



# OFFICIAL GUIDE TO STUDENT OFFICER ELECTIONS 2026

## **ABOUT THIS GUIDE**

This Guide provides practical guidance for candidates standing in the elections and will be interpreted solely by the Deputy Returning Officer (DRO) and Returning Officer (RO). Any changes to this Guide will be communicated to students prior to the opening of nominations.

It is the Candidate's responsibility to read, understand and apply the content of this guide.

Officer positions available

- **President (Home Students)**
- **President (International Students)**

Officers are the elected leaders of the Students' Union. These are demanding roles; it is strongly recommended that you engage with the Students' Union to fully understand what will be expected of you should you be successful.

Please direct any queries to [elections@tees-su.org.uk](mailto:elections@tees-su.org.uk)

## **The Roles**

- These posts are FULL-TIME from 1st July 2026 for 12 months at £25k P.A.
- The positions are open to current students who will complete their studies prior to commencement of the role or are able to defer their studies until their term ends.
- You cannot work elsewhere or continue to study as a student while in an Officer role
- Any commitments you have as a student must be deferred until the role is Completed.
- It may be possible to start the role (at the discretion of the SU) if you have minor commitments outstanding e.g. dissertation to complete, these must be finished by end August. Please direct any queries to [elections@tees-su.org.uk](mailto:elections@tees-su.org.uk)
- It is your responsibility to confirm with the University if you are able to defer your studies to become an Officer.

- It is the responsibility of international students to confirm with the University that there are no visa issues that would prevent them from standing or taking the role if elected. The University continues to sponsor your visa, full information is on their website:

UNlverse>International Students>International Advice: SU Sabbatical Officer

### **Eligibility to stand in the elections**

- You can only stand for one of the two positions.
- You must be a current TU student throughout the elections process.
- You must meet the criteria to be a charity trustee.
- You must not be in debt to the University.
- You must not be in a University or SU disciplinary process or about to be discontinued.

### **Registering as a candidate**

Registering as a candidate is by online self-nomination only, there will be a number of opportunities to engage with the SU on the process. Candidates are required to:

- Complete the online nomination form
- Upload their photograph, similar to a passport style photo
- Your eligibility to stand in the election will be confirmed by the University
- Your name, position, personal statement and photograph will appear on the online voting module for voters to see.

The deadline for nominations is 4pm on Friday 23rd February 2026. Late submissions will not be accepted.

### **Personal Statement**

Your personal statement must be on one page, must be completed by the 27th February by 4pm and sets out:

- Who you are and the role you are standing for
- The skills and experience you possess that make you the right person for the role
- The ideas you have that you will pursue if you are elected.

Examples of previous years' personal statements will be made available to view. You may need to amend your personal statement at the discretion of the Deputy Returning Officer.

### **Charity Trustee Declaration Form**

This is your declaration that you meet the necessary legal requirements to be a Trustee and are therefore eligible to stand in the elections. You will need to separately complete this form which is available at <http://www.tees-su.org.uk/ctd> and return it to [elections@tees-su.org.uk](mailto:elections@tees-su.org.uk)

Please see

<https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions> for more information

### **Compulsory meetings for candidates (Locations to be confirmed)**

- 1. Candidates Briefing to be held on Monday 23rd February 2026 at 4.00pm**
- 2. Meeting with TUSU Marketing to record a 30 second video**

Non-attendance at this meeting will lead to you to being removed from the elections. If you are unavoidably unable to attend due to prior commitments or last-minute emergencies, please immediately email [elections@tees-su.org.uk](mailto:elections@tees-su.org.uk)

### **Campaigning**

Campaigning is publicising your candidacy to potential voters. The Students' Union recommends that you do not start campaigning until the list of candidates is published after nominations close. Candidates running for different positions can work together by combining their campaigning.

Campaigning must be done online (including through social media) or face to face with Students.

### **The Rules**

- 1) The law, University Policies and Union Regulations are all in full force and shall apply to TUSU elections

- 2) Students must be free to cast their vote without undue pressure or influence
- 3) Candidates must treat other candidates, students, staff and members of the public with respect
- 4) Candidates must not undermine the fair and democratic running of elections
- 5) Candidates must not do anything to gain an unfair advantage
- 6) Candidates must respect the campus environment and the community
- 7) Any individual(s) perceived to be harassing other candidates or students, misusing the computer facilities or any other activity deemed to present a perceived or real attempt to manipulate the outcome of the elections will be investigated and may be subjected to LUU or the University's disciplinary measures.
- 8) Campaigning does not start until 9am, Monday 25th February, all candidates are required to complete / submit the pre-requisite training / information as outlined within this guide.
- 9) Candidates must not interfere in any way with a voter at the point of voting; candidates may verbally guide a student to the voting page or their voting profile but must do so without touching the personal device.
- 10) Candidates must not promote their campaigns via the use of TUSU resources, including official TUSU accounts, staff or Executive Officer time, unless a service is offered to all candidates via TUSU central provision.
- 11) Candidates are reminded that TUSU staff are not eligible to campaign on your behalf whereas student staff may campaign for candidates but must not use their position to do so and must do so in their own time.
- 12) Candidates who have access to students' personal data (contact details), as part of a Society or representative role for example, cannot use this as part of their campaign; it is important to remember that students within those groups have not consented to receiving messages that encourage students to vote for a candidate(s) and this may be perceived as a breach of General

Data Protection Regulations and as such, any complaints of this nature fall outside the remit of the elections.

