



ELECTORAL INFORMATION MANUAL

TU DUBLIN STUDENTS' UNION

VP WELFARE & EQUALITY AND POSTGRADUATE OFFICER BY-ELECTION

JULY 2025

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1. Important Dates

Nominations Open	Monday, 14 th July 2025 @ 9am
Nominations Close	Friday, July 25 th 2025, @ 12pm
Candidates' Meeting (Online)*	Monday, 28 th July 2025 @ 12pm
Leadership Debate*	Monday, 28 th July 2025 @ 6pm
Polling Days	Tues-Thurs, August 5 th – 7 th 2025
The Count (Bolton Street)	Thursday, 7 th August @ 4pm

*Denotes a mandatory meeting for Full-Time and Postgraduate Candidates and Campaign Managers.

POLLING DAYS to elect Full-Time Officers and Postgraduate Officer

Polling takes place online through MiVoice.

Voting Day	Tuesday, August 5 th – Thursday, August 7 th	Online
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All registered TU Dublin students can vote on any campus (Student Card or official ID is required). The votes will be counted on Friday, April 11th in Bolton Street and the names of the successful candidates for the positions of VP Welfare & Equality and Postgraduate Officer will be announced.

2. Election Regulations

Approved by the Electoral Commission for Union Officer Elections.

It is the responsibility of Candidates, Campaign Managers and Campaign teams to read these Regulations in full, ensure they are adhered to and to seek clarification where required, by emailing elections@tudublinsu.ie.

1. Each candidate must be a member of TU Dublin SU, as defined by the Constitution i.e., candidates who are deemed fully registered students as defined by the University shall be entitled to run for election. Any students repeating externally are not eligible to run for election. The Electoral Commission reserves the right to verify the registration status of Candidates, Campaign Managers, and proposers.
2. For Full-Time Officer positions, a Candidate must not be restricted from employment in Ireland, and it is up to each Candidate to ensure that.
3. Candidates running for Part-Time Positions must recognise that upon election - the taking up and holding of office is dependent on being a member of TU Dublin SU as defined by the Constitution.
4. Candidates may only run for one position at a time.
5. All candidates need proposers (TU Dublin students) to support their nomination (names and student numbers will be checked by the Electoral Commission). For a successful



nomination, Full-Time Officer nominees need 75 Proposers from their constituency, Postgraduate Officer nominees 25 proposers from their constituency and other Part-Time Officer nominees need 2 proposers (any TU Dublin students).

6. The Candidate shall be bound by the Budget Regulations as specified by the Electoral Commission.
7. Candidates must adhere to TU Dublin's own Rules & Regulations.
8. Candidates and their Campaign Managers are responsible for their own adherence to the Data Protection Acts (1988-2018).
9. It is the responsibility of each Candidate to ensure that all relevant documentation and information is accurately submitted when registering for election.
10. **Candidates may withdraw their nomination form by the 28th July at 9am.** Please contact elections@tudublinsu.ie to do so. Failure to do so will result in your photo and name remaining on the ballot.
11. The Full-Time Officer and Postgraduate Officer Candidates must appoint a Campaign Manager who must be a member of TU Dublin SU. The Campaign Manager cannot be a current member of the Executive, a Full-Time TU Dublin SU staff member, a Candidate themselves, a member of the Electoral Commission or a Campaign Manager for any other candidate.
12. The Candidate and their Campaign Manager shall be jointly responsible to the Electoral Commission for the good conduct of the campaign, and for the actions of the members of their Campaign Team. The Campaign Manager must attend a mandatory training session as directed by the Electoral Commission or show good cause as to why they cannot attend.
13. All Full-Time and Postgraduate Candidates and Campaign Managers must attend the Candidates Meeting on Monday, 28th of July at 12pm, following close of nominations, where nominations will be ratified by the Chief Returning Officer or their nominee.
14. Mandatory Full-Time Officer and Postgraduate Officer hustings (Leadership debate) takes place on **Monday, 28th of July at 6pm online.**
15. Election campaigning officially starts after the Candidates' meeting (July 28th) – no campaigning is allowed before this. Candidates and their Campaign Managers are accountable under these Regulations from this point until the count has been completed.
16. No member of a Campaign Team is eligible to work as Election Crew (Polling Clerk, Count Clerk etc.) during the Elections.
17. The use of TU Dublin SU, TU Dublin Clubs and TU Dublin Societies resources for election campaigning is strictly forbidden, save for those items allocated under the Budget Regulations.
18. Exclusion Zones around Polling Stations will be clearly indicated, and these must be honoured.



