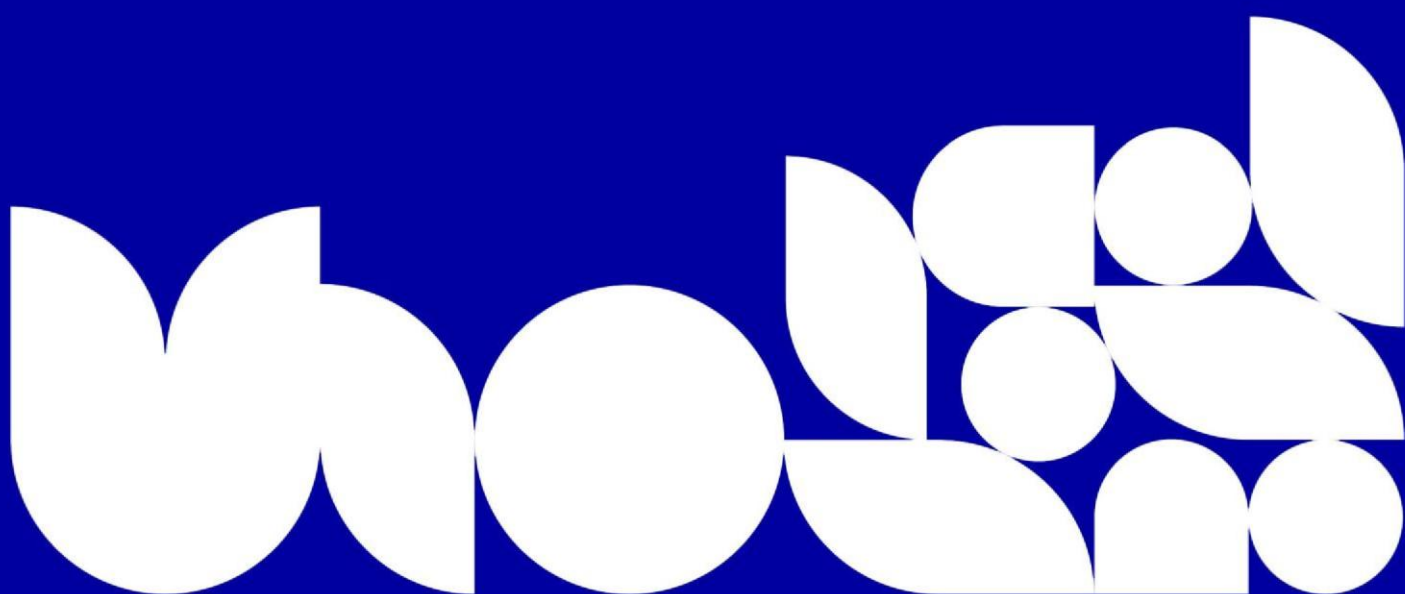




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## Introduction to SU Elections

Please bear in mind the following booklet is for the student group elections, you can find a comprehensive list of the position in the table down below. The Students' Union (The SU) runs elections so you, the student community, can decide who should lead and represent you in shaping student life at Bath. Most non-academic activities at the University are led and delivered through The SU. By getting involved in elections, you can nominate yourself or vote for students to take on a wide range of positions, including:

- **Full-time, paid roles** (e.g. SU Officers)
- **Part-time, voluntary roles** (e.g. committee members, Academic Reps, campaign leaders)

Elected students play a vital role in shaping your experience at Bath. They:

- Set the direction of the SU
- Decide on student policy
- Run to advocate and organise events to improve student life on campus and beyond

