



Running your club election

A step-by-step guide to nominations, the Rubric election module and the AGM.

As Returning Officer, you run your club's election from the moment Clubs & Sports approves your General Meeting request to the day the new committee is recorded. Follow the steps in order and tick off each one as you go.

WHO CAN BE RETURNING OFFICER

A club member nominated by committee resolution who is **not standing for any position**, or a Clubs & Sports Officer where the club asks for one or a conduct matter arises.

At a glance

When	What you do
Within 48 hours of approval	Send the notice to all student members, copying Clubs & Sports. Nominations open.
9 days before the meeting	Nominations close. Check every nominee is eligible.
By 7 days before the meeting	Build the Rubric ballot for contested positions and certify the settings checklist.
At least 5 days before voting opens	Schedule the Announce Election email.
Meeting day	Read out the results, endorse unopposed candidates and take floor nominations for unfilled roles.
Within 5 business days after	Update the request form with minutes, attendance, and movers and seconders.

PART ONE

Notice and nominations

1

Send the notice and open nominations

Once Clubs & Sports approves your request, send the approved notice and agenda to **all student members** within 48 hours, and at least 14 days before the meeting. Copy Clubs & Sports.

DON'T FORGET

Never send the notice before SSA approves the request.

2 Close nominations and check eligibility

Nominations close 9 days before the meeting. Reject any received late. For each nominee, check that they:

- are a current **student member** of the club (associate members can't stand or vote)
- would not hold more than **two executive positions** if elected
- are not you, the Returning Officer

Sort positions into **contested** (two or more nominees), **unopposed** (one nominee) and **unfilled** (no nominees). Only contested positions go on the Rubric ballot.

PART TWO

Set up the election in Rubric

3 Sign in and start a new election

Sign in as the club, then go to **Administration > Elections > Create Election**.

4 Name the election and set the voting window

Give the election a clear title, such as *[Club name] AGM [year]*. Set the start and end times for voting. Voting must close before the meeting, so the results are ready to read out.

Election Information

Election Title*