STAND.VOTE
LEAD

CANDIDATES' INFORMATION PACK

Contents

Returning Officers

-
Returning Officer

Tom Newman
Deputy Returning Officer
elections@imperial.ac.uk

Welcome

Thank you for taking part in the Summer Elections 2021.

I'm Tom Newman, Deputy Returning Officer. That means it is my responsibility to ensure that the elections are run fairly and in line with the rules, as set out by the Union's constitution and bye-laws.

We appreciate that this year is already very different in lots of ways but one thing remains; Student representatives are vital to the student experience. This year it is probably more important than ever that the student voice is effective in ensuring the Union and College are acting in the interests of Students.

The positions in these elections have one thing in common: they can all make Imperial a better place to be. Imperial College Union has a rich history of strong democratic engagement with hundreds of students elected each year to take charge of the student experience.

Taking up one of our volunteer or paid roles won't just put you at the heart of the Imperial student community - it will also give you skills and experiences that will boost your career and personal development before you have even left university.

This Candidates' Pack explains more about the positions, gives some helpful tips on campaigning and explains the all-important rules. Be sure to read them - when you become a candidate, you confirm that you have read and understood all of the rules - so no excuses.

I wish you all the best of luck, and thank you for taking part in the Summer Elections 2021!

Tom Newman
Deputy Returning Officer

Timetable

Nominations Open

12:00, Wednesday 26 May 2021

Nominations Close

14:00, Friday 4 June 2021

Manifestos Due

12:00, Monday 7 June 2021

Candidates Revealed / Start of campaigning

14:00, Monday 7 June 2021

Voting Open

14:00, Monday 7 June 2021

Voting Close

14:00, Thursday 10 June 2021

Complaints deadline

17:00, Thursday 10 June 2021

Authorisation to run results

09:00, Friday 11 June 2021

Results announced

12:00, Friday 11 June 2021

Positions

- The Summer Elections 2021 include the election for Deputy President Education, Felix Editor, ICSMSU President, positions within our Representation Networks, Liberation and Community Officer posts, Constituent Unions, and our Clubs, Societies & Projects (CSPs).
- Three of the nine Liberation and Community Officer roles are included in this election - Black & Minority Ethnic Students, Interfaith and LGBTQ+.
- Every CSP who are yet to elect their 2020-21 committee is automatically included to ensure that all members have an equal chance to participate democratically.
- In the Rep Networks, the unfilled Wellbeing Departmental Representative and Academic Departmental Representative roles are available.

Deputy President (Education)

The Deputy President (Education) is a primary advocate and champion in improving and maximising the academic experience received by Imperial College students. They lead and manage the Academic Representation Network, engaging with Reps to illuminate the most significant educational issues experienced by students. Having identified problems, the Deputy President (Education) then engages various channels to arrive at solutions and drive change, whether this be through relationships with College members, collaboration with Departmental Representatives and Faculty Representatives or by working together with Union staff and the other Officer Trustees. The role holder must therefore be approachable and student-focussed to maintain a crucial role as the leader of the Academic Rep Network and to empower students to be critical change agents in their own education.

Constitutional role description

- The Deputy President (Education) shall:
- Take on Presidential duties as appropriate
- Be responsible for reporting student opinion on academic affairs to the College, suggesting areas for development and enhancing the student experience and provision for students, in conjunction with the relevant Union committees
- Be responsible for the training, support and recognition of a Representation Network for the Academic Representatives of the Constituent Unions, in conjunction with the relevant Union committees and staff
- Liaise with the Constituent Unions on all academic matters concerning students
- Support student and staff-led educational innovation within the College

Felix Editor

Felix is the weekly student publication of Imperial College London, and was founded in 1949. The Editor oversees the production of the paper throughout the year and ensures that it goes to print every week; tasks include design, writing and photography.

The Editor seeks out contributors and editors for other sections, not to mention encouraging students to write!

ICSMSU President

Taking on the role of Imperial College School of Medicine Students' Union (ICSMSU) President is no mean feat, but it's one of the most life-enriching experiences you may ever be offered during your time at Imperial School of Medicine. You are ultimately responsible for all ICSMSU activities and oversee the actions of all the ICSMSU Exec Officers.

As President, you represent all 2,300+ students on all Faculty of Medicine committees. Each term, you are given the amazing opportunity to chair the four separate Staff-Student Liaison Groups (Early/Clinical/ BSc/ BMB).

You represent all School of Medicine students on various Imperial College Union committees (including Union Council) as well as many various external meetings. It is one of the most varied and fun positions available; ICSMSU President is definitely a role to be considered.

