

STUDENT ELECTIONS

2019

NOMINATION PACK

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

- Read through this information pack
- Be aware of the Election Rules 2019
- Complete the Nomination Form
- Get 2 students to 'propose' and 'second' your nomination
- Write your manifesto (300 words maximum)
- Submit your form to ENSA in room B34 before the deadline

ENSA Nominations Guidance 2019 – Extract from Election Rules 2019

**** DO NOT START CAMPAIGNING UNTIL YOU ARE TOLD TO DO SO BY THE RETURNING OFFICER ****

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 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

To become an official candidate there are a few things you need to do:

- 2.1. Make sure you are eligible to run for a position.
Check www.napierstudents.com/elections/eligibilitycriteria/ for the criteria.
- 2.2. Make sure you have filled out the nomination form correctly.
Remember, you'll need 2 current students to 'propose' and 'second' your nomination.
- 2.3. Make sure you submit your nomination by the deadline.
Submit your form to the ENSA Office in Room B34, Merchiston Campus, or by email to a.whannell@napier.ac.uk, by the Nominations Deadline. Late nominations shall not be accepted.
- 2.4. Make sure you submit your manifesto with your nomination form.
Your manifesto must not exceed 300 words and should tell students what you would like to achieve if you win. If it is more than 300 words, any excess will be cut off the end before it goes live on the ENSA website. Please email a digital copy to c.reid@napier.ac.uk.
- 2.5. Have your photograph taken for ENSA publicity.
ENSA staff will take this picture either when you submit your Nomination Form or following your Candidate Briefing session.
- 2.6. Attend a Candidate Briefing session and sign the Candidate Declaration form.
It is a condition of becoming a candidate that you must attend one of the Candidate Briefing sessions. Only 2 sessions will be held, in the days following the Nomination Deadline (check our website for details - www.napierstudents.com/elections). If you are unable to attend, please contact p.mitchell@napier.ac.uk.
- 2.7. You may not be eligible to become a candidate if you cannot attend.
If you are running for President or Vice-President, you must attend the Trustee Briefing and complete the Trustee Eligibility form. (Only those running for President or Vice-President need to attend this session, held immediately after the Candidate Briefing session.)

STUDENT ELECTIONS NOMINATION FORM



MUST BE COMPLETED IN PAPER FORMAT AND SUBMITTED TO EDINBURGH NAPIER STUDENTS' ASSOCIATION AT B34 MERCHISTON WITH A PHOTO AND MANIFESTO BY NO LATER THAN THE NOMINATIONS DEADLINE.

Full Name			
Term Address			
Matric Number			
Mobile Number			
E-Mail Address			
Programme of Study			
Year of Study		Date of Birth	

Post you are applying for	
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<p>Candidate's Declaration <i>(read carefully before signing)</i></p> <p>I am currently a matriculated student at Edinburgh Napier University and am actively progressing on a programme of study/research towards a qualification from the University. As such I am a full member of Edinburgh Napier Students' Association under Schedule 1 of the Association's Constitution 2012.</p> <p>Data Release Authorisation: I hereby give my authorisation to Edinburgh Napier University, upon the request of Edinburgh Napier Students' Association, to release such of my personal details as to allow the Association to corroborate my student status for election purposes.</p> <p>I have read a copy of Edinburgh Napier Students' Association's "Eligibility Criteria" (available online at napierstudents.com/elections/eligibilitycriteria) and I have read and understood it.</p> <p>I have read the full job description for the post for which I am applying (available online at napierstudents.com/elections) and understand what is involved in the role.</p> <p>I agree to abide by the rules of campaign as specified in the Association's Constitution and as defined by the Association's Elections and Referendums Committee in its pre-election briefing.</p> <p>President/Vice Presidents Only: I confirm that I know of no grounds under section 69 of the Charities and Trustee Investment (Scotland) Act 2005 that would legally disqualify me from being a trustee. I agree to complete a PVG Scheme Form under the auspices of Disclosure Scotland or other similar designated to validate my suitability to be a trustee.</p>	<p>Please tick</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Your Signature:</p>	<p>Date:</p>

Proposer's Declaration

I am currently a matriculated student at Edinburgh Napier University and am actively progressing on a programme of study/research towards a qualification from the University. As such I am a full member of Edinburgh Napier Students' Association under Schedule 1 of the Association's Constitution 2012.

Data Release Authorisation: I hereby give my authorisation to Edinburgh Napier University, upon the request of Edinburgh Napier Students' Association, to release such data to the Association as will allow it to corroborate my student status.

Proposer's Name	
Matric Number	

I propose (candidate's name)	
For the post of	

Proposer's Signature: **Date:**

Secunder's Declaration

I am currently a matriculated student at Edinburgh Napier University and am actively progressing on a programme of study/research towards a qualification from the University. As such I am a full member of Edinburgh Napier Students' Association under Schedule 1 of the Association's Constitution 2012.

Data Release Authorisation: I hereby give my authorisation to Edinburgh Napier University, upon the request of Edinburgh Napier Students' Association, to release such data to the Association as will allow it to corroborate my student status.

Secunder's Name	
Matric Number	

I propose (candidate's name)	
For the post of	

Secunder's Signature: **Date:**

Remember to include a printed copy of your manifesto when submitting your nomination to ENSA at room B34 Merchiston Campus. **Please also e-mail a copy of your manifesto to c.reid@napier.ac.uk.** You should also arrange to have your photograph taken for election purposes when submitting your nomination.