



## **Royal College of Art Students' Union**

**General Election 2019**

### **OVERVIEW**

**Please return the completed form(s) to Toks Ferguson – Head of Union and Finance - RCASU/Deputy Returning Officer, either via email or in person on the details shown below, no later than on Thursday 07 of March at 5pm.**

#### **Toks Ferguson**

2<sup>nd</sup> Floor, Frayling Building  
Royal College of Art  
Jay Mews  
Kensington Gore  
London  
SW7 2EU  
e: [toks.ferguson@rca.ac.uk](mailto:toks.ferguson@rca.ac.uk)

#### **Important Dates**

Tues 05 March 2019, 5pm - Election Called  
Mon 11 March 2019, 5pm – Nominations Open  
Thu 21 March 2019, 5pm – Nominations Close  
Mon 25 March 2019, 5pm – Candidates Meeting  
Fri 05 April 2019, 5pm – Manifesto and Photo Deadline

**EASTER BREAK – create your campaign plan and materials!!**  
(Spring break – 08 April – 26 April)

Mon 29 Apr 2019, 5pm – Campaigning starts  
Tues 30 Apr 2019, 6pm - Candidates Debate, White city  
Wed 01 May 2019, 6pm - Candidates Debate, Battersea  
Thu 02 May 2019, 6pm - Candidates Debate, Kensington  
Tues 07 May 2019, 5pm – Election starts/Ballot opens online via email only  
Fri 10 May 2019, 5pm – Election/Ballot and Campaigning Ends  
Fri 10 May 2019, 8pm – Election results announced

**Royal College of Art Students' Union**  
**General Election 2019**  
**Nomination Form**

**CANDIDATE FOR**  
**Co-President (Battersea)**

**Name:**

**Surname:**

**Year:**

**Programme:**

**Year:**

**Email:**

**Mobile:**

**Name of Slate (if applicable):**

*I wish to stand for the 2019 election, and declare that I am currently a fully registered student at the Royal College of Art and am fully eligible to stand for the above position. I have received a copy of, and read, the role description and election rules and agree to abide by them.*

*I accept responsibility for the actions of my proposers, and joint responsibility for the actions of my team members.*

**Date:**

**Signature:**

**FIRST PROPOSER – Co-President (Battersea)**

**Name:**

**Surname:**

**Level:**

**Programme:**

**Year:**

**Email:**

**Mobile:**

**Date:**

**Signature:**

**SECOND PROPOSER – Co-President (Battersea)**

**Name:**

**Surname:**

**Level:**

**Programme:**

**Year:**

**Email:**

**Mobile:**

**Date:**

**Signature:**

**Royal College of Art Students' Union**  
**General Election 2019**  
**Nomination Form**

**CANDIDATE FOR**  
**Co-President (Kensington)**

**Name:**

**Surname:**

**Year:**

**Programme:**

**Year:**

**Email:**

**Mobile:**

**Name of Slate (if applicable):**

*I wish to stand for the 2019 election, and declare that I am currently a fully registered student at the Royal College of Art and am fully eligible to stand for the above position. I have received a copy of, and read, the role description and election rules and agree to abide by them.*

*I accept responsibility for the actions of my proposers, and joint responsibility for the actions of my team members.*

**Date:**

**Signature:**

**FIRST PROPOSER – Co-President (Kensington)**

**Name:**

**Surname:**

**Level:**

**Programme:**

**Year:**

**Email:**

**Mobile:**

**Date:**

**Signature:**

**SECOND PROPOSER – Co-President (Kensington)**

**Name:**

**Surname:**

**Level:**

**Programme:**

**Year:**

**Email:**

**Mobile:**

**Date:**

**Signature:**

**Royal College of Art Students' Union**  
**General Election 2019**  
**Nomination Form**

**CANDIDATE FOR**  
**Co-President (White City)**

**Name:**

**Surname:**

**Year:**

**Programme:**

**Year:**

**Email:**

**Mobile:**

**Name of Slate (if applicable):**

*I wish to stand for the 2019 election, and declare that I am currently a fully registered student at the Royal College of Art and am fully eligible to stand for the above position. I have received a copy of, and read, the role description and election rules and agree to abide by them.*

*I accept responsibility for the actions of my proposers, and joint responsibility for the actions of my team members.*

