



RUSU Elections 2021: Key Dates

| ACTIVITY | STARTS | DEADLINE |
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| Nomination Period | Friday, 11 th Dec, 10am | Friday 5 th Feb, 3pm |
| Submission of Election Manifesto, Photo & Poster Period | Friday 11 th Dec, 10am | Friday 12 th Feb, 12pm |
| Announcement of Candidacy | Friday, 12 th Feb, from 6pm | Tuesday, 23 rd Feb 8am |
| Campaigning Period | Friday 19 th Feb, 6pm | Friday 26 th Feb, 3pm |
| Voting Period | Tuesday 23 rd February, 8am | Friday 26 th Feb, 3pm |
| Expenses Deadline | | Wednesday 24 th Feb, 3pm |
| Complaints Deadline | | Friday 26 th Feb, 4pm |

RUSU Elections 2021: Timeline

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| Nominations Open | Week 11 Friday 11/12/20 10am | Nominate online at www.rusu.co.uk/elections |
| Nomination DEADLINE (for all candidates) | Week 4 Friday 05/02/21 3pm | You do this online at www.rusu.co.uk/elections You must submit your name and confirm your contact details online to nominate yourself in this election. |
| Deadline to submit your nomination Week 4, FRIDAY, 05/02/2021, 3pm www.rusu.co.uk/elections | | |
| Undergraduate Senior Rep Candidates Meeting | Week 5 Tuesday 9/02/21 10am-11am | Online – Candidates will be invited via email This meeting will outline the rules of the election and give you an opportunity to ask questions. If you are unable to attend, you must email elections@rusu.co.uk prior to the start of the meeting. |
| Part-time Officer Candidates Meeting | Week 5 Tuesday 9/02/21 11am-12.30pm | Online – Candidates will be invited via email This meeting will outline the rules of the election and give you an opportunity to ask questions. If you are unable to attend, you must email elections@rusu.co.uk prior to the start of the meeting. |



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| <p>Full-time Officer Candidates Meeting</p> | <p>Week 5 Tuesday 9/02/21 1pm-2.30pm</p> | <p>Online – Candidates will be invited via email</p> <p>This meeting will outline the rules of the election and give you an opportunity to ask questions.</p> <p>If you are unable to attend, you must email elections@rusu.co.uk prior to the start of the meeting.</p> |
| <p>Candidates Training</p> <p>Smartphone Video Masterclass: Creating an engaging election video</p> | <p>Week 5 Tuesday, 09/02/21 6-8pm</p> | <p>Join Zoom Meeting https://us02web.zoom.us/j/81831249881?pwd=Qko1UU45TnFBbEtRdEVVd0MwdE9PUT09</p> <p>Meeting ID: 818 3124 9881 / Passcode: 061412</p> <p>This interactive session with smartphone video specialist will provide you with the skills you need to shoot and edit your own professional video. You'll learn the skills to produce a video that's eye-catching, entertaining and informative. Best of all, you can do it all by yourself with the tools you already have at home.</p> <p>This session will also be repeated on the 11th Feb.</p> |
| <p>Candidates Training</p> <p>Writing your election manifesto</p> <p>(advisable for all Full-time Officer and Part-time Officer Candidates)</p> | <p>Week 5 Wednesday 10/02/21 1pm-2pm</p> | <p>Blackboard Collaborate https://eu.bbcollab.com/guest/6ab703c947594b8b96fc14157f7c7543</p> <p>This workshop is aimed at all candidates but is advisable for candidates running for Full-time and Part-time Officer positions. You will receive;</p> <ul style="list-style-type: none"> - Guidance on writing your manifesto and 3 bullet point summary - Information on where this information will be published during the voting period - Training on how to submit your manifesto, 3 bullet point summary, photo and election poster <p>This session will also be repeated on the 11th Feb.</p> |
| <p>Candidates Training</p> <p>Writing your election manifesto</p> <p>(advisable for all Full-time Officer and Part-time Officer Candidates)</p> | <p>Week 5 Thursday 11/02/21 12pm-1pm</p> | <p>Blackboard Collaborate https://eu.bbcollab.com/guest/9b124d3034a24ebeb4827c1e1749054a</p> <p>This workshop is aimed at all candidates but is advisable for candidates running for Full-time and Part-time Officer positions. You will receive;</p> <ul style="list-style-type: none"> - Guidance on writing your manifesto and 3 bullet point summary - Information on where this information will be published during the voting period - Training on how to submit your manifesto, 3 bullet point summary and election poster <p>This session will also be held on the 10th Feb.</p> |



