



**Imperial College Union Governance Committee**

**19/09/2018**

<b>AGENDA ITEM NO.</b>	<b>7</b>
<b>TITLE</b>	Elections 2018/19: an update
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<b>EXECUTIVE SUMMARY</b>	In the interest of having more effective administration of Union elections, the Governance Committee should have ongoing oversight of plans at key stages as outlined in previous reviews. This paper presents an update on areas of key risk for LE18 and the plans for AE18 from the Elections Working Group.
<b>PURPOSE</b>	For the Committee to note the timetables and plans for AE18 and LE18 against reviews, risks and recommendations identified in previous cycle.
<b>DECISION/ACTION REQUIRED</b>	For the Committee to approve: - Returning Officer for AE18 - Proposed Timetable for LE18

***Elections 2018/19***

The Governance Committee is being asked to take note of the following updates for elections to be held during the 2018/19 academic year, ratifying recommendations from the Working Group where necessary.

**Autumn Elections (AE18)**

Autumn Elections (AE18) aim to elect the following positions between 15 and 19 October 2018:

- UG Academic & Wellbeing Reps
- PGT Academic Reps
- Ordinary Members of Council
- Open CU Committee positions

- Open CSP Committee positions
- LGBT + Officer

In the following time frame:

Date	Event
12:00, Saturday 29 September	Open nominations
12:00, Wednesday 10 October	Close nominations
13:00, Wednesday 10 October	Candidates' briefing
12:00, Thursday 11 October	Manifesto deadline
7:00, Friday 12 October	Manifestos published online and campaigning begins
12:00, Monday 15 October	Voting begins
12:00, Friday 19 October	Voting closes

And for Clubs, Societies & Projects to allow sufficient time for new members to be incorporated into the electoral roll and stand for positions:

Date	Event
12:00, Monday 08 October	Open nominations
12:00, Wednesday 17 October	Close nominations
12: 00, Friday 19 October	Manifesto deadline
	Manifestos published online and campaigning begins
12:00 Tuesday 23 October	Voting begins
12:00 Tuesday 25 October	Voting closes

With the following aims, relative to previous performance:

KPI	Measure	Previous
Turnout	30 percent	Average 26% last 4 years
Higher satisfaction among candidates	Evidenced by the post-election Candidates' Survey	No previous Survey data
Speedier and more transparent handling of complaints	Complaints log	Report to be generated by Systems Team
More candidates standing per position	An average of 2 per position	Report to be generated by Systems Team
Training attendance	Online & candidates' briefing numbers	No Training Hub last year or record of attendance

		figure, but we know it was low to non-existent.
All vacancies filled	Nominations	
Higher votes per person	Votes: voter ratio	# of votes decreased? (Systems explanation)

Through the following planning method:

- A project management team convened 9 weeks before the elections comprising Head of Student Voice & Communications (chair), Union President (co-chair), Systems Lead, Senior Designer, Digital Marketer, Education & Welfare Manager, Democracy Coordinator, and the Activities Manager, meeting every Thursday for an hour and a half until a week after the election, after which the WG will transition into LE18 activities.

### Background and Risks

Autumn Elections have ordinarily been the more low-key of the two main elections conducted by the Union annually. It's averaged a turnout of 26 per cent in the last four years and suffers the following historic problems:

- Only Undergraduates elect all their Academic Reps via the Union's online system and a few PGTs. Since half of Imperial students are PGs, this presents both a representation problem for the Union, as well as a turnout problem for these elections. Effort is being made to bring PGs into the existing networks through meetings with departments. Receptivity is low but deadline to confirm all positions is 21 September.
- These elections open at the start of the academic year. This necessarily allows students to choose their Reps for a whole year, however:
  - Messaging for these elections is more challenging because it occurs during Welcome, the busiest time on campus when there is a lot of competing information.
  - The Systems team has to spend more time refreshing the electoral roll for CSPs which tend to gain a lot membership at the start of year and therefore will have uncertain numbers throughout the elections.
  - First years do not quite understand the Union's complex governance structure and therefore, there is a greater demand on the communications plan to achieve awareness, generate interest in standing for positions, and also emphasise the importance of voting in a very short space of time.
  - Key members of the Elections Team are also key members of the Welcome Team and therefore have less time, energy and focus to expend on these elections.

### Returning Officer:

Deborah Evanson, Press and Communications Officer at Imperial College London, is recommended for the role of returning Officer. Debbie has served as Returning Officer in previous Autumn Elections.

## Leadership Elections 2018

The Committee should take note of the following key recommendations from the Review of LE18 and the related updates/actions:

Recommendations of LE18 Review	Update
<p>There must be a Project Manager who is a Senior Manager and who is not responsible for the administrative tasks. There must therefore be an assigned, appropriate administrative support function.</p>	<p>In keeping with this, a RACI matrix has been devised for LE18 which details who is <b>responsible, accountable</b>, or should be <b>consulted</b> or <b>informed</b> for each task with the Head of Student Voice and Communications being <b>responsible</b> for fewer administrative tasks, but <b>accountable</b> for most.</p>
<p>There must be clearly communicated objectives regarding the success of the elections with measures beyond turnout alone.</p>	<p>KPIs have been set by the Elections team, based on the principles outlined in the Governance Committee meeting of 170518.</p>
<p>There must be a process from start to finish of the elections which is managed by the PM with oversight through Governance Sub-Committee.</p>	<p>The Elections Working Group has been convened for 2018/19 and will remain active sitting as appropriate until the close of Summer Elections 2019. Oversight will adhere to the timetable set out by the HOSVC in <b>Elections at Board subcommittees</b> paper submitted by AK on 17 May.</p>
<p>The timetable must be set six months in advance.</p> <p>Events with student dependencies must be confirmed six months in advance with clear expectations and support mechanisms in place.</p>	<p>The timetable for LE18 has been set and shared with Union Council for comments.</p>
<p>Training sessions and materials must be devised with support for DROs that is more extensive than "ask the PM".</p>	<p>See <b>Item 8: LE19: Training Needs</b> paper submitted by Student Development Manager</p>
<p>There must be a communication method devised which is not the responsibility of the Deputy Returning Officers to communicate with candidates during the election.</p>	<p>For review in November meeting of Governance Committee based on agreed timetable for Committee oversight of these elections.</p>

Performance management measures must be utilised to address recent and any future failings in fulfilling staff responsibilities.

Noted.

### Timetable

The dates recommended for Leadership Elections 2018 were based on the following feedback from members of Council, LE18 Candidates and the internal review at the end of 18/19:

### Feedback:

- Very strong support for the reduction of campaigning from two weeks
- Moderate support for a pause between the closing of nominations and the opening of campaigning
- Strong opposition to opening campaigning and voting simultaneously.
- No strong consensus around one model.

### HOSVC (AK) recommendations based on above:

- Maintaining the nominations period (including closing date) as is
- Having a short training/preparation gap between the closing of nominations and the beginning of campaigning
- Having a short campaigning period before the opening of voting, beginning on the Wednesday, with a debate that evening
- Maintaining the voting period as it is

### Proposed timetable:

Date	Event
12:00, 4 February	Nominations open
12:00, 1 March	Nominations close
Wednesday 12:00, 6 March	Candidates' Briefing and start of campaigning
Thursday 12:00, 7 March	Manifesto deadline
Friday 12:30, 8 March	Manifestos published
13:00, 8 March	Opening of voting
12:00, 19 October	Close of voting

### KPIs

Metrics for LE18 are same as AE18, based on the same outlined principles.