**Date:**

**Signature:**

**FIRST PROPOSER – Co-President (White City)**

**Name:**

**Surname:**

**Level:**

**Programme:**

**Year:**

**Email:**

**Mobile:**

**Date:**

**Signature:**

**SECOND PROPOSER – Co-President (White City)**

**Name:**

**Surname:**

**Level:**

**Programme:**

**Year:**

**Email:**

**Mobile:**

**Date:**

**Signature:**

# **Royal College of Art Students' Union**

## **General Election 2019**

### **Rules and Regulations**

#### **1. Nominations**

- 1.1. Each candidate, a proposer and seconder, who shall all be members of the Union, shall sign a nomination form. These forms are available from the Students' Union website ([www.rcasu.org.uk](http://www.rcasu.org.uk)), and can also be collected from the Union offices.
- 1.2. No member of the Union shall sign more nomination papers than there are vacancies at that election, nor may they sign a nomination paper for any election in which they are not entitled to vote.
- 1.3. Nominations for all elections shall close at least 10 working days before the ballot is due to take place.
- 1.4. Any candidate may withdraw their nomination by informing the Returning Officer (or their nominee) in writing before the commencement of the ballot.
- 1.5. Under no circumstances shall the Returning Officer, prior to the close of nomination, reveal to any person details of any nomination received.
- 1.6. Candidates shall appear on the ballot paper in the order in which they are drawn from the nomination box. The forename and surname by which the candidate is commonly known shall be used, along side a true likeness of the candidate. In the event of any doubt or dispute the forename and surname as shown on their registration certificate shall be used.
- 1.7. In addition to the successfully nominated candidates, the ballot shall also include 're-open nominations'. 'Re-open nominations' shall be treated as a candidate for each position.
- 1.8. Any student banned from the Students' Union for unacceptable conduct, or excluded from the Royal College of Art will not be permitted to run in any election or bye-election.



1.9. Candidates are encouraged to campaign as individuals, but unified Slates are permitted. All Slates must be notified at time of nominations with the Returning officer (or their nominee) and the Electoral Signing Officers.

## **2. Candidates Debate and Union Media**

2.1. Candidates Debate is where all candidates are given the opportunity to outline their manifesto and be challenged and asked questions by the electorate, the students.

2.2. Candidates Debate shall be held after the close of nominations.

2.3. The 2019 RCASU Candidates Debate will be held at all three campuses. The White City Candidates Debate will be held in the Ground floor café on Tuesday 30 April 2019 at 6pm, the Battersea Candidates Debate will be held in the Dyson café on Wednesday the 01 May 2019 at 6pm and the Kensington Candidates Debate will be held in the RCAfé on Thursday 02 May 2019 at 6pm. Candidates should be present at 5.30pm on these dates.

2.4. The Returning Officer (or their nominee), in conjunction with the Electoral Signing Officers, shall be responsible for the organisation and conduct of the Candidates' Debate, and shall ensure that all candidates receive equal opportunity to speak.

2.5. The Returning Officer (or their nominee), in conjunction with the Electoral Signing Officers, shall be responsible for advising the Union's media coverage of the elections, but shall not have editorial control over the media. Union media shall treat coverage of the elections with due balance and fairness.

## **3. Campaigning**

3.1. Candidates are permitted to campaign as individuals, or with prior announcement as a unified Slate. All Slates must be registered with the Returning Officer at time of nominations; each slate must have equal numbers of candidates to vacancies within that election.

- 3.2. All candidates must use the RCASU banner on all campaign material.
- 3.3. All candidates must attend the candidates meeting to clarify rules and procedures for the election campaign. The candidates meeting will be held in the Artbar, Kensington on Monday 25 March 2019 at 5pm.
- 3.4. All candidates must produce a Manifesto of no more than 400 words, explaining the key points of their campaign and why students should vote for them. This will be published on the Students' Union website, along with their true likeness. The Manifesto must be sent via email to Toks Ferguson, the Deputy Returning Officer at [toks.ferguson@rca.ac.uk](mailto:toks.ferguson@rca.ac.uk) by Friday 05 April 2019 at 5pm.
- 3.5. All candidates must email a photo of themselves (true likeness) to Toks Ferguson, the Deputy Returning Officer on [toks.ferguson@rca.ac.uk](mailto:toks.ferguson@rca.ac.uk) by Friday 05 April 2019 at 5pm.
- 3.6. Campaigning materials are not to be distributed until Monday 29 April at 5pm, as indicated in the Election Pack.
- a) No campaign material should be removed or defaced by any candidate or their nominee.
  - b) Adequate space should be allocated for all candidates to promote themselves across all areas of the Royal College of Art.
  - c) Candidates should not cover over or hide any other candidate's promotional material.
  - d) Campaign material should be honest and in no way disparaging of any other candidate. Materials should not make false claims of support or endorsement.
  - e) Campaign material must contain the RCASU Election Banner, BUT may not contain any RCA logos or other RCASU branding.
  - f) All material must show the candidates name clearly, and state how students are able to vote in the ballot.

