

# Appendix C: Election Candidate Guidance

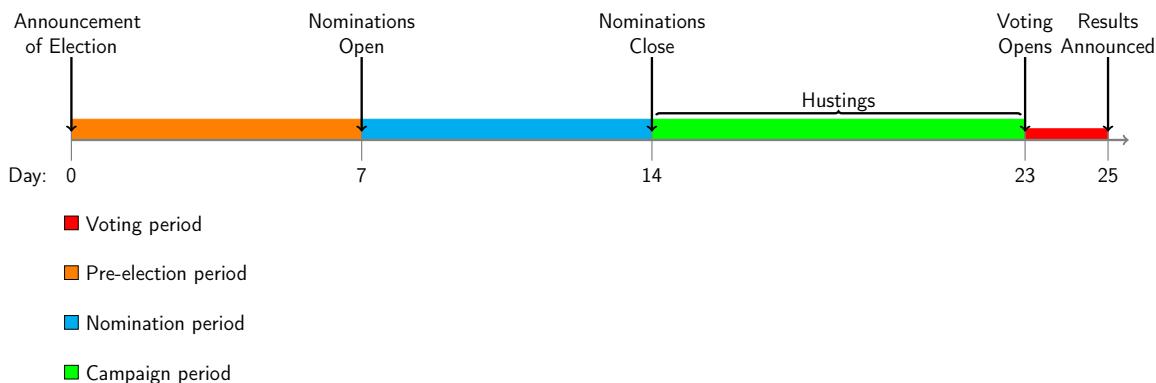
Van Mildert College Junior Common Room

3rd February 2023



The Standing Orders provide the authoritative election procedure; Appendix C is supplementary to the Standing Orders.

## 0 Typical election timescale



## 1 Standing

- All JCR members are entitled to stand in an election. However, you must be a finalist to be eligible for a sabbatical role.
- Before standing for a position, you should speak to the incumbent, JCR President, or JCR Chair.
- Candidates standing for JCR President, Senior Welfare Officer, Financial and Commercial Services Officer, and Senior Freshers' Representative must meet with College Officers.
  - They must contact the Senior Returning Officer to organise this before nominations open.

## 2 Nominations

- To stand in an election, candidates must send their nomination to the Senior Returning Officer during the nomination period. The nomination must include:
  - An A4 manifesto;
  - Names of a Proposer and Seconder, who must be JCR members and not Executive Officers (past or present);
  - For sabbatical roles, an A4 policy document.

## 3 Campaigning

- During the campaign period, candidates standing in the election have the opportunity to campaign in-person and online.
- Only the candidate standing in the election, their proposer, and their seconder may campaign for the candidate (e.g. asking people to vote for the candidate).
- You must not unduly influence members to vote in a certain way or not to vote.
- No further campaign materials are permitted beyond candidates' manifestos and policy documents (if applicable).
- If you have any questions on how campaigning works in JCR elections, you should reach out to the JCR Chair.
- All campaigning must follow the below guidance.

### 3.1 In-person

- In-person campaigning must take place during the campaign period and before the voting period.
- A candidate may campaign in-person for up to 4.5 hours, and their proposer/seconder may accompany them.
- A candidate must only campaign in-person in communal areas of College; i.e. areas that any member can access and not accommodation blocks.
- A candidate must tell the Senior Returning Officer the times, dates, and locations of their in-person campaigning.
- A candidate may advertise when they will be campaigning in-person through personal social media accounts.
- The Senior Returning Officer will organise the printing of manifestos to be displayed in College toilets.
- If in-person campaigning is not possible (due to serious adverse circumstances), the Election Officers may provide suitable alternatives.

### 3.2 Online

- A candidate, their proposer or seconder, may campaign online. This could include: publicising their manifesto; sharing the voting link; or messaging voters directly.
- Only personal online accounts may be used for campaigning.

## 4 Executive Committee Hustings

- All candidates will normally be invited to an Executive Committee Hustings in front of the Executive Committee at a time before the JCR Meeting Hustings, during the campaign period.
- These will take the form of one candidate at a time being asked questions by members of the Executive Committee.
- Other candidates must not be present in the room.
- This may be done over live audio or video call.
- Candidates' attendance is strongly encouraged, however a failure to attend cannot be penalised.

## 5 JCR Meeting Hustings

- The election hustings will take place at a JCR meeting during the campaign period and before voting opens.
- All candidates standing for election must take part in the hustings.
- Candidates for President must prepare a 3-minute campaign video to be played at the hustings.
  - The video must be sent to the Head of Governance Committee 48 hours before the hustings.
- Each proposer must give a one-minute speech followed by the candidate giving a two minute speech.
- Each candidate must sing a song, perform a poem or tell a joke. This may be done with their proposer and/or seconder. This will be followed by campaign videos for Presidential candidates.
- Each candidate may ask one question; followed by questions from incumbents, and then any other members.
- All candidates may respond to questions addressed at individual candidates.
- After questions, Presidential candidates may make a final concise statement.

## 6 Voting and results

- Voting is carried out during the voting period, which is between 24 and 168 hours, via the University's online voting system.
- A voting station may be set up and monitored by the Election Officers during the voting period.
- A member must not reveal how another member has voted.
- At the end of the voting period, the Election Officers will count the votes.
- The results will be announced on the stairs outside the bar. They should also be announced via an email to members and a post in the college Facebook group.
- Successful Presidential candidates traditionally perform a Kazu<sup>1</sup>.

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<sup>1</sup>A Kazu involves the candidate kicking a full can of Coca-Cola down the stairs in the foyer, throwing it over their head three times, and then opening it over their head.