



ELECTORAL INFORMATION MANUAL

TU DUBLIN STUDENTS' UNION

CITY CAMPUS VICE PRESIDENT BY-ELECTION 2023

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1. Important dates

Nominations Open	Monday 3 rd April 2023 @ 1pm
Nominations Close	Wednesday 12 th April 2023 @ 1pm
Candidates Meeting*	Wednesday 12 th April 2023 @ 6pm via Teams
Campaign Manager Training	Thursday 13 th April 2023 @ 1pm via Teams
Leadership Debate*	Tuesday 18 th April @ 5pm
Polling Day 1	Thursday 20 th April 2023
The Count	Friday 21 st April 2023 11am → in Bolton Street

* Denotes a mandatory meeting for Full-Time Candidates and Campaign Managers

POLLING DAYS to elect City Campus Vice President

Polling takes place on campuses with paper ballots the following times:

Central Quad Foyer	Thursday 20 th April 2023	9:30am – 7:30pm
East Quad Foyer	Thursday 20 th April 2023	9:30am – 7:30pm
Aungier Street Main Foyer	Thursday 20 th April 2023	9:30am – 7:30pm
Bolton Street Stage Area	Thursday 20 th April 2023	9:30am – 7:30pm
BIMM Foyer	Thursday 20 th April 2023	10:30am – 3:30pm
Linenhall Foyer	Thursday 20 th April 2023	10:30am – 3:30pm

All registered TU Dublin students studying on the City Campus can vote on any of the polling campuses (Student Card or official ID is required). The votes will be counted on Friday April 21st April in Bolton Street and the name of the successful candidate for City Campus Vice President in 2023/24 will be announced.



2. Election Regulations

Approved by the Electoral Commission for Union Officer Elections

It is the responsibility of Candidates, Campaign Managers and Campaign teams to read these Regulations in full, ensure they are adhered to and to seek clarification where required, by emailing elections@tudublinsu.ie.

1. Each candidate must be a member of TU Dublin SU, as defined by the Constitution i.e., candidates who are deemed fully registered students as defined by the University shall be entitled to run for election. Candidates running for City Campus Vice President need to be registered students on TU Dublin City Campus (Aungier Street / BIMM / Bolton Street / Grangegorman / Linenhall). Any students repeating externally are not eligible to run for election. The Electoral Commission reserves the right to verify the registration status of Candidates, Campaign Managers, and proposers.
2. For Full-Time Officer positions, a candidate must not be restricted from employment in Ireland and it is up to each candidate to ensure that.
3. Candidates may only run for one position at a time.
4. All candidates need proposers (TU Dublin students) to support their nomination (names and student numbers can be checked by the Electoral Commission). For a successful nomination, Full-Time Officer nominees need 75 Proposers from their constituency (City Campus).
5. The Candidate shall be bound by the Budget Regulations as specified by the Electoral Commission.
6. Candidates must adhere to TU Dublin's own Rules & Regulations.
7. Candidates and their Campaign Managers are responsible for their own adherence to the Data Protection Acts (1988-2018).
8. It is the responsibility of each Candidate to ensure that all relevant documentation and information is submitted when registering for election.
9. The Full-Time Officer Candidates must appoint a Campaign Manager who must be a member of TU Dublin SU. The Campaign Manager cannot be a current member of the Executive Council, a Full-Time TU Dublin SU staff member, a Candidate themselves, a member of the Electoral Commission or a Campaign Manager for any other candidate.
10. The Candidate and their Campaign Manager shall be jointly responsible to the Electoral Commission for the good conduct of the campaign, and for the actions of the members of their Campaign Team. The Campaign Manager must attend a mandatory training session as directed by the Electoral Commission or show good cause as to why they cannot attend.



