

September 2026

Could it be you?

Dear Candidate,

We are delighted that you are thinking of standing for election to one of our Student Officer posts.

There are eight Student Officer posts available during these elections. They are vital posts for the continued success of South Lanarkshire College Students' Association, and for the College as a whole.

If you are elected as a Student Officer by your peers, you will be representing all SLC students and you will have the opportunity to achieve great things on their behalf.

These roles will involve teamwork, engaging with students and staff, listening, and we will need you to be able to commit to volunteering for at least one hour per week.

Being a Student Officer can bring great benefits in terms of new experiences, new friends, and increased confidence. Being a Student Representative should be an interesting and enjoyable period in your life. It's also great for your CV and future employability. It's a chance for you to stand out from the crowd and prove that you are a confident and enthusiastic person with the ability to make things happen.

Please take the time to read all of the attached information fully, and please ask questions if you have them.

If you would like to stand for election, a valid nomination must be sent to karen.pirie@slc.ac.uk no later than 4.30pm on Friday 18th September 2026. We look forward to receiving yours!

Best of luck.

Rose Harkness

Rose Harkness
Returning Officer
Tel: 01355 807385
Email: rose.harkness@slc.ac.uk

Karen Pirie

Karen Pirie
Deputy Returning Officer
Tel: 01355 807406
Email: karen.pirie@slc.ac.uk

Could it be you?

Student Associations Elections 2026

Papers Enclosed

1. Key Points and Dates
2. Nomination Form
3. Criminal Convictions Form
4. Manifestos Guide and Form
5. Election Regulations
6. Student Representation at SLC

Key Points and Dates

We will be happy to go over all the information you need to be aware of including details on the policy and information about the regulations. There is always the opportunity to ask any questions you have about nominations, the election process, or the roles available.

If this would be useful to you, please ask at the Support & Wellbeing Centre, and they will organise a suitable time for you - in person, on the phone, on Teams, or e-mail.

14th - 18th September 2026

Nominations Open:

Valid nominations must be submitted by e-mail to Karen.Pirie@slc.ac.uk by **4.30pm** on **Friday 18th September**.

Please make sure your forms are all there and that they are all filled in correctly. We do encourage you to submit a Manifesto too. If you are unsure about any of this, just ask!

21st September 2026

Candidates' Briefing:

Once your candidacy is confirmed by the returning officer, you will be required to attend a candidates' briefing. This is a mandatory session which all candidates must attend - failure to do so will result in your nomination being withdrawn.

The session will be delivered by the Returning Officer and will cover the rules of the election, and the election process.

The candidates' briefing will take place on **Monday 21st September** at **11.00am** in the **Library Group Study Room**.

Candidates are also entitled to a campaign budget of £15 which will be issued at the candidates' briefing. Please note, candidates must not supplement or exceed their budget as this exists to ensure there is parity between candidates.

22nd September – 6th October 2026

Voting!

Voting will take place online and is open to all SLC students. All voting is anonymous, although automated systems ensure that you can only vote once. Election regulations prevent anyone from interfering - physically or verbally - with anyone else's vote.

7th October 2026

Checking and Counting:

The Returning Officer and Deputy Returning Officer will check the results and deal with any final checks required on documents or any queries which have arisen.

8th October 2026

The Results:

The results of the elections will be declared firstly to the candidates, and then to the College as a whole!

Could it be you?

Student Associations Elections 2026 - Nomination Form

This form allows you to stand in the South Lanarkshire College Students' Association elections for the post of Student Officer. Please note that you may stand for election for only **one** of these posts.

Your completed form must be e-mailed to karen.pirie@slc.ac.uk by **4.30pm** on **Friday 18th September 2026**.

Please complete the form using block capitals:

I wish to stand for the position of:			
STUDENT OFFICER			
Forename:		Surname:	
Faculty:			
Course Title:		Student Number:	
I declare that I am a registered student currently at South Lanarkshire College. I will abide by the constitution, election rules and policies of the Student Association and of South Lanarkshire College.			
Signed:		Date:	

The following details will enable election officials to contact you throughout the elections if required:

Address:			
Telephone (day):		Telephone (evening):	
E-mail address:			

The following details should be completed about someone you wish to be your campaigns manager:

This person will be contacted if we cannot get hold of you and can make decisions on your behalf. Their details will only be accessible to election officials. This person should be a registered student currently on a course at South Lanarkshire College. You do not need to have a campaigns manager.