13) Candidates can create mailing lists for the sole purpose of promoting their candidacy; these must clearly inform students on the purpose of collating this data and they should be able to withdraw their consent at any point.

14) Candidates are able to seek endorsements from Societies and Academic Representatives however this cannot happen until campaigning has started.

15) In order to retain fairness in the elections, candidates will receive a budget of £25. This is provided by the Union and will be reimbursed after the results; this cannot be supplemented and is subject to the presentation of all receipts, alcohol will not be reimbursed.

16) You can submit your expenses at any time however these must be received by 1pm on Thursday 20 February.

17) Recording of students voting is prohibited.

### **Guidance**

- Please be respectful of your fellow students if they don't wish to interact with the elections or vote
- Comply with all Students' Union and University policies and procedures, health and safety and the law
- The SU elections are free to enter and contest, there is no budget and candidates cannot spend theirs or others money
- Don't be offensive or damage the reputation of the SU or University
- If you have a current role in the SU, don't campaign wearing SU branded clothing or lanyards
- You cannot receive endorsements from University staff, current or previous SU staff or Officers or SU commercial partners
- The University may place restrictions on where you can campaign which will be communicated to students prior to the election

Please email [elections@tees-su.org.uk](mailto:elections@tees-su.org.uk) with any queries.

### **Voting**

Voting is open from 10am Monday 3rd - 5th March 4pm only.

### **Misconduct issues**

Breaches of this Guide, the Elections Regulations or any other misconduct issues arising through the actions of Candidates, their friends or supporters will be dealt with by the DRO.

### **Complaints**

If a candidate wishes to make a formal complaint about another candidate, they must write to [elections@tees-su.org.uk](mailto:elections@tees-su.org.uk) where they will be directed to a link to complete a complaint form. This must be fully completed with any evidence uploaded. Should the DRO decide that there is a case to answer, then an SU staff investigator will be appointed who will investigate, and based on their report, the DRO will either dismiss the complaint or apply sanctions.

Please note that complaints lodged elsewhere at odds to the process described above or without supporting evidence will not be acknowledged or processed. Duplicate complaints will also not be acknowledged or processed unless additional evidence is provided.

Complaints relating to outside the control of the SU will also not be processed.

### **Sanctions**

The level of warning and sanctions issued by the DRO depends on the magnitude of the violation and any previous warnings issued. These will all be issued in writing.

- Written warning – a breach of the rules that could advantage the candidate.
- Removal from the election – a major or second breach of the rules, or failure to attend

compulsory meetings. Candidate removed from the ballot paper will have any votes

cast automatically transferred to the other candidates in the election.

Appeal against any decision of the DRO may be done by writing to the Returning Officer c/o DRO. This must be within 24 hours and prior to the count.

## **Voting process**

The details of the online voting process will be fully explained during Candidates Briefing

- Students will cast their vote by logging in to the Students' Union website using their usual University login.
- Students deemed eligible to vote by the University are included in the voting database.
- Information will be available on the website should a student not remember their login.
- If the student is still unable to vote then this must be raised with University IT support not the Students' Union.
- The Students' Union cannot accept responsibility for students being unable to vote if they have not sought assistance from the University
- Students who are not on the voting database due to their student status must contact the University.

### Online ballot

- Candidates' names will appear on the ballot in a random order.
- Voting will be by alternative transferable vote.
- There will be the option to vote for Re-Open Nominations (RON). Should RON be elected then nominations for that election will be re-opened and a new election held.

### E-Voting

Candidates cannot campaign with Personal Devices, must not touch any electronic voting device and must allow a vote to be cast in secret. Contravention of any of these points will lead to automatic Candidate removal.

### Results

The results from each election will be announced on the evening of Friday the 6th of March

### Key Dates.

Nominations open - 6th of February 10am



Nominations Close - 23rd of February- 4pm

Candidate Briefing (Mandatory) - 23rd February - 4pm - 6pm.

Campaigning starts - 25th of February - 9am

Candidate Statement deadline - 27th of February - 11.59am

Polling Open - 3rd of March - 10am

Polling Closes - 5th of March - 4pm

Results announced - 6th March 4pm - 6pm

Other Dates

16th of February - Candidate Drop in Sessions. 10am - 4pm

23rd of February - 25th of February - Candidate Resource Hub 10am - 4pm

23rd of February - 4-6pm How to Campaign and Write a Candidate Statement Training

3rd of March - 5th of March - 10am - 4pm - Candidate Welfare Hub (Lounge)