19. Candidates and their Campaign Teams may not interfere with the materials of any other campaign of any other Candidate.
20. While the elections are an extremely exciting time for the Students' Union, Candidates should be aware that politics in all forms can sometimes be unruly or unpleasant. While the Electoral Commission will always encourage responsible conduct and constructive discourse among candidates, the Electoral Commission must also prioritise and safeguard freedom of speech as a fundamental aspect of TU Dublin SU's democratic processes and will ensure that all candidates have the right to express their ideas and engage in open dialogue with the membership.
21. Using alcohol or items pertaining to gambling as campaign tools is strictly prohibited.
22. The counting of votes for Full-Time and Postgraduate Officer positions shall be held in public within 48 hours of polls closing.
23. Any breach of these Regulations may result in disciplinary action, as determined by the Electoral Commission. This may include, but is not limited to:
 - Fines
 - Budget Reductions
 - Fixed Period Campaign Bans
 - Disqualification
24. Findings of election investigations may be made public at the discretion of the Electoral Commission.
25. The decision of the Electoral Commission on matters relating to elections shall be final, subject to the Law.

3. Budget Regulations

It is the responsibility of Candidates, Campaign Managers and Campaign Teams to read these Regulations in full, ensure they are adhered to and to seek clarification where required, by emailing: elections@tudublinsu.ie.

1. The Electoral Commission has determined Budget Allocations as detailed below, the figure is inclusive of VAT. Candidates may not exceed these allocations, and if found to have done so will be subject to disciplinary action as per the Regulations. This is exclusive of printing; this budget can be used for promoting the Candidates campaign.
 - VP for Welfare & Equality: €100
 - Postgraduate Officer: €100



2. No allocation is to be spent until nominations have closed. All purchases must be accompanied by an official receipt which must be emailed into elections@tudubinsu.ie prior to the purchase being used and materials distributed to members of the electorate.
3. TU Dublin SU is funding the Campaign budget, and this will be enacted by reimbursing the approved spendings as per regulations after the elections pending posters being taken down from campuses.
4. The resources allocated by TU Dublin SU are the only resources candidates are allowed to use in the campaigning. No sponsorships will be allowed.
5. Candidates must monitor their own expenses and must not rely on the Electoral Commission or the Students' Union to provide this information. Candidates must be cognisant of VAT.
6. Candidates' expenses shall be published online.
7. Any breach of these Regulations may result in disciplinary action, as determined by the Electoral Commission. This may include, but is not limited to:
 - Fines
 - Budget Reductions
 - Fixed Period Campaign Bans
 - Disqualification
8. Findings of election queries may be made public at the discretion of the Electoral Commission.
9. The decision of the Commission on matters relating to elections shall be final, subject to an appeal under Law.



4. Communication Guidelines

Communications and Publicity Guide

Correspondence	Please contact us by email only. Ensure you send all mails to elections@tudublinsu.ie .
Candidate Profile	Each candidate contesting an Overall position (VP for Academic Affairs) must have the Students' Union approved manifesto, list of proposers and ballot photo uploaded alongside their MiVoice nomination.
Planning your Campaign	Staff can offer advice to help ensure your communications and design needs are met but cannot complete any design work on your behalf.
Manifesto	Your final manifesto is a written document about yourself, your experience, things you plan to work on for the year, your goals, and any other information you think is relevant for students who vote to know. For Full-Time and Postgraduate Officer nominees, it must be submitted by the close of nominations.
Social Network Sites (SNS)	TU Dublin SU social channels will highlight the election dates, encourage student voting. Canvassing on our SNS is not allowed.

Election Ballot Paper

Get someone to take your photo for you:

- You cannot take a 'selfie' or use a webcam.
- You can take a photo with a digital camera or smart phone, but the zooming function on the smartphone should not be used. It pixelates the photo and leads to poor image quality.
- The photo must capture your image from head to mid torso (your photo will be cropped to the correct size during the finalisation process and fitted to the ballot paper).

Guidelines for Pose and Visuals:

- Your photo must be in focus, lighting and colour should be balanced, not too dark or too light.
- There must not be any shadows on your face or behind your head.
- Ensure your facial features are clearly visible, hair should not cover any part of the eyes.
- Try not to tilt your head up/down or left/right. Look straight into the camera.
- Please ensure there is visible space between your head and shoulders and the edge of your photo.





5. Campaign Tips

Election campaigns are the means by which candidates prepare and present their ideas and positions on issues to the voters, in the period preceding election day to fight for your vote. These are tips for Full-Time and Postgraduate Officer candidates for their election campaign:

- Campuses can be saturated in marketing messages and posters. Try and get someone with a design background to help design and format your campaign. Your literature should look professional and appeal to the electorate.
- Face and name recognition is critical so try to ensure your “head” is somewhere on each piece of literature you distribute and that your name is the biggest thing to be seen. Steer away from first name campaigns.
- Remember one size does not fit all! You should have a range of literature ranging from large A3 posters (or bigger) down to business card size flyers.
- Try and keep the look, style and image of your campaign consistent across all literature. Too many styles and images create too much noise and distract and lessen the impact of your overall campaign.
- Use your manifesto! Use this information in leaflet format to distribute to students so they know what your platform for election is all about.
- Try and have the position you are running for and the polling dates written somewhere on your literature. It’s good to have reminders to students about when they should vote.
- Combining professionalism and humour is a winning formula! Remember that consistent, professional, well thought out campaigns don’t need to equal boring campaigns. They can be lively, energetic, clever, funny, irreverent and appealing.
- Be vigilant of social media reach when raising visibility of your campaign, but don’t undermine the power of physical, in-person materials.
- Ensure that a website/social network site designed to support your campaign is both well-advertised through your literature and the design and consistency of it is consistent with the rest of your campaign.
- This may be politics - but we are all students. Play nice!