11. All Full-Time and Postgraduate Candidates and Campaign Managers must attend the Candidates Meeting on Wednesday 12th April 2023 6pm via Teams, following close of nominations, where nominations will be ratified by the Chief Returning Officer or their nominee.
12. All Candidates must attend Hustings (Candidate's question time) or show good cause as to why they cannot attend. Mandatory Officer hustings (Leadership debate) takes place Tuesday 18th April 2023 5pm.
13. Election campaigning officially starts after the Candidates meeting – no campaigning is allowed before this. Candidates and their Campaign Managers are accountable under these Regulations from this point until the count has been completed.
14. No member of a Campaign Team is eligible to work as Election Crew (Polling Clerk, Count Clerk etc.) during the Elections.
15. The use of TU Dublin SU, TU Dublin Clubs and TU Dublin Societies resources for election campaigning is strictly forbidden, save for those items allocated under the Budget Regulations.
16. Exclusion Zones around Polling Stations will be clearly indicated, and these must be honoured.
17. Candidates and their Campaign Teams may not interfere with the campaign of any other Candidate.
18. The Electoral Commission respects the right of free expression. The candidates should work together to create a positive environment that encourages and supports the right to mutual respect and dignity throughout the election period. Offensive or inappropriate material will not be tolerated.
19. Using alcohol or items pertaining to gambling as campaign tools is strictly prohibited.
20. The counting of votes for Full-Time and Postgraduate Officer positions shall be held in public within 48 hours of polls closing.
21. Any breach of these Regulations may result in disciplinary action, as determined by the Electoral Commission. This may include, but is not limited to:
 - Fines
 - Budget Reductions
 - Fixed Period Campaign Bans
 - Disqualification
22. Findings of election investigations may be made public at the discretion of the Electoral Commission.
23. The decision of the Electoral Commission on matters relating to elections shall be final, subject to an appeal to the Appeals Tribunal and the Law.



3. Budget Regulations

It is the responsibility of Candidates, Campaign Managers and Campaign Teams to read these Regulations in full, ensure they are adhered to and to seek clarification where required, by emailing: elections@tudubinsu.ie.

1. The Electoral Commission has determined Budget Allocations as detailed below, the figure is inclusive of VAT. Candidates may not exceed these allocations, and if found to have done so will be subject to disciplinary action as per the Regulations. This is exclusive of printing; this budget can be used for promoting the Candidates campaign.
 - City Campus Vice President: €75
2. No allocation is to be spent until nominations have closed. All purchases must be accompanied by an official receipt which must be emailed into elections@tudubinsu.ie prior to the purchase being used.
3. TU Dublin SU is funding the Campaign budget, and this will be enacted by reimbursing the approved spendings as per regulations after the elections pending posters being taken down from campuses.
4. There is a separate printing budget for each candidate. The budgets for different positions are as follows:
 - City Campus Vice President: €20
5. All paper printing must be done through the Students' Union (emailing elections@tudublin.ie with the subject "PRINT REQUEST"). The maximum print size is 2A0. Printing can only be done in colour, and shall be docked from the printing allocation according to the following charges (Double sided printing will be charged as per two pages):
 - A4 Colour Copy - 2c per page
 - A3 Colour Copy - 4c per page
6. Candidates must obey the postering rules of their campus. Electoral Commission does not bear any responsibility for the removal of posters by staff.
7. The resources allocated by TU Dublin SU are the only resources candidates are allowed to use in the campaigning. No sponsorships will be allowed.
8. Candidates must monitor their own expenses, and must not rely on the Electoral Commission or the Students' Union to provide this information. Candidates must be cognisant of VAT.
9. Candidate's expenses shall be published online.
10. Any breach of these Regulations may result in disciplinary action, as determined by the Electoral Commission. This may include, but is not limited to:



- Fines
- Budget Reductions
- Fixed Period Campaign Bans
- Disqualification

11. Findings of election queries may be made public at the discretion of the Electoral Commission.

12. The decision of the Commission on matters relating to elections shall be final, subject to an appeal to the Appeals Tribunal and the Law.