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## Positions & Key Dates

Various SU elections take place throughout the academic year, with two main election periods:

| Semester 1 (Autumn Term)                                                                                                                                                                                                                                                                           | Semester 2 (Spring Term)                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This election period includes the following roles:</p> <ul style="list-style-type: none"><li>• Academic Representatives (1st Year Undergraduate and Postgraduate Taught)<ul style="list-style-type: none"><li>• Senate Representative</li></ul></li><li>• PGT Faculty Representatives</li></ul> | <p>This is when major cross-SU leadership roles are elected, such as:</p> <ul style="list-style-type: none"><li>• Student group committee positions</li><li>• Faculty Reps</li><li>• Executive Committees</li><li>• Doctoral Faculty</li></ul> |

|                                                                                                                                                                                                                          |                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Hall Representatives</li> <li>• Postgraduate (Taught) Executive Committee Positions</li> <li>• Postgraduate (Taught) Dep Reps</li> <li>• SUMmit Open Place Positions</li> </ul> | <p>Representatives</p> <ul style="list-style-type: none"> <li>• Doctoral Executive Committee Positions</li> <li>• Doctoral Reps</li> <li>• Undergraduate Department Reps</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Some positions also have the option of being filled by co-opting if they are not filled by elections during the election and by-election period. The co-opting process differs based on which position it is for, but it is an opportunity to take up a role outside of the usual election cycle. The SU or individual societies will usually broadcast opportunities for co-option.

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## Semester One Elections Timeline

### Main Elections:

- **Nominations Open:**  
*Wednesday 23 September 2026, 12:00*
  - **Nominations Close:**  
*Monday 5 October 2026, 12:00*
  - **Voting Opens:**  
*Wednesday 7 October 2026, 12:00*
  - **Voting Closes:**  
*Monday 12 October 2026, 12:00*
-

### **By-Elections:**

- **Nominations Open:**  
*Wednesday 14 October 2026, 12:00*
  - **Nominations Close:**  
*Friday 16 October 2026, 12:00*
  - **Voting Opens:**  
*Monday 19 October 2026, 12:00*
  - **Voting Closes:**  
*Wednesday 21 October 2026, 12:00*
- 

### **Semester Two Elections Timeline**

Below are the key dates for the main Spring Election period. Make sure to mark your calendars if you plan to stand or vote!

#### **Main Election**

- **Nominations Open:**  
*Monday 1 March 2027, 12:00*
  - **Nominations Close:**  
*Tuesday 9 March 2027, 12:00*
  - **Voting Opens:**  
*Thursday 11 March 2027, 09:00*
  - **Voting Closes:**  
*Monday 15 March 2027, 09:00*
-

## By-Election

- **Nominations Open:**  
*Tuesday 16 March 2027, 12:00*
  - **Nominations Close:**  
*Thursday 18 March 2027, 17:00*
  - **Voting Opens:**  
*Monday 22 March 2027, 09:00*
  - **Voting Closes:**  
*Wednesday 24 March 2027, 12:00*
- 

## Who Runs the Elections?

Elections are organised and overseen by the Voice Team at The SU. They ensure all elections are fair, transparent, and accessible. The SU follows a clear set of democratic processes and election rules, which will be outlined in the next section of this booklet.

All committee members **must** be elected through the Students' Union's official election process. Committee members cannot be appointed through interviews, selection, or any other process by existing committee members. Any breach of this rule may result in penalties being imposed by the DRO. **Such penalties are not limited to the non-recognition of the committee and may include any further action the DRO considers appropriate in response to the breach. Further co-option of the roles may be prevented if a Election process breach has taken place.**

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# Election Rules

## Behavioural Rules

- All candidates are accountable for the actions of anyone acting on their behalf. This includes being able to demonstrate that they have taken reasonable steps to ensure that their supporter's actions comply with the campaign rules in the event of a complaint against them.
- Campaigners will make no unsubstantiated, vexatious, or retaliatory claims of another campaign, person, or organisation.
- Campaigners may only alter, move, or remove their own campaign materials. Campaigners must not interfere with the materials of other candidates. The Deputy Returning Officer reserves the right to remove, relocate, or amend any campaign materials if they breach rules, cause obstruction, or for any other appropriate reason.
- Expenses can only be incurred for SU Officer elections. This means that **no money can be spent on a campaign** for candidates running in any other SU election.

