

Hey there!

We’re happy to hear that you’re showing an interest to run for board by picking up this info pack! In this pack you will find a series of helpful documents which will help you through the nomination process. There is some information from our governing documents which will tell you more specific information about the election. You will also find a list of useful dates for the election so you can put them in your diary!

The Queen Margaret Union is run by students, for students – an ethos which is at the centre of everything the Union does. You could be a part of the driving force that makes the University of Glasgow such a wonderful place to study and socialise. The Student Assembly’s main responsibility is to represent the Union’s membership and work to make their voices heard. Whether it’s a specific campaign that the QMU should lend its support to, a new event that should be added to the calendar, or just giving the place a lick of paint – it’s the Student Assembly that can make it happen.

So whether you have a specific project in mind that you want to work on and achieve, or if you just want to be a part of helping improve the union and making it even better, now is the perfect time to get involved. Thank you again for picking up a nomination pack and I wish you the very best of luck with your campaign!

If you have any further questions please contact **president@qmunion.org.uk**.

**Dan Rogers**

President & Assisting Returning Officer

**Useful Information**

**Closure of the Nomination Period**

Completed nomination forms must be emailed to president@qmunion.org.uk by 4pm on Friday 16th February. If you do not return your nomination form by this time, it will be deemed invalid.

After the nomination period, there will be a Candidates meeting at 5:00pm in the Board Room on Friday 16th February, where we will discuss how the week will work. This is also an opportunity for you to ask any questions you may have.

**Candidate Statement & Manifesto**

We would like a candidate statement of no more than 100 words introducing manifesto. Your manifesto should outline your key policies and what you intent to campaign for should you be elected. It is a chance to discuss what you believe is right for the QMU and its members.

Manifestos have word limits, which are as follows:

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| --- | --- |
| Executive | 500 words |
| Convenors | 400 words |
| Former Student Member | 300 words |
| Current Student Representative  | 300 Words |

If you exceed the word count then we will either remove the ending of your manifesto or reject it completely. Please do not test this!

**Hustings**

Monday and Tuesday **26th and 27th February** is your chance to get up and convince people to vote for you. Non-Exec Hustings will take place at 6pm in Games and Exec Hustings will take place at 6pm in Bistro (2nd Floor.)Hustings is open to all members. You will be asked to make a 1-minute speech presenting your manifesto, as well as additional information. Candidates who are unable to attend should arrange for their proposer, seconder or any other nominated member to speak in their place.

There will be a Husting preparation meeting at 5:45pm in Games before Hustings to prepare candidates and answer any questions they may have.

This is not as scary as it sounds – the questions you receive will most likely be a mixture of questions about your manifesto, about the general state of the union, and also some random ones to get to know you, such as what your favourite biscuit is and why! It’s also an excuse to have a couple of drinks and catch up with friends and foes!

**Campaign Materials and Expenses**

Campaigning can be fun and interesting but is primarily what you make it. In the past people have made t-shirts, given out sweets, handed out stickers, put up posters, and even pitched a tent outside the Union. You really can do what you want with it. Be creative and see what you can come up with.

Flyering/campaigning within the walls of the Union at any time is forbidden and can result in reprimands at the discretion of the Returning Officer or Assistant Returning Officer. However, you may campaign outside from the stairs onwards.

You are not permitted to attach any campaign materials to the Union building at any time; including the entrance stairs or ramp. If you are wearing campaign t-shirts or similar, then these must be covered/taken off before coming into the building.

You may not begin campaigning until the nomination period has closed and you have been informed of your nomination being approved.

You may use A3 posters and A5 flyers to promote your campaign. Flyers will be two sided, one side will have your candidate statement and the other will have a design of your choice. YOU MUST NOT USE QMU BRANDING IN ANY OF YOUR ELECTION MATERIALS – PHYSICAL OR ONLINE.

You have the opportunity to get your fliers/posters printed at QMU. Please submit your design (it can be as simple as a picture of you with ‘VOTE X on 2nd and 3rd March) to president@qmunion.org.uk. If you don’t wish to have posters and flyers printed for you please let us know, however we will only accept posters and leaflets printed by us to be used for election campaign material. Below is the amount of posters and flyers we will print for each candidate running for each position:

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| --- | --- | --- |
| Executive | 20 A4 posters | 200 A5 flyers |
| Convenor | 15 A4 posters | 150 A5 flyers |
| Current Student Representative | 10 A4 posters | 100 A5 flyers |
| Former Student Member | 10 A4 posters | 100 A5 flyers |

A list of all materials used, their costs and receipts must be submitted to president@qmunion.org.uk. An approximate value must be placed on any donations received. Materials already owned by the candidates must be declared with expenses and are subject to review by the Returning Officers.

Each candidate will NOT be reimbursed. However, there is a limit dependent on which position you are running for. You can use this money to spend on campaigning, and it can be used for anything you wish - the more creative the better. Please be sure to keep your receipts for anything you spend, these will need to be submitted to president@qmunion.org.uk.

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| --- | --- |
| Executive | £50 |
| Convenors | £25 |
| Current Student Representative | £10 |
| Former Student Member | £10 |

**Voting**

We will be using the University’s online voting system for this election. You’ll be able to vote either through the UofG Life app or at gla.ac.uk/vote. Polling will be open from 9am on Wednesday 28th February and closes 5pm on Thursday 29th February..

You must have signed up to be a member of the QMU by 10pm on Monday 19th February in order to vote in the election. If you sign up after this time, we cannot guarantee you will be able to vote.

**Important Dates**

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| --- | --- |
| Nominations Open | Monday 5th February |
| Nominations Close | Friday 16th February at 4pm |
| Candidates Meeting (Board Room) | 5:30pm – Friday, 16th February |
| Hustings (Games) + (Bistro) | 6pm – 27th and 28th February |
| Polling  | 9am on the 28th and Closes 5pm 29th |
| Results | Evening of Thursday 29th (7pm-ish) |

More information on the election, hustings and campaigning will be given at the Candidates’ Meeting, which will be at 5:30pm on Friday 16th February.