



TU DUBLIN SU
ELECTIONS



TU Dublin SU Electoral Regulations Manual

Contents

Important Dates	2
Hustings.....	2
Polling Days.....	2
Election Count.....	2
Election Regulations	3
Budget Regulations.....	5
Communication Guidelines	6
Communications and Publicity Guide.....	6
Printing Guidelines.....	7
Printing Expenses	8
Campaign Tips.....	9
Guide to Making an Election Video	10
Role Descriptions	12
Overall Positions	12
TU Dublin SU President.....	12
Postgraduate Officer.....	12
Blanchardstown Campus	13
Deputy President.....	13
Vice President for Welfare and Equality.....	13
Part Time Officers.....	13
City Campus	14
Deputy President.....	14
Vice Presidents.....	14
College Officers	15
Tallaght Campus.....	16
Deputy President.....	16
Vice Presidents.....	16
Part Time Officers.....	16



TU DUBLIN SU ELECTIONS



Important Dates

4 th March 2019	Nominations Open @ 12pm
6 th March 2019	Election Information Evening @ 6pm (City Campus – all welcome)
11 th March 2019	Nominations Close @ 12pm
11 th March 2019	Candidates Meeting @ 5pm*
11 th March 2019	Campaign Manager Training @ 6pm**
TBC	Meet the Candidates (Hustings)/Presidential Debate @ 6pm***

Hustings

Blanchardstown

Main Campus

Room TBC

19th March 2019

City Campus

AST College Officer

Aungier Street, Black Box Theatre

12th March 2019 @ 5pm

BST College Officer

Bolton Street, Room 281

11th March 2019 @ 1pm

CBST College Officer

Cathal Brugha Street, Room M103

12th March 2019 @ 1pm

GG College Officer

Grangegorman, Room RD004

13th March 2019 @ 1pm

KST College Officer

Kevin Street, Room G-007

13th March 2019 @ 1pm

Rath/BIMM College Officer

Rathmines, Room 1.02

12th March 2019 @ 1pm

Tallaght

Main Campus

Room TBC

20th March 2019 @ 12pm

Polling Days

Main Campuses

26th and 27th March 2019 10am to 8pm

City Campus - BIMM

26th March 2019 10am to 6pm

City Campus - Rathmines

27th March 2109 10am to 6pm

City Campus – Linenhall

26th and 27th March 2019 12pm to 2pm

Tallaght – Premier House

26th and 27th March 2019 12pm to 2pm

Election Count

28th March 2019

Blanchardstown, City Campus & Tallaght @ 10am

President and Postgrad Officer Positions will be counted on a central campus

* Denotes a mandatory meeting for candidates and campaign managers

** Denotes a mandatory meeting for the campaign managers only

*** Denotes a mandatory meeting for the candidate only



TU DUBLIN SU
ELECTIONS



Election Regulations

Approved by the Electoral Commission for Union Officer Elections

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

- 1) Each candidate must be a member of the Union 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. 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) Candidates running for part-time positions must recognise that upon election - the taking up and holding of office is dependent on being a member of the Union, as defined in the Constitution.
- 3) Candidates may only run for one officership position at any given time.
- 4) The candidate shall be bound by the Budget Regulations as specified by the Commission.
- 5) Candidates must adhere to the Universities own rules and regulations
- 6) Candidates and their Campaign Managers are responsible for their own adherence to the Data Protection Acts (1988 and 2003)
- 7) It is the responsibility of each candidate to ensure that all relevant documentation and information is submitted when registering for election.
- 8) Candidates may withdraw their nomination form, up to 2 working days following the close of nominations. Please contact elections.tudublinsu@gmail.com to do so.
- 9) Candidates will be required to pay a deposit of €20 when submitting their nomination form. This will be refunded following responsible removal of candidate's election materials within 5 working days of the election count. In case of financial difficulty, please contact elections.tudublinsu@gmail.com.
- 10) The candidate 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 Union staff member, a candidate themselves, a member of the Electoral Commission or a Campaign Manager for any other candidate.
- 11) 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 the 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.