## Manifestos

- Manifestos must be in line with The SU's values to be inclusive and respectful.
- Manifestos must not knowingly mislead students or contain false information.
- For Student Leadership Elections no videos are allowed in manifestos, if you have any accessibility support needs, please contact [sureturningofficer@bath.ac.uk](mailto:sureturningofficer@bath.ac.uk).
- Profile pictures must be of the candidates only.
- Manifestos and campaigning materials must not mention individuals by name.

## **Campaigning**

- Campaigners may only use a mailing list containing consenting individuals, developed during and for the purpose of the campaign. No other mailing list use is permitted.
- Candidates must not, either overtly or implicitly, discourage others from standing for elections. Any breach of this rule will be assessed by the Deputy Returning Officer (DRO), who will issue appropriate penalties.
- You must ask a lecturer's permission before campaigning in a classroom.
- You must ask the Admin's permission before posting in Messaging and social media groups.
- Campaigning cannot occur in the following places:
  - 1) The library
  - 2) Student Support (4 West)
  - 3) University commercial outlets or Sports Training Village
- The use of AirDrop and equivalent is not permitted.
- Campaigners can only put-up posters and banners on campus during SU Officer Elections.
- Campaigners must allow voters to vote freely and without interference. All electronic devices are counted as ballot papers in this context.
- SU Officers and permanent staff cannot endorse any candidate. Student staff may endorse in a personal capacity. This is to ensure elections remain open and accessible to all students and that the process is fair.
- Campaigners may have to attend mandatory meetings. These will be made clear for the relevant election.
- Campaigns should be fully transparent and accountable to The SU.

## **Endorsements and staff**

- SU Student Group Endorsement is only permitted for SU Officer Elections.
- Individual current registered students at the University of Bath can endorse candidates in a personal capacity.
- External endorsements are not permitted.

- Members of staff shall not become actively involved in the politics of The SU, or be encouraged to do so, and shall remain neutral during elections (and therefore cannot endorse candidates). SU staff in this context are University employees who work under the direction of the Chief Executive, and does not apply to SU Officers and Student Staff when not at work.
- Members of staff can be approached for professional advice and shall give information equally to all campaigners.

## Breach of Rules

- All rulings on the interpretation of the rules will be made by the Returning Officer or their nominated representative (i.e. DRO). Interpretation will be in the interest of the electorate above all others.
- Elections rules are in addition to general SU and University rules and regulations, and the Law of United Kingdom.
- If a breach of these rules has occurred, the Returning Officer or their nominated representative may apply a sanction.
- Complaints, grievances, and appeals must follow the grievance procedure. The Deputy Returning Officer (DRO) may apply any of these penalties at their discretion, depending on the nature and severity of the breach.

Sanctions can include, but are not limited to:

1. **Formal warning**
2. **Temporary campaign ban** (online or in-person)
3. **Compliance Directive:** *An instruction issued by Deputy Returning Officer during the elections period to address a breach or potential breach of the rules. The directive can require an individual or group to take specific corrective actions such as deleting content or halting particular activities to restore fair conduct in the election.*
4. **Disqualification**

**We will always aim to communicate any rule changes to candidates, however, please always make sure to download the latest version of this booklet from the SU Website.**

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## Grievance Procedure

Any full member of the Students' Union can submit an election grievance if they believe a candidate's behaviour during an election is in breach of the rules. Note that the grievance procedure is the same for both Officer Elections and Student Leadership Elections.

### How to submit a grievance

Grievances will normally only be accepted within 24 hours from the incident and should be submitted to the [Grievances Form](#). No grievances will be accepted if sent through email or any other channels. Finally, no grievances will be considered after 1 hour from the close of voting.