g) All campaign materials must be removed before 8pm on the closing date of the ballot. Failure to do so could result in expulsion from the election.

- 3.7. Campaigning may continue up to the closing of the ballot, all candidates and their representatives must ensure that no member of the electorate are pressured in any way to cast a vote for a candidate.
- 3.8. Candidates may not campaign in such a way as to cause inconvenience to RCA students, staff or local residents; and if requested by the Returning Officer or their nominee remove campaign material or cease campaigning altogether.
- 3.9. Campaign material used in the promotion of an identified 'Slate' must feature the names of **ALL** members of the slate, and the positions that they are standing for.
- 3.10. The Returning Officer or their nominee will ensure that the Union sends one 'all student' email notification directing the electorate to the Election pages on the Students' Union website; where all candidate manifestos will be published. No other emails will be sent pertaining to the Election by any other individual or organisation. This email will be sent on a date agreed at the Candidates meeting, and administered by the Deputy Returning Officer.
- 3.11. Campaign material may only be displayed or promoted within the fabric of the Royal College of Art. Campaign material should not be displayed on any doors or windows outside the fabric of the Royal College of Art. Campaign material can only be displayed externally if contained within a designated RCA noticeboard. Campaign materials should not be distributed after 5pm 29 April 2019.
- 3.12. All candidates are entitled to £50 for campaigning materials funded through the Students' Union. Monies will be reimbursed on presentation of a completed and signed claim form; forms must be presented to the Returning Officer's nominee within 5 working days of the close of the ballot. Candidates may use their own money if they wish to spend more on their campaign budget, receipts for all campaign materials purchased within the entitlement must be attached to the completed claim form.

3.13. No inducements are permitted throughout the campaigning period or the duration of the ballot, any breach of this rule will result in expulsion from the election process.

#### **4. Election 2019 Pack**

4.1. The Election 2019 pack will be available on the website and in hard copy from the date of the announcement of the election, the Election Pack will contain all relevant material to support the nomination, campaigning and voting process.

#### **5. Re open Nominations (RON) campaign**

5.1. Any full member of the Union wishing to run a 'Re-open Nominations' campaign against any post should be registered with the returning Officer within three days from the publication of the nominations. Only one RON campaign will be allowed for each post. If more than one full member registers to run a RON campaign against a post, the Returning Officer will call a meeting and instruct all these members to form a group to run the campaign.

5.2. RON will be treated like any other candidate and as such will have a campaign budget equal to the other candidates, and will fall under the same disciplinary actions as the other candidates.

#### **6. Voting**

6.1. The ballot will be carried out electronically, and any student that is unable to access the online ballot will be entitled to register a postal vote.

#### **7. Counting Procedures**

7.1. Counting shall be by simple majority, as defined by the Electoral Reform Society guidance.

## **8. Complaints**

- 8.1. Any complaint on the conduct of the election or of any violation of the bye-laws shall be made in writing to the deputy Returning Officer by close of ballot. Any violation that comes to light after the close of ballot will be dealt with in accordance with the election rules and regulations.
- 8.2. If a complainant wishes to appeal a ruling made by the Deputy Returning Officer, this may be made in writing to the Returning Officer within 2 working days of receiving the Deputy Returning Officer's ruling.
- 8.3. Any candidate who is declared elected and against whom a complaint is lodged shall be deemed elected until a decision is made on the complaint.