TU DUBLIN SU ELECTIONS



- 12) All candidates and campaign managers must attend a meeting of election candidates following close of nominations, where nominations will be ratified by the Chief Returning Officer or their nominee.
- 13) All candidates for election must attend a “Meet the Candidates” session (candidates’ question time) or show good cause as to why they cannot attend. Where the position of President is contested, candidates must attend a Presidential Debate. Please refer to the Husting Standing Orders (Guidelines).
- 14) Election campaigning officially starts when nominations close. Candidates and their campaign managers are accountable under these regulations from this point until the count has been completed.
- 15) No member of a campaign team is eligible to work as Election Crew (Polling Clerk, Count Clerk etc.) during the Elections.
- 16) The use of Union, Clubs and Societies resources for election campaigning is strictly forbidden, save for those items allocated under the Budget Regulations. Candidates may not tag themselves or post on official Union social media.
- 17) Exclusion zones around polling stations will be clearly indicated and these must be honoured.
- 18) Candidates and their campaign teams may not interfere with the campaign of any other candidate.
- 19) 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.
- 20) Using Alcohol or items pertaining to gambling as campaign tools is strictly prohibited.
- 21) The counting of votes shall be held in public within 48 hours of polls closing. Votes for the offices of President and Post Graduate Officer shall be counted in one centralised location.
- 22) 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
- 23) Findings of election investigations may be made public at the discretion of the Electoral Commission.
- 24) The decision of the Commission on matters relating to elections shall be final, subject to an appeal to the Constitutional Tribunal and the law.



TU DUBLIN SU ELECTIONS



Budget Regulations

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

25) 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.

President	€150
Sabbaticals	€100
Postgraduate Officer	€75
Part Time Officers	€50

26) No allocation is to be spent until nominations have closed. All purchases must be accompanied by an official receipt which must be submitted to the Local Returning Officer, prior to the purchase being used.

27) Candidates shall receive €1, plus €1 per 1,000 students from their electorate, or part thereof, for printing, and may not exceed this budget.

28) All paper printing must be done through the Students' Union. 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

29) Any items received for free, must have official correspondence from the supplier, stating that the items have been donated at no cost to the candidate.

30) 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.

31) Candidates expenses shall be published online.

32) 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

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

34) The decision of the Commission on matters relating to elections shall be final, subject to an appeal to the Constitutional Tribunal and the law.



TU DUBLIN SU
ELECTIONS



Communication Guidelines

Communications and Publicity Guide

- Correspondence** Please contact us by email only. Ensure you send all mails to elections.tudublinsu@gmail.com
- Planning your Campaign** Staff (City Campus only) 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 must be submitted by the close of nominations at 12pm on Monday 11th March 2019 with your nomination form, or emailed to elections.tudublinsu@gmail.com
- Social Network Sites (SNS)** Union Facebook pages will highlight the Election dates, encourage voting and provide a mechanism for linking to candidates SNS sites, should they have any. Canvassing on our SNS sites is not allowed.
- Where possible, local Union's will showcase the elections using various means and will endeavour to give all candidates parity of exposure.
- Links to independent websites or social network presence must be provided to us to ensure guidelines are followed.
- Posters** Candidates can have posters of their own design printed by local Union offices only
- You may submit a maximum of two orders for print materials during the campaigning period, and we will accommodate you within reason. See Printing Guidelines for more detailed information regarding printing.
- Photos** Photos must be submitted with your nomination form or emailed to elections.tudublinsu@gmail.com. These photos will be used on the Ballot Papers and as the default photos for official Union publications.



**TU DUBLIN SU
ELECTIONS**



Printing Guidelines

Submission Guidelines

- We recommend submitting your work as a high res .jpeg or PDF
- We accept Adobe Photoshop, Illustrator and InDesign
- Do not use MS Word for poster printing
- We DO NOT accept MS Publisher files
- Files must be submitted to elections.tudublinsu@gmail.com

Layout Considerations

- All posters must carry the official Elections logo. 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

Please include PRINT REQUEST in the subject title.

