



## **Trans Students' Conference**

26 April 2018 | Edinburgh

## **Election rules and schedules**

If you need this document in another format  
contact NUS Scotland on 0131 556 6598  
or email [democracy@nus-scotland.org.uk](mailto:democracy@nus-scotland.org.uk)





# Election rules and schedules

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## Purpose of this document


This document outlines the rules and timetables for the positions elected at NUS Scotland Trans Students' Conference 2018. There are a number of positions available at NUS Scotland Trans Students' Conference that you can stand for.

There is one Trans Students' Officer and four Trans Students' Committee members who will be expected to attend meetings of the Trans Students' Committee between 1 July 2018 and 30 June 2019. There are also two committee positions for the Trans Students' Procedures Committee. Trans Students' Procedures Committee ensures the smooth running of Conference and the policy process, and they take office immediately after Trans Students' Conference. These positions are all voluntary.

## What you need to do

**Before NUS Scotland Trans Students' Conference:** You should read through this document and, if you want to run for election, make sure that your nomination meets the requirements set out and that any campaigning work that you do is within the parameters of the rules and schedules.

## Checklist

- I have read these rules in full ☐
  - I have noted the deadlines for nominations ☐
  - I have noted the requirements of eligibility to stand ☐
  - I have noted the requirements for number of nominations ☐
  - I have noted the manifesto requirements and deadline ☐
  - I have noted the requirements on expenditure ☐
  - I have noted the rules on accessible campaigning ☐
  - I understand that I am subject to the policies of NUS including the code of conduct ☐
- 

## Introduction from the Chief Returning Officer



NUS Scotland Conference has three main roles, to scrutinise the organisation, to set the direction for the year ahead and to elect those leaders who will steer it and most accurately represent the voice and thoughts of students. These election schedules and rules will explain the processes of elections and allow you to choose your student leaders or take on the opportunity to run yourself.

The next few pages will give you the boundaries of the election processes, but you will need to bring the policies in your manifestos, the excitement to the debates and the voters to the ballots. I especially want to say that if you think that 'someone like you' will never be on the SEC or in a specific position because of your background, your identity or the mode of study, then please consider running.

Elections can be closely fought, but the important thing is for candidates and their supporters to approach them with a sense of respect for all students. If you're not sure whether to stand or not then remember that the electorate will always decide which candidates they want, but they can't decide if no-one decides to stand for election.

A handwritten signature in black ink, appearing to read 'Jules Mason', with a stylized flourish at the end.

Best wishes

**Jules Mason, NUS Chief Returning Officer**

**Note:** These rules are the property of the Chief Returning Officer and they alone will be the interpreter of them. Nothing in this guidance will supersede the NUS Constitution or rules. The Chief Returning Officer is the interpreter of the Constitution in relation to issues of elections.

**Note:** Within this document references to the Chief Returning Officer may also apply to any deputy that they have designated.



# The process for elections

## Trans Students' Officer (Voluntary position)

There are 3 steps you need to follow to stand for election to the NUS Scotland Trans Students' Officer position.

### Step 1 | Your eligibility and personal details

You will need to provide us with your full name, address, phone number and email address.

You will also need to confirm with us what Constituent Member (Students' Union/Association affiliated to NUS) you are a member of and provide us with proof of your student status. You will need one of the following:

1. A letter from an institution confirming your student status
2. A letter from a students' union/guild/association confirming your student status
3. A letter confirming that you are a member of NUS Scotland Executive Committee
4. A photo or scan of your valid student card, which clearly shows the name of institution and expiry date

### Step 2 | Your nominations

Gather at least 5 nominations. You will need at least 5 self-defining Trans students from different Constituent Members to agree to nominate you to the position you wish to stand in election for. You may not nominate yourself. We recommend you gather more than 5 nominations in case of errors.

For each person you will need their full name, their Constituent Member and proof of their student status in one of the following ways:

1. A letter from an institution confirming their student status
2. A letter from a students' union/association confirming their student status
3. A letter confirming that the nominator is a member of NUS Scotland Executive Committee
4. A photo or scan of their valid student card, which clearly shows the name of institution and expiry date


Anyone who is a self-defining Trans student or sabbatical officer at an affiliated union of NUS or a member of NUS Scotland Executive Committee can nominate you for election. They may only nominate one person per position. To nominate you they must include proof of their student status, valid on the day of nominations.

By providing proof of their student status and consenting for you to use it on the nomination form they are declaring their nomination for you. Their name and constituent member will be published online once your nomination has been accepted.

As a candidate it is your responsibility to make sure you collect all 5 of your nominations and their proof of student status and submit it through our online form before the deadline. It is your responsibility to make sure the information is accurate and you need to understand that providing false nominations or evidence will be investigated by the Chief Returning Officer and could potentially result in disqualification from the election.

If anyone is unsure as to what is acceptable proof of student status, they should contact [democracy@nus-scotland.org.uk](mailto:democracy@nus-scotland.org.uk)

You should submit your nomination form online via the NUS Scotland Trans Students' Conference webpage by **12:00 on Friday 13 April 2018**.