For more information:
• Visit imperialcollegeunion.org/runforicsmsu
• Contact Muntaha Naeem on icsm.president@imperial.ac.uk

Wellbeing Rep Network

Launched in October 2017, the Wellbeing Representation Network is a body of approximately 90 student representatives responsible for identifying issues and raising awareness on areas affecting students such as health, financial concerns, relationships, equality & diversity and personal safety.

Wellbeing Dep Reps work with high-level staff in their departments such as Senior Tutors and the Director of Undergraduate Studies so that student wellbeing is considered at the same level of importance as academic excellence. Reps organise community building events in their departments, lobby for changes and act as the voice of students in staff-student committees.

To learn more about the Wellbeing Representation Network, visit **imperial**college**union**.org/**wbrn**

Academic Rep Network

Academic Dep Reps are key figures in the Union's Academic Representation Network, a system of 400+ student volunteers that spans all of College. Academic Dep Reps manage the Academic Year Representatives in their department, and have close working relationships with high-level academic staff such as the Head of Department and the Director of Undergraduate Studies. The also work with Faculty Reps, the Deputy President (Education) and Dep Reps from other departments on College-Wide issues. The role's main responsibilities include acting as the voice of students in staff-student committees, lobbying members of staff for changes to learning & teaching, and keeping an ear to the ground for any problems that students might be facing. Postgraduate Representatives will be elected in the Autumn Elections 2021 to enable Master's students to participate.

To learn more about the Academic Representation Network, visit **imperial**college**union**.org/**arn**

Liberation & Community Officers

Our Liberation & Community Officers work to build an inclusive, welcoming and sustainable culture at Imperial, ensuring that underrepresented voices are heard and empowering students to lead campaigns on the issues that matter most to them. All Liberation & Community Officers shall:

- Be the welfare representative to the Union and the College for the students that affilaite with their remit
- Co-ordinate the campaigns within their remit, working with Imperial College Union and Imperial College staff, students identifying in their remit, allies and elected student volunteers taking into account the involvement of students based at non-South Kensington campuses and adjusting plans accordingly
- Carry out such duties as may, from time to time, be laid down by the Union Council or the Community & Welfare Board

Black & Minority Ethnic Officer

The Black & Minority Ethnic (BME) Officer facilitates the engagement of all BME students in Union activity and represents the views of students on BME issues. They work with student cultural groups and College's Imperial As One staff network to work towards an Imperial community that is inclusive, welcoming, and free from racism and discrimination.

To find out more about the role, you can contact the current Black & Minority Ethnic Officer at icu-bme@imperial.ac.uk.

LGBT+ Officer

The LGBT+ Officer represents any sexuality-related or gender identity needs of students at Imperial and works to stop any discrimination against the LGBT+ community at Imperial. They work with IQ, the LGBT society, and Imperial 600, College's LGBT staff network.

To find out more about the role, you can contact the current LGBT+ Officer on icu-lgbt@imperial.ac.uk.

Interfaith Officer

The Interfaith Officer represents the faith needs of students at Imperial, promoting a culture of tolerance and understanding at Imperial. They work closely with faith groups and societies, as well as the College Chaplaincy.

To find out more about the role, you can contact the current Interfaith Officer at icu-interfaith@imperial.ac.uk.

Clubs, Societies & Projects

There are many positions available as committee members for each club, society or project. As a committee member for one of our CSPs you will:
• Manage the activities and finances of Clubs & Societies
• Help plan events, activities and projects
• Seek funding and grants from Imperial College Union
• Manage relationship with Imperial College Union on behalf of your members

The following Clubs, Societies & Projects will be taking part in the Summer Elections 2021:

AED Dance
AED Dance Company
AED Dance Imperial
AED Funkology
AEE Comedy Society
AEE Dramatic Society
AEE Guitar
AEE ICU Cinema
AEE Live Music
AEF Fashion and Design
AEF Media Photographic
AEF Writers' Society
AEME Felix
AEME IC Radio
AEME ICTV
AEMU A Cappella
AEMU Chamber Music
AEMU Choir
AEMU Gospel Choir
AEMU IC Big Band & Jazz
AEMU Orchestra
AEMU String Ensemble
AEMU Wind Band
CFCH RAG
CFCH UNICEF
CFCO Bike Users Group
CFCO Erasmus
CFCO Interact
CFCO IQ (Imperial College LGBT+)
CFCO Mentality
CFCO Robotics Academy
CFF Ahlul Bayt
CFF Ahmadiyya Muslim Students
Association
CFF Buddhist Society
CFF Catholic
CFF Every Nation Christian
CFF Hindu Society
CFF Jewish
CFF Overseas Christian Fellowship
CFF Sikh
CFI E.quinox
CFI El Salvador
CFI Geology for Global Development
CFI Global Brigades
CFI Project Nepal
CFI Raincatcher Imperial
CFI RED
CFI Student Action for Refugees
CGCU Aeronautics