4. Communication Guidelines

Communications and Publicity Guide

Correspondence	Please contact us by email only. Ensure you send all mails to elections@tudublinsu.ie
Candidate Profile	The 100-word manifesto provided by all candidates may be published for the electorate. In addition, each Full-Time and Postgraduate Officer Candidates manifesto, photo and social media links will be published on tudublinsu.ie, it is up to each Candidate to provide this information.
Planning your Campaign	Staff can offer advice to help ensure your communications and design needs are met but cannot complete any design work on your behalf.
Manifesto	Your final manifesto is a written document about yourself, your experience, things you plan to work on for the year, your goals and any other information you think is relevant for students who vote to know. For Full-Time and Postgraduate Officer nominees, it must be submitted by the close of nominations at 1pm on Friday 10 th March 2023 via email to elections@tudublinsu.ie .
Social Network Sites (SNS)	TU Dublin SU social channels will highlight the election dates, encourage student voting. Canvassing on our SNS is not allowed.
Posters	Full-Time and Postgraduate Officer candidates can have posters of their own design printed by emailing elections@tudublinsu.ie . You may submit a maximum of two orders for print materials during the campaigning period. See Printing Guidelines for more detailed information regarding printing. Final submission date for printing is Friday 14 th April 2023 11am.
Photos	Photos must be emailed to elections@tudublinsu.ie These photos will be used on the Ballot Papers and as the default photos for official elections publications. See Photo Guidelines.



5. Printing Guidelines

This instructions are for Full-Time Officer nominees.

Submission Guidelines	<ul style="list-style-type: none">• Submitting your work must be high resolution jpeg or PDF.• We accept Adobe Photoshop, Illustrator, and InDesign files• DO NOT use MS Word for poster printing.• We DO NOT accept MS Publisher files.• Files must be submitted to elections@tudublinsu.ie.
Layout Considerations	<ul style="list-style-type: none">• All submitted printed materials will have the TU Dublin SU Elections banner inserted, as all printed materials must carry the official Elections logo. Please leave a 3" border at the bottom of all posters (will be scaled down for leaflets).• In most cases it is easiest to set up a document as A3 sized. It is relatively easy to scale an A3 back to A4 & A5/A6 (leaflets).• Remember that you could set out multiple copies of a document on one sheet. E.g. 4 A6 flyers on one A4 sheet.• Prints will have a white border of approximately 5mm on each edge.
Turnaround Time	You must put PRINT REQUEST in the subject title of your email. Printing is issued on a first come first served basis. You will receive notification by email once a job is ready for collection. Jobs are turned around as quickly as possible, but we do not offer a same day service.
Collection	Collections can be made from the SU Office in Lower House Grangegorman. If a job has not printed correctly, you must return all prints for replacement.



6. Photo Guidelines

Election Ballot Paper

Get someone to take your photo for you:

- You cannot take a 'selfie' or use a webcam.
- You can take a photo with a digital camera or smart phone, but the zooming function on the smartphone should not be used. It pixelates the photo and lead to poor image quality.
- The photo must capture your image from head to mid torso (your photo will be cropped to the correct size during the finalisation process and fitted to the ballot paper).

Guidelines for Pose and Visuals:

- Your photo must be in focus, lighting and colour should be balanced, not too dark or too light.
- There must not be any shadows on your face or behind your head.
- Ensure your facial features are clearly visible, hair should not cover any part of the eyes.
- Try not to tilt your head up/down or left/right. Look straight into the camera.
- Please ensure there is visible space between your head and shoulders and the edge of your photo.

Printing Size Guide

As the printing service in TU Dublin Students' Union will not exceed A3, the following larger sizes are as follows (the candidate will have to stick these individual pages together to make larger poster).