Where possible, any outstanding grievances which could affect the ballot will be resolved before the conduct of the count. The only accepted grievances after this will be in relation to the count itself and must be submitted within 1 hour of the announcement of the results.

### What happens next?

Grievance submissions will be considered by the Deputy Returning Officer (DRO). The DRO may seek advice from various sources in reaching their decision. The DRO

will decide whether to accept (uphold) or reject the grievance, and you will be notified in writing of any resulting action.

## **What information should a grievance contain?**

To help the Deputy Returning Officer consider your grievance, it should be factual and contain clear evidence about the complaint. Grievances that are comprised of hearsay or activity that does not directly affect you may not be successful. The Deputy Returning Officer reserves the right to consider grievances as vexatious or retaliatory and may take disciplinary action accordingly.

## **Appeals**

If a student is dissatisfied with the outcome of the grievance, they may be able to request the opportunity to appeal. The appeal stage will not usually consider the issues afresh or involve a further investigation.

### **Who can appeal**

- Only the individuals directly impacted by the decision may appeal.
- Appeals cannot be made by third parties (someone who submitted the complaint but is not directly sanctioned or affected).

### **When an appeal can be made**

- An appeal can only be made if a sanction has been imposed.
- If a complaint is dismissed, there is no right of appeal.

### **Important clarification**

- If the Decision-Making Officer (DRO) upholds a complaint and imposes a sanction, the people who submitted the original complaint cannot appeal simply because they disagree with the sanction chosen.
- The right to appeal belongs only to the individuals who have received a sanction.

The appeals process exists to give fairness to the person who has been sanctioned – not to re-run the complaint or increase penalties. Appeals must be made in writing no later than one hour after the decision and must be submitted by completing the [Microsoft Form](#), following the normal procedure outlined above. This will normally be considered by the Returning Officer. The Returning Officer will decide whether to accept (uphold) or reject the appeal, and you will be notified by the RO in writing of any resulting action. The RO's decision is final and completes the appeals process.

## How do I Stand as a Candidate for a Role?

Thinking about standing for election? Here's everything you need to know about becoming a candidate, from nomination through to confirmation.

### Eligibility Criteria

All enrolled students in active study at the University of Bath, in whatever, year, whether postgraduate or undergraduate, home or international, may stand and vote. Some elections are limited to the members of a particular group. For example, only PhD students can stand and vote in the Doctoral Rep elections.

If you are currently suspended and unable to register to run, you may still be eligible to stand in next year's election. Please contact the Returning Officer to discuss your eligibility and request approval.

If you are a distance learner and want to run in the election and have questions about how this works for you, please contact the Deputy Returning Officer ([sureturningofficer@bath.ac.uk](mailto:sureturningofficer@bath.ac.uk)) who will be happy to assist you in the election.

### How to Nominate Yourself

#### Step 1: Access the Nominations Portal:

- Go to [thesubath.com/elections](https://thesubath.com/elections) during the nominations period
- Log in with your University of Bath Single Sign On (SSO)

- Select the position you wish to stand for

**Step 2: Complete Your Nomination:** You'll need to provide:

- Personal details
- A manifesto (up to 500 words for most positions)
- A clear photo of yourself take a well-lit, front-facing picture, showing your face clearly with no filters.
- Contact information

**Step 3: Review and Submit**

- Double-check all information, especially your manifesto
- Ensure your content follows Election Rules
- Submit your nomination before the deadline

## What Happens After You Nominate

1. You'll receive an email confirming your nomination has been received. This doesn't mean you're approved yet, just that your nomination has been received. Until the point of approval candidates can edit their photo, manifesto and candidates can withdraw at any point.
2. The Elections Team will review your nomination to ensure:
  - Your manifesto follows election rules
  - Your photo is appropriate and clear
  - All required information is complete
3. If there are issues, your nomination may need changes; you'll be contacted with specific feedback and given a chance to make corrections within limited time. If you do not reply in time your nomination may be revoked.

