



MICHAELMAS 2024

LUCY CAVENDISH MCR COMMITTEE BY-ELECTIONS

20

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INTRODUCTION

As one or more executive posts have fallen vacant during the previous elections, it is now time for the by-elections of your Lucy Cavendish Middle Combination Room (MCR) Executive and Non-Executive Officers. To have a functioning MCR, it is crucial to have a full committee. Please find the timeline, list of posts, and descriptions below.

Please send your manifesto AND a plain text version of your manifesto to our President, Chris Slaughter (mcr-president@lucy.cam.ac.uk), AND our Postgraduate Events Officer, Lisa Bernhardt (lisa.bernhardt@lucy.cam.ac.uk), by 11:59pm on Sat, 2nd Nov 2024.

Timeline (BST):

1. **Official opening of the positions:** 9am, Mon, 28th Oct 2024
2. **Deadline to submit your manifesto:** 11:59pm, Sat, 2nd Nov 2024
3. **Hustings:** 7.30pm, Mon 4th Nov Oct 2024 in the Wood-Legh Room
4. **Online voting:** 9am, Tue, 5th Nov – 12pm, Fri, 8th Nov 2024
5. **Election results announcement:** Evening of Fri, 8th Nov 2024

The term of office of the executive officers (except Masters Rep) shall be for 2 terms (until end of Lent Term 2025). The term of office of the committee officers (plus Masters Rep) shall be for 3 terms (until end of the academic year 2025). **No candidate may stand for more than one executive post.**



EXECUTIVE ROLE DESCRIPTIONS

The following roles make up the Executive Officers of the MCR. All committee members must be available to attend safety trainings and fortnightly check-ins.



Secretary

You will be responsible for all MCR communications to the student body; assist with the organisation and running of the MCR's activities. You will also assist in constitutional procedures and take notes at MCR meetings. Time commitment: 2-3 hr/week



Masters Representative

You will represent the interests of the college's Masters students to the MCR as well as the college's council and governing body. Time commitment: 2-3 hr/week



NON-EXECUTIVE ROLE DESCRIPTIONS

The following roles make up the Non-Executive Officers/General Committee of the MCR. All committee members must be available to attend safety trainings and fortnightly check-ins.



Social Secretary (x2)

You will promote social activities among members of the MCR and be responsible for the organisation of events, including bookings, publicity, and risk assessments. Time commitment: 1-2 hr/week (more during events)



Welfare Officer

You will work with the committee and college wellbeing team to organise welfare events; raise student pastoral issues with the college; liaise with the JCR welfare officer; and ensure the fair representation of all MCR members. Time commitment: 1-2 hr/week



Mature Undergraduate Rep

You will be responsible for the representation of the mature undergraduate members of college and their involvement in MCR activities. Time commitment: 1-2 hr/week



NON-EXECUTIVE ROLE DESCRIPTIONS

The following roles make up the Non-Executive Officers/General Committee of the MCR. All committee members must be available to attend safety trainings and fortnightly check-ins.



Disabled Students' Officer

You will be responsible for the representation and well-being of members who identify with having disabilities. You will liaise with College staff on access and representation concerns. Time commitment: 1-2 hr/week



LGBTQ+ Officer

You will be responsible for the representation and welfare of MCR members from the LGBTQ+ community. You will work with the Committee to ensure the MCR is an inclusive space. Time commitment: 1-2 hr/week



GUIDE TO MANIFESTOS

What does my manifesto need to contain?

As per the MCR constitution, your manifesto **MUST** state the post that you are standing for and also contain a photograph of you. Furthermore, your manifesto needs a proposer and seconder that support your application. They must be full members of the Lucy Cavendish MCR, so anyone who is a registered postgraduate student at Lucy can be your proposer/seconder; please note that the candidates cannot endorse each other. The purpose of this system is that someone can vouch for a candidate's good character; if someone can't find anyone who would happily support them running for a position on the committee, that's an indicator that the person might not be suitable for the committee.

How fancy can I make my manifesto?

You can make your manifesto as fancy as you like, but it must fit onto one A4 page (please make sure to adhere to these dimensions). Bear in mind that content ultimately trumps aesthetics, so even if you have fantastic graphic design skills, focus on what you want to communicate with the manifesto rather than how it looks!

Why do I need to submit a plain-text version of my manifesto?

Plain text refers to any text that isn't formatted, i.e. no varying fonts or font sizes, colours, non-standard characters, or hyperlinks, as well as no pictures or any other graphic design. This is to ensure that anyone with a visual impairment (who might use a screenreader) or dyslexia can read the text more easily.

Which file formats are acceptable?

Please submit your main manifesto as a pdf file and your plain text version as a Microsoft Word document.

Can I submit more than one manifesto?