CGCU Bio Engineering
CGCU Chem Eng
CGCU Civil Eng
CGCU Data Science Society
CGCU Design Engineering
CGCU DoCSoc
CGCU Drone
CGCU Elec Eng
CGCU Engineering Change
CGCU Mech Eng
CGCU Motor Club
CGCU Racing
CGCU Rail and Transport Society
CGCU Robotics
CGCU Space Society
CTA ABACUS
CTA Bangladeshi
CTA Bruneian
CTA Chinese
CTA CSSA
CTA Indian
CTA Indonesian
CTA Int. Tamil
CTA Korean
CTA Pakistan
CTA Punjabi
CTA Singapore
CTA Sri-Lankan
CTA Taiwan
CTA Thai
CTM Arabic
CTM East African
CTM Friends of Palestine
CTM Iraqi
CTM Israeli
CTM Lebanese
CTM Nigerian
CTM Saudi
CTN Afro-Caribbean
CTN Australian
CTN Bulgarian
CTN Cypriot
CTN Estonian
CTN French
CTN German
CTN Hellenic
CTN Hungarian
CTN Irish
CTN Italian
CTN Latin-American

CTN Polish
CTN Portuguese Speaking
CTN Romanian
CTN Russian Speaking
CTN Scandinavian
CTN Spanish
CTN Swiss
GSU Hammersmith Students'
Community
ICSMSU Acute Care Specialities
ICSMSU Asian Medical Students'
Association
ICSMSU Badminton
ICSMSU BioMed Society
ICSMSU Boat
ICSMSU Christian Medical Fellowship
ICSMSU Clinical Genetics
ICSMSU Coding Society
ICSMSU Connect
ICSMSU Cricket
ICSMSU Dance
ICSMSU Football
ICSMSU Friends of Médecins Sans
Frontières
ICSMSU Gazette
ICSMSU Geriatrics and Elderly
Medicine
ICSMSU GradMed
ICSMSU Heart Society
ICSMSU Hockey
ICSMSU ICAB
ICSMSU Immunology
ICSMSU Infectious Diseases
ICSMSU Jiu Jitsu (Aiuchi)
ICSMSU Lacrosse
ICSMSU Medical Humanities
ICSMSU MedTech
ICSMSU Netball
ICSMSU Neuroscience
ICSMSU Obstetrics & Gynaecology
ICSMSU Oncology
ICSMSU Ophthalmology
ICSMSU Paediatrics
ICSMSU Pathology Society
ICSMSU Pre-Hospital Emergency
Medicine
ICSMSU Psychedelic Studies
ICSMSU Psychiatry
ICSMSU Rag
ICSMSU Right to Play

Clubs, Societies & Projects

ICSMSU Rugby
ICSMSU SEM Soc
ICSMSU Society of Research and Academia
ICSMSU Students for Global Health
ICSMSU TeddyBear Hospital
ICSMSU Tennis
ICSMSU Water Polo
ICSMSU Weights & Fitness
ICSMSU Womens Football
ICSMSU Womens Hockey
ICSMSU Yoga
KNC Algorithmic Trading
KNC Consultancy
KNC Imperial Entrepreneurs
KNC Law
KNC Management
KNC Oil and Gas Forum
KNC SCC Finance
KNC Women in Business
KNC Women in SET
KND Amnesty International
KND Conservative
KND Debating
KND Feminist
KND History
KND Kinky Klub
KND Labour
KND Left Forum
KND Model United Nations
KND Speakers
KNE Animal Protection & Education Society
KNE Astro
KNE Beyond
KNE Energy
KNE Environmental
KNE Pharmacology
KNE Pint of Science
KNE Sign Language
KNE TedX
NAI Activities for Children with Disabilities
NAI Afghan Society
NAI Assassins Guild
NAI Belgian Society
NAI Benelux Society
NAI Blockchain and Crypto-Technologies
NAI Cameroon Catalyst
NAI Canadian
NAI Climate Finance Society
NAI Computational Biology Society
NAI Effective Altruism
NAI Egyptian
NAI Endocrinology
NAI Ethical Awareness Society
NAI Filipino Society
NAI FinTech
NAI Free Diving Society
NAI Harry Potter
NAI Hip Hop