- A2 = 2 x A3 prints
- A1 = 4 x A3 prints
- A0 = 8 x A3 prints
- 2A0 = 16 x A3 prints



7. Campaign Tips

Election campaigns are the means by which candidates prepare and present their ideas and positions on issues to the voters, in the period preceding election day to fight for your vote. These are tips for Full-Time and Postgraduate Officer candidates for their election campaign:

- Campuses can be saturated in marketing messages and posters. Try and get someone with a design background to help design and format your campaign. Your literature should look professional and appeal to the student market.
- Face and name recognition is critical so try to ensure your “head” is somewhere on each piece of literature you distribute and that your name is the biggest thing to be seen. Steer away from first name campaigns. Name recognition is critical. Remember it was an “Obama” v “McCain” campaign; not “John” v “Barack”.
- Remember one size does not fit all! You should have a range of literature ranging from large A3 posters (or bigger) down to business card size flyers.
- Try and keep the look, style and image of your campaign consistent across all literature. Too many styles and images create too much noise and distract and lessen the impact of your overall campaign.
- Use your manifesto! You have gone to the bother of writing a manifesto to submit at close of nominations. Use this information in leaflet format to distribute to students so they know what your platform for election is all about.
- Tag lines and sound bites are good “yes we can”, “I’m loving it”, “just do it”, “a lot done; more to do”, etc, etc. They should be catchy; not corny, so try not to go with anything that could be open for ridicule or criticism.
- Try and have the position you are running for and the polling dates written somewhere on your literature. It’s good to have reminders to students about when they should vote.
- Combining professionalism and humour is a winning formula! Remember that consistent, professional, well thought out campaigns don’t need to equal boring campaigns. They can be lively, energetic, clever, funny, irreverent and appealing.
- Don’t get caught up in posters- we live in an online age. Your target market can access the internet and social media on an almost constant basis. Make good use of online videos and social media outlets to spread your campaign message.
- Ensure that a website/social network site designed to support your campaign is both well-advertised through your literature and the design and consistency of it is consistent with the rest of your campaign.
- This may be politics - but we are all students. Play nice!



8. Guide to Making an Election Video

So, what's all this about videos then?

First - you are not obligated to make a video for your election campaign. However, many candidates have done in the past, and it can certainly be a useful tool in getting your message across. If you don't have the expertise to make a video, find someone who does – there is bound to be a friend, classmate or colleague that likes doing this sort of thing, so ask for help!

Sold! What's the process I need to go through?

Planning	Planning your video is the most important part. Write out a rough idea of what you want the video to be. Do you want it to be a serious run through of the key points of your manifesto, or a comedy mash-up about why students should vote for you?
Script	Once you have a good idea what you want from the video you need to write down what you are going to say, or detail what hilarious stunts you are going to perform. This will form the basis of your script. Your script details everything you need to know about your film, from location to dialogue to props. If your script isn't done properly, filming will be a take much longer than you think.
People	Next up is to look for a location to shoot and a cast and crew that will help make your movie come alive on the screen. Family and friends are the way to go here!
The Shoot	When you've briefed your crew on your script and vision, you'll be ready to shoot. You don't need sophisticated equipment to begin with. Don't worry if you can't get hold of a high def camera for your project, most camera phones are of quite good quality and the Students' Union may be able to help you out with some basic equipment.
Post Production	This is the fancy name for editing and splicing your shots together and adding fancy graphics and music. Most people are bound to know someone that has an interest in this area. You can DIY this though- laptop computers are fast enough for video editing these days and as for video editing software, you can use Windows Movie Maker or iMovie if you're on Mac. The last thing to do is to get your video up on YouTube and start publicising it!



Any Other Tips?

Simplicity is King	It's all very well and good having a high concept idea that will break boundaries and push the limits, but what you really want is loads of people to watch your video and for that to turn into votes - so keep the idea simple so that it can be up online and working for your campaign as soon as possible.
Length	<p>Think short and sweet! Your submission should be between 1 and 3 minutes in length, any longer than that and you risk losing your audience. To get repeat watches and be forwarded through Facebook, etc it has to be snappy – think viral!</p> <p>Don't use it. Your promotion cannot contain offensive or inappropriate language. As well as not being cool it's also a requirement for YouTube.</p> <p>As a student you are representing TU Dublin, the Union and of course, yourself. Free speech is welcome, encouraged and expected – but hate speech will not be tolerated.</p>
Keep It Personal	No matter who you are up against keep the focus on you – why you would be good in the job, what you want to achieve, your goals and dreams, your manifesto. You are not permitted to attack other candidates in your video and you really shouldn't need to – keep your campaign fair and clean and it's a win-win for you and democracy!
Resources	<p>http://makeinternettv.org/ This is a guide with step-by-step instructions for recording and publishing internet video.</p> <p>http://vimeo.com/videoschool/101 A suite of video tutorials covering everything from choosing a camera through to editing.</p> <p>http://www.videomaker.com/youtube This site details some more advanced film-making techniques.</p>



