you're not elected, celebrate that you will have achieved a lot.

That being said try not to let the idea of multiple candidates put you off standing and rationalise it with the thought of going for a job with multiple candidates also being interviewed – it's just a different process after all. We'll talk more about candidate support at the Candidates Briefing but if you would like to share any concerns, have any questions or would just like to arrange an informal chat then reach out by emailing democracy@su.arts.ac.uk for support.

Candidate Support

USEFUL CONTACTS

Displayed are a list of support services should you need it:

ARTS SU ADVICE SERVICE

(www.arts-su.com/support)

For free, confidential and impartial advice on academic (including university policies and procedures) or housing and accommodation matter.

CONTACT AN ADVISOR -

advice@su.arts.ac.uk

BUDDY UP -

buddyup@su.arts.ac.uk

UNIVERSITY SUPPORT SERVICES

www.arts.ac.uk/students/student-services)

For advice and support on various aspects of student life including money, personal issues (including stress, anxiety and mental health concerns) and queries related to disability.

GENERAL QUERIES -

student.services@su.arts.ac.uk

HEALTH & WELLBEING
ADVICE -

studenthealth@arts.ac.uk

COUNSELLING SERVICE -

counselling@arts.ac.uk

DISABILITY SERVICE -

disability@arts.ac.uk

STUDENT COMMUNITIES TEAM

(www.arts-su.com/communities)

Arts Active is a free programme of social and recreational activities designed to help you meet other students, try new things and look after your wellbeing.

ARTS ACTIVE
PROGRAMME -

artsactive@su.arts.ac.uk

Election Rules & Guidance

The process for standing in the elections is contained in this Elections Guide as are details of the elections process. Only applications completed using this process and within the specified deadline will be accepted.

Our general philosophy is candidates are expected to conduct themselves in a way that is fair, reasonable and engage in a positive campaigning experience that help students vote.

We don't believe restrictive rules help the elections process to engage students in discussions about their future experience or help them to vote. As such, we work to ensure our rules are as minimal as possible. Candidates are expected to ensure they and their campaign teams support this.

A document clarifying the rules before the start of campaigning can be found at www.arts-su.com/elections/.

Complaints

Should you have any concerns about the conduct of campaigns, you should have evidence that it will impact on the outcome of the vote. If you wish to make complaint about the elections. The following process must be used:

As soon as possible, you should summarise the issue using the online complaints form which can be found at www.arts-su.com/elections/

You must use the form to tell us:

- 
- 1 Who you are
 - 2 What your complaint is (specifying where possible which rules has been broken)
 - 3 The evidence you have that a rule has been broken
 - 4 What you would like to see as an outcome

Complaints

The Returning Officer/Deputy Returning Officer will consider your complaint and may consult others in their decision. You will receive an email with the details of their decision. This will be done as soon as possible but more complicated cases may take some time to investigate.

If you believe that the election rules have not been followed, there is new evidence, or you think the Deputy Returning Officer has been prejudiced or biased you can appeal to the Returning Officer.

The appeal must be made no later than 12pm the day after the decision of the Deputy Returning Officer has been communicated. You should summarise the appeal in an email sent to democracy@su.arts.ac.uk. You must include your grounds for an appeal, what new evidence you have and what you would like to see as an outcome. Any decisions of the Returning Officer are final and cannot be appealed.

Complaints should be made as soon as possible after the event. It will be very hard to decide complaints made after any long period. In any event, complaints will only be accepted until one hour after the close of voting.

Voting

Arts SU uses the Single Transferable Vote to elect our student representatives. This means that each voter gets the chance to rank candidates in the order they wish to see them elected – they will select numbers rather than just put a mark against one candidate. A winning candidate must receive a certain number of votes (known as quota) to be elected, which will change depending on the number of votes cast. This is in our opinion, the fairest method as it means candidates must have wide support to win.

All elections include RON (Re-Open Nominations) which allows students to make a positive vote, even if they don't agree with the policies of any of the candidates standing. Although we would urge students to consider using this option carefully as it could leave the role vacant until the next election. Evidence from Arts SU and the experience from other Students' Unions strongly suggest that the number of students voting in an election is heavily influenced by how candidates engage with voters and encouraged them to vote.

Remember that for many students, the act of voting is something we do not do often in daily life, so consider how this has an impact on getting students to vote.

Students are sent an email to explain how they can access voting and encouraging to vote; we also work with the University to publicise the voting period. Further information about voting week will be released at the Candidates Briefing.

If you have any problems voting email democracy@su.arts.ac.uk.

Results

Election Results are emailed to candidates and posted on the Arts SU website and social media when announced, typically between 6-7.30pm on the same day of which voting closes.

For the Arts SU Elections in March, the results are announced in person at either the Dark Room Bar (Elephant and Castle) or Blueprint Café (High Holborn). This is typically a high-profile event where candidates, campaign teams and friends come to celebrate, with full details found on the Arts SU website and social media in the weeks before.

As the election periods continue, we'll keep candidates up to date with more information where relevant.

What happens after Election?

All elected officers will start their year of office on 1st July 2024 and complete their term on the 30th June 2025

ELECTED OFFICER ROLES

Elected Officers must be available to attend training and handover from mid-late June and may be invited to other training and meetings to familiarise themselves with their new role and meet key individuals. Specific dates will be shared in advance and as soon as practically possible following the elections.

Between mid-July and early-August, a series of national training events take place, and we strongly encourage you to attend those relevant to your position. And of course, the academic year usually begins in early September when new students begin to arrive on campuses, and various activities and events take place up until early October.

We therefore recommend you consider all the above when booking holidays and be mindful of the serious impact taking leave during this period can have on your ability to get the results you want to achieve – although a little time off before the start of term is recommended!

If you have any access requirements or caring responsibilities that you think should be considered, then we are happy to discuss these with you to support you taking up the role.

What happens after Election?

SCHOOL REP ROLES

We appreciate that many of you will want to take a break from university life for the summer and/or work to support your studies. However, if we do not meet with you until the start of the new academic year, you will not be able to get the maximum out of the role. For this reason, we will ask you to attend training events before the summer break and early in the new academic year to explain the role in more detail and get to work developing your ideas. Specific dates will be shared in advance and as soon as practically possible following the elections.

For those elected in our By-Election, we will arrange a time to meet shortly after the election to bring successful candidates up to speed on everything you need to know and or may have missed from earlier events.

NUS CONFERENCE REPRESENTATIVES

Representatives will receive a briefing and debrief before and after the relevant NUS Conference. We're keen to share with students your experiences of the National Conference while in attendance and you will be supported by staff to attend. Specific dates will be shared in advance and as soon as practically possible following the elections.



Stand for Election!

Stand online at

WWW.ARTS-SU.COM/ELECTIONS

This is the only way to stand for a role.

Any questions should be submitted to

[DEMOCRACY@SU.ARTS.AC.UK.](mailto:DEMOCRACY@SU.ARTS.AC.UK)

MAIN CONTACTS:

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