## Writing a Manifesto

Your manifesto is a short statement explaining who you are, why you're standing, and what you'll do if elected. It appears on The SU's Elections website during voting. Essentially your manifesto needs to say why you think you would be a good, elected representative and what you would do if you were elected. The manifesto word limit for most elections is 500 words, if it is different the election should specify this.

### What makes a strong manifesto?

Your manifesto is your pitch to voters. It helps them understand who you are, what matters to you, and what you'll bring to the role. Writing a manifesto with a clear structure is crucial for voters to get a good idea of who you are as a candidate. Here's a simple 4-part format to help you start writing:

1. **Who are you?** A short intro to you! Your name, course, your involvement with the group.
2. **Why are you running?** What motivated you to stand? What do you care about?
3. **What are your goals?** 2–3 achievable things you want to work on if elected.
4. **How will you achieve them?** Show voters you're realistic and know how the group (and The SU) works.

### Manifesto Tips

- Be positive: focus on what you'll do, not what others haven't done.

- Be clear: bullet points and short sentences work better than long paragraphs.
- Be specific: “I want to improve communication by starting a monthly newsletter” is stronger than “I want to improve communication.”
- Show why you're the best person for the role.
- Think specifically about the role you're running for and the responsibilities you would have if elected. Consider times you've shown skills that would help you excel in this role.
- Stick to the point and make your manifesto short and clear. Too much information might put students off reading it all.
- Follow the Election Rules! Inaccurate or inappropriate content can get you removed.
- Upload a clear, appropriate photo of just you, making sure to follow the Election Rules.

## Sample Manifesto Excerpt

*“Hi! I'm Sara, a second-year Physics student, and I'm running for Treasurer because I want to help the society run smoothly and make the most of our budget.*

*This year, I want to:*

- *Make funding more transparent by posting a short monthly update on our spending.*
- *Work with the Chair to plan affordable trips and events.*
- *Post photos our events on social media so that students can see what we get up to.*

*I've got experience managing budgets in my part-time job, and I'm confident I can bring that to this role!”*

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## Campaigning

Campaigning is what candidates do to get votes! Successful candidates take time to listen and speak to students, find out about the current issues relevant to the role they're standing for, and persuade voters with ideas and enthusiasm. If you are thinking of standing for election and want to know how you can improve your chances of success, here are some tips and ideas you might like to think about.

### Campaigning Ethically

- Run a campaign you can be proud of. Remember that your peers, faculty, and staff may define your time as a student leader based on your campaign materials and the way you conduct your campaign
- For campaigning in any SU election except SU Officer elections, you must not spend any money.
- Elections are for the electorate. Be respectful of voters and other candidates; elections are about ideas, not personal competitions.
- Rules set by The SU support a fair election process, you should follow them

### Campaigning Tips and Suggestions

- Create a campaign-specific Instagram or make posts on group chats.
- Use story templates and share a short video introducing yourself and your campaign.
- Generate a QR code linking to your manifesto and post it around digital channels.
- Ask friends to share your posts or help spread your message.

- Use humour, graphics, or slogans to make your message memorable.
  - Hold Q&A events in societies to speak directly to voters.
  - Talk to your group members! Personal conversations are often the most effective campaigning tool.
  - Remember, people vote for people they feel they can trust.
- 

## **Voting Process**

### **How to Vote**

#### **Accessing the Ballot**

- Voting takes place online through The SU website
- You'll receive an email with voting instructions when polls open
- Log in using your University of Bath credentials at [thesubath.com/elections](https://thesubath.com/elections)
- You can vote from any device with internet access

#### **The Voting Process**

- Select the elections you're eligible to vote in
- Read candidate manifestos directly on the voting platform
- Make your choices for each position
- Review your selections before submitting
- You'll receive confirmation that your vote has been recorded

### **Your Voting Rights**

#### **Who Can Vote**

- All registered students are eligible to vote, with the exception of those not currently in active academic standing due to suspension.