9. Election process

a. Full-Time Officer and Postgraduate Officer nominees

1. **Decide what position you are interested in:** Remember, you can only be nominated for one position;
2. **Write your Manifesto:** this is the document that tells students what you hope to achieve if elected, outlines your experience, skills, passion, why you are the right person to lead the Union etc
3. **Find your Campaign Manager:** this is the student who will help you to organise and run your Election Campaign and must be a currently registered TU Dublin student.
4. **Get the required number of TU Dublin students needed to formally 'nominate' you.** Candidates for all positions must get nominated by current students, these are called 'Proposers', and are students who support you running as a candidate. Proposers must be registered TU Dublin students. For Full-Time positions you need 75 'Proposers' and for Postgraduate Officer it is 25.
5. **Complete the Nomination Form**
6. **Get your Proposers details, write your Manifesto and get Election Photo:** Send all to elections@tudublinsu.ie before the close of Nominations.
7. **NOTE: Late / incomplete nominations cannot be accepted** – for a successful nomination you need to have filled out the Nomination form correctly and the documents must be received before close of nominations.

After the close of Nominations, Nominees must:

- **Attend the Candidates meeting**
- **Start Campaigning** after the candidates meeting! Each candidate is allocated a budget for promotional activities as per Electoral Commission Budget Regulations
- **Attend the 'Leadership Debate'**
- **Voting** takes place on all TU Dublin campuses
- **The Votes will counted on in Bolton Street** and the names of the successful candidates who will lead the Students' Union in 2023/24 will be announced.

b. Part-Time Officer nominees (with the exception of Postgraduate Officer)

- **Decide what position you are interested in:** Remember, you can only be nominated for one position;
- **Fill out the Nomination Form.** For the nomination, you need
 - 1) two proposers (other TU Dublin students who support your nomination) and
 - 2) a short manifesto (maximum of 100-word text about yourself and goals) which will be circulated with the voting form.
- **Send your election photo** to elections@tudublinsu.ie. For the Part-Time Officers this is not mandatory, but we highly recommend it. This photo will be circulated along to Student Council along with your name and manifesto.
- **Attend the Student Council meeting** – All the Candidates must attend this meeting. This is where the 'Hustings' takes place, and each candidate can outline what they hope to achieve



if elected, relevant experience, skills, passion, why they should be chosen. They will answer questions from Student Councillors on what they have proposed.

- **The Election:** Following the Student Council meeting, the Councillors (members of Student Council) will receive an online Ballot paper and select the Part-Time Officers of their choice. At the conclusion of the 24-hour voting period, the names of the successful candidates will be announced.



10. Available positions in spring 2023

SU Officer positions are open to all registered TU Dublin students to consider, with some specific restrictions as follows:

1. The Postgraduate Officer is a Part-Time position and candidates must be current students registered on a taught Postgraduate programme or as a Research student in TU Dublin.
2. For the Campus Vice President (VP) positions, candidates must be registered on a Programme that is primarily based on the specific campus where they are running for election – e.g., in Blanchardstown for the Blanchardstown Campus VP position, in Aungier St, BIMM, Bolton St or Grangegorman Campus for the City Campus VP position, and in Tallaght for the Tallaght Campus VP position.