Forename:		Surname:	
Faculty:			
Course Title:		Student Number:	
Address:			
Telephone (day):		Telephone (evening):	
E-mail address:			



**Students'
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**South
Lanarkshire
College**
East Kilbride

Strictly Private & Confidential

Student Associations Elections 2026 – Declaration Form

The post for which you are nominating yourself is exempted from the provision of section 4(2) and 4(3)b of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions & Exceptions) (Scotland) Order 2003 (as amended).

Nominees are, therefore, not statutorily entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

In the event of you being elected, you will be asked to complete a Disclosure Scotland form, which will then be sent to Disclosure Scotland for processing your application to join the Protecting Vulnerable Groups Scheme.

Please give details of any prosecutions for which you have been found guilty. If none, please state 'NONE'.

Date	Details of Offence(s)	Sentence

Post Nominated for: _____

Full Name: _____

Date of Birth: _____

Any failure to disclose convictions prior to and during employment (in the elected positions of President or Vice President) could result in dismissal or disciplinary action from the Board of Management.

DECLARATION

I have read and understood the criteria for being a candidate and confirm that I am eligible to become an officer in the event that I am elected. I consent to a criminal records check to confirm my eligibility as a trustee and whether I am able to work with vulnerable people. I declare that, to the best of my knowledge, the information given in this application is true and correct.

Signature: _____ Date: _____

Could it be you?

Student Associations Elections 2026 – Manifesto Guide

Candidates are encouraged but not required to submit a manifesto alongside their completed nomination form. All manifestos received will be collated and published.

Your manifesto should basically tell your voters what you would plan to do in your time of office, and what changes you would make. You should take some time to think about what you want to say, and be careful not to bad mouth your opposition, or make unrealistic promises. Try to focus on what you believe you can achieve and what the voters would respond to.

Manifesto tips:

- Use clear and straightforward language and try to limit yourself to a maximum of one side of A4.
- Please type your manifesto out. We cannot retype handwritten submissions for you.
- Use an easy to read font (eg Arial or Times) and a font size of around 12 point.
- State what your goals for your time in office will be. If elected, you will be answerable to the student body!
- Your manifesto is about you and not about your opponents. Avoid discrediting and disrespecting others.
- Try to make your points relevant to the role you are standing for.

Could it be you?

Student Associations Elections 2026 – Manifesto Form

I wish to stand for the position of:

STUDENT OFFICER

Forename:

Surname:

My Manifesto:

South Lanarkshire College Student Association

JOB DESCRIPTION

Student President

The role of President shall be a paid full-time post with a tenure of one year. The holder will enter into an employment contract with South Lanarkshire College.

The term of office is one year. The President will be afforded office space by the College and will be based at South Lanarkshire College East Kilbride.

The role will include the following responsibilities:

- Act as the figurehead of South Lanarkshire College Students' Association
- Act as Student Governor on the College Board of Management and carry out any responsibilities required as part of this role
- Membership of The Lanarkshire Board
- Attend any relevant meetings and act as the representative for students and their experiences
- Work to improve the education experience of students at South Lanarkshire College
- Work closely with key staff to ensure The College's commitment to social responsibility and environmental sustainability is maintained and is embedded in the work of the Student Association
- Liaise with the Principal through bi-monthly meetings to ensure they are kept abreast of student issues and the work of the association
- Coordinate campaigns
- Attend training relevant to their role as a representative and Board member
- Collect student feedback for the purpose of effectively representing students to the College and external organisations
- Welcome students during office hours and support and signpost them to people within the College and externally who can help them
- Support students through disciplinary and appeal proceedings and accompany them to meetings as their representative
- Work with relevant stakeholders to improve and enhance the student experience
- Deal with media and press enquiries that the Student Association receives
- Coordinate and chair meetings of the Student Executive Committee
- Act as NUS delegate leader for South Lanarkshire Students' Association

This list is not exhaustive and there may be other activities relevant to their role that the President is required to carry out throughout their term in office. Please also note that all candidates must be on track to pass their current course of study.



