

## **ELECTION GUIDE SUBMISSION RULES**

Submission deadline: **FRIDAY 12 AUGUST, 12:00 PM**

Who do I send it to? **BOTH** [editors@farragomagazine.com](mailto:editors@farragomagazine.com) and [returningofficer@union.unimelb.edu.au](mailto:returningofficer@union.unimelb.edu.au)

### **How to Submit:**

You should submit candidate statements and photos per ticket if you are running as a ticket. This should be done by uploading your statements and photos on a google drive folder and submitting the link to the Returning Officer and Farrago before the deadline.

### **You may submit for publication:**

- One statement and one photo per position (candidates for committees, general representatives and NUS delegates are separate positions and may submit individual candidate photos).
- A candidate who is running for multiple positions may submit a new photo and a new statement for each position. If a person running for more than one position doesn't submit a unique photo and speech for each position, their first submission will be used multiple times.
- A group of officer candidates running for an individual position may only submit one speech (of no more than 300 words) and one photo between them.
- Tickets may submit a ticket policy statement up to 1000 words.

### **Statements:**

- Candidate speeches must be no longer than 300 words for Officers and 100 words for all other positions except University Council. University Council candidates may submit statements up to 200 words.
  - Anything after 300 words for officers and 100 words for all other positions except University Council will not appear in the publication
  - As above, candidates running as a ticket for an officer position may submit one 300 word speech between them. In this case, anything after 300 words will not appear in the publication.
- Formatting:
  - The Farrago editors will format each submission to our desired font, size and colour. **However we will need the following to be adhered to:**
  - Single spaced
  - Candidate's name(s) and ticket (if relevant) should be written in bold text at the beginning of the document.  
Example: **Jane Smith – Spark**
  - No other text should be in bold, italics, underlined, coloured, or otherwise made to stand out.
  - Must be in .doc or .docx file format
- File name: position\_ticket\_candidatenames\_year  
Example: **MediaOfficer\_Spark\_JaneSmith\_2022**

**Photos:** *to be reproduced in at least passport size under election regulation 24.7.5*

- Photo must be colour. Farrago may convert all photos to greyscale should we decide to print in black and white.
- Candidates may choose to have their ticket's logo appear in their candidate photo, however:
  - Logo must not take up more than 1/3 of the photo
  - face must still be clearly visible
- Do not insert photo in document with candidate speech. Photos must be sent as a separate attachment
- Filename: position\_ticket\_candidatename\_position\_year\_photo
  - Example: **MediaOfficer\_Spark\_JaneSmith\_GeneralSecretary\_2022\_photo**

**It is your responsibility to ensure that your submissions adhere to these guidelines**

**Any content that does not adhere to the guidelines will be rejected**

**All content that abides by these regulations will be presented as is**

**It is our highest priority is to ensure your information is included, so if you have any questions please email both of the following or call 0403 336 829.**

Election Guide Coordinators: ([editors@farragomagazine.com](mailto:editors@farragomagazine.com))

UMSU Returning Officer: Gavin Ryan ([returningofficer@union.unimelb.edu.au](mailto:returningofficer@union.unimelb.edu.au))