# ELECTION QUESTION TIME 2021

# Guide for Candidates

# General Information

## The Election Question time events have two aims. The first one is to give you the chance to tell voters what you will do if you get elected. You need to convince them of the qualities you have and why they should vote for you. The second is to give the voters the chance to find out about all the candidates. They can ask questions to clarify, suggest ideas or point out the flaws in your proposed plans.

The session will be held on Teams Live, within this you will be allocated the role of presenter this will enable you to contribute to the event at the relevant time. The session will be open to all students to attend and ask questions through the chat function, not all questions submitted will be asked with the chair taking the final decisions with regard to which questions will be utilised.

## Format of Election Question Time

All the sessions will follow the same format:

1. The Chair (Union Chair ) of the session will introduce the candidates.
2. Up to 2 minute opening statement from each candidate
3. An opening question from the chair – this will be approved by the Independent Returning Officer.
4. Questions from the Audience and further pre-selected questions and topics
5. 30 Second Closing Statement – why should students vote for you?
6. End of the election question time..

At the beginning of the session there will be an opportunity for each candidate to give up to a 2 **minute opening statement** which summarises why students should vote for you. We suggest that you have a stop watch that you keep track of time as when your time is up the Chair will inform you to stop.

## The chair will then invite you to briefly outline your thoughts on the question – for each answer you will be given a maximum of 60 seconds to respond. The Chair will circulate the order in which candidates answer first to a topic/question but may alter the order in which candidates respond subsequent to this. In addition during the event the chair will co-ordinate who speaks when and will try to ensure that everyone across the evening is given a roughly equal opportunity to put across their thoughts.

### ***Remember***

* Your speeches is your chance to convince the voters why they should vote for you.
* Practice your speech with friends
* Keep a copy of you speech/notes/cards with you to help you if you get stuck
* Make sure that the speech is no longer than 2 minutes (30 seconds for closing speech)

**Quality is better than quantity*.***

### ***Remember***

* Keep your answers straight to the point
* It is better to say you do not know about an issue than get caught out - you can always promise to find out about it at a later date.
* Practice with your friends

***If you have any questions or concerns about any of the above please ask Ian Bruce (******irb2@le.ac.uk******)***