You can apply for more than one position (though only one executive role), but you have to submit a separate manifesto for each position you're applying for.



GUIDE TO HUSTINGS

What are hustings?

According to the Electoral Commission, hustings is “a meeting where election candidates or parties debate policies and answer questions from the audience.” Whilst MCR hustings don’t involve policy debates, they are meant to give the MCR members the opportunity to ask the nominees questions following a brief (1-2 min) pitch by each nominee in which they explain their proposals and suitability for the role they’re running for.

Can I attend remotely?

Everyone running for a position ought to attend hustings in person (unless they can’t due to exceptional circumstances; please advise the MCR President well in advance if that is the case). Anyone not running for a position is more than welcome to attend hustings remotely via Microsoft Teams; the link will be emailed out in advance.

Are we voting at hustings?

No, the actual voting process will be online via the Camvote website. The voting period begins on Tuesday, 5th November 2024, at 9am and closes on Friday, 8th November 2024, at 12pm (noon). A link to the website will be emailed out on Tuesday morning; you will need to log in with your Raven account to access the ballot.

Wood-Legh Room Access

The Wood-Legh Room is on the ground floor of the Strathaird Building and has step-free access. Cushioned seats will be available. Noise levels are anticipated to be low to moderate. If you’re planning to attend in person and have any more specific access requirements or questions, please get in touch with Lisa at lisa.bernhardt@lucy.cam.ac.uk.



GUIDE TO CAMPAIGNING

What is campaigning?

Campaigning is any action that is used for the purpose of promoting your candidacy in an MCR election. This includes: face to face communication, events (e.g. hustings), use of social media, websites etc.

When can I campaign?

You can begin to campaign following hustings and up until the ballot closes.

What are the rules for campaigning?

- You may only use social media for campaign purposes, no physical items (such as flyers, posters, badges, campaign clothing, props, banners etc); the use of email lists is not permitted.
- You may not incur any costs for your campaign.
- Slates (groups of candidates supporting one another) are not permitted; any social media out put you create for your campaign may only be for yourself.
- Candidates and campaigners (i.e., anyone supporting their campaign) may not make reference to another candidate's personal attributes. Any form of hate speech is banned in all contexts.
- No candidate or campaigner may attempt to directly influence a voter, e.g., by bribing them.

What do I do if I think a candidate is breaking the rules?

If at any point a candidate, campaigner, or student has concerns about the election or its process, the MCR President should be contacted immediately via mcr-president@lucy.cam.ac.uk.



CHECKLIST

Does my manifesto contain my full name, the position I'm running for, and a photo of me?

Is my manifesto in A4 format?

Did I save my manifesto as a pdf file?

Is my plain text version really plain text?

Did I save my plain text version as a Word document?

Have I cc'd in my proposer and seconder into the email to Chris and Lisa?

Are my proposer and seconder permitted to endorse me, i.e., are they full Lucy Cavendish MCR members who are NOT candidates in the current election?

Have I put the date and time of hustings into my diary (Mon, 4th Nov, 7.30pm, Wood-Legh Room)?

(If applicable) Have I notified Chris and Lisa that I can only attend hustings remotely via Teams?



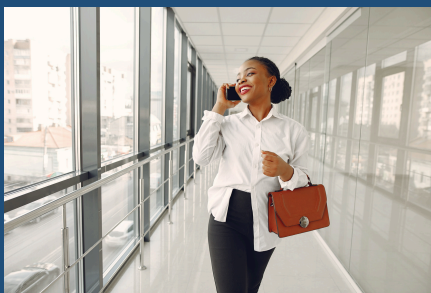
KEY DATES

Please keep in mind the below dates if you are interested in running for a role on the Lucy MCR 2024-25 committee.



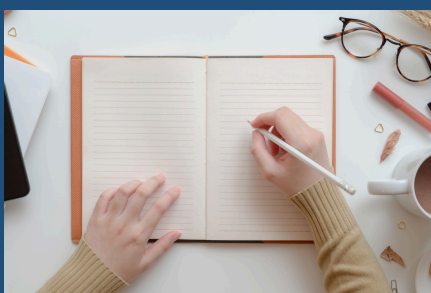
SUBMIT YOUR MANIFESTO

Please send your manifesto (plus a plain text version) to Chris (mcr-president@lucy.cam.ac.uk) and Lisa (lisa.bernhardt@lucy.cam.ac.uk) by 11:59pm, Sat, 2nd Nov 2024.



ATTEND HUSTINGS

Meet your MCR and answer questions at 7.30pm on Mon, 4th Nov 2024, in the Wood-Legh Room (Strathaird).



ELECTION RESULTS

Elections results will be announced on Fri, 8th Nov 2024 (online voting period: 5th-8th Nov 2024).

Please feel free to get in touch with Chris and/or Lisa for more information or to raise any questions!