All positions available in spring 2023 are as follows:

Full-Time Positions

- President
- Vice President for Academic Affairs
- Vice President for Welfare and Equality
- Vice President for Events and Engagement
- Vice President for Communications and Media
- Campus Vice President for Blanchardstown
- Campus Vice President for City
- Campus Vice President for Tallaght

Part-Time Positions

- Postgraduate Officer
- Gender Equality Officer
- Sustainability Officer
- ACCESS Officer
- Ethnic Diversity Officer
- Mature Student Officer
- International Student Officer
- Gaeilge Officer
- LGBTQ+ Rights Officer
- Disabilities Officer

Please note that all Officer positions with the exception of City Campus Vice President and LGBTQ+ Rights Officer have been filled in March 2023.



11. The Roles and Responsibilities

Here are the roles and responsibilities of TU Dublin SU Officers as per new TU Dublin SU Constitution. You can find the specified role descriptions for the positions in a separate document.

a. President

1. The President shall be a full-time salaried position and provided with a job description.
2. The President shall be the chief spokesperson for the Union and shall ex officio be a member of the Universities Governing Body and Academic Council.
3. The President shall be a member and Chair of the Executive, and member of the Student Council.
4. The President shall have the right of attendance and speaking at all meetings convened under the terms of this Constitution.
5. The President shall be the principal delegate and spokesperson to the National Council and Annual Congress of the Union of Students in Ireland.
6. The President shall have overall responsibility for the leadership and the management of the Union and shall endeavour to co-ordinate Union activities and services across all campuses in the interests of the members.
7. Subject to this Constitution, additional powers and functions, may be conferred on the President by the Student Council.

b. Vice Presidents

1. The Vice Presidents shall be full-time salaried positions and provided with a job description
2. The Vice Presidents shall carry out functions as determined by the Student Council from time to time, including the strategic development of services in the field of academic affairs, welfare, equality, events and engagement, communications and media, and any other duties assigned by the Student Council, Executive or the President.
3. Vice Presidents shall be members of the Student Council and shall attend Class Representative Meetings across the campuses.
4. Vice Presidents shall be delegates to the Annual Congress of the Union of Students in Ireland.
5. Vice Presidents shall work with officers of other campuses to develop University wide policy and services in their area of responsibility.
6. Subject to this Constitution, additional responsibilities may be conferred on the Vice President by the President, the Executive and the Student Council.



c. Postgraduate Officer

1. The Postgraduate Officer is a part-time position paid at an hourly rate and provided with a job description.
2. The Postgraduate Officer shall be an ex officio member of the Governing Body and Academic Council of the University.
3. The Postgraduate Officer shall carry out functions as determined by the Student Council from time to time, including representing the views of postgraduate students, electing Class Representatives, engaging with postgraduate students or any other duties prescribed by the Student Council, the Executive or the President.
4. The Postgraduate Officer shall have the right of audience and attendance at meetings of the Student Council and Class Representative Meeting.
5. The Postgraduate Officer shall have first refusal to attend the Annual Congress of the Union of Students in Ireland.
6. Subject to this Constitution, additional powers and functions may be conferred on the Postgraduate Officer by the Student Council, the Executive and the President where appropriate.

d. Part-Time Officers (with the exception of Postgraduate Officer)

1. This is an elected representative role for which students act on a voluntary basis
2. Any registered Student is eligible to run for the role of Part-Time Officer.
3. Part-Time Officers are elected by Student Council, generally in the last Student Council Meeting of the Academic year for the following one-year term.
4. Part-Time Officers are Ex-Officio members of Student Council.
5. Part-Time Officers will actively advocate for the wellbeing and rights of the students across the University in the following fields defined in their roles as follows:
 - a. Gender Equality
 - b. Sustainability
 - c. ACCESS
 - d. Ethnic Diversity
 - e. Mature Student
 - f. International Student
 - g. Gaeilge
 - h. LGBTQ+ Rights
 - i. Disabilities.
6. Part-Time Officers will hold Full-Time Officers accountable for their work, and bring motions and policies for the Executive to work on.
7. Part-Time Officers are accountable to Student Council.
8. Subject to this Constitution, additional roles may be conferred by Student Council where appropriate.



ON BEHALF OF EVERYONE AT TU DUBLIN SU, BEST
OF LUCK AND WE LOOK FORWARD TO WORKING
WITH YOU!