



Keele Postgraduate Association Election Handbook 2017-18

October/November 2017

John Wootton - Association Secretary of the KPA &
Chief Returning Officer

Contents

• Election cycle	3
• Returning Officers	4
• Positions open	4
• Nominations process	4
• Election materials	5
• Voting	5
• Job descriptions	6
• Appeals	9
• Committees	10

KPA Election Timescale for October/November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23	24	25 Nominations Open – 12am (Midnight)	26	27	28
29	30	31 Nomination Close – 5pm Candidate Briefing – 6pm	1	2	3 Submission of Electoral Material – 10am Collection of Election Material & Beginning - of Campaigning – 5pm	4
5	6 Hustings – 5pm Voting Opens – 7pm	7	8 Voting Closes & Campaigning Ends – 5pm Result Announced at Clubhouse – 7pm	9	10	11

Please note, all deadlines are strict and failure to adhere to them may result in the candidate being disqualified from the election

Returning Officers

Chief Returning Officer – John Wootton (Association Secretary of the KPA) (kpa.elections@keele.ac.uk)

Deputy Returning Officer – Alison Tansey (KPA Co-Ordinator) (kpa.coordinator@keele.ac.uk)

The Chief Returning Officer is the sole interpreter of the election guidelines and regulations and will be responsible for the running of the KPA elections.

The Deputy Returning Officer is to assist the Chief Returning Officer in their capacities.

Please note all communications regarding the election should firstly be directed to the Chief Returning Officer via kpa.elections@keele.ac.uk and then the Deputy Returning Officer via kpa.coordinator@keele.ac.uk.

Positions open

Voluntary

- Equality & Diversity Officer
- International Officer
- Student Trustee

If any of these positions are being run for during a by-election, start dates will be confirmed after the completion of the election cycle.

Nominations process

Once nominations open, postgraduate students can nominate themselves for the positions listed above in writing by email, from a Keele email account, to the Chief Returning Officer (kpa.elections@keele.ac.uk) by the date specified in the election timetable. Candidates must include their name, student number, and the position they wish to run for. No other signatures are required for a student to be nominated for a position; however, a **candidate must be a full member of the Keele Postgraduate Association at the close of voting to be eligible to run in these elections. Nominations cannot be submitted on behalf of third parties/other students.**

A full member is defined in the KPA Constitution as:

- 1) A registered postgraduate student at Keele University and/or**
- 2) An Officer Trustee of the Association.**

No person shall hold full-time and/or paid elected office for more than two years in total at Keele University - this includes terms served within Keele Students' Union (KeeleSU). This is in accordance with the 1994 Education act section 22.f. which can be found here: <http://www.legislation.gov.uk/ukpga/1994/30/section/22>

All communication during the election cycle must be made through the candidate's Keele University email account; therefore this should be checked on a regular basis.

All Candidates are required to prepare a manifesto (two sides of A4 maximum in length) and may also produce an A4 poster and a flyer design. These election materials are to be submitted to the Chief Returning Officer via email (kpa.elections@keele.ac.uk) by the date specified in the election timetable. **Failure to submit a manifesto will result in the automatic disqualification of a candidate from the election.**

All candidates are required to attend Hustings, where candidates are expected to make a short speech and participate in a question and answer session. More details about the date and format of Hustings will be provided in due course. **Failure of a candidate to attend Hustings may result in their disqualification from the election.**

Election materials

All election material produced must include the candidate's name, a photograph of the candidate and the position they are running for. Other content is at the discretion of the candidate and the Returning Officers (candidates will be advised if their material is deemed inappropriate upon submission).

All candidates are entitled to 20 A4 posters and 10 sheets of A4 for flyers.

Printed election material will be checked and signed off by the Returning Officer(s) before they are printed. Resource levels may be adjusted by the Returning Officer at any time, ensuring equity for each candidate. All candidates will be notified by email if this is the case.

Candidates are not permitted to reproduce their election materials. This will be considered a breach of the electoral procedure and could result in their candidacy being withdrawn from the election.

Candidates are reminded to seek the permission of the relevant building manager before sticking up any election materials.

Candidates will be permitted to use online media, including social media, to campaign. Paid sponsored adverts on social media are not permitted. Negative campaigning is not permitted throughout **any KPA Election cycles**. Any campaigning deemed to be negative towards any other candidates will be at the discretion of the Returning Officers, and if found to be true, could result in the **immediate withdrawal of said candidate**.

Voting

Voting must be carried out by following the unique link within the email sent to each Keele postgraduate student email account. All students will be instructed how to vote within this email.

All students **must** vote within the times and dates specified on the email.

KPA elections run using the AV system with a threshold of 50% +1 vote. An explanation of the system can be found here '<https://www.electoral-reform.org.uk/voting-systems/types-of-voting-system/alternative-vote/>'.

In the event of technical errors with the online voting system, voting may be conducted via paper and email ballot. This decision is at the discretion of the Returning Officers. In such event, students will be notified by email how they can vote and the time frames they can vote in.