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| <p>Candidates Training</p> <p>Smartphone Video Masterclass: Creating an engaging election video</p> | <p>Week 5 Thursday, 11/02/21 5-7pm</p> | <p>Join Zoom Meeting https://us02web.zoom.us/j/82463789560?pwd=ZjBNYzZ0Tnp3RWpFQWQrQ1RDK0JuQT09</p> <p>Meeting ID: 824 6378 9560 / Passcode: 840340</p> <p>This interactive session with smartphone video specialist will provide you with the skills you need to shoot and edit your own professional video. You'll learn the skills to produce a video that's eye-catching, entertaining and informative. Best of all, you can do it all by yourself with the tools you already have at home.</p> <p>This session will also be held on the 9th Feb.</p> |
| <p>Submission of manifesto, 3 bullet point summary, photo and election poster DEADLINE</p> <p>(for all candidates)</p> | <p>Week 5 Friday 12/02/21 12pm (noon)</p> | <p>To complete your nomination and remain in the election, you need to do the following by today's deadline.</p> <ul style="list-style-type: none"> - You should have written your 250 words Manifesto and 50 word 3-bullet point summary. - You must submit your manifesto and 3-bullet point summary online at www.rusu.co.uk/elections - You must upload your photo (guidelines can be found on the website) - You will also need to submit your election poster to elections@rusu.co.uk. <p>Any problems, email elections@rusu.co.uk BEFORE the deadline.</p> |
| <p>Deadline for submission of manifesto, 3-bullet point summary, photo and election poster Week 5, FRIDAY, 12/02/2021, 12pm (noon) www.rusu.co.uk/elections</p> | | |
| <p>Announcement of Candidacy</p> <p>(permitted from this time/date onwards)</p> | <p>Week 5 Friday, 12/02/21 6pm</p> | <p>Candidates can do the following from this point:</p> <p>ONLINE</p> <ul style="list-style-type: none"> - Announce their candidacy online using any/all permitted social media platforms - State what position(s) they are running for <p>DO NOT ASK STUDENTS TO VOTE FOR YOU OR SHARE ANY POINTS FROM YOUR MANIFESTO UNTIL ONLINE CAMPAIGNING STARTS</p> |
| <p>Candidate Training</p> <p>Preparing for Candidates Question Time</p> <p>(for Full-time Officer Candidates only)</p> | <p>Week 5 Saturday, 13/02/21 12pm-1pm</p> | <p>Blackboard Collaborate https://eu.bbcollab.com/guest/30c0f6220a4e4dd68490519ef32ffbc5</p> <p>This workshop will provide you with information about Full-time Officer Candidates Question Time with hints and tips to help you to prepare.</p> <p>This session will also be repeated on the 15th Feb.</p> |



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| <p>Candidate Training</p> <p>Planning your Online Election Campaign</p> | <p>Week 5 Saturday 13/02/21 1pm- 2pm</p> | <p>Blackboard Collaborate https://eu.bbcollab.com/guest/238e49e550af42dc86c49976b69f62eb</p> <p>This workshop will provide you with information, hints and tips about planning and running a successful online election campaign.</p> <p>This session will also be repeated on the 15th Feb.</p> |
| <p>Candidate Training</p> <p>Preparing for Candidates Question Time</p> <p>(for Full-time Officer Candidates only)</p> | <p>Week 6 Monday 15/02/21 12pm-1pm</p> | <p>Blackboard Collaborate https://eu.bbcollab.com/guest/8caf3847578b45a992980291d5ce6c67</p> <p>This workshop will provide you with information about Full-time Officer Candidates Question Time with hints and tips to help you to prepare.</p> <p>This session will also be held on the (13th Feb).</p> |
| <p>Candidate Training</p> <p>Planning your Online Election Campaign</p> | <p>Week 6 Monday 15/02/21 1pm-2pm</p> | <p>Blackboard Collaborate https://eu.bbcollab.com/guest/1840a68494844eb9862ba4cc5f6ca3a8</p> <p>This workshop will provide you with information, hints and tips about planning and running a successful online election campaign.</p> <p>This session will also be held on the (13th Feb).</p> |
| <p>CAMPAIGNING PERIOD STARTS</p> | <p>Week 6 Friday, 19/02/21 6pm</p> | <p>Due to COVID, the Elections Committee have made changes to the rules and guidelines.</p> <p>To find out about the campaigning rules, candidates should READ the updated documents</p> <ul style="list-style-type: none"> - Election Rules - Printing & Publicity Guidelines - Budget & Expenses Guidelines <p>All candidates can start online campaigning from this point onwards; you may choose to:</p> <ul style="list-style-type: none"> - Make public any election campaign social media pages/accounts - Promote manifesto aims/pledges - Use campaign colours - Use campaigning materials purchased with your elections budget. - Start lobbying for votes <p>If you are unsure about any aspect of your campaign plan or have any questions please email: elections@rusu.co.uk</p> |



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| Full-Time Officer Candidates Question Time | Week 7 Monday 22/02/21 6pm-9pm | Join Zoom Meeting https://zoom.us/j/97559578786 (Candidates only to join via this link) Question Time gives students an opportunity to ask questions about your aims and ideas and find out more about you before they cast their vote. Question Time will take place virtually this year, with candidates answering questions on Zoom. The event will be livestreamed on RUSU's Facebook where students will be able to watch along from home. |
| Voting Opens Week 7, TUESDAY 23/02/21, 8am www.rusu.co.uk/elections | | |
| Candidates Meeting | Week 7 Wednesday 24/02/21 10am | Online – Candidates will be invited via email This meeting will provide candidates with an update on voter turnout and an opportunity to ask questions to the Elections Committee and find out about Results Evening. If you are unable to attend, you must email elections@rusu.co.uk prior to the start of the meeting. |
| Expenses Deadline (for Full-time Officer, & Part-time Officer candidates) | Week 7 Wednesday 24/02/21 3pm | elections@rusu.co.uk Send your signed (electronically is fine) and completed expenses form to RUSU Rep Team at elections@rusu.co.uk You must attach clear images of ALL receipts – please keep originals safe as we may need them at any point until the claim is paid. You must complete and send your expenses form even if you haven't spent any budget. Please put EXPENSE CLAIM in subject of email. |
| Voting Closes Week 7, FRIDAY 26/02/21, 3pm www.rusu.co.uk/elections | | |
| Complaints Deadline (for all candidates) | Week 7 Friday 26/02/21 4pm | elections@rusu.co.uk Send your complaint addressed to RUSU Deputy Returning Officer at elections@rusu.co.uk Please ensure you provide your contact details including mobile number. Please put COMPLAINT in subject of email. |



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| Election Results (for all candidates) | Week 7 Friday 26/02/21 7pm-9pm | Zoom – link to be published Results of all elections to be announced |
| Publication of Results | Week 8 Monday 01/03/21 12pm (noon) | <u>www.rusu.co.uk/elections</u> Winners will be published online. |