6. Guide to Making an Election Video

So, what's all this about videos then?

First - you are not obligated to make a video for your election campaign. However, many candidates have done in the past, and it can certainly be a useful tool in getting your message across. If you don't have the expertise to make a video, find someone who does – there is bound to be a friend, classmate or colleague that likes doing this sort of thing, so ask for help!

Sold! What's the process I need to go through?

Planning	Planning your video is the most important part. Write out a rough idea of what you want the video to be. Do you want it to be a serious run through of the key points of your manifesto, or a comedy mash-up about why students should vote for you?
Script	Once you have a good idea what you want from the video you need to write down what you are going to say, or detail what hilarious stunts you are going to perform. This will form the basis of your script. Your script details everything you need to know about your film, from location to dialogue to props. If your script isn't done properly, filming will be a take much longer than you think.
People	Next up is to look for a location to shoot and a cast and crew that will help make your movie come alive on the screen. Family and friends are the way to go here!
The Shoot	When you've briefed your crew on your script and vision, you'll be ready to shoot. You don't need sophisticated equipment to begin with. Don't worry if you can't get hold of a high-def camera for your project, most camera phones are of quite good quality and the Students' Union may be able to help you out with some basic equipment.
Postproduction	This is the fancy name for editing and splicing your shots together and adding fancy graphics and music. Most people are bound to know someone that has an interest in this area. You can DIY this though- laptop computers are fast enough for video editing these days and as for video editing software, you can use Windows Movie Maker or iMovie if you're on Mac. The last thing to do is to get your video up on YouTube and start publicising it!



Any Other Tips?

Simplicity is King	It's all very well and good having a high concept idea that will break boundaries and push the limits, but what you really want is loads of people to watch your video and for that to turn into votes - so keep the idea simple so that it can be up online and working for your campaign as soon as possible.
Length	<p>Think short and sweet! Your submission should be between 1 and 3 minutes in length, any longer than that and you risk losing your audience. To get repeat watches and be forwarded through Facebook, etc it must be snappy – think viral!</p> <p>Don't use it. Your promotion cannot contain offensive or inappropriate language. As well as not being cool it's also a requirement for YouTube.</p> <p>As a student you are representing TU Dublin, the Union and of course, yourself. Free speech is welcome, encouraged and expected – but hate speech will not be tolerated.</p>
Keep It Personal	No matter who you are up against keep the focus on you – why you would be good in the job, what you want to achieve, your goals and dreams, your manifesto. You are not permitted to attack other candidates in your video and you really shouldn't need to – keep your campaign fair and clean and it's a win-win for you and democracy!



7. Election process

a. Full-Time Officer and Postgraduate Officer nominees

1. **Decide what position you are interested in:** Remember, you can only be nominated for one position.
2. **Write your Manifesto:** this is the document that tells students what you hope to achieve if elected, outlines your experience, skills, passion, why you are the right person to lead the Union etc
3. **Find your Campaign Manager:** this is the student who will help you to organise and run your Election Campaign and must be a currently registered TU Dublin student.
4. **Get the required number of TU Dublin students needed to formally 'nominate' you.** Candidates for all positions must get nominated by current students, these are called 'Proposers' and are students who support you running as a candidate. Proposers must be registered TU Dublin students. For Full-Time positions you need 75 'Proposers' and for Postgraduate Officer it is 25.
5. **NOTE: Late / incomplete nominations cannot be accepted** – for a successful nomination you need to have filled out the Nomination form correctly and the documents must be received before 12pm, 28th of March.

After the close of Nominations:

- **Attend the mandatory Candidates meeting** with your Campaign Manager on Monday July 28th online. Campaigning officially begins after the conclusion of this meeting. **No campaigning is allowed before this point.**
- Each candidate is allocated a budget for promotional activities as per Electoral Commission Budget Regulations.
- **Attend the 'Leadership Debate' on Monday, July 28th.**
- **Voting** takes place online from August 5th – 7th.
- **The Votes will be counted on August 7th** and the names of the successful candidates for both positions will be announced.
- The Term of Office for the Full-time positions runs from 1st July 2025 to 30th June 2026.

We encourage all TU Dublin students to consider running for election to lead the Students' Union next year!

ON BEHALF OF EVERYONE AT TU DUBLIN SU, BEST OF LUCK AND WE LOOK FORWARD TO WORKING WITH YOU!