

**FXU Executive Officer
Election Pack**

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Key dates:

| Activity: | Date: |
|-------------------|---|
| Nominations Open | 1 st March 2019 Midday |
| Nominations Close | 15 th March 2019 Midday |
| Voting OPEN | Monday 18 th March 2019 - Midday Friday 22 nd March 2019 |
| Results | 4pm - Upper Stannary Penryn Campus Friday 22 nd March 2019 |

Executive Officer Election Rules

The following rules apply to the FXU Elections and have been approved by the Returning Officers:

Returning Officers

- A representative from NUS will act as Chief Returning Officer
- The FXU Student Voice Director will act as Senior Returning Officer
- The FXU Elections & Democracy Committee will appoint an Assistant Returning Officer from within the Committee or FXU staff member in the absence of both the Chief and Senior Returning Officers.
- The Senior Returning Officer may appoint other deputies and/or assistants as necessary during the election.

Nominations

Nominations

- A student may only submit one valid nomination form.
- All nominees for Falmouth roles must be current students of Falmouth University
- All nominees for Exeter roles must be current students of University of Exeter Cornwall Campuses.
- All nominees must be FXU members (all current students of Falmouth and Exeter Cornwall Campuses are automatically members of FXU unless they opt-out).
- Nominees must complete a nomination form online.
- Completed nomination forms should be accompanied by a manifesto detailing the candidates' aims and objectives, and a head & shoulders photo of themselves. The manifesto and photo must be in electronic format.
- Candidates must submit **completed nomination forms online by Midday Friday 15th March**. Nominations will not be accepted after midday GMT on **Friday 15th March**.
- Copies of candidates' manifestos will be made available to students on the FXU website during the campaigning period.

Campaigning & Voting Rules

Candidates & Campaigning

- Students may not declare themselves as candidates or canvas for votes physically or online before voting opens.
- Employees of FXU and the institutions, who are not students, should remain impartial at all times.
- **Only positive campaigning is allowed.** Negative or smear campaigns are strictly forbidden.
- To encourage as many individual candidates to stand for election 'Slates' are not permitted: Candidates must not form a team with other candidates to run a joint campaign. This includes having joint branding, names or posters.
- Campaign material is not permitted to include potentially false or libellous information.
- Posters must not include logos of FXU, the institutions, their partner or commercial organisations.
- The use of social media is allowed. Content is the responsibility of the candidate and their campaigners and must adhere to the general rules outlined in this election pack.
- You cannot make allegations about other candidates or previous FXU Presidents/Part-time Officers in the elections in your publicity, whether physical or online.
- Campaign material must be in line with FXU's Equal Opportunities Policy as enclosed in this election pack.
- It is not acceptable to deface other candidates' campaign materials or threaten to carry out abusive behaviour towards other candidates.
- Candidates can campaign in lecture time with the consent of the lecturer.
- You are not permitted to canvas or display any campaigning material within fixed computer suite areas (e.g. Library IT suites, Peter Lanyon IT Suite).
- The use of stickers and balloons are prohibited. If displaying posters please use white tac, NOT tape or blue tac as these leave marks.
- All campaigning must adhere to university regulations and must be lawful.
- All campaign material must be removed by candidates after voting closes and recycled where possible.

Voting

- Voting shall be online using an Alternative Transferable Vote (ATV).
- Voting will be in electronic form via the FXU website - www.fxu.org.uk/elections
- Only current students of Falmouth University and Exeter Cornwall Campuses (and who are FXU members) are eligible to vote in the FXU elections and can do so only once.
- Each student should be allowed to decide on their own voting choices and should not feel forced, pressured or coerced into their voting decisions.
- Each student's vote should be their own and not that of a third party.
- Voting is confidential.

Elections Results

Results

- The results will be collated at the close of voting by the Senior Returning Officer/Deputy Returning Officers.
- The results will be announced subject to any issues raised regarding the elections, in which case the results will be announced as soon as possible after this time.
- The Returning Officers and the IT Support personnel will be the only people involved in the process and will be the only people with access to the results before the official announcement.

Breaching the rules

- Breach of any of these rules may result in a candidate/s being disqualified from the election or face penalties. The decision to disqualify and penalise is at the discretion of the Chief/Senior Returning Officer.
- If a candidate instructs or has knowledge of a third party breaking any rules on the candidates' behalf, this may also result in disqualification from the elections.

