

SOLENT ● ✕ ● ● BY-ELECTIONS

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Initial Interest Workshop
October 2025

WHAT WILL WE COVER?

- What are By- Elections?
- What is a Volunteer Officer?
- What is a School Rep?
- How to apply
- Expectations of Candidates
- Candidate Filming
- Candidate Briefing
- Key Date

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What are By- Elections?

Elections are where our students get to decide who will represent them for the next academic year. Our By- Elections always focus on our volunteer roles available within the SU.

Any student (who is also a member of the SU) can apply for one of the positions. They then become a Candidate!

The Candidate submits a manifesto, to tell us the key reasons why they should be chosen for the role.

Students are then able to vote for who they would like to represent them in each role.

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What is a Volunteer Officer?

Volunteer Officer positions are unpaid roles within Solent Students' Union. Volunteer Officers work to proactively represent the rights of the students in their specific student groups. They ensure that the Students' Union considers these students' views and needs and undertakes projects and campaigns to support their student groups.

The role's time commitment varies according to how much students wish to commit. As an estimate, it could be anywhere from one to five hours a week. Volunteer officers hold unpaid elected positions and continue with their studies during their time in office.

Both those who are elected as Volunteer Officers and Sabbatical Officers are representatives for your student voice and act on your behalf in the Union, University and wider community fighting for you on an institutional, local, and national level.

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What is a Volunteer Officer?

As a Volunteer Officer, you can design and lead your own campaign! This can be on anything you would like to see improved or any big idea you think will improve the experience of the students you are representing!

You will also be part of the Student Council, meeting for two hours each month. Your role will be to provide any updates on your work, listen to updates from Sabbatical Officers and while representing your relevant group of students, hold them accountable. You will even have voting rights! Meaning you get a say on all the big decisions that happen within the SU.

You can lead on your own events, and really make a positive impact to the experience of students.

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Volunteer Officer Roles

Housing

Post Graduate

Activities and Societies

Trans

LGBT+

ABMO

Student Council Chair

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Student Council Chair

The Chair of Student Council is responsible for overseeing the running of the Student Council. This includes:

- Chairing all Student Council Meetings
- Chairing the Annual General Meeting
- Ensuring that all documents and amendments are accurate
- Ensure that all meetings are run in accordance with the by-laws
- Work closely and ensure good correspondence with the Student Voice Coordinator

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What is a School Rep?

A University School Representative, also known as a School Rep, is responsible for promoting their school and serving as a liaison between the school and the University and Students' Union. They are also the face of all other Course Reps in their relevant school and help make sure the Course Reps concerns are fairly heard.

In summary, a University School Representative acts as an ambassador and advocate for their department within the larger university community. They promote the school concerns and priorities through communication, events, and collaboration with key members of staff.

What is a School Rep?

As a School Rep, you can design and lead your own campaign! This can be on anything you would like to see improved or any big idea you think will improve the experience of the students you are representing!

You will also be part of the Student Council, meeting for two hours each month. Your role will be to provide any updates on your work, listen to updates from Sabbatical Officers and while representing your relevant group of students, hold them accountable. You will even have voting rights! Meaning you get a say on all the big decisions that happen within the SU.

You can attend key Academic Meetings, including Course Reviews and Solent Future Development.

You can lead on your own events, and really make a positive impact to the experience of students.

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How do I apply?

- To nominate yourself, you need to apply on our website:
<https://www.solentsu.co.uk/elections/applyhere/>
- You then need to select the role you would like to apply for
- Add in all your details
- Add your manifesto
- Add a photo of yourself
- Keep an eye on emails from us!

