

Executive and Part-Time Officer Elections 2025

<i>Activity</i>	<i>Time and Date</i>	<i>Venue</i>
Nominations	Friday 31 st January at 10.00am to Wednesday 12 February at Midday for Part-Time Officer roles and Wednesday 19th February at Midday for Executive Officer roles	Online at www.leicesterunion.com/elections
Rules Briefing	Wednesday 19 February at 1.00-3.30pm Thursday 20 February – 1.00-3.30pm Friday 21 February – 10.00-11.30pm* Friday 21 February - 1.00-3.30pm	All of the sessions cover the election rules and timetable. All but the morning session* on Friday 21 February also includes campaigning training Please note it is compulsory for you to attend one of these sessions – if you are unable to do this then email su-elections@leicester.ac.uk to request another timeslot.
Candidate Conference (Recommended)	Saturday 22 February 11.00am to 3.00pm	Bob Burgess Building (signing in within foyer), Team Sessions available for Distance Learning Officer Candidates.
Optional Training Sessions including Candidate Conference	Friday 7 February 2.00 - 4pm – General Election Drop-In Session Thursday 13 February - General Election Drop-in Session – 11.00 - 1pm Monday 24 February - Activities Team Drop-in- 10:00-11:00 Wednesday 26 February Meet Your Officers Drop-In Session (Hybrid)- Wed 26 February 2025 10:00-12:00 Thursday 27 February - Liberation Team Drop-In - 10.00am -11.00am and 11.00am to 12.00pm	Training Room Training Room Training Room Teams and Training Room Training Room

	Friday 28 February - Academic Rep Team Drop-in – 10.00am-11.00	Teams and Training Room
Election Photoshoot – Marketing Day	Part-Time Officers only- Friday 28 February 11am to 3pm– slots to be booked Executive Officers only- Monday 3 and Tuesday 4 March- 11am to 3pm- slots to be booked	Liberation Room, SU
Election Help Desk/Hub (next to Gees)	7 to 14 March (not weekend) between 10.00am till 4.00pm	
Deadline – 10am Wednesday 5 March <ul style="list-style-type: none"> • Manifesto (3 pages Portrait A4 for Executive Officers, up to 2 pages for Part Time Officers submitted in PDF format). • Photos if using your own photos make sure it is uploaded to your profile or sent to su-elections@le.ac.uk, the photo should have a plain background. • 200 words to su-elections@le.ac.uk • Declaration of slate form and campaign team submitted for all candidates with a campaign team and/or slate • Trustee Declaration Form deadline (Executive Officers only) – to su-elections@le.ac.uk • Election Pledge to su-elections@le.ac.uk 	<u>Deadline</u> – 10am Wednesday 5 th March – send all files to su-elections@leicester.ac.uk Manifesto Booklets and 200 word summaries booklet published at the beginning of campaigning. If required the 200 words will also be uploaded onto your candidate page alongside your photo, you are though able to do this yourself.	
Election Hustings/Q&A for Executive Officer roles only	Friday 7 March from 4pm to 8.00pm inn Bob Lecture Theatre 2 –Questions agreed by DRO/IRO with one hour panels per role – time table to be confirmed once candidate numbers are known.	
Release of Candidate List, Manifesto Booklet and 200 words	Friday 7 March at 10am	
Start of Campaigning	Friday 7 March 10am	
Voting Online – www.leicesterunion.com/vote	8am Monday 10 March to midday Friday 14 March	
Help Desks/Ballot Stations	Various locations during the Voting Period , please direct any queries/issues/concerns to the help desk/s	In-person printed version of manifestos available at each ballot station
Quiet Voting Station	Each day during voting 11am – 3pm	Gee’s next to SU Square.

Chill Out Room 9am each working day during campaigning – light refreshments will be provided. Daily £5 Vouchers from the beginning of campaigning provided to attendees from Election Help Desk/Hub	Chill out space available from 9am – 5pm	Liberation Room
Expenses Form – including Receipts	<u>Deadline</u> 1pm Thursday 13 March	To (su-elections@le.ac.uk)
Deadline for Submission of Confirmation to proceed form	1pm Friday 14 March	
Resolution of any outstanding issues (Candidates expected to be available for consultation if required)	1pm – 2pm Friday 14 March	Via telephone/email
Results	Friday 14 March 3.30pm – all candidates and campaign team member are welcome, snacks provided.	SU Square and live streamed on the SU Instagram Channel
Election Help Desk/Hub – Drop in	Saturday 15 March 11.00am -1.00pm	Students' Union Main Office