NAI Indian National Student Association
NAI Jain Society
NAI K Pop
NAI Northern
NAI Radiology Society
NAI Rap Society
NAI RSM Cricket
NAI RSM Tennis
NAI Sexpression
NAI Society for International Medical Careers
NAI Society of Petroleum Engineers
NAI Somali
NAI South Asian
NAI Southslav
NAI Turkish
NAI Welsh Society
NAI Women in Electrical Engineering
NAI Women in Healthcare Leadership
RCSU BioChem
RCSU BioSoc
RCSU Chemistry
RCSU Maths
RCSU Physics
RCSU Synthetic Biology
REA Alternative Music
REA AnimeSoc
REA ArtSoc
REA Baking
REA Book Club
REA Rock and Metal
REA SCC Film
REA Sci Fi
REA Tea Society
REA VegSoc
REE Caving
REE Fellwanderers
REE Gliding
REE Outdoor Club
REE Skydiving
REE Surfing
REE Underwater
REE Wakeboarding
REG Bridge
REG eSports
REG Game Development
REG Gaming
REG Magic
REG Mahjong
REG Poker
REG Quiz
REG RCC Yoga
REG Skate
REG Snooker & Pool
REG Tabletop Gaming
RSM Badminton
RSM Football
RSM Geology
RSM Geophys Soc
RSM Materials
RSM Netball
SPC ACC Netball

SPC ACC Volleyball
SPC Basketball
SPC Cheerleading
SPC Handball
SPC Ice Hockey
SPC Squash
SPC Swim/Waterpolo
SPC Synchronized Swimming
SPF ACC Hockey
SPF ACC Rugby
SPF ACC Sailing
SPF ACC Womens Rugby
SPF American Football
SPF Cricket
SPF Football
SPF Ultimate Frisbee
SPF Womens Football
SPF Yacht
SPI ACC Golf
SPI ACC Lawn Tennis
SPI ACC Table Tennis
SPI Archery
SPI Badminton
SPI Barbell
SPI Boat
SPI Cross Country
SPI Fencing
SPI Parkour, Free Running & Gymnastics
SPI Pole & Aerial
SPI Riding & Polo
SPI Snowsports
SPI Triathlon
SPM ACC Karate Shotokan
SPM Boxing
SPM Judo
SPM Kabaddi
SPM Kendo
SPM Krav Maga
SPM Muay Thai
SPM Tae Kwon Do
SPM Wing Chun
SPM Wushu

Constituent Union Committees

The following Constituent Union Positions will be recruited in the Summer Elections 2021:

City & Guilds Union
CGCU: Activities Chair
CGCU: Clubs and Societies Chair
CGCU: Education Chair
CGCU: Secretary
CGCU: Alumni Officer
CGCU: Media and Marketing Officer
CGCU: Sponsorship Officer
CGCU: Web Editor
CGCU: Spanner Bearer (Events Officer)

Royal School of Mines Union
RSMU: Outreach Officer
RSMU: Wellbeing & Events Officer
RSMU: Honorary Secretary
RSMU: Junior Treasurer
RSMU: Vice President (Activities & Events)
RSMU: Vice President (Clubs & Societies)
RSMU: Vice President Education
RSMU: Pit & Publicity Officer
RSMU: Sponsorship Officer
RSMU: RSMSU Ordinary Member

Imperial College School of Medicine Students' Union
ICSMSU: President
ICSMSU: Management Group Treasurer

Graduate Students' Union
GSU: Hammersmith Officer
GSU: Postgraduate Research Academic & Welfare Officer (Natural Sciences)
GSU: Postgraduate Research Academic & Welfare Officer (Medicine)
GSU: Silwood Officer
GSU: White City Officer
GSU: Secretary

Royal College of Science Union
RCSU: Vice President (Operations)
RCSU: Broadsheet Editor
RCSU: Publicity Officer
RCSU: RAG Officer
RCSU: Science Challenge Chair
RCSU: Sponsorship Officer

Top Campaign Tips

Due to Covid-19 it will not be possible for all candidates to campaign in person and therefore this election will happen online.

It will not be possible to put up posters around campus, hand out flyers, etc. All campaigning must adhere to current social distancing government guidelines. Campaigning is only allowed during the campaigning and voting period, and is not permitted in the Summer Elections before 14:00, Monday 7 June.

Of course, you are free to tell your friends you are running but you are not allowed to launch any campaign content until the campaign period starts.

Here are our top tips for campaign success:

1. Design some eye-catching campaign visuals & logo

Online posts are an essential part of a campaign. There's going to be plenty of them, so make sure yours stand out.

2. Create strong, original policies

This one definitely goes without saying. It's easy to say you're going to completely overhaul the Union, but that's not necessarily possible or even realistic. Think where you can improve something, how you can do it and whether the electorate is going to take the policy seriously.

3. Demonstrate your experience

If you've been a club captain or sat on one of the Union's Committees, promote this to your advantage.

4. Use social media to your advantage

Facebook, Twitter, Instagram or TikTok are great ways of extending your campaign message. Remember to follow the social media rules.

5. Come up with an imaginative slogan

A witty slogan captures people's imagination and sticks in their minds.

6. Get friends to campaign with you, for you

Get your buddies on the campaign trail to speak to as many members of the electorate as possible.

