



Keele Postgraduate Association Election Handbook 2018-19

March/April 2018

Liam Searle – KPA Student Trustee & Chief
Returning Officer

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KPA Election Timescale for March/April 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	19 Nominations Open – 9am	20	21	22	23 Nominations Close – 5pm Candidate Briefing – 6pm	24
25	26	27	28	29	30 BANK HOLIDAY GOOD FRIDAY	31
APRIL 1 Easter Sunday	2 BANK HOLIDAY EASTER MONDAY	3	4	5	6	7
8	9	10	11	12	13 Deadline for Submission of Election Material – Midday (12pm)	14
15	16 Campaigning Begins	17	18	19	20	21
22	23	24	25 Hustings – 5pm Voting Opens – 7pm	26	27 Voting Closes and Campaigning Ends – 5pm Results Announced at KPA Clubhouse – 7pm	28

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 – Liam Searle (Student Trustee of the KPA) (kpa.elections@keele.ac.uk)

Deputy – 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

Paid

- President/Chair (full-time) - £17,729 pa
- Vice-President (full-time) - £17,729 pa
- Association Secretary (part-time) - £5,319 pa

Voluntary

- Student Trustee
- Activities Officer
- Equality & Diversity Officer
- International Officer

The elected President and Vice-President will begin a paid handover on 1 June 2017, and the Secretary will begin their paid role on 1 July 2017 but may join in handover where appropriate during June. Voluntary officers will be expected to attend occasional committee meetings as required from 1 June 2017.

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) A Trustee of the Association.**

Please note, External Trustees are the only full members ineligible to nominate themselves for a position.

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 Officers 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 flyers or posters.

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 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 votes **must** be submitted 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 '<http://www.electoral-reform.org.uk/sites/default/files/The-Alternative-Vote-Questions-Answered.pdf>'.

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

KPA Officer Roles

President/Chair

£17,729 pa

This is a full-time, paid sabbatical position (1.0 FTE).

The President is the head of the Association and responsible for the day to day running of the KPA. This includes directing the other Officers activities, functioning as line manager of the KPA Co-ordinator and Clubhouse Bar and Entertainments Manager, acting as the public spokesperson of the KPA, and representing postgraduate students at all levels of the University. This includes holding a voting seat at, and preparing reports for, Senate and Council, as well as attending (or ensuring KPA Committee representation at) many subcommittees such as: Faculty Learning and Teaching Committees (FLTCs); University Student Voice Committee (USVC); Appointment/Interview Panels.

The President is also a Trustee of the KPA, the Chair of the Board of Trustees, and acts as the Chief Executive of the Association. As Chief Executive, the President is expected to report to the Trustees regularly, and this means that the President shall be jointly responsible (with the Vice-President) for the implementation of policies and budgets as approved by the Board of Trustees.

Email: kpa.chair@keele.ac.uk

If you want to know more, or are interested in running for this position, it is recommended that you get in touch with a member of the current committee to discuss this role.

Vice-President

£17,729 pa

This is a full-time, paid sabbatical position (1.0 FTE).

The Vice-President will support and assist the President of the Association in the day to day running of the KPA. The Vice-President will also act as the face and head of the Association when the President is unable to, for any given reason. This includes; directing officer activities, acting as a public spokesperson of the KPA and representing postgraduate students at all levels of the University. The Vice-President role is largely similar to that of the President (with the exception of holding voting seat at Council), this means that the Vice-President shall be jointly responsible (with the President) for the implementation of policies and budgets as approved by the Board of Trustees. The Vice-President is a Trustee of the KPA.

Email: kpa.vp@keele.ac.uk

If you want to know more, or are interested in running for this position, it is recommended that you get in touch with a member of the current committee to discuss this role.

Association Secretary

£5,319 (c. 0.3 FTE) pa

This is a part-time, paid officer role.

The Association Secretary has a number of responsibilities including, but not limited to: all matters regarding Association membership; the creation of agendas and keeping minutes for meetings; running of all elections of the Association (acting as Chief Returning Officer); representing postgraduate students at various levels within the University. The Secretary is a Trustee of the KPA.

As with other roles, as an Officer of the Association there are many opportunities and responsibilities associated with the role.

If you want to know more, or are interested in running for this position, it is recommended that you get in touch with a member of the current committee to discuss this role.

Email: kpa.secretary@keele.ac.uk

Student Trustee

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.

Activities Officer*

Voluntary Role

The Activities Officer is responsible for working with the Clubhouse management and the Clubhouse sub-committee to plan and execute events designed to help support and improve the experience of postgraduates. They are responsible for drawing up events designed to provide a range of activities for postgraduate students from a wide range of backgrounds and should work closely with all of the other Officers to ensure that this happens. The Officer may be required to work with KeeleSU where appropriate in order to ensure that the wide variety of backgrounds and tastes found among the postgraduate community here at Keele are catered for. The Activities 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 events and activities across the University. For example, the Vacation Working Group, 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, the amount will be agreed after the election cycle.

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. 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 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 and Academic Services (SAS) and International Student Support (ISS), 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 business 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 for 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

4 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

1 External Trustee

*Clubhouse Senior Management, ordinarily the Bar and Entertainments Manager, Bar Supervisor and Kitchen Supervisor

*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, bursaries and awards.

President (Chair)

2 Officers/Trustees

University Staff