# Royal College of Art Students' Union

## General Election 2019

### Tips and FAQ

#### 1. Publicity

- 1.1. Set out your goals: ensure they are realistic & achievable – if successful you will ultimately be answerable to the student body who might decide to ask you why you've not achieved what you said you would
- 1.2. Be relevant: what skills and experience can you bring to the role you are standing for? For example, you might have examples of situations in which you have shown leadership, which could indicate to voters that you're the candidate to represent them.
- 1.3. Be concise and use clear language: Avoid long, complicated words as they are likely to just alienate important voters
- 1.4. Don't discredit your opponents: your manifesto is only about you and what you will do. Discrediting and disrespecting others could lead to a libel lawsuit and is against the rules!
- 1.5. A well-written and interestingly designed manifesto can make a significant difference in influencing people to vote for you.
- 1.6. A survey carried out by NUS into voter attitudes revealed that many people did not vote in Union elections because it was often unclear what the candidates stood for. They wanted to know who the candidate was, what they believed in and what they would do if they got into office. Think about what would influence you to vote for someone. What do you believe? The student rep system could be better? There should be better sports facilities? Whatever it is, make a list of your beliefs. You need to select the ones that you think would be popular with students, but are also achievable. There are many candidates in Union elections who have announced that they will make the beer cheaper, only to be given a lesson in economics by other candidates in the election.
- 1.7. Select 3 beliefs. Write down the issue and how it affects students and what you would do if you get elected. Make it concise and to the point. Think of snappy titles that you can give to your three beliefs.

Voters tend to scan read the election material, so it is crucial to draw them in with a headline.

1.8. Who are you? It is amazing how many candidates forget to tell the voters about themselves. Students will often vote for candidates who have something in common with them. So briefly tell them:

9.1. What course you are on

9.2. Where you are from

9.3. Membership of clubs and societies

9.4. Ask the voter for their vote and finally thank the voters for voting for you.

## **2. Campaign Techniques**

2.1. Getting elected is all about being seen and remembered (preferably in a good light!). Talk to students as much as possible - about yourself, your views and manifesto. This not only benefits them but also enables you to polish up and perfect your pitch.

2.2. 1st years are more likely to vote than 2nd years.

2.3. Go to the RCAfé and ArtBar and talk to people. Students are more likely to vote for you if they can put a face to the name.

2.4. Target main entrances.

2.5. Leave plenty of manifestos in the Common Room, RCA canteen, RCAfé, ArtBar, Dyson café and the Ground floor café at White city, but remember to ask first out of courtesy. Students do discuss elections and whom they are going to vote for over a coffee or a pint, so make sure you are well represented.

2.6. Take flyers/manifestos to lectures - in fact keep them with you at all times as you never know when a canvassing opportunity may appear.

2.7. Be friendly and genuine, listen and respond to your electorate.

### **3. Common forms of publicity**

- 3.1. Flyers to hand out and A4 posters on notice boards
- 3.2. T-shirts or other clothing with your name or campaign slogan
- 3.3. Badges
- 3.4. Campaign content on Twitter / Facebook / Instagram
- 3.5. RCASU website

### **4. Experience**

- 4.1. You do not need to have prior experience, however it would be helpful if you were a good communicator, work well in a team and had some knowledge of the Students' Union and how it operates. Basic meeting and organisational skills would be a great asset, and it may help if you've had past experience / involvement in any of the Unions' standing committees but this is by no means essential.

### **5. Activities**

- 5.1. As a Trustee of the Union you will have legal responsibilities. When taking up the Officer position you become a member of a team who are collectively responsible for running of the entire organisation. This includes making short-term decisions and devising and promoting long term plans for the whole Union. In practice this will include depending on others to deliver, but also you'll become involved in discussions and projects, which do not appear to be relevant to your specific work area. Officers take part in representing students on the College boards. You will be expected to attend and report to various meetings and committees. All Officers are expected to manage the budgets associated with their activities.

### **6. Reporting**

- 6.1. You will be accountable to your colleagues, committee members in your work areas and ultimately to all students via the RCASU constitution. You will also be expected to keep yourself accountable by producing reports.



## **7. Support**

7.1. During the first month in office, the newly elected Officer gets training and advice from a number of sources:

- a) In house training
- b) Out-going Officers
- c) A range of specialist courses run by NUS for Officers who work in your area
- d) Other regional/national events
- e) You will receive much of your support from the Union's core staff team. They are employed to run the operational activities of the Union and to help you, as elected officials achieve the objectives of the Union. Outgoing Officers will provide as much support as you require.