Complaints

- Any complaints regarding the conduct of the elections, an elections' candidate or student relating to the elections must be addressed in writing to the Senior Returning Officer via the email address studentvoiceteam@fxu.org.uk by the close of voting.
- If you fail to submit a complaint by the close of voting you waive your right to submit any subsequent complaint.

Promoting Yourself with a Manifesto:

You may want to create an online campaign and include a manifesto or promote yourself on campus.

What is a manifesto?

A manifesto is a public declaration of principles and intentions, often political in nature. Simply, it's a brief summary of your ambitions and what you want to achieve in your term of office/in your role.

It could include:

Who you are

What you intend to do should you get elected

How you would go about your role

Why people should vote for you

Things you should consider

What are the roles and responsibilities of the position?

What do the students want? (talk to them)

Any election promotional material should highlight your involvement, experience and intentions.

More advice

You can also get advice on your manifesto among other things on being a candidate from FXU. Contact studentvoiceteam@fxu.org.uk or call into the FXU offices.

Example manifestos can be seen here:

<https://www.fxu.org.uk/studentvoice/elections/manifestoandpublicity/>

FXU Equal Opportunities Statement of Intent

FXU is committed to ensuring that all its services, activities and opportunities are available equally to all students of University of Exeter Cornwall Campus (UECC) and Falmouth University.

FXU will endeavour to ensure accessibility to all, and pro-active measures will be undertaken towards this, and to further ensure that FXU does not unintentionally discriminate against any student.

FXU absolutely opposes all forms of discrimination on any grounds. As examples, this includes discrimination on the grounds of age, appearance, class, disability, gender, HIV status, marital status, nationality, political beliefs, religion, race / ethnicity, sex or sexuality. * This list is not exhaustive.

FXU's full Equal Opportunities Policy is available on the FXU website:

<http://www.fxu.org.uk/about/policies/>

Any complaints or comments about Equal Opportunities should be directed to the FXU Office at Falmouth or Penryn campuses or emailed to studentvoiceteam@fxu.org.uk

Candidate Signature

I am a University of Exeter Cornwall Campuses/Falmouth University student and a member of the FXU (Falmouth & Exeter Students' Union). I agree to run my campaign within the rules and procedures of the FXU elections, which I have read and understood. If elected I understand I will be representing FXU and agree to abide by my university code of conduct.

Signed: _____ **Date:** _____

Please sign and submit your completed form to either of the FXU offices at Falmouth or Penryn by 12 noon on Wednesday 15th March. *Your manifesto and a photo should be uploaded to the FXU website. See rules for details.*

Equalities Monitoring Form

This form will not have any affect in being a candidate for FXU and will be separated from your nomination form once handed into the FXU office and therefore will be anonymous. Any information given will be treated sensitively.

As FXU actively commit to ensuring equal opportunities, the information you provide in this form will help to monitor this. **Please circle** the information below that relates to you currently..

Study Information

1. Are you a foundation student? Yes/ No
2. Are you an undergraduate student? Yes/ No
- 2a. If yes, which year of study are you in? 1st/ 2nd/ 3rd/ 4th
3. Are you a postgraduate student? Yes/ No
- 3a. If yes, which year of study are you in? 1st/ 2nd/ 3rd/ 4th/ Other
4. Are you a full-time or part-time student? Full-time/ Part-time
5. Where is your study based?
Penryn Falmouth Truro Bodmin Distance-learning

About You

6. Are you an international student? Yes/ No EU or Non-EU
7. Which age-group are you in?
18-21 years 22-24 years
25-29 years 30-39 years
40-49 years 50-59 years
60-69 years 70 years and over
Prefer not to answer
8. What is your gender?
Male Female Transgender
Prefer not to answer Other
9. What is your sexuality?

Heterosexual

Lesbian or Gay

Bisexual

Transsexual

Prefer not to answer

Other

10. What is your ethnic background?

Asian or Asian British – Bangladeshi

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Black or Black British – African

Black or Black British – Caribbean

Chinese

Cornish

Irish Traveller

Mixed – White and Asian

Mixed – White and Black African

Mixed – White and Black Caribbean

White

White- British

White- Irish

Other White background

Other Asian background

Other Ethnic background

Other Mixed background

Prefer not to answer

Not Known

11. What is your religion/belief?

Christian

Hindu

Buddhist

Muslim

Sikh

Jewish

Humanist

No belief

Other

Prefer not to answer