# OUSA By Executive Elections Information Sheet

We’ve put all the info in one place so you know what to expect as a candidate for the Clubs and Societies rep By Election. If you have any other questions/queries/concerns, you can email George the Returning Officer at [returningofficer@ousa.org.nz](mailto:returningofficer@ousa.org.nz) or Donna Jones at [secretary@ousa.org.nz.](mailto:secretary@ousa.org.nz)

Step 1: **Nominations**

Nominations open at **9am on the 24 May** and **close at 4pm on 26 May 2023.** You just need to fill in a nomination form (find them on our 2023 Election page of the website <https://www.ousa.org.nz/executive/elections--referenda> or visit OUSA main reception for a copy), and have two people (who are current UoO students) ‘move’ and ‘second’ your nomination (aka people who reckon you’d be good for the job). All three of you need to come to OUSA with your student I.D. cards for our staff to verify your identity, confirm your nomination and pick up some more info sheets – easy! Just needs to happen before the closing date and time.

# Step 2: Putting your face out there (Part 1)

Exciting, you’ve confirmed your nomination!! Putting your face out there starts now! OUSA plays a big part in getting your info out there and you have to do two things for this. The first is taking a photo and the second is providing a short, written blurb of no more than 100 words about who you are/why you’re running and why people should vote for you! – no bullet points and don’t go over the word count please or you exceed the word count, words will be cut off. Please send your blurb to [**anna@ousa.org.nz**](mailto:anna@ousa.org.nz)**.** Connor, our lovely photographer, will be available to take your picture between **2 and 2.30pm on Monday 29th May**. Pop upstairs to the foyer outside Critic and Radio 1.

Step 3: **Candidate’s meeting**.

Once nominations have closed, all candidates **must** attend a rules briefing and meet the Returning Officer in the ***OUSA office after the closing of nominations at 4.30pm on 26 May.*** If you can’t make it you could send a friend along or contact Returning Officer [returningofficer@ousa.org.nz](mailto:returningofficer@ousa.org.nz). It won’t take too long but it’s important everyone knows what to expect and gets a chance to ask questions.

Step 5: **Candidate forums**

These forums are a relaxed interview style with the current President and perhaps outgoing Clubs and Societies Representative will be asking you questions on why you are running and what you can offer the Association in this position.

***The date for this is Wednesday 31 May 2023 at 1pm in the Main Common Room.***

Step 6: **Campaigning**

How are you going to get people to vote for you? In the past people have put up posters or chalked across campus, they’ve gone into lectures to give a quick spiel about themselves, they’ve approached colleges to go visit during dinners and generally been super creative (there are rules around this though so check the election policy and if in doubt, email the Returning Officer to check [returningofficer@ousa.org.nz](mailto:returningofficer@ousa.org.nz)

You can have campaign volunteers, seek endorsements from Clubs and Societies and run giveaways to help promote yourself. You must read the OUSA Elections Policy (on the Elections 2023 webpage) to make sure you’re not breaching any rules (like how much you are allowed to spend and who can be a volunteer for you).

FINANCIAL RETURN FORM (after the election is finished) – Please ensure you have this form to the Returning Officer within the seven-day period. This is very important.

Step 7: **Voting**

Voting will online, opening from 9am 6 June 2023 and close at 4pm on 8 June 2023. The link to voting will be: [**voting.ousa.org.nz.**](https://voting.ousa.org.nz/)OUSA will be promoting how to vote and encouraging students to follow through and vote (disclaimer: they can’t and won’t be endorsing anyone though)

The results will be announced around 4.30pm on 8 June 2023 via the Returning Officer or via email. in the Main Common Room in the University Union area opposite the cafeteria. You’re invited to be there (bring some friends along!)

That’s it! If at any time you have any questions don’t hesitate to contact Donna Jones, (Association Secretary) at [secretary@ousa.org.nz](mailto:secretary@ousa.org.nz) or on 0210353407. Or contact George Sabonadiere (Returning Officer) at [returningofficer@ousa.org.nz](mailto:returningofficer@ousa.org.nz)

Good Luck ●