### Step 3 | Your manifesto and supporting statement

Please note that this step is optional but we would strongly recommend it.

#### **Manifesto**

Submit a manifesto to support your nomination. A manifesto is a statement about why you are standing for the position. All nominations and manifestos will be published in a nominations and manifesto booklet and will be uploaded to the NUS Scotland Trans Students' Conference webpage.

To ensure your manifesto is included in the published booklet you need to submit it in two formats:

1. The manifesto must be received as a PDF document of **no more** than **one A4** page
2. You must also submit a plain text copy in a word document for accessibility purposes

#### **Photo**

Submit a 'heads and shoulders' photo of yourself with a clear background. There must not be anyone else included in the photo and the image must be of a high quality for us to edit to the right size to be uploaded onto our website.

#### **Biography**

Submit a short statement introducing yourself of **no more** than **100 words**. We will be putting up this up online on the Conference webpage along with your headshot and a link to your manifesto.

For your Manifesto, Biography and Photo to be included in our published media or on our website you must submit them along with your nomination form before the deadline of **12:00 on Friday 13 April 2018**.

NOTE: NUS and the Returning Officer cannot accept responsibility for the content of any external websites advertised by individual candidates within their manifesto or supporting statements.

#### ***Additional submissions to promote your election***

##### ***Websites/Social Media***

You may also submit links to any website or social media page (e.g. Facebook, Twitter) where you are promoting your election and we will publish these links on our election page on the LGBT Conference webpage.

**Please note:** Candidates have to set up new social media profiles for their election campaigns. For the purpose of these elections, existing social media profiles are not allowed to be used. Candidates are not allowed to automatically convert existing members of these social media profiles to whatever new social media profiles they create. They must start afresh in recruiting members/likes etc. to whatever new social media profiles they create.

Any costs for social media presence are to be included in election expenditure receipts.


### Trans Students' Committee positions (Voluntary positions)

Anyone who is a self-defining Trans student at an affiliated union of NUS Scotland or one of its committees can nominate you for election. They cannot nominate more people than there are positions for. For the Trans Students' Committee positions you will need three nominations. These nominations must come from at least three different Constituent members (CMs). You may not nominate yourself. We recommend you gather more than three nominations in case of errors. Nomination forms will be available in your conference pack at Conference, and nominations will close at the Conference at a time to be advised by the Chief Returning Officer.

The Committee shall be made up of the following positions: three open places and one college place.

### Trans Students' Procedures Committee

Anyone who is a voting delegate at NUS Scotland Trans Students' Conference can nominate you for election, and you will need two nominations. These nominations must come from at least two different Constituent members (CMs).





You may not nominate yourself. We recommend you gather more than two nominations in case of errors. Nomination forms will be available in your conference pack at Conference, and nominations will close at the Conference at a time to be advised by the Chief Returning Officer.





## Election Rules and additional information

The Chief Returning Officer has set out the following rules for NUS Scotland Trans Students' Conference. It should be noted that these rules are the property of the Chief Returning Officer and their designates and they alone will be the interpreter of them.

In considering the rules candidates should be aware that they are responsible for the conduct of their campaign and supporters. Candidates for elections are governed by the NUS Code of Conduct available on NUS Connect and from [democracy@nus-scotland.org.uk](mailto:democracy@nus-scotland.org.uk) and a breach of this code by a candidate or their supporters may lead to disqualification, as may any breach of these campaigning rules.

Further rulings can be sought by candidates after nominations have closed. Rulings shall be circulated to all candidates at the same point.

### Objections to the eligibility of candidates

Any member of NUS may object to the eligibility of candidates or their nominators. For Trans Students' Officer, they may do this by contacting the Chief Returning Officer in writing via [democracy@nus-scotland.org.uk](mailto:democracy@nus-scotland.org.uk) no later than Thursday 19 April 2018. For other positions they should contact the Chief Returning Officer or their designate at NUS Scotland Trans Students' Conference no later than one hour before the vote for that election.

### Manifestos

Candidates for Trans Students' Officer will have the opportunity to submit a manifesto to support their nomination. This will be published on the NUS Scotland Trans Students' Conference webpage and promoted to constituent members of NUS Scotland. If you do wish to submit a manifesto, this *must* be received as a PDF document and uploaded via the online nomination form by the close of nominations. Voluntary positions have one A4 page. You can convert your file to .pdf using a range of free software programmes available online.

Candidates must also submit a plain text copy of their manifesto in a Word document for accessibility purposes.

Manifestos received without a nomination will not count as a valid entry into the elections.

### Speeches

All candidates in all positions will be given the opportunity to deliver an election speech at NUS Scotland Trans Students' Conference. The time allocated for each candidate will be communicated closer to NUS Scotland Trans Students' Conference once the agenda is set.

### The Ballot

For each election, the Chief Returning Officer will announce the method of voting. Ballots will display the chosen name of each candidate, the position they are standing for and any declared political affiliations of each candidate. Voting will be conducted by secret ballot. All delegates will be able to vote for all positions.

