**Clubs & Societies: Running You Own Internal Elections**

Key Guidelines:

1. **Committee members cannot appoint someone into another committee position.** Committee members can only be appointed if you are a new society creating a committee for the first time, or if you are re-activating a previously disbanded society.
2. **Committee members must be voted into power by paid members of your student group.** Elections must be open for all members, not just committee members.
3. **All members of your student group must be given the opportunity to nominate themselves in the election.** This means you should send an email, using the messenger function in your admin tools, to all of your members saying how they should nominate themselves and by when.
4. \*\* Re-Open Nominations (R.O.N) must be a candidate in ALL elections \*\*

How to Run Internal Elections – 2 Recommendations

**1. Use a free platform such as Survey Monkey/ Microsoft Forms/ Google Forms/ Facebook Polls/ Microsoft Teams/ Zoom and send the SU the results.**

**Follow the steps below:**

* Decide the following things as a committee
  1. Which positions you want to elect.
  2. Your election timeline. Decide dates for when nominations open, when nominations close, when voting opens, and when voting closes. We recommend you give your members at least one week to nominate themselves and at least one week to cast their vote.
  3. How you want your members to nominate themselves. The easiest way to do this is to ask people to email the president/vice president if they wish to nominate themselves.
  4. Which platform you want to use to take the vote. You could use Survey Monkey/ Microsoft Forms/ Google Forms\*\*
* Send an email using your admin tools on the SU website to all your members alerting them of the election. Provide instructions of how members can nominate themselves.
* Create the election using the platform of your choice. Add all the nominees to the form so your members can vote for their preferred candidate.
* Send an email using your admin tools on the SU website to all your members with a link to the election.
* Once the elections ends and you have a winner, send in proof of your election and proof of the results to [union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk)
* If you the election ends and you have a tie, you can either flip a coin or you can chat to the winners to see if they would like to share the role.

**2. The SU can set up an election on your society or club webpage, similar to the elections we run for a full committee change but specifically for your club or society.**

**Follow the steps below:**

* Decide the following things as a committee
  1. Which positions you want to elect
  2. Your election timeline. Decide dates for when nominations open, when nominations close, when voting opens, and when voting closes. We recommend you give your members at least one week to nominate themselves and at least one week to cast their vote.
* Contact [union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk) to set up your election. Tell us your preferred election timeline and wait for confirmation from the SU before advertising your election. Please also be aware that during busy periods, such as at the start of semesters, that it may take us up to 10 days to action your request.
* Once you have confirmation from the SU, send an email (using your admin tools on the SU website) to all your members alerting them of the election. Provide clear instructions of how members can nominate themselves.
  1. Members can nominate themselves by going to the election at the bottom of your SU webpage.
  2. Members can vote by going to the election at the bottom of your SU webpage.
  3. Only paid members will be able to nominate themselves or vote in the election.
* Once the elections end, the SU will forward the results to committee members. The SU will then automatically grant admin rights for the new committee member.