Job descriptions

Email: kpa.secretary@keele.ac.uk

Student Trustee - Voluntary

Voluntary Role

The Student Trustee will chair all Association General Meetings, allowing the President to participate fully in meetings. They will be responsible for the conduct of meetings and oversee proceedings. The Student Trustee will also be a Trustee of the Association. The Student Trustee is also responsible for ensuring that the Executive Committee is acting in the best interests of the Association and its members.

Equality and Diversity Officer*

Voluntary Role

The role of the Equality and Diversity Officer is to ensure all Association activities take into account and represent the diverse population of Keele's postgraduate community equally. The Officer is expected to engage with the University's Equality and Diversity strategies and help to promote equality throughout the University. This position will incorporate the duties of the former Welfare Officer and Part time and Distance Learner Officer from previous committees. The Officer should work closely with the International Officer to address any issues of concern with regard to integration and cultural understanding, as well as with the many faith and gender based groups on campus to help promote their causes as well. The

Updated by J.P. Wootton

Officer should run at least one campaign per year focusing around these themes. The Equality and Diversity Officer will also from time to time have the opportunity to attend and contribute to University committees and task and finish/working groups associated with the role. For example, the Faith at Keele Network, and other such groups/committees for which the role is appropriately nominated. A budget will be dedicated to this role to assist the officer in achieving their manifesto pledges and to run the one campaign they are required to do. The amount of this budget will be agreed after the election cycle.

International Officer*

Voluntary Role

The International Officer's role is to ensure that all of the Association's activities take in to account and represent International students equally. The Officer will actively engage with the University's internationalisation strategies, helping to direct the strategy to ensure that postgraduate International students are both fairly represented and that their needs are catered for. They should work to promote cultural understanding among the community, and helping International students with the transition to life at Keele, particularly during arrival periods. In addition, as a member of the Clubhouse sub-committee, the International Officer should work with the group to implement activities designed at increasing the use of the Clubhouse facilities by International students. The International Officer is expected to run at least one campaign focused around Internationalism and cultural understanding over the course of the year. The International Officer will also from time to time have the opportunity to attend and contribute to University committees and task and finish/working groups associated with the role. The International Officer will also have the opportunity to work with Student Services (within the Directorate for Student & Academic Services), especially during the Welcome Week/period. A budget will be dedicated to this role to assist the officer in achieving their manifesto pledges and to run the one campaign they are required to do. The amount of this budget will be agreed after the election cycle.

* The portfolios of these Officer positions are largely up for negotiation and Officers will be encouraged to work towards their manifesto aims. Any plans should be discussed with the President, Vice-President, and Association Secretary who will approve the plans. Officers are encouraged to execute at least one campaign or scheme during their time as an Officer of the KPA.

Appeals

Should anyone wish to lodge an appeal in light of electoral irregularity, they may do so within 48 hours of the results being announced. All appeals must be made directly to the KPA President by email (kpa.chair@keele.ac.uk). If the current KPA President is a candidate

in these elections, a representative will be appointed by the Board of Trustees to act on their behalf. However, an appeal will only be considered under the following circumstances:

- a) There has been an error in the electoral procedures.
- b) If a candidate can substantiate proof that there was bias in the actions of a returning officer or a member of the Elections Forum.
- c) If a candidate can substantiate proof that a successful candidate had broken the election regulations and procedures.

Committees

The KPA is constituted by a number of committees. Each committee will meet at fixed intervals, which may change according to the needs of the KPA. The function and membership of each committee is listed below. The Chair of each committee is also indicated.

Trustee Board

The Trustee Board is responsible upholding the objectives of the Association, the management and administration of the Association, strategic development and the budgets.

President (Chair)

Vice-President

Association Secretary

Student Trustee

3 External Trustees (with another external position currently available)

All members are entitled to vote.

Association Executive Committee

The Executive Committee is responsible for the day to day running of the Association.

President (Meeting Chair)

Vice-President

Association Secretary

Activities Officer

Equality and Diversity Officer

International Students Officer

All members are entitled to vote.

Appointments committee

The Appointments Committee is responsible for appointing non-Officer Trustees, honorary membership, co-opting vacant positions (if any) on the Executive Committee.

President (Meeting Chair)

Vice-President

One Officer from the Executive Committee

One other Trustee

All members are entitled to vote.

Finance and Assets Management Committee

This Committee deals with the running of the KPA Clubhouse and commercial aspects of the KPA as a business.

President (Chair)

Vice-President

Association Secretary

*Clubhouse Senior Management, ordinarily the General Manager or a Deputy

*University Finance Officer

*University Human Resources Officer

*University Catering and Retail Representative

**no voting rights*

Scholarship and Bursary Disbursement committee

This Committee is responsible for the allocation of KPA scholarships and awards.

President (Chair)

2 Officers/Trustees

7 University Staff