7. Making speeches in lecture theatres

unfortunately isn't going to be an option, instead how about filming a video of your speech and uploading to social media.
You can still be memorable by using costumes and placards in videos: People might not remember your policies, but they'll remember your face if you give them a show.

8. Talk to people

Take the time to explain your policies to people and why you're the right person for the role. You could replace in person conversations with social media Q&A sessions. Answer their questions thoughtfully and there's a good chance they'll head off to tell their friends to vote for you as well.

9. Be inventive

Aside from the first years, many students will have heard all the usual campaign spiels before. Come up with a unique, original campaign to capture those jaded minds!

The Campaign Process

Putting yourself forward for nomination

To enter the election process, you first need to put yourself up for nomination. This is a simple online procedure that involves you logging into the Elections voting website using your College login and then choosing which position you would like to stand for. The link for this is **imperial**college**union**.org/**vote**.

Once you have put yourself forward as a candidate, you will be asked for the username of a fellow student to 'second' or support your nomination.

Your 'seconder' will receive an email notification and won't need to take any further action if they're happy to support your nomination. Nominations open at noon, 26.05.2021 and close at 14:00, 04.06.2021.

Once the nomination period closes, there will be a period in which campaigning is not permitted - Candidates are encouraged to review this Candidate Pack and other training material.

Campaigning

Campaigning begins at 07.06.2021, 14:00

No campaigning is permitted before this time. To win an election, you need to run a successful campaign to convince the rest of the student body that you're up to the task.

You need to outline what you think needs changing or improving in the Union and then come up with a campaign strategy that is going to get you and your ideas noticed and taken seriously by the electorate.

One of the most contentious points between candidates during an election can be campaign

material. In order for this election to be successful, we have to lay down some ground rules that everyone must follow:

• The election publicity rules are formed from the standard Imperial College Union publicity rules plus additional rules imposed by the Returning Officer.

• All campaign material must be in English only or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence. All campaign material must include the pre-designed Summer Elections banners available at **imperial**college**union**.org/**se21**. Other use of the Union or College logo on campaign material is prohibited.

• Spamming is forbidden. No use of email lists (either College or Union) or any mass emailing of any form is allowed. If a candidate, or a member of their campaign team, sends an email and the receiver does not know the sender, then lodges a complaint, the candidate may be penalised and/or disqualified.

• Campaign material must not contain offensive language, contain implied offensive language, or be libellous in nature.

• As not all students will have the same access to campus and physical assets carry a sufficient viral transmission risk it has been decided that no printed campaign materials will be permitted. Students are prohibited from campaigning on campus. If posters are printed for use in video or social media content, posters must be no bigger than A2 in size.

• There must be no publicity in halls of residence.

• You are not allowed to use adhesive stickers as campaign materials.

Please note that these rules are enforceable by the Returning Officer and Deputy Returning Officers.

Social Media Rules

Candidates may create social media groups or channels, such as Facebook groups or Whatsapp groups. However candidates are not permitted to use for the purpose of campaigning any social media group created for any purpose other than the current election.

• All social media messages are governed by the same rules as email. Unsolicited messages and excessive sending of invitations are not permitted and will be considered spamming by the Returning Officer and Deputy Returning Officers.

• Any candidate using Twitter or Instagram must enter their Twitter/Instagram handle at **imperial**college**union**.org/**vote** when entering their manifesto.

• All social media posts by candidates and their campaign team must include the hashtag #icuElections.

• Please note that these rules are enforceable by the Returning Officer and Deputy Returning Officers.

Spreading your message in student media

All student media is open to candidates to advertise in and spread their campaign message. This will inevitably require you to spend some of your campaign budget to use them (see next section). If you wish to advertise in any of the different student media, then you should contact them directly at one of the following addresses:

• Felix: felix@imperial.ac.uk
• IC Radio: info@icradio.com
• ICTV: ictv@imperial.ac.uk

Manifestos

Manifestos give you the chance to show and convince the electorate why you are the best candidate for the role. Written versions will be displayed on the Union elections website.

Manifestos often say more about a candidate if they are not submitted in time. Any manifestos submitted after the deadline below will not be published at all. Other Union student media may also use the submitted manifesto text or contact you to submit a further manifesto.

Please note, all campaign material is bound by the Student Staff Protocol (SSP). These regulations are contained within the Code of Practice. In a nutshell, the SSP states that you cannot comment on the performance of a Union Staff member or their department if they are the sole member of that department.

Manifestos and your photo must be uploaded to **imperial**college**union**.org/**vote** by 7 June 2021, 12:00. There is a 250 word limit for all manifestos.

Candidates running for Full Time Officer will have the option to be included in the Union promotional video for their manifesto. Candidates running for Full Time Officer positions should submit a 30 second campaign video by Tuesday 9 March 14:00.

