

OUSA By Election (Academic Rep) Information Sheet

We've put all the info in one place, so you know what to expect as a candidate for the Academic Representative By Election. If you have any other questions/queries/concerns, you can email Archie Ritchie the Returning Officer at returningofficer@ousa.org.nz.

Step 1: Nominations

Nominations open at **9am on the 16 October 2023** and **close at 4pm on 19 October 2023**. You just need to fill in a nomination form (find them on our 2024 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)

Owing to Critic publications being finished for the year your pics and blurbs will be on our social network channels and of course the voting page.

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***. If you can't make it you could send a friend along or contact Returning Officer returningofficer@ousa.org.nz. It won't take too long and it is a chance to meeting the Returning Officer, hear some of the rules first hand and ask questions.

Step 5: **Candidate Forum**

There will not be a forum this By election. However, we will arrange a korero on Radio One for about 15 minutes with all candidates. Could you please let Esther at OUSA know (Esther@ousa.org.nz) what day suits you – 24th or 27th October from 11-12pm. Radio one would like you all on the radio on one of those days together.

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 (IF you go to a College please contact the Warden for permission first) 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. **Please remember campaigning starts AFTER nominations are closed.**

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).

NO poster on walls – including concrete partition in the Link, and all windows.

FINANCIAL RETURN FORM (after the election is finished) – Please ensure you have this form to the Returning Officer as soon as possible. It would be preferable if ALL financial returns were in before the end of voting to the Returning Officer. This is very important.

Step 7: **Voting**

Voting will be online, opening from 9am 6 November 2023 and closes at 4pm on 9 November 2023. The link to voting will be: 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 4.15-4.30pm on 9 November via the Association Secretary by phone or email if she can't get you on the phone.

That's it! If at any time you have any questions don't hesitate to contact Esther on reception who is the Acting Association Secretary, 47773900 #1 esther@ousa.org.nz or contact Archie Ritchie (Returning Officer) at returningofficer@ousa.org.nz or 0275332468

Good Luck 🟡