



UCASU
ELECTIONS

**NOMINEE
INFORMATION
PACK**



UCASU ELECTIONS

HOW TO WRITE YOUR MANIFESTO

WHAT IS A MANIFESTO

A 'public declaration of policy and aims', or simply put, a manifesto is what you plan to do if elected, and the changes you want to influence.

HOW TO MAKE YOUR MANIFESTO

Your manifesto must be no more than one A4 page and must include your name, the position you are running for, and at least two pledges (what you want to achieve in the role). We recommend including an image of yourself, your course and campus, and any relevant experience.

TOP TIPS FOR WRITING YOUR MANIFESTO

→BE CONCISE

make it snappy using clear and accessible language.

→BE CREATIVE

After all, you are running to represent art students.

→BE EYE CATCHING

engage readers with alliteration and create a brand using a consistent colour pallet.

→SET OUT REALISTIC AND ACHIEVABLE GOALS

research what voters want and look at previous manifestos (including those from other Students' Unions).

Once you have drafted your manifesto, feel free to run it past us if you would like some feedback by contacting elections.su@uca.ac.uk. Union staff must remain impartial but can ensure you have included the essentials.

UCASU ELECTIONS

UCASU ELECTIONS 2025 RULES

RETURNING OFFICER AND DEPUTY RETURNING OFFICER

The Union's Returning Officer is Peter Robertson, Charity Director at NUS. They oversee the fair conduct of the elections, interpret the By-Laws to rule on complaints, and oversee the count of the elections. The Deputy Returning Officer is Taylor Kane, Student Engagement Manager at UCASU and shall oversee the running of elections, including complaints, the count, and the administration.

COMPLAINTS

Any complaints about the election process or the conduct of candidates and their campaign teams must be made no later than the close of voting (2pm on Friday, 04 April 2025) via the form at [UCASU.COM/ELECTIONS](https://ucasu.com/elections).

The Deputy Returning Officer will initially review complaints in the first instance.

The Deputy Returning Officer, in consultation with the Returning Officer as appropriate, shall rule on the matter within 48 hours of receiving the complaint.

They may give the candidate the right of reply before making a ruling.

Complainants may remain anonymous should they wish.

Disciplinary actions may include, but are not limited to:

- Verbal warning
- Written warning
- Ban on campaigning for a designated length of time, depending on the severity of the infraction
- Disqualification

Candidates have 24 hours to appeal the outcome.

Any complaint against the administration of the election must be received by the Returning Officer before the close of voting (2pm on Friday, 04 April 2025).

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CAMPAIGNING

- Candidates must adhere to all laws and UCASU/University policies, including but not limited to the UCA Bullying and Harassment Policy and Student Code of Conduct (see appendices).
- All candidates and their teams must allow students to cast their votes freely and without pressure. If a student needs assistance, they must communicate this to a Union staff member.
- Candidates must not interfere with any designated polling station (an electrical device such as a mobile phone or laptop used by a student to vote for candidates in the election) candidate and their team must not provide a personal device (tablet, mobile, laptop, etc.) for, or vote on behalf of, any voter.
- Candidates and their teams shall not interfere with, remove, or alter other candidates' promotional material.
- Candidates cannot bribe, impersonate, or harass any student during campaigning.
- Candidates must not attack other candidates' campaigns in a derogatory or inflammatory manner. They may critique opponents' ideas (e.g., "I don't think this idea will work, I offer a better alternative of..." instead of "You're rubbish").
- All votes will be cast online at [UCASU.COM/ELECTIONS](https://ucasu.com/elections).
- UCASU and its staff cannot endorse any candidate and are responsible for ensuring a free and fair election.

PRINTING ALLOWANCES:

Presidential candidates: **100** pages of A4 printing free from the Union.
Campus Officer candidates: **50** pages of A4 printing free from the Union.

CAMPAIGN SPENDING LIMITS:

Presidential candidates: Up to **£30.00** of personal funds, but they may use existing materials (if reasonably accessible to all candidates). Receipts must be provided upon request. Overspending may result in penalties.
Campus Officer candidates: Up to **£15.00** of personal funds, with similar material access and receipt requirements.

INCUMBENT OFFICERS

→Candidates who currently hold a position (paid and/or elected) within UCASU may not use Union time or resources to enhance their own campaigning or that of another candidate.

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ELECTION PROCESS

- The election will be conducted in accordance with the UCASU By-laws, with the
 - Returning Officer serving as the final interpreter.
 - Manifestos must comply with any format requirements set by the Returning Officer (1 A4 page limit).
- Candidates cannot campaign as a formal team or pool resources. While they may recommend other candidates to voters, formal candidate teams or slates are prohibited.
- Any candidate may withdraw from the election at any point by notifying the Deputy Returning Officer via email at elections.su@uca.ac.uk.
- UCASU uses the [Single Transferable Vote \(STV\)](#) system for elections
- The election count will be conducted via the UCASU website, powered by MSL.

APPENDIX

- [Bullying & Harrassment Policy](#)
- [Student Code of Conduct & Disciplinary Procedure](#)
- [SU Code of Conduct - Appendix D](#)