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East Kilbride

South Lanarkshire College Student Association

JOB DESCRIPTION

Vice President

The role of Vice President shall be a part time 10 hours a week paid role with a tenure of one year. The holder will enter into an employment contract with South Lanarkshire College.

The term of office is one year. The Vice President will be afforded office space by the College and will be based at South Lanarkshire College East Kilbride Campus.

The role will include the following responsibilities:

- Act as the President's deputy in all matters
- Act as Chair of the Executive Committee if the President is absent
- Campaign on non-education aspects of the student experience including, but not limited to; travel, money, access, retention, extra-curricular activities, wellbeing and mental health
- Sit on College Committees relevant to the role and act as the student representative
- Work closely with key staff to ensure the College's commitment to social responsibility and environmental sustainability is maintained and is embedded in the work of the Student Association
- Collect student feedback for the purpose of effectively representing students to the College and external organisations
- Welcome students during office hours and support and sign post them to people with the College and externally who can help them
- Work with relevant stakeholders to improve and enhance the student experience
- Attend training relevant to their role as a representative and Board member

This list is not exhaustive and there may be other activities relevant to their role that the Vice President is required to carry out throughout their term in office.

South Lanarkshire College Student Association Election Regulations

1 General

- 1.1 The elections of the President and Vice-President, together being the major-union office holders, and any other elected officers of the Association, shall be carried out in accordance with these regulations (hereby referred to as the Regulations)
- 1.2 The Association's staff or College staff supporting the Association shall implement the Election process. They will be called the Election Administrators.
- 1.3 The Elections shall be by secret ballot of all Members of the Association.
- 1.4 In addition to the Regulations, the Association shall be obligated to comply with;
 - 1.4.1 The College rules, regulations and policies (including but not limited to IT, Health and Safety, bullying and harassment etc).
 - 1.4.2 Association rules, regulations and policies.
 - 1.4.3. The laws of Scotland.

2 The Returning Officer

- 2.1 A Returning Officer for the Elections shall be appointed by the Executive Committee and shall not be a member of the Association or a member of staff of the Association.
- 2.2 The Returning Officer may appoint nominees to act on their behalf in the day-to-day supervision of the Elections, they will be called Election Administrators.
- 2.3 The Election Administrators in acting on behalf of the Returning Officer, carry out the following functions:
 - 2.3.1 oversee the procedure for the acceptance of nominations and the determination and publication of valid nominations;
 - 2.3.2 oversee and coordinate promotion of elections and instructions for students on how and when they can vote;

- 2.3.3 fix the date of the elections which will be then ratified by the Executive Committee, the publication of the notices giving information about the date of the Elections and the arrangements for the Elections;
 - 2.3.4 support the Returning Officer conduct the count; and
 - 2.3.5 oversee the announcement of the result.
- 2.4 The Returning Officer will make rulings on complaints according to the Regulations. Where a rule is unclear, the Returning Officer will use their discretion in making a ruling.
- 2.5 The Returning Officer will appoint a Deputy Returning Officer who shall not be a member of the Association but who may be a member of College or Association staff.
 - 2.5.1 The Deputy Returning Officer will oversee the day-to-day election process and coordinate the Election Administrators;
 - 2.5.2 The Deputy Returning Officer will receive complaints and pass them to the Returning Officer as soon as possible;
 - 2.5.3 The Deputy Returning Officer may be asked to discuss incidents and complaints with the Returning Officer in the process of making a decision;
 - 2.5.4 The Deputy Returning Officer will communicate any rulings that the Returning Officer makes to the candidate or member concerned.
- 2.6 The Returning Officer will oversee and conduct the count. They will also validate the results.

3 Nominations

- 3.1 Each Member shall be eligible to stand as a candidate for an Election.
- 3.2 A candidate may only stand for election for one officer post within the Student Association election during any one election period.
- 3.3 The Election Administrators will post a notice on the Association's website and notice boards at least eight days of College term-time before the date on which nominations open stating the;
 - 3.3.1 period for nominations,
 - 3.3.2 posts for which nominations can be made,
 - 3.3.3 places from which nomination forms can be obtained and

3.3.4 places to which completed nomination forms must be returned.

