LUCY CAVENDISH
MCR COMMITTEE
BY-ELECTIONS

MICHAELMAS 2023
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, Lily Lin (mcr-president@lucy.cam.ac.uk), AND our Postgraduate Events Officer, Lisa Bernhardt (lisa.bernhardt@lucy.cam.ac.uk), by 11:59pm on Sat, 11th Nov 2023.

Timeline (GMT):

1. Official opening of the positions: 9am, Fri, 3rd Nov 2023
2. Deadline to submit your manifesto: 11:59pm, Sat, 11th Nov 2023
3. Online hustings: 7pm, Mon, 13th Nov 2023
4. Online voting: 9am, Tue, 14th Nov – 12pm, Fri, 17th Nov 2023
5. Election results announcement: W/b Mon, 20th Nov 2023

The term of office of the executive officers shall be for 2 terms (until end of Lent Term 2024). The term of office of the committee officers shall be for 3 terms (until end of the academic year 2024).
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.

Treasurer
You will be responsible for managing the MCR’s overall budget; implementation of the MCR’s finance policies in liaison with the College Finance Office/Bursar; the financial regulation of student clubs and societies. You will also present the annual MCR accounts. Time commitment: 2-3 hr/week
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**
You will promote social activities among members of the MCR and be responsible for the organisation of events, including bookings, publicity, and risk assessments, by liaising with the college’s Postgraduate Events Officer. Time commitment: 1-2 hr/week (more during events)

**Welfare Officer**
You will work with the Committee to organise welfare events; raise student pastoral issues with College; liaise with the JCR welfare officer; and ensure the fair representation of all members. Time commitment: 1-2 hr/week

**Mature Undergraduate Officer**
You will be responsible for the representation of the mature undergraduate members of the college. Time commitment: 1-2 hr/week
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.

**BME Officer**
You will be responsible for the representation and welfare of MCR members from the BME community. You will work with the Committee to ensure the MCR is an inclusive space. 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
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, both of whom must be full members of the MCR and available to confirm that they’re backing you.

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.
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.

Are hustings online-only?
Yes, hustings for the by-elections will take place online via Microsoft Teams. Everyone running for a position is required to attend. The link will be emailed out in advance.

Are we voting at hustings?
No, the actual voting process will be online via the Cambridge SU website. The voting period begins on Tuesday, 14th November, at 9am and closes on Friday, 17th November, at 12pm/midday. 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 poll.
KEY DATES

Please keep in mind the below dates if you are interested in running for a role on the Lucy MCR 2023-24 committee.

SUBMIT YOUR MANIFESTO

Please send your manifesto (plus a plain text version) to Lily (mcr-president@lucy.cam.ac.uk) and Lisa (lisa.bernhardt@lucy.cam.ac.uk) by 11:59pm, Sat, 11th Nov 2023.

ATTEND HUSTINGS

Meet your MCR and answer questions at 7pm on Mon, 13th Nov 2023 (via Microsoft Teams).

ELECTION RESULTS

Elections results will be announced in the week beginning Mon, 20th Nov 2023 (online voting period: 14th-17th November).

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