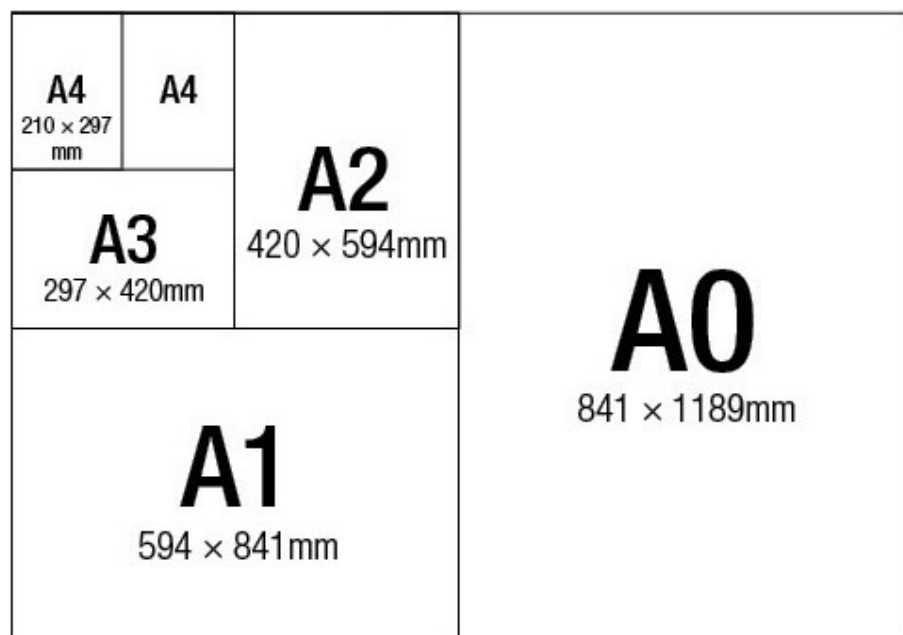
Printing is issued on a first come first served basis. You will receive notification by email once a job is ready for collection. Jobs are turned around as quickly as possible, but we do not offer a same day service.

Collection

Collections can be made from the SU Offices (Bolton Street/Kevin Street for City Campus). Please state which office you would like to collect your order from in your Print Request email. If a job has not printed correctly you must return all prints for replacement.

Size Guide

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





TU DUBLIN SU ELECTIONS



Printing Expenses

Printing allowances are worked out as per [Budget Regulations](#)

Overall Positions

President	€30.00
Post Grad Officer	€5.00

Blanchardstown Campus

All Officers	€4.00
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City Campus

Aungier Street	€7.00
Bolton Street	€6.00
Cathal Brugha	€4.00
Grangegorman	€3.00
Kevin Street	€6.00
Rathmines/BIMM	€3.00

All Sabbaticals	€22.00
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Tallaght Campus

All Officers	€7.00
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TU DUBLIN SU
ELECTIONS



Campaign Tips

- 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!



TU DUBLIN SU
ELECTIONS



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 task 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 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 You Tube and start publicising it!



TU DUBLIN SU ELECTIONS



Are there any guidelines I should follow?

- 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:** 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!
- Inappropriate Language:** Don't use it. Your promotion cannot contain offensive or inappropriate language. As well as not being cool it's also a requirement for You Tube.
- Inappropriate Behaviour:** 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.
- 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**
- <http://makeinternettv.org/>
This is a guide with step-by-step instructions for recording and publishing internet video.
- <http://vimeo.com/videoschool/101>
A suite of video tutorials covering everything from choosing a camera through to editing.
- <http://www.videomaker.com/youtube>
This site details some more advanced film-making techniques.



**TU DUBLIN SU
ELECTIONS**



Role Descriptions

Overall Positions

TU Dublin SU President

The office of President is a full-time paid position.

- The President is the chief spokesperson for the Union and is an automatic member of the Universities Governing Body and Academic Council.
- The President is a member of the Student Council and is a member and chairs the Executive
- The President has the right of attendance and speaking at all meetings convened under the terms of the TU Dublin Students' Union Constitution.
- The President is the principal delegate and spokesperson to the National Council and Annual Congress of the Union of Students in Ireland (USI).
- The President has 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.
- Subject to the Constitution, additional powers and functions, may be conferred on the President by the Student Council.