General Elections Info

- This is primarily an online election with some in-person elements, such as promotion on campus.
- The voting period is between Monday 27th October at 10am and Friday 31st October 3pm. Please encourage as many students as possible to vote during this period.
- Hannah Piatkiewicz is the Deputy Returning Officer (DRO) for this election. The DRO is responsible for the day-to-day running of the election process and is your primary point of contact for all election queries. If you have a question, contact her at hannah.piatkiewicz@solent.ac.uk.
- The Returning Officer is independent from the SU and from Solent University, they are an experienced professional within the student voice and have overall legal responsibility and decision-making abilities for our election process.
- You must follow the rules of the election, Solent's Code of Conduct and the law during the elections.

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Hustings

Hustings is a chance for you to answer questions from students around your candidacy.

Students will submit questions in advance, that will be asked to all candidates.

You will be provided with the questions in advance to prepare your response.

Tuesday 21st October in the Spark 2-4pm, will be the opportunity for you to answer questions from students and promote your campaign.

All candidates are strongly encouraged to attend.

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Filming

Candidate Artwork and Social Media Workshop:
Monday 13th October: 2-3pm

Candidate Filming:

Filming with our Communication and Marketing Team will take place the week commencing Monday 13th October. I will send out a sign up link for your slot closer to the time.

This is your opportunity to work with our team and film online content as part of your campaign.

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Filming

Artwork Deadline:

All artwork must be submitted using the following link by **Wednesday 12th October 12pm.**

Here is the link: <https://gybz8ofw.paperform.co>

Please note that if you do not submit your artwork by this date you may be disqualified.

Monday 20th October: 10am-4pm - Pick up artwork from the SU

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Candidate Briefing

Candidate briefing will take place on:

- Monday 13th October: 12-1pm

or

- Tuesday 14th October: 4-5pm

In JM202.

You must attend one of these sessions, to ensure that you have all the information you need during elections. This will include an overview of Election Rules, Candidate Information and voting guide.

All candidates **MUST** attend the candidate briefing or risk their application being withdrawn.

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Key Dates

Campaigning and Voting

- Monday 20th October 10am- Friday 31st October 3pm - Campaigning can happen online and in person.
- Monday 27th October 10am- Friday 31st October 3pm - Campaigning can happen online and in person and Voting open.
- Results to be announced Friday 31st October in the evening (dependent on RO validating results).

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Wellbeing

Throughout the process of the Election, time can be busy, so we want to make sure that throughout the process your wellbeing remains a priority. The Student Union is open for you to come for a chat or chill out if you need to. It's important to also remember the basics, try to get eight hours of sleep a night, eat healthy meals, plenty of water and try not to spend too much time on social media. We will be sharing reminders to take a break and wellbeing tips throughout the election period also.

It is also important to try and strike a balance between campaigning and your academic work. Try putting a schedule together to ensure that you have enough time for both. We are here to support with this if you need us!

For any advice or questions around anything Elections, please pop into the SU Office or email elections@solent.ac.uk.

Good luck! This is such an exciting time, we cannot wait to see you all campaigning!

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Election Rules

The document that defines the rules and regulations for the entire elections can be found below. You can refer to this document for definitive rules and regulations on how the elections are conducted, counted, and regulated.

You can find our Election Rules document [here](#).

Within our Election Rules document you can also find out about the eligibility for students running for any positions, how the application, voting, and complaints processes work, as well as the role of the Returning Officer.

The Deputy Returning Officer will produce additional rules, regulations, and guidance for individual elections. These will be available to all candidates that are ratified. However, it is the Election Rules that will be used by the Returning Officer to determine any electoral misconduct. Candidates must be aware that they risk being removed from elections if they fail to observe and practice the guidance provided.

All candidates are advised to read our Election Rules and familiarise themselves with the rules.

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Candidate Checklist



Make sure your manifesto stands out and upload to the website



Work on your artwork and send in via the link by:



Attend the Candidate Briefing



Book in for Candidate Filming



Start campaigning

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Remember:

Manifesto and Artwork must be submitted by Wednesday 12th October 12pm.

Remember:

Candidate Briefing is Compulsory to attend for all candidates!