

UNIVERSITY OF MELBOURNE STUDENT UNION ANNUAL ELECTIONS 2024

Policy statements and candidate photographs Guidance to candidates

All candidates are entitled to submit a policy statement and photograph to the Returning Officer. Tickets are entitled to submit an additional shared policy statement. These will be published on the election website, and will be included in the *Farrago* election guide.

Submission deadline: **12 noon** (Melbourne time) **Friday 9th August 2024** (the nomination deadline) for policy statements. Photos will be accepted until 11.59pm (Melbourne time) Monday 12th August 2024.

Get them in early so we can review them and detect issues while there's time to fix them.

Candidate photos

Candidate photos can be submitted via the candidate website (you will be sent a link with confirmation of your candidacy). Alternatively, photos can be submitted by email to returningofficer@union.unimelb.edu.au. Candidates running jointly for an Officer position can submit only one photo between them.

Please make sure your photo meets these guidelines:

- If submitting by email — name the attached file as follows:
 position_yourname_ticket.jpg
Examples: ActivitiesCommittee_DuncanMaskell_UniRocks.jpg
 President_JaneHansen.jpg (if not on a ticket)
 ClubsOfficer_DuncanMaskellJaneHansen.jpg (joint officers)
- Your face should be clearly visible.
- Photos should be in JPEG format. (Where possible we will convert other commonly-used formats for you.)
- If you include the name or logo of your ticket, it should not cover more than one third of the photo and should not obscure your face.
- The photo should be suitable for reproduction in both colour and greyscale.
- The photo should have sufficient resolution to be reproduced at least at passport photo size (40mm × 50mm).
- You can submit separate photos for each position; if you would like to re-use the same photo please indicate this in the body of the email.

If you submit multiple photos for a single position, we will take the last received (up to the deadline).

Policy statements

Policy statements for candidates are to be included with nominations, on the nomination form.

If you need to adjust your policy statement, you can do so via the candidate website.

Alternatively, you can email it to us by the deadline (12 noon on Friday 9th August). Please include the revised statement as an attachment.

Policy statements **for tickets** should be emailed to us, by the deadline.

Please make sure your policy statement meets these guidelines:

- The word limit is specified by the Regulations and will be enforced. Any words past the limit will not be printed, but will be replaced with “[statement truncated]”.
 - Officer candidates: 300 words
 - University Council candidates: 200 words
 - Other candidates: 100 words
 - Tickets: 1,000 words
- Name the attached file as follows:
 position_yourname_ticket.docx
Examples: ActivitiesCommittee_DuncanMaskell_UniRocks.docx
 ClubsOfficer_JaneHansen.docx (candidate not on ticket)
 TheCoolTicket.docx (ticket statement)
- The attachment should be a .doc, .docx or .odt format file.
- All formatting in the policy statement will be removed. For example, do not bold, underline, colour, highlight or include images in your statement.
- If you are running jointly for a position (that is, running with another person or people), you share a policy statement with your co-candidates.
- As with all election material, a translation of any non-English material must be supplied on request of the Returning Officer.
- If your policy statement does not comply with the Regulations, it will not be printed. This includes general prohibited conduct regulations, and so material that is misleading, deceptive, sexist, racist, homophobic or militaristic will not be published. Conversely, complying policy statements will be printed exactly as received, and will not be edited for grammar, spelling or accuracy.

We recommend making submissions well in advance of the deadline so that technical issues can be rectified.

If you have any questions, please contact the Returning Officers:

returningofficer@union.unimelb.edu.au.