- 3.4 The deadline for nominations will be final and members handing in nominations late will not be included as candidates in the election. Extensions will be made if members request it before the deadline and there is a legitimate reason why the deadline cannot be met.
- 3.5 Candidates are encouraged but not required to submit a manifesto alongside their completed nomination form. All manifestos received will be collated and published by the Association.
- 3.6 On closing of the nominations, the Election Administrators will inspect all nominations and manifestos and verify that they comply with the Regulations.
- 3.7 The Election Administrators will draw up a list of candidates after the close of the nominations and will post a notice on the Association noticeboard and website as soon as is reasonably practicable stating the date of the election and the arrangements for voting.
- 3.8 Where appropriate the Returning Officer may allow electronic voting to take place in tandem with or instead of manual voting procedures.
- 3.9 The Returning Officer and the Election Administrators shall, as soon as reasonably practicable following the publishing of the notice in terms of Clause 3.7, arrange a meeting at which they shall brief the candidates on the election process, rules and procedure. All candidates will be afforded an opportunity to ask questions relating to the Election at the end of the briefing.
- 3.10 This meeting will be compulsory for all candidates. If candidates are unable to attend they should give notice of this to an Election Administrator before the meeting. If a candidate fails to attend without giving prior notice this may result in disqualification from the elections.
- 3.11 The Election Administrators should make sure every candidate is sent a copy of the election rules and process.

4 Campaigning

- 4.1 As soon as is reasonably practicable following the close of the nominations, a list of valid nominations and manifestos will be published by the Association.
- 4.2 The campaigning period shall commence at the end of the candidates' briefing at a time announced by the Returning Officer and shall end at the close of voting.

- 4.3 Any coverage of the Elections by the Association by whatever means or media shall be fair and balanced providing equal exposure to all candidates, as far as reasonably practicable.
- 4.4 Each candidate may receive a small budget from the Association for canvassing materials and no other monies shall be spent on canvassing by the candidate. Finances shall be confirmed at the candidates' briefing.
- 4.4.1 All candidates will be asked to supply receipt of purchase for any items they have spent their campaign budget on. All receipts must be supplied to the Election Administrators no later than one before the close of voting on the final day.
- 4.4.2 Candidates will be unable to spend their own money on items related to their campaign.
- 4.5 No election material deemed to be offensive or derogatory shall be produced during the campaign by any candidate.
- 4.6 The Returning Officer and Election Administrators reserve the right to remove any election material which in their reasonable opinion is inappropriate.
- 4.7 "Hustings" shall be held at a designated time following the candidates' briefing and shall be chaired by a nominee of the Returning Officer who is not a member of the association
- 4.8 Each candidate is encouraged to attend "Hustings".

5 Election

- 5.1 The Elections for President and Vice President shall be held no later than the final Friday in May of each academic year.
- 5.2 The Election for non-sabbatical officers will be held no later than the last Friday in September of each new academic year.
- 5.3 In the event that following the proper conclusion of the Elections, at least one post remains vacant; a by-election for these posts shall be held. For non-sabbatical positions a by-election shall be held in January following the new intake of students. By-elections for President and Vice President shall be held no later than the last Friday in September of the new academic year.
- 5.4 If, following a by-election there remain vacant non-sabbatical positions, the Executive Committee shall have the power to co-opt members into these posts. They shall be full voting members of the Executive Committee for the rest of their one term. The President and Vice President positions, as major-union office holders,

cannot be co-opted on the Executive and, in accordance with the Education Act 1994 Section 22, must be elected in a secret ballot of all members.

- 5.5 The same procedure for nominations and campaigning shall apply for by-elections as set out in Clauses 3 and 4 of these regulations.

