NUS Delegate Handbook
Spring Elections 2020
NUS Delegate Elections

Nominations to be an NUS Delegate are open until midday on Friday 14 February, so if you’re interested in representing King’s students nationally, read on!

All the details you need about standing for, and becoming an NUS Delegate, can be found in this guide. If you have any questions at all, please email elections@kclsu.org.

Key dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominations open</td>
<td>Monday 27 January, 10am</td>
</tr>
<tr>
<td>Nominations close</td>
<td>Friday 14 February, midday</td>
</tr>
<tr>
<td>Candidate briefings with trustee spotlight session and campaigns training (compulsory for all candidates)</td>
<td>Friday 14 February, 4:30pm-6:30pm Activity Room D, 8th Floor, South East Wing, Bush House Or Monday 17 February, 12pm-2pm Activity Room 2, West Wing, Guys Or Tuesday 18 February, 5pm-7pm Activity Room B, 8th Floor, South East Wing, Bush House</td>
</tr>
<tr>
<td>Campaigning begins</td>
<td>Tuesday 18 February, 7pm</td>
</tr>
<tr>
<td>Manifesto deadline</td>
<td>Friday 21 February, 2pm</td>
</tr>
<tr>
<td>Candidates announced</td>
<td>Monday 24 February, 10am</td>
</tr>
<tr>
<td>Voting open</td>
<td>Thursday 27 February, 6am</td>
</tr>
<tr>
<td>Deadline for handing in expenses (send to <a href="mailto:elections@kclsu.org">elections@kclsu.org</a>)</td>
<td>Monday 2 March, 12pm</td>
</tr>
<tr>
<td>Voting closed</td>
<td>Tuesday 3 March, 9am</td>
</tr>
<tr>
<td>Candidate dinner</td>
<td>Tuesday 3 March, 5pm</td>
</tr>
<tr>
<td>Results announced</td>
<td>Friday 6 March, 4pm to candidates and 5pm online</td>
</tr>
</tbody>
</table>
Voting Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Method</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 27 February</td>
<td>Online</td>
<td>6am – 9am</td>
</tr>
<tr>
<td></td>
<td>Polling Booth</td>
<td>10am – 5pm</td>
</tr>
<tr>
<td>Friday 28 February</td>
<td>Online</td>
<td>6am – 9am</td>
</tr>
<tr>
<td></td>
<td>Polling Booth</td>
<td>10am – 5pm</td>
</tr>
<tr>
<td>Saturday 29 February</td>
<td>Online</td>
<td>6am – 10pm</td>
</tr>
<tr>
<td>Sunday 1 March</td>
<td>Online</td>
<td>6am – 10pm</td>
</tr>
<tr>
<td>Monday 2 March</td>
<td>Online</td>
<td>6am – 9am</td>
</tr>
<tr>
<td></td>
<td>Polling Booth</td>
<td>10am – 5pm</td>
</tr>
<tr>
<td>Tuesday 3 March</td>
<td>Online</td>
<td>6am – 9am</td>
</tr>
</tbody>
</table>

The role
- What is NUS National Conference?
- What does it mean to be an NUS Delegate?

The elections process
- Step by step guide
- Manifesto guidance
- KCLSU Elections Principles
- Expenses

Appendix
- Appendix 1: Expense form
The role

What is NUS National Conference?
National Conference is the biggest event in the NUS year. Between Tuesday 31st March – Thursday 2nd April around 1000 delegates will be in Liverpool to discuss ideas (policy), hold to account the Officers that have been in office since 2019 and elect the Leadership of NUS for the 2020-21 year.

More information can be found on the NUS website: http://conference.nusconnect.org.uk/. For an idea of what it’s like to attend NUS National Conference, have a look at this video.

What does it mean to be an NUS delegate?
As an NUS Delegate, you will represent Kings students along with 7 other elected delegates and the ex-officio delegate, the KCLSU President. Being a delegate involves:

Before the conference:
- Vote on the final 8 motions that should go forward to be discussed at the Conference
- Be briefed on the details of the Conference

At the conference:
- Discussing, defending, and voting on motions to decide which become NUS policy
- Voting on positions within NUS, including the six full-time Officer positions
- Hearing from the NUS Officers on the work that they’ve done throughout the year

After the conference:
- Reporting back to your community on what happened at the Conference, and what NUS have agreed to work on for the upcoming year.

Reserved places
At National Conference 2014, delegates passed a policy to ensure that delegations to National Conference would be made up of ‘at least 50% self-defining women, rounded down’. This means that four of the KCLSU delegate positions are reserved for self-defining women.

If you self-define as a woman, ensure that you have filled out your Profile when nominating yourself, to show this. Full descriptions of eligibility terms can be found here:
Elections process – step by step guide

1. Nominate yourself
   - Once nominations open, log in to kclsu.org/elections, click on the position you would like to stand as and then ‘Stand in Election’
   - Ensure your details are correct and click ‘Save’
   - Update your self-defining status if you need to
   - Scroll down to the position that you wish to stand for and click ‘Stand’

   If you find any problems with this process, please email elections@kclsu.org as soon as possible.

