



# ELECTION GUIDE

## INTRODUCTION

If you have enjoyed our socials and speakers events, you may be keen to get involved in running our society. We know that running for elections can be intimidating, especially if you don't know what to expect. That's why we have compiled this short guide to our elections to take you through what you need to do and when.

Elections take place at our Annual General Meeting (AGM) in mid-Hilary term.

## WHICH POSITIONS ARE ELECTED?

Three executive positions and five further positions are elected. The positions of Co-Presidents can but do not need to be held by two persons and include the position of Secretary. The position of Treasurer includes the position of Membership Officer. The position of Marketing Officer can but does not need to be held by two persons.

## HOW DO NOMINATIONS WORK?

All nominations for the three executive positions (Co-Presidents/Secretary, Treasurer) must be sent via email to [secretary@oxford-germansoc.co.uk](mailto:secretary@oxford-germansoc.co.uk) by noon of Saturday one week before the AGM. The nominations for the three executive positions need to be seconded. The nominations for all further positions can be sent in via email or made in person even at the AGM. These nominations do not need to be seconded.

All who are interested in running can but do not need to send a manifesto (in English) to [secretary@oxford-germansoc.co.uk](mailto:secretary@oxford-germansoc.co.uk). The manifesto has a maximum word count of 150. The deadline for sending in manifestos is noon of Saturday one week before the AGM for all positions. These manifestos will then be distributed via our newsletter.

On the day of the AGM, you will have the opportunity to give a speech. The maximum time for speeches is 2 minutes for all positions except Co-Presidents, who will have 4 minutes. After the speech, the floor is open to attendees of the AGM to ask questions.

# WHAT HAPPENS AT THE ANNUAL GENERAL MEETING?

The provisional agenda of the meeting is as follows:

1. Welcome by the Presidents
2. Review: Reports of current committee members about their activities in the past
3. Constitutional amendments
4. Elections for the new committee (speeches by all candidates, followed by an opportunity for questions and elections via secret ballot - then, after a short break, the results will be announced)

The meeting will be held in English. The regulations regarding the election can be found in the Society's [Constitution](#) and in the [Annex to our Constitution](#).

All candidates must be elected individually. There are no joint tickets/slates.

If you have any questions, please contact us at [contact@oxford-germansoc.co.uk](mailto:contact@oxford-germansoc.co.uk).

## HOW CAN I VOTE?

You can vote either in person by attending the meeting with your membership card, or in absentia by proxy. Please note that you need to become a member of the Society at least a week before the meeting in order to have voting rights at this meeting.

If you cannot attend the meeting, you can choose one member who will be present at the meeting to exercise your voting rights. Please note that every present member can vote for no more than one person who is not present. To nominate a proxy who can vote for you at the meeting, address an email to [secretary@oxford-germansoc.co.uk](mailto:secretary@oxford-germansoc.co.uk) and the proxy at least 24 hours before the meeting. The proxy must bring a signed letter and the membership card of the person they proxy for to the AGM.