**SUPPORTING A CANDIDATE: SABBATICAL OFFICERS GUIDANCE**

**Incumbent Sabbatical Officers supporting and/or campaigning for a candidate**

Incumbent Sabbatical Officers wishing to show support for a candidate in the elections must declare this by completing a declaration form, stating reasons for their support. This must be completed after the publication of nominations and manifestos and must be given to the Deputy Returning Officer before the start of the voting period. Only after the Deputy Returning Officer receives a declaration of support can an Officer use their position to support said candidate in the elections. In the interest of fairness and transparency, Officers should be open about their support and reasons for support of a candidate in the elections. Officers should have the interests of the membership in mind when declaring support for a candidate.

Incumbent Sabbatical Officers wishing to support and actively campaign for another candidate must declare this and take leave or time off in lieu to do so for the duration of the voting period. Officers may take leave before the voting period for campaigning purposes, but this must be taken from the time Officers wish to start actively campaigning until the close of voting.

Incumbent Sabbatical Officers wishing to support and actively campaign for another candidate must not campaign during or outside of working hours, unless leave or time off in lieu has been taken.

Incumbent Sabbatical Officers wishing to declare support for a candidate but who do not wish to actively campaign for that candidate do not have to take leave, but they must not actively campaign for the candidate. It is advisable, to protect both Officers and the candidates they support, for an Officer to take leave if they wish to support a candidate in the elections for the duration of the voting period.

All complaints about this process not being adhered to will be taken very seriously and investigated. This could affect the candidate(s) position in the election. If you have any questions about the process, or elections in general, please contact Lisa Burton at [l.burton@mmu.ac.uk](mailto:l.burton@mmu.ac.uk)

**ANY**

**QUESTIONS?**

Contact the deputy returning

officer Lisa Burton:

l.burton@mmu.ac.uk

|  |  |
| --- | --- |
| Candidate You Are Supporting |  |
| Position |  |
|  | |

By signing this form you are confirming that you have the interests of the membership in mind when declaring support for a candidate.

Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /2020