Postgraduate Officer

The Postgraduate Officer is a part-time position paid at an hourly rate

- The Postgraduate Officer will chair the Postgraduate Standing Committee of the Union and is an automatic member of the Universities Governing Body and Academic Council.
- The Postgraduate Officer carries out functions as determined by the Student Council, including representing the views of postgraduate students, electing Class Reps to support the work of the Postgraduate Standing Committee, engaging with postgraduate students or other duties prescribed by the Student Council, Executive or the President.
- The Postgraduate Officer has the right of audience and attendance at meetings of the Student Council and CRM's.
- The Postgraduate Officer shall have right of refusal to attend USI Annual Congress.
- Subject to the Constitution, additional powers and functions may be conferred on the Postgraduate Officer by the Student Council, Postgraduate Standing Committee and the President where appropriate.



**TU DUBLIN SU
ELECTIONS**



Blanchardstown Campus

Deputy President

The office of Deputy President is a full-time paid position

Vice President for Welfare and Equality

The office of Vice President for Welfare and Equality is a full-time paid position

Part Time Officers

Clubs and Societies Officer

Entertainments Officer



TU DUBLIN SU ELECTIONS



City Campus

For full role descriptions of each position, please contact maura.cunningham@ditsu.ie

Deputy President

The office of Deputy President is a full-time paid position

- The Deputy Presidents assists the President in developing the representative role of the Union and in advancing policy by chairing a standing committee as decided by the Executive and by promoting and co-ordinating their work across the University.
- Deputy Presidents are delegates to USI Annual Congress.
- Subject to the Constitution, Deputy Presidents shall deputise for the President where required. Additional duties may be conferred on the Deputy President by the President and the Student Council.
- The Office of the Deputy President is also responsible for democracy, campaigns, advocacy, human resources, and finance.

Vice Presidents

The office of Vice President is a full-time paid position

- The Vice Presidents shall carry out functions as determined by the Student Council, including the strategic development of services in the field of education, welfare, equality, events and engagement and any other duties assigned by the Student Council, Executive or the President.
- Vice Presidents are members of the Student Council and attend CRM's.
- Vice Presidents are delegates to USI Annual Congress.
- Vice Presidents shall chair or be a member of the Standing Committee of the Union which relates to their specific brief and will work with officers of other campuses to develop University wide policy and services in that area of responsibility.
- Subject to the Constitution, additional responsibilities may be conferred on the Vice President by the President, the Executive and the Student Council.

Vice President for Education

The Vice President for Education is responsible for the following on the City Campus, which includes the Class Rep system, training and recruitment; exams and assessments; quality assurance; academic policy, student printing, library services and other resources. They are a member of the Academic Council and its sub committees; for example, Quality Assurance and the Academic Boards within the City Campus.



**TU DUBLIN SU
ELECTIONS**



Vice President for Events and Engagement

The Vice President for Events and Engagement organises all City Campus events and social activities. They work closely with Clubs and Societies. They are also responsible for sponsorship, marketing and especially fundraising.

Vice President for Welfare and Equality

The Vice President for Welfare and Equality runs campaigns on student welfare matters - student health (mental, physical and sexual), accommodation, employment and finance. They are also responsible for dealing with facility issues on the City Campus.

College Officers

College Officers are a part-time position paid at an hourly rate

There are 6 College Officers based in Aungier Street, Bolton Street, Cathal Brugha Street, Grangegorman, Kevin Street and Rathmines/BIMM

- The College Officer plays a key role in the overall democratic structure of the Union. The fundamental function of the job is to develop an active democratic presence on site, through use of the Class and School Representative System.
- In addition, College Officers will work to encourage students to engage with and actively participate in the Union's democratic structures and the general college experience.
- The College Officer reports directly to the Student Council
- Subject to the Constitution, additional responsibilities may be conferred on the College Officers by the CRM, Student Council, Executive, President and by the Deputy President as appropriate.
- College Officers must attend the CRM for the campus from which they are elected where they will support participation.



**TU DUBLIN SU
ELECTIONS**



Tallaght Campus

Deputy President

The office of Deputy President is a full-time paid position

Vice Presidents

Vice President for Education

The office of Vice President for Education is a full-time paid position

Vice President for Welfare and Equality

The office of Vice President for Welfare and Equality is a full-time paid position

Part Time Officers

Clubs Officer

Communications Officer

Entertainments Officer

Societies Officer