 Elections Guide

**This document highlights the key things to note for your society elections. For more detailed information see the SU Societies Constitution 2011-2012 and for further explanation please speak to the Societies & Services Officer.**

**Why do we need to hold an election?**

* Elections are essential for all SU Societies – we are a democratic organisation and to be an official society you must run a democratic election.
* To give your members a chance to be more involved with the society.
* To provide fair representation to your members.
* To give you the opportunity to lead and encourage an activity which you are passionate about.

**Preparations needed…**

* According to the SU Societies Constitution you must give ten clear days written notice of your AGM & Election meeting.
* If you want to do a paper vote on Election Day you must get candidates to submit manifestos before the election.
* You can then post the manifestos on the society Facebook page and email these to your members.
* Come and see the Societies and Services Officer before you announce the election to ensure you have got everything prepared properly.

**How to run the election…**

* The Quorum at all general meetings shall be 10% of the full members. (‘Quorum’ means the minimum number of members in attendance at a meeting required for the democratic procedure to be valid. This applies to all votes and changes to the running of the society.)
* Every full member present shall be entitled to one vote upon every voting matter. Only full members shall be allowed to vote. No proxy votes shall be accepted for any purpose.
* Affiliate/Associate members may not vote and may not run in the election. They may be present at the meeting but do not hold any powers in the meeting.
* Most societies allow their candidates to give a 2-3 minute speech about what they will do for the society.
* There is then either a paper vote or a hands up vote. If it’s a hands up vote you must ask the candidates to leave the room for their election as it can be quite embarrassing for the candidates.
* You may request the presence of a Full Time Officer from the Students’ Union if you feel otherwise the election cannot be held impartially.