Campaign Budgets

Candidates for Deputy President Education, Felix Editor and Constituent Union Presidents may spend up to £50 inc VAT on whatever you require for your campaign. This covers anything that can be construed as campaigning. For all elements of your campaign, you must ensure that that you get a VAT receipt. It is a requirement that you declare your spending by 19:00 on Thursday 10 June 2021 to elections@imperial. ac.uk, including receipts, for 100% reimbursement.Please ensure that you collect VAT receipts so the Union can reclaim tax.

You may solicit sponsorship and receive good-in-kind for your campaign; however this does not increase the amount of money you can spend on your campaign, which will remain £50 no matter how much money is donated to you. Any sponsorship income or goods-in-kind must be accounted for within your overall budget. The Deputy Returning Officers will determine a fair market value for any goods or services that are donated to you and subtract them from your budget. You must submit a Sponsorship Agreement/Contract to the DRO in advance of placing any company logos on campaign materials.

Candidates running for Constituent Union committees, Liberation Community Officer, Council Representatives, Academic or Wellbeing Departmental Representatives, Club, Society or Project positions may spend up to £25 on their campaign. No reimbursement from the Union will be given, but you will still need to declare your spend to elections@imperial.ac.uk. Candidates are not required to pay a deposit although they can be sanctioned for a breach of rules. It is a requirement that you declare your spending by 19:00, 10 June 2021 to elections@imperial.ac.uk, including receipts.

The Voting System

All voting will be done online. The voting system that the Union uses is the "Single Transferable Vote with Quota System", sometimes referred to as STV. This enables students to list their preferences for a position, using numbers, with 1 for the first choice, 2 for the second and so on. The result of this system is that students whose first choice is not elected can still get a chance to state further preferences. Furthermore it makes it possible that, whilst an individual student may not be the most popular, if they have a larger base of support among the students they typically will be elected. For every position, voters can choose to 're-open nominations', also known as RON. If you don't support any of the candidates, you can select RON as one of your preferences. You can also choose to abstain from the election.

CSP voting eligibility requirements

If you purchase membership in a CSP after nominations close, you will not be eligible to vote in the current elections.

If you win a full-time position

What is expected of you

If you win, you will be expected to abide by the following:

• To be present during handover from mid-July 2021 for two weeks - exact dates to be confirmed.
• To serve your term in office from 1 August 2021 to 31 July 2022 (Felix Editor office term: 1 September 2021 to 31 July 2022).
• If successfully elected as President, Deputy President, Student Trustee or Council Chair for Imperial College Union, you will be required to attend the Board of Trustees Away Residential scheduled for April 2021.
• To work no less than 40 hours per week.
• Some out of hours commitments are expected, including work at weekends.
• No holiday can be taken in the last two weeks of September due to the start of the new academic year. Similarly, no holiday can be taken in July or the start of August during handover.
• No external employment unless approved in advance by the Board of Trustees.
• Must obey Imperial College Union's Constitution and Bye-laws.

What you will get from working with us

Working with us has a number of benefits. As one of our full-time Officers, you will get:

• The change to develop real life skills, earn valuable experience and build your confidence
• An annual salary in the region of £31K.
• 25 days holiday per year, plus College holidays.
• Full Officer training from the start of your handover, right through to the end of the year.
• Staff support from all teams and departments.
• Mentoring and coaching from senior Imperial College Union staff to aid with your personal development.
• A lively, vibrant working environment where no day is the same.
• Ability to join the College's Pension Scheme
• Interest free travel card loan

Bye-laws for Major Elections

Application

1. These Bye-Laws shall apply for all elections conducted by cross-campus ballot, and for all elections of members referred to in the Constitution other than Management Group Chairs and Treasurers.

The Returning Officer

2. The Governance Committee will, at least once per academic year, appoint an appropriately qualified person to act as the Returning Officer, who may not be a current Member of the Union and whose appointment must be ratified by the Board of Trustees.
3. The Returning Officer shall:
3.1. Be the final interpreter of the Major Elections Bye-Laws.
3.2. Appoint (and dismiss if necessary) deputy returning officers and other officials to ensure the good conduct and administration of the elections.
3.3. Oversee the count and declare the results of the elections.
3.4. Set rules, regulations and guidelines other than these election Bye-Laws to govern the conduct of the election.
3.5. Seek legal advice if he/she believes that statements made or the contents of publicity could leave the Union open to legal action.
3.6. Rule out of order any statement or the content of any publicity which in the Returning Officer's view is in breach of the constitution, the law or any other appropriate rules and guidelines.
3.7. Be empowered to issue warnings to candidates in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
3.8. Be empowered to issue fines to candidates up to a maximum set by the President, in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
3.9. Deliver, or ensure the delivery of, appropriate training to all election candidates.
3.10. Make available an information pack to potential candidates for each election outlining relevant rules and procedures.
4. The following powers shall be reserved by the Governance Committee having taken advice from the Returning Officer:
4.1. Disqualifying a candidate,
4.2. Ordering a re-run, and
4.3. Setting aside ballot papers.