6 Voting

- 6.1 The responsibility for ensuring that voting is conducted in accordance with the provisions of this Clause shall rest solely with the Returning Officer.
- 6.2 Voting shall take place at the appropriate voting stations or electronically at times to be determined by the Returning Officer.
- 6.3 The location and arrangements of voting stations and the list of candidates shall be publicised by the Association as an absolute minimum as soon as is reasonably practicable.
- 6.4 Members of the Association may vote upon the production of a valid College matriculation card or via secure valid electronic access.
- 6.5 The voting system used for elections shall be First Past the Post. Each eligible student will be able to cast one vote for the candidate of their choice.
- 6.6 The voting page shall bear a brief description for members explaining how the voting system works.
- 6.7 There shall be an additional candidate for each election entitled "Re-Open Nominations" ("RON").
- 6.7.1 RON, for the purposes of the count, shall be treated as a candidate, though it will not be allowed a publicity budget as allowed to the other candidates in the Election in terms of Clause 4.4.
- 6.7.2 If RON wins the Election, then the Election shall be re-run according the by-election rules in clause 5.3 and 5.4 of these regulations.
- 6.7.3 In the event of a re-run of the Election, RON shall appear as an option on the ballot paper.
- 6.8 In all non-electronic elections, adjustments shall be made to ensure no voter shall be disenfranchised.
- 6.9 Candidates and their supporters should not be in the immediate vicinity of a voter when they are in the act of casting their vote.

7 Administration

- 7.1 The Returning Officer, Deputy Returning Officer and the Election Administrators will administer the count.
- 7.2 Candidates are not allowed to be present at the count, but may appoint a scrutiner on their behalf.
- 7.3 Where appropriate, in the circumstances of any particular Election, the Returning Officer and the Election Administrators shall be entitled to appoint polling officers and counters.
- 7.4 If the candidate reaches the quota on the first count then they will be deemed to be elected to that post.
- 7.5 If no candidate has yet reached the quota, the votes shall be redistributed in accordance with Electoral Reform Society Scotland's and NUS Scotland's guidance.
- 7.6 In the event of a tie a coin toss shall decide the Election outcome.
- 7.7 The Returning Officer shall be responsible for instructing the Election Administrators to announce and publicise the results of the Election both by way of the Association website and by any other reasonable means or media deemed appropriate.

8 Candidates

- 8.1 Candidates already in office shall be given the same privileges and restrictions as the other candidates in the Election.
- 8.2 Candidates may only benefit from what is openly available to all candidates.

9 Tenure of Office

- 9.1 The tenure of office for the President and Vice President shall be a 12-month period commencing 1st July in the same year as the election from which they were elected to that post.
- 9.2 If the incoming President and Vice President were not in office the year before, they shall have a one-month training period prior to start of tenure as set out in the schedules.
- 9.3 Depending on their original College status and the Education Act 1994, Section 22, the President and Vice President may stand for re-election at the close of their first tenure of office.

- 9.4 The maximum period of office of the President and Vice President (major-union office holders) which may be held by an individual candidate is two tenures.
- 9.5 There shall be no restriction on the number of times that members can stand for election to the non-major office holder positions.
- 9.6 An officer may not run for re-election of any position if they have held that named position for a period up to 2 years.

10 Complaints and Appeals

- 10.1 The procedure for the consideration of complaints relating to elections shall be as follows:
 - 10.1.1 complaints should be submitted in a timely manner following the incident;
 - 10.1.2 formal complaints must be submitted in writing with any supporting evidence to the Deputy Returning Officer who will pass the information to the Returning Officer as soon as is reasonably practicable.
 - 10.1.3 the Returning Officer reserves the right to investigate any unsound activity and make any rulings which are fair and reasonable in all the circumstances.
 - 10.1.4 the Returning Officer shall investigate any formal complaint within the terms of Clause 10.1.2 and decide what action shall be taken, including but not limited to the disqualification of any candidate concerned, or the annulment of the relevant election.
- 10.2 Disqualified candidates may appeal the decision of the Returning Officer in writing to a member of College staff appointed by the Executive Board, who shall set up an appropriate appeals panel. The appeals panel will not include an individuals involved in a candidate's campaign.
- 10.3 Options open to the Appeals Panel include but are not limited to;
 - 10.3.1 upholding or dismissing the appeal;
 - 10.3.2 request a re-running of the election;
 - 10.3.3 any other reasonable request.

STUDENT REPRESENTATION AT SOUTH LANARKSHIRE COLLEGE