2. Write your manifesto
   Once you’ve nominated yourself to stand, you have the opportunity to upload your written manifesto:
   - Log in, go to kclsu.org/elections, and then scroll down to click on ‘Review Nominations’
   - Scroll down to ‘Upload’ under ‘Manifesto’
   - You can upload a picture of yourself by clicking ‘Choose File’ and then ‘Upload’
   - You can write your manifesto directly into the textbox
   - You can embed YouTube videos by clicking the YouTube icon on the top toolbar:

   ![YouTube icon](image)

   - You can upload images into the manifesto box by clicking the image icon on the toolbar. Click ‘Browse Server’ and select your image. The image needs to be less than 1MB in size and in jpeg form.

   ![Image icon](image)

   - You can embed hyperlinks to other websites by highlighting the word you want to link from, and then clicking the hyperlink icon on the toolbar:

   ![Link icon](image)

   The deadline for manifestos is Friday 21 February at 2pm. After this time you will not be able to submit or change your manifesto.

3. Attend Candidate Briefing
   Your nomination is not complete until you attend a Candidate briefing which is compulsory for all candidates standing in the elections. If you are unable to make one of the times listed below then you must get into contact with elections@kclsu.org before the close of nominations (midday on Friday 14 February). Candidates who do not contact the elections team and do not attend a briefing will not be approved as a candidate in this elections.

   Things that will be covered:
   - Elections Principles
   - Campaigning and manifesto workshop
   - Meet your staff leads
   - Wellbeing and Self Care
   - Photo session (these photos will be used by our marketing team for elections promo)
| Candidate briefings with trustee spotlight session and campaigns training (compulsory for all candidates) | Friday 14 February, 4:30pm-6:30pm
Activity Room D, 8th Floor, South East Wing, Bush House
Or
Monday 17 February, 12pm-2pm
Activity Room 2, West Wing, Guys
Or
Tuesday 18 February, 5pm-7pm
Activity Room B, 8th Floor, South East Wing, Bush House |

4. Get campaigning
You can start campaigning from Tuesday 18 February at 7pm. This is after the final candidate briefing has taken place and all candidates have been fully briefed on the elections rules.

5. Get votes
Voting opens at 6am on Thursday 27 February and closes at 9am on Tuesday 3 March.

Students will vote online from 6am-9am on weekdays and 6am-10pm on weekends, and on polling booths from 10am-5pm on weekdays.

Students will vote online by:

1. Going to www.kclsu.org/vote
2. Logging in
3. Selecting ‘Vote now’

Students will vote at polling booths by:

1. Going to a polling on booth on one of the four campuses (Strand, Guys, Waterloo, Denmark Hill)
2. Go into a polling booth
3. Logging into their account via the MSL app
4. Selecting ‘Vote now’

Some positions require students to self-define in order to vote – they can do this by selecting ‘Profile’.

The results will be announced from 4pm on Friday 6 March to candidates only and online from 5pm to all students. If you have any questions, don’t hesitate to get in touch at elections@kclsu.org.

Manifesto guidance
A manifesto is a ‘written statement declaring publicly the intentions, motives, or views of its issuer’. As an NUS Delegate, you’ll be responsible for representing KCL students; voting on policy and electing leadership on their behalf. You’ll therefore want to demonstrate the issues that you care about, and your views on and understanding of issues affecting students nationally.

Here’s a template that you might want to use.

Five reasons why you should elect me:

1.
2.
3.
4.
5.

I’d like to represent you at NUS National Conference because...
Elections Principles

1. Elections should be democratic. No one may attempt to undermine the democratic legitimacy of elections.
2. Elections should be free. Voters must be able to cast their (and no others’) ballot freely, privately and without any interference.
3. Elections should be fair. No material advantage should be gained unfairly by or for anyone.
4. Elections activity and campaigning should be conducted with respect towards each other and the locality.
5. Elections activity and campaigning should enable informative debate and deliberation, and without negative campaigning.

These principles are in addition to KCL and KCLSU policies and regulations, and the law.

Expenses

If you choose to spend money on your campaign, the rules and processes for expenses are below. The returning officer can request expenses at any time for any position, but will be proactive in requesting expenses for Student Officer positions.

- You can spend no more than £15 on campaign materials.
- In Appendix 1 there is a ‘Candidate Expenses’ form which you should keep updated at all times, along with receipts for all expenses. The Returning Officer (an external adjudicator who oversees the elections) can request expenses at any time for any position, but will be proactive in requesting expenses for Student Officer positions.
- You can add to this Campaigns Expenses form until the cap has been reached.
- You and your campaign team are not allowed to accept sponsorship or donations.
- The deadline to hand in your expenses is 2pm on Friday 21 February. Candidates who do not hand in their expenses cannot get elected.
- To hand in your expenses, scan your receipts and send a copy of your Candidate Expenses form to elections@kclsu.org.
- KCLSU will not reimburse any money spent.
Appendix 1: Candidate Expense Form

<table>
<thead>
<tr>
<th>Candidate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campaign item/material</th>
<th>Quantity of item</th>
<th>Receipt attached (Yes/No)</th>
<th>Collective cost of item(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cost of Campaign (not exceeding £15)

Signed ........................................... Name......................................................