



Offline Election Checklist

Admin:

- Submit room request to room bookings and event proposal to the Union.
- Message all members using LSESU website 5 days or more before - including date, time and location of election with full agenda.
- Add any suggested agenda items from members and nominations for positions prior to the election.
- If using paper ballot, create ballot papers for positions for the AGM. (1 vote per person for each position).
- If using transferable voting please contact your coordinator for further support.

On the Day:

Before the Election:

- Send a reminder email to all members about the election and announce candidates with an updated agenda.
- Download membership list for registration.
The deadline for purchasing membership to be able to vote is 48 hours before.
- Print ballot papers for election (if using paper ballot).

At the Election:

- Check all attendees are full paid members of the society at registration. Any non-members or associate members are not permitted access.
- Check quoracy is met (10% of membership or 10 members, whichever is more).

If you are just under the quoracy needed, run the election and submit your results for review. The Returning Officer will make a decision to accept or decline results.

After the Election

- Count the votes, if you have any concerns please raise these to your coordinator.
- Publish the results at the earliest opportunity (usually the next working day).
- Inform the Students' Union of the results, including positions available, who was elected, how many votes cast per role and a full list of attendees.