As many of you will know, we are approaching our Spring Elections. These elections allow students to choose who they would like to take up key leadership roles within the Union for the next academic year.  Most notably for you, this includes the Vice President Societies and Volunteering / Vice President Sports and Athletic Union President. This role is pivotal in the development of the service provided to student groups like yourselves.

**We're emailing you today to ask you to undertake the following over the coming weeks:**

1. If you are approached by candidates who want to talk to you or your members, we’d encourage you to engage with them and where appropriate permit them to attend your digital, virtual or in-person events to talk to your members. We’d encourage you to give each candidate who approaches you a similar opportunity.

2. As committee members you are entitled to support and promote candidates to your membership, but you should not put pressure on your members to vote in a particular way. Encourage them to vote, give them your thoughts if you want, but let them make up their own mind. For example, you should avoid suggesting to student that they have no choice but to vote for someone because they are part of your society.

3. We’d ask you to help us promote the election, particularly during the voting period and encourage as many of your members as possible to vote. We will be rewarding the society and sports team with the highest turnout with £200 to go towards their group. In the case of a tie, there will be a draw to determine the winner. There will also be a prize for every group which achieves a 100% turnout. Groups must have a minimum of 12 members.

**Running your own Q&A sessions:**

We understand that some of you may wish to run your own candidate Q&A sessions in order to engage your members and hear directly from those wishing to be your future SU leaders. When running these sessions, we ask you to be mindful of the following:

1. You should ensure you have invited all candidates for any positions you wish to (for example if you want to hear from VP Societies and Volunteering candidates, you should attempt to open it to all of the VP Societies and Volunteering candidates). Please note, we will not be able to give you all candidates emails – but are happy to reach out to them on your behalf and send them any information and tell them to get in touch directly with you.

2. During the Q&A all candidates should receive the same amount of time to speak and answer any questions.

3. Candidates will be extremely busy and may be invited to conflicting Q&As, we ask that you don’t attempt to demean candidates for not turning up.

**Other things to keep in mind:**

1. If a student group wishes to officially endorse a candidate we suggest the decision to do so and which candidate(s) the group is to endorse is made democratically.

2. Student groups may not provide candidates with any campaigning materials.

3. Your members have provided you with their email address to help you effectively manage your student group. These can be used to promote the election but You should avoid using these email addresses to promote a particular candidate in Cardiff Student Elections. As a reminder this data should be kept secure and not shared with candidates and campaigners.

If you have any questions regarding the above please get in touch with the elections team at [elections@cardiff.ac.uk](mailto:elections@cardiff.ac.uk)