Complaints

5. The Returning Officer shall deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.
6. Complaints regarding the conduct of the Returning Officer shall be referred to the Board of Trustees. The onus is on the complainant to set out such complaints in writing for the Board of Trustees' consideration.

The Process of Elections

7. The Returning Officer shall produce an election timetable, not less than five (5) clear College days in advance of nominations opening which shall outline:
7.1. The process for nomination, with nominations open for at least three (3) College days.
7.2. Details of candidates' meetings
7.3. Details for the submission of manifestos
7.4. Details of any hustings
7.5. Arrangements for the ballot, with voting open for at least two (2) College days.
7.6. Arrangements for the count
8. The Returning Officer shall produce details of the arrangements for balloting and for complaints procedures, and ensure that they are publicised to all Members eligible to stand, and or vote.
9. The election will be conducted in accordance with the rules outlined by the Electoral Reform Society for running elections by the Single Transferable Vote system for elections with more than one position available, and the Alternative Vote system for elections with one position available.
10. The Returning Officer shall ensure that any additional details, or amendments to the arrangements, are publicised to all students in a timely fashion.
11. The Returning Officer shall ensure that all candidates sign a statement of intent that they will take up the position, and that they are satisfied the election has been run fairly before the count.
12. No candidate may challenge the result of the

Nominations

13. Nomination forms (online) will be available to all Members eligible to stand.
14. It shall be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted (online) before the deadline.
15. Nomination forms shall require one (1) seconder.
16. Any Member of the Union eligible to vote in the election may second a candidate.
17. The Returning Officer shall have the sole responsibility for declaring a submitted nomination form valid.
18. When the Returning Officer is satisfied, all valid nominations shall be confirmed with the candidates and published.

Manifestos

19. Manifestos must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the Returning Officer.
20. The Returning Officer will ensure that manifestos are available to voters at the point of ballot.

Campaign Publicity

21. The Returning Officer will determine the allowance for publicity available to each candidate for each election.
22. The Returning Officer shall stipulate a maximum amount that candidates may spend on their own election campaigns.
23. All candidates in each election shall have an equal publicity allowance.
24. The Returning Officer shall draw up regulations for the conduct of candidates' campaigns.
Any breach of these regulations could lead to disqualification from the election.

Hustings

25. The Returning Officer may arrange a hustings for the candidates in an election.
26. Candidates will be informed of the format of any hustings at the initial candidates' meeting.

Withdrawal

27. Any candidate may withdraw from the election at any point by informing the Returning Officer.
28. If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the Returning Officer will ensure that the voters' next preferences are counted in accordance with the principles of the Electoral Reform Society.

Voting

29. The Returning Officer will ensure that all eligible members of the Union can vote.
30. The Returning Officer shall decide the method of voting and publicise it appropriately.
31. The Voters shall be able to express preferences for as few or as many candidates as they wish subject to the instructions on ballot papers.
32. Ballots shall bear the chosen name of each candidate, and of the position being contested.
33. The order of names on the ballot shall be decided by the drawing of lots or by using an electronic system which ensures the order of names on the ballot is chosen at random.
34. There will be a facility for voting for "Re-Open Nominations".
35. Voting shall be by secret ballot.

Declaration

36. Results of the election shall be declared by the Returning Officer when the count for each post has been successfully completed.
37. A list of successful candidates will be published within one (1) clear day of the declaration of the results.

By-Elections and Co-Options

38. If any Union Office falls vacant, Union Council shall determine if and when a by-election should be called, except the Officer Trustees and elected Student Trustees, in which case the vacancy will be resolved in accordance with the Constitution.

Key Information for Summer Elections 2021

A. General

1. All rules listed are in addition to the rules set out in Union Bye-Laws: Section H. Major Elections.
2. The Elections timeline outlines all deadlines for these Summer Elections and it is the candidate's responsibility to know these. All deadlines are final.
3. General feedback on the Election process can be made using the online form at **imperial**college**union.**org/**elections**/feedback

B. The Returning Officer

1. The Returning Officer's duties are set out in Union Byelaws: Section H. 3-4
2. The rules of the elections will be interpreted and enforced by the Returning Officer (RO) and Deputy Returning Officers (DROs).
3. Rulings made by the RO or DROs will be communicated to all candidates and as such become rules for that election. It is up to candidates to ensure that they are aware of the latest rules and rulings.
4. All candidates must attend meetings as requested by the RO and DROs

C. Nominations

1. Nominations open at 12:00 Wednesday 26 May 021 and close 14:00 Friday 4 June 2021
2. Nominations must be made online at **imperial**college**union.**org/**vote**
3. Nominations require one seconder

D. Expenditure

1. Campaign expenditure is defined as expenditure in pursuit of promoting a candidature as further determined by the Returning Officer.
2. Any expenditure must be both that which all candidates have had the opportunity to carry out, and must be replicable by all other candidates in a given election.

