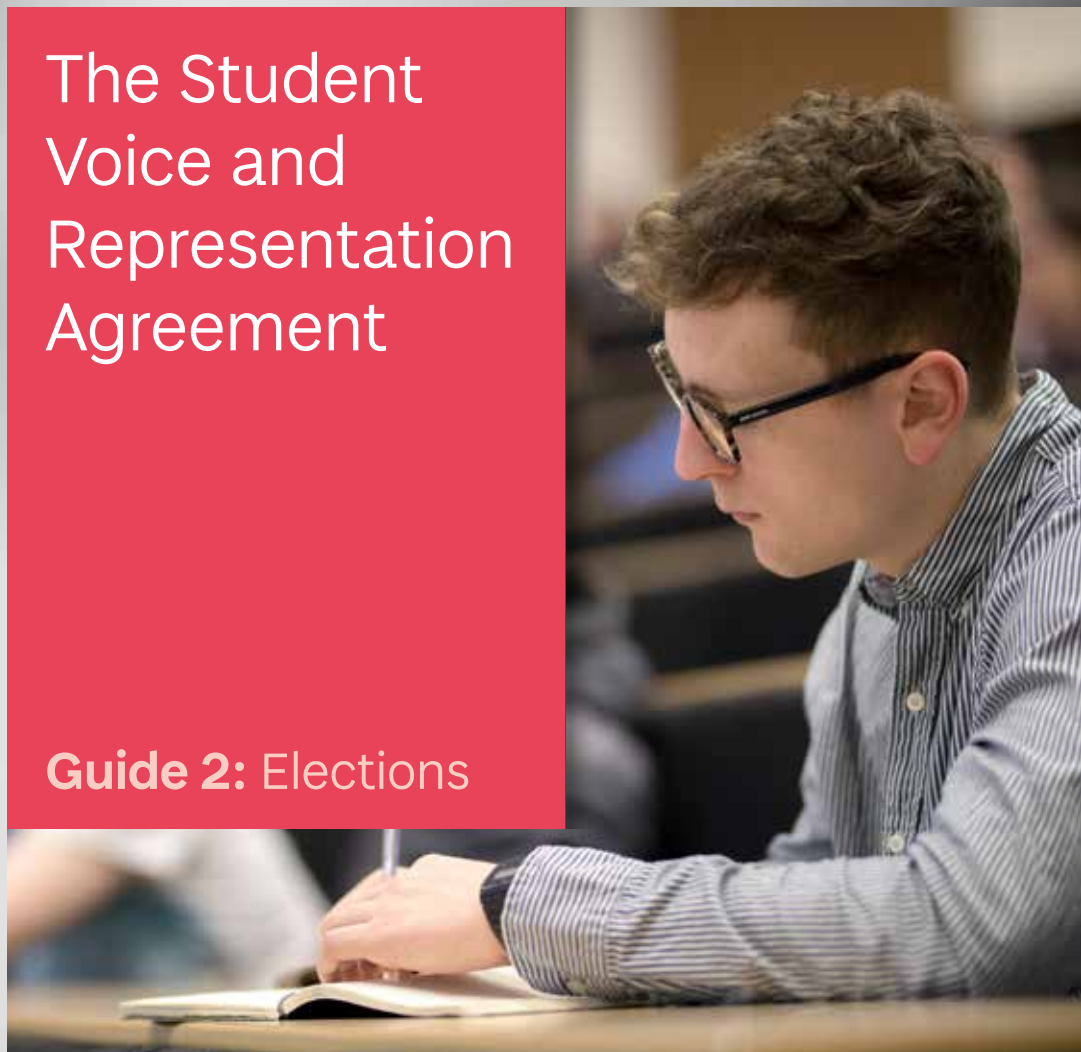


# Guide 2

## The Student Voice and Representation Agreement

### Guide 2: Elections



## Guide 2: Elections

DUSA and the University believe that student representation is most effective when representatives have been democratically elected to their position and given a mandate by their peers to represent their voice.

DUSA takes on the responsibility to elect the DUSA Executive, School Presidents, Independent Member of Court and SRC Chair. Academic Schools are responsible for electing their Vice Presidents and Class Representatives. It would be expected that each School would identify key leads and/or team to work directly with the School President and DUSA to elect the representatives.

It is recognised that not all positions will be contested and in those circumstances, the Vice President of Representation, the Associate Dean (Learning & Teaching) and School President (or Vice President group) appoint a single nominee to the vacant position. Interim School Presidents would hold office until a School wide election could be held by DUSA.

School leads must provide DUSA with the list of confirmed representatives when they have been elected/appointed. This is to ensure that representatives can be updated directly about training, development opportunities and other relevant information. DUSA will communicate the results of the elections it holds to relevant University leads and support their transition into office.

All election/appointment processes should be undertaken in line with the following values:

1. **Democracy**
2. **Fairness**
3. **Equality**
4. **Accountability**

The following principles should underpin any election or selection process:

- Students who are eligible to take part in standing for a position and voting should be made aware as early as possible to allow them to fully engage in the process.
- Students should have access to resources which help them understand the responsibilities that they will be expected to undertake in the role. To assist staff in providing this information a resource pack has been created which can be downloaded by following these links:

[Class Representatives](#)

[School/Vice Presidents](#)

For any additional advice staff can contact the Students' Association's Vice President Representation [vpr@dusa.co.uk](mailto:vpr@dusa.co.uk) and Democratic Support and Policy Coordinator [ssquire@dusa.co.uk](mailto:ssquire@dusa.co.uk).





## School Election process

It is recognised that each module and programme may require some flexibility in how they undertake their election processes. This may be due to class size or learning environment which may require the identification of multiple representatives.

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There are a number of mechanisms and tools which we would advise leads to consider using during the election/appointment of representatives:

- A First Past the Post process (FPTP) is recommend with successful candidates being voted based on a simple majority.
- For conducting the election, it is recommended that an accessible online platform is used which protects the identity of the voters but ensures an open and transparent processes.

There are several platforms that can be used:

1. Microsoft Forms (which can be accessed as part of Office 365)
2. Online Surveys

Both survey tools provide a range of options to undertake the polling of students and are secure. For advice please contact the Vice President of Representation at: [vpr@dusa.co.uk](mailto:vpr@dusa.co.uk) and/or Democratic Support and Policy Coordinator at: [ssquire@dusa.co.uk](mailto:ssquire@dusa.co.uk)



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