- Some elections (like faculty representatives) are restricted to specific student groups
- To vote in an election you must be registered as part of that group (e.g., have a particular group membership, have paid the sports membership fee and registered with the group, be on a specific course)

## Accessibility

- The voting platform is designed to be accessible
- If you need assistance voting, contact [sureturningofficer@bath.ac.uk](mailto:sureturningofficer@bath.ac.uk)

## After You Vote

After you've submitted your vote, you'll see an on-screen confirmation and receive an email confirming your vote was recorded.

## Results

- Results are announced according to the election timeline
- You'll be notified by email when results are available
- Full results are published on The SU website

## If Something Goes Wrong

If you are unable to vote, try these troubleshooting steps:

- Try refreshing your browser and logging in again
- Clear your browser cache if you're having persistent issues
- Contact [sureturningofficer@bath.ac.uk](mailto:sureturningofficer@bath.ac.uk) immediately if problems continue •  
Don't wait until the last minute to vote in case of technical difficulties!

## Support and Resources Available

Running in an election can be exciting but also a little daunting... you're not alone! The SU and the University are here to support you every step of the way.

### SU Support

- Your relevant area team such Sports, Societies, Arts or Voice are your first point of contact for anything group related. If you have questions about the elections process, manifesto requirements, or committee roles. They're here to help and can guide you through what's expected and how to stay within the rules.
- The SU website contains guidance on running elections, including timelines, committee role descriptions, and policy documents. This handbook also covers the core information you need to stand in an election.
- If you have any questions about a specific groups or position, it is a good idea to reach out to the current committee. Most student leaders will be happy to share their experience and answer any questions you may have!
- If you're elected, you'll be invited to SU-led training, followed by online training and handover with the previous committee during the summer. This helps new committee members understand their roles and responsibilities and sets you up for success.
- If you're looking for advice about juggling a student leadership role with your studies, or are thinking about resigning from your role, reach out for a conversation with SU Voice team and if needed they can direct you to Advice and Support.

## University Wellbeing Support

The University offers a range of wellbeing services, whether you're feeling stressed, anxious, or just want someone to talk to, support is available.

- **Student Support & Wellbeing Service:** A confidential, professional service available to all students. You can book appointments or attend drop-in sessions to speak with a Wellbeing Adviser about anything impacting your wellbeing.
- **Be Well – Talk Now:** A 24/7 support line available to all students, offering live chat, phone, or video support whenever you need to talk to someone – day or night.

## What Happens After You're Elected

Results from elections will be sent out via email and then can be found on the website. Following elections, there will be an induction training session hosted by The SU to help you understand your new role and its responsibilities. For group elections, there are also mandatory online training sessions hosted on Moodle to be completed over the summer. These will not take long to complete but are essential for making sure you are prepared for your role. If you were elected Chair or Treasurer (or equivalent) for a group, there is additional finance training required before being able to access your group's funds.

Most elections also have a handover period. This is an opportunity to connect with those students leaving the role you have been elected to. The SU provides a document to be filled in as part of handover, to ensure that the relevant information has been passed on and that those newly elected understand their roles.

## Final Words

Your Students' Union exists because students like you decided to get involved. The beauty of SU elections is that there's no single path to making a difference. Maybe you're passionate about sustainability, mental health support, international student experiences, or making your course better. Perhaps you want to organise events, manage budgets, or simply ensure your fellow students have a voice. There's a role for every interest and every skill set.

## To Future Candidates

Standing for election takes courage, and that courage is already a leadership quality. Whether you win or lose, you'll gain invaluable experience in public speaking, campaign organisation, and understanding how your university works. You'll connect with students across the university and develop skills that will serve you well beyond Bath.

**Your university experience starts with you. Your Students' Union is ready to support you every step of the way.**