3. Where there is a question as to the extent to which it is reasonable to believe that the use of a tactic or resource is open to all, the Returning Officer's decision is final and so advice should be sought first.
4. Candidates in all elections have a maximum amount they can spend on their campaigns once the nomination has been confirmed. All campaign material must be covered by a suitable receipt.
5. All campaign material for all other volunteer positions (unpaid) must cost no more than £25 of which the Union will not refund and must be covered by the candidate.
6. Receipts for monies spent on all campaign material must be submitted by email to elections@imperial.ac.uk before the deadline stated at **imperial**college**union.**org/**elections**

E. Campaigning

1. Candidates are responsible for all those acting in support of them, on behalf of them, as part of their campaign team or distributing their campaign material where the candidate may be deemed by the RO or DROs to have been in a position to control that individual's actions.
2. Candidates running a joint campaign are liable for any breaches to rules on either campaign and will be sanctioned accordingly.
3. If a candidate is in any doubt as to any campaigning activity that they intend to undertake, they are advised to speak to the RO or DROs before undertaking the activity in order to obtain a formal ruling. This may be done via elections@imperial.ac.uk.
4. Candidates' manifestos and photos must be submitted online at **imperial**college**union.**org/**vote** by the deadline stated in the Elections timeline. Manifestos may be no more than 250 words long. Any words over 250 will be removed before the manifestos are published.

F. Complaints

1. Any complaint must be submitted using the online Elections Complaint Form available at **imperial**college**union**.org/**elections**/complaint
2. Only completed Elections Complaint Forms will be considered by the RO or DROs
3. Complaints should be submitted within 24 hours of the incident in question or at the earliest possible moment
4. Complaints cannot be anonymous and the ruling by the RO or DROs regarding any complaint may be communicated to all candidates within the election
5. Complaints involving severe breaches of the rules will be dealt with by the RO. The RO may choose to allow the DROs to rule on all other complaints
6. The RO will define to the DROs their interpretation of severe and non-severe breaches of the rules
7. The RO or DROs may make a ruling including, but not limited to, the following sanctions. Depending on the severity of the breach, any or all of these steps may be by-passed when making a ruling.

I. Warning
II. Suspension of campaigning
III. Indefinite suspension of campaign pending disqualification

8. All complaints must be received by the complaints deadline stated in the Elections timeline.
9. The RO's decision on all complaints is final, except for disqualifications which are decided by the Governance Committee on the RO's recommendation.
10. If the RO recommends the disqualification of a candidate to the Governance Committee, the candidate will have the chance to state their case to the Governance Committee within the time frame specified.

G.The Count

1. Results of the election shall be announced once the count has been made within one (1) College day and the results published.

Rules for Summer Elections 2021

1. Any activity that is illegal, breaches College rules, policies and codes or Union bye-laws, regulations, policies or constitution or GDPR is deemed to be in breach of the election rules.
2. No physical posters are allowed. This is an online only campaign and election, therefore there must be no printed or on campus campaigning.
3. The College is still a place of work for students and staff alike during the election period.
Candidates must not do anything to disrupt the normal operations of College or the Union during campaigning.
4. Lecture shout outs for online lectures is prohibited unless written permission is provided by the lecturer.
5. Lecture chat functions must not be used for campaigning without permission of the lecturer or organiser.
6. Any expenditure must be both that which all candidates have had the opportunity to carry out, and must be replicable by all other candidates in a given election.
7. Any paid for social media advertising must be accounted for and spend declared.

8. No candidates' publicity may appear before the beginning of campaigning as stated in the Elections timeline.
9. All campaign material must comply with the Union's Publicity Policy at **imperial**college**union**.org/**dbfile**/pbf**/17.**
10. Any campaign material must include the Summer Elections banner available at imperialcollegeunion.org/elections. Other use of the Union or College logo on campaign material is prohibited.
11. Candidates and their campaign team may not harass, coerce, bribe or use intimidation to persuade someone to vote or whom to vote for.
12 Candidates must not obscure, tamper with or remove the publicity of any other candidates
13. Campaign material and activities must not cause damage to College or Union property.
14. All candidate websites and social media pages must contain a link to the elections website imperialcollegeunion.org/elections
15. Candidates are allowed to use Facebook groups, WhatsApp group chats, mailing lists and other forms of group communication only if they have collected consent to be contacted from those individuals during the campaign period and the group was formed for the sole purpose of campaigning in this election.