### The count

The Chief Returning Officer will arrange for the count for the positions to take place at NUS Scotland Trans Students' Conference or as soon as practical. Candidates may send one observer to the count for their election but cannot attend the election count themselves







## Expenditure

Candidates in all elections have a maximum amount they can spend on their campaigns notified once the nomination has been confirmed, for all campaign publicity materials that can be worn, given or handed to delegates. Campaign materials are anything that promote your candidature or discourages others from voting for your opponents. These include, but are not limited to, flyers, posters, banners, T-shirts and bags. Candidates may be asked to produce receipts of their expenditure and may be asked to ensure that any good/services received are available to all candidates and not only a result of special relationships with suppliers.

**For example:** Your father owns a printing firm and gives you 500 leaflets for free. You would have to declare a cost equivalent to 500 leaflets at a commercial rate within your expenditure.

**For example:** You and 3 other candidates share printing for leaflets and therefore get a bulk buy discount for 2,000. Your cost declared would be the cost of 500 copies *without* the bulk buy discount rather than a quarter cost of 2,000 copies.

Receipts must be produced by all candidates for an election an hour before a count for that election. The count will not take place before receipts for current candidates are received. Maximum expenditure for elections at NUS Scotland Conference is as follows:

Full-time officers: **£250**

Volunteer positions: **£50**

**Note:** If you are unsure whether your expenditure counts within these boundaries you should check with the Chief Returning officer before spending any money. You cannot plead ignorance on this issue following the event.

## Emails and Facebook

The use of any official NUS email list to gain nominations or advertise one candidate over another is strictly prohibited. This includes any official email networks or social networking groups and events, both formal or informal, that students use for another purpose, for example to discuss a type of student activity, community or political grouping. Individual emails and the general use of social networking sites and message boards is considered word of mouth communication, and beyond the need to be respectful of their opponents, candidates are free to use these as they see fit.

## Leaflets

Leaflets may be distributed to delegates at any point over the conference, but not on conference floor. Leaflet distributors may be asked to disperse from an area by the Chief Returning officer or asked to desist entirely if their actions cause the event to become inaccessible.


## Accessible Campaigning


The Trans students' Campaign created guidelines for accessible campaigning that candidates are encouraged to read and can be found on the NUS Scotland Trans Students' Conference webpage.

## Code of Conduct

Candidates are reminded that as members of NUS they are subject to the NUS Code of Conduct which is available online on the NUS Scotland Conference hub or from [democracy@nus-scotland.org.uk](mailto:democracy@nus-scotland.org.uk)

The code of conduct sets out the protocol to be followed given any breach of discipline. A breach of discipline can include (but is not limited to, threatening or harassing any other person, assaulting any other person, damaging any property, acting in contravention of the NUS Equal Opportunities Policies; acting without due regard for the safety of others, acting with dishonesty or with intent to defraud and infringement of equal opportunities, safe space, safeguarding, no platform or staff.





The Chief Returning Officer has the right, at any point, to suspend a candidate to be investigated under the Code of Conduct which may cause them to be withdrawn from the election.

## **Training for successful candidates**

NUS believes in supporting its officers and volunteers. As such we will provide a range of training processes for successful candidates. All candidates should make these dates available as soon as possible.

### **Trans Students' Officer**

The Trans Students' Officer must ensure that they are available for SEC training and formal induction. This will most likely be at the NUS Scotland office, on a date to be advised.

Following the training, the Trans Students' Officer will take up their new post on 1 July 2018.

### **Trans Students' Committee members**


Training for the newly elected Trans Students' Committee members will be held at some time over the summer, exact date to be confirmed.

### **Trans Students' Procedures Committee Training**

The newly elected members of the Trans Students' Procedures Committee will be invited to attend a training session on the skills and knowledge required for steering a conference, exact date to be confirmed.

## **Diversity monitoring**

The Chief Returning Officer wants to ensure that these election processes are as open as possible to the full diversity of our membership. During the nomination process for Trans Students' Officer, there is an optional Diversity Monitoring Form to complete.





## Schedule of Elections for NUS Scotland Trans Students' Conference 2018

Each position will have close of nominations. For the Trans Students' Officer positions, this will be **12:00 on Friday 13 April 2018**; for the volunteer positions, this will be at a time announced by the Chief Returning Officer at the start of Conference on Thursday 26 April.

Position	Who can stand?	Nominations open	Number of nominations	Close of nominations
Trans Students' Officer	Any self-defining Trans student or sabbatical officer in membership of NUS Scotland or a full-time officer of NUS Scotland	15 February 2018	5 from 5 CMs	12:00 on Friday 13 April 2018
Trans Students' Committee member (4 places, one reserved for college student)	Any self-defining Trans student or sabbatical officer in membership of NUS Scotland or a full-time officer of NUS Scotland	At Trans Students' Conference on 26 April 2018	3 from 3 CMs	At Conference, at a time to be advised by the Chief Returning Officer
Trans Students' Procedures Committee member (2 places)	Any voting delegate at NUS Scotland Trans Students' Conference 2018	At Trans Students' Conference on 26 April 2018	2 from 2 CMs – must be voting delegates	At Conference, at a time to be advised by the Chief Returning Officer





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For content of the conference, democratic  
procedures and elections enquiries contact:

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