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CODE FOR
APPLICATION
FORM

STUDENT ELECTIONS

2023

INFORMATION PACK

**How to
submit your
application
for a post**

- Read through this information pack.
- Be aware of the Election Rules 2023.
- Write your manifesto (300 words maximum) and keep a saved copy.
- Complete the Election Candidate Application Form.
- Submit your photo, completed form and manifesto before the deadline (12 noon on Tues 21 February).

SECTION A – What You Must Know Before You Become a Candidate

1. Your Personal Responsibility as a Candidate

- 1.1. By nominating yourself as a candidate in ENSA's elections you **agree to:**
 - 1.1.1. **take personal responsibility** for ensuring that you **understand and abide by ENSA's rules, regulations and policies** for these elections.
 - 1.1.2. **be held responsible** for your **own actions** and for **those of others** acting in support of your campaign.
 - 1.1.3. be **personally liable**, including for any cost of repair or recompense, **for any damage or injury** caused during your campaign.
- 1.2. **ENSA shall** make every reasonable effort to **answer any questions** you may have about the election process; however, **it remains your personal responsibility** to ensure that you **do not breach any rules or regulations**.
- 1.3. **Ignorance of the rules shall not be a valid excuse.** "I didn't know" or "we weren't told..." will not be accepted. If you want to do something and you're not sure whether it is permitted, **seek advice from the Election Officials first.**

2. Becoming a Candidate

- 2.1. To become an official candidate there are a few things you need to do:
 - 2.1.1. **Make sure you are eligible to run for a position.**
Check www.napierstudents.com/elections/eligibilitycriteria/ for the criteria.
 - 2.1.2. **Write your manifesto, to be published on the ENSA Website**, telling students what you would like to achieve if you win. ([Guidance for writing your manifesto can be found on the ENSA Website](#))
Your manifesto must not exceed 300 words. If it is more than 300 words, **any excess will be cut off the end before it goes live** on the ENSA website. We recommend writing this in Word and checking the word count, before starting the online application form.
 - 2.1.3. **Make sure you correctly complete the [Online Election Candidate Application Form](#)** by no later than **12pm on 21/02/2023**. Late or incomplete submissions shall not be accepted.
 - 2.1.4. **Upload your manifesto and a 'passport' style photographs to be used in ENSA publicity.** You will be asked to upload these as part of the online application form.

Photos should be as **large/high definition** as possible, ideally showing your full head and shoulders, against a plain background - similar to a passport style photograph, however, you are allowed to smile! (*Remember this photo will be used in official publicity so think about the kind of 'professional' image you want to give*)
 - 2.1.5. **Attend one of the Candidate Briefing sessions.**
Only 2 briefing sessions will be held - **3pm on 21/02/2023** and **6pm on 22/02/2023**. If you are unable to attend, please contact elections@napierstudents.com.
 - 2.1.6. **Complete the Trustee Eligibility form.** You must declare that you are eligible to be a Trustee and declare any 'conflict of interest' you may have. (*Don't worry, we'll cover this form in the Candidate Briefing Session*)

3. Basic Principals and Core Regulations

3.1. You and your supporters **MUST**:

- 3.1.1. **abide by the Election Rules, ENSA Policy and UK Law** throughout the elections process. This includes Data Protection law and policy (www.legislation.gov.uk/ukpga/2018/12/contents/enacted).
 - 3.1.2. **act in the interests of a fair election** and treat other candidates, voters and election officials with **civility and respect**.
 - 3.1.3. **be respectful of students' rights not to vote** and to go about their business **without harassment, including on campus and online**.
 - 3.1.4. **observe the deadlines, timetables and rulings** set by the Election Officials.
- 3.2. You and your supporters **MUST NOT**:
- 3.2.1. do anything to put **yourselves or others in danger**.
 - 3.2.2. make any attempt to **influence students** who are **in the process of voting**. Every member of the Association has the **right to vote freely and in private**.
 - 3.2.3. campaign in any **computer or library areas** of the University campuses.
 - 3.2.4. **pass electronic devices to students** with which to vote, **such as phones, tablets, or laptops**. Any appearance of these actions (or photo evidence of it) will lead to sanctions.
 - 3.2.5. act to further your campaign by **employing unfair advantage** (e.g. using resources not available to others).
 - 3.2.6. **spend any of your own money** or allow **supporters to spend** any of **their own money** on your campaign.
 - 3.2.7. **make criticisms of a personal or unsupported nature** about other candidates.
(It is, however, legitimate to criticise any policy for which a candidate is standing, or to criticise a current office holder's record in office.)
 - 3.2.8. **criticise ENSA staff, NUS staff or University staff** in your campaign.
 - 3.2.9. **deliberately mislead** or **make false declarations** to Elections Officials.

4. Corrupt Practices

- 4.1. Corrupt practices will not be tolerated by ENSA and will **lead to your disqualification** from the election.
- 4.2. **Corrupt practices include:**
 - 4.2.1. **Giving, or making a promise of, any gift or inducement** to, or for, any voter in order **to procure their vote** (e.g. alcohol, money, items of value or promises of positions or favours).
 - 4.2.2. **Giving or paying for**, wholly or in part, any food, drink or entertainment for any voter in order **to secure their vote**.
 - 4.2.3. Directly or indirectly **making use of**, or threatening to make use of, **any force, violence, or restraint towards any voter or candidate**, to induce or compel that person to vote or not vote, **or towards any candidate and their supporters**, in order to induce or compel them to refrain from campaigning.

SECTION B – Definitions and timeline

5. Definitions

- 5.1. **Election Period** – This is the period which covers all election activities, from the opening of applications until the results declaration. Election rules will be in force throughout this entire period.
- 5.2. **Restriction Period** – This is the period when the public activity of current Elected Officers is restricted. This period runs from the close of applications until the results declaration.
- 5.3. **Voting Week** – This is the period from opening of the polls until the results declaration. During this period students will be able to vote online, between **8am – 6pm Monday – Thursday** and **8am – 3pm on Friday**.
- 5.4. **Campaigning** – This is considered to be any activity which promotes an election campaign and asks, or implies, that students vote for a particular candidate.
- 5.5. **Sanctions** – This refers to the actions that the Election Committee can take against a candidate as a result of breaching the election rules. You could think of this as the punishments for breaking the rules.
- 5.6. **Campaign Budget** – The amount of money, provided by ENSA, that each candidate is allowed to spend in relation to their campaign. There are strict rules about spending money and breaking these rules is a very serious offence.
- 5.7. **Legitimate Campaign Expenses** – There are strict rules around what you can, and can't, spend your Campaign Budget on. Any expenses must directly relate to promoting your campaign only and must not be used to 'pay' your campaign team or supporters, whether in cash or with other items such as food, drinks or entertainment.
- 5.8. **A 'Ticket' or 'Slate'** – This refers to 2 or more candidates, running for different positions, teaming up and promoting each other's campaigns, as permitted within these rules. There are, however, some additional rules about working together, especially if any of the candidates are already Elected Officers with ENSA.
- 5.9. **Elections Officials** – These are the people who 'run' the elections, writing the rules, enforcing them and making decisions about what to do if the rules are broken. The Elections Officials can be University Staff, ENSA Staff and students.

6. Timeline

TIME	DATE	EVENT
09:00	Monday 23 rd January	Applications Open
12:00	Tuesday 21 st February	Applications Close
12:00	Tuesday 21 st February	Elected Officer Restriction Period begins
15:00	Tuesday 21 st February	Candidate Briefing Session 1 - WebEx
18:00	Wednesday 22 nd February	Candidate Briefing Session 2 - WebEx
08:00	Monday 6 th March	Voting Begins (Mon – Thurs 8am – 6pm/Fri 8am – 3pm)
15:00	Thursday 9 th March	Budget Form Submission Deadline
15:00	Friday 10 th March	Voting Closes
16:00	Friday 10 th March	Appeals Deadline
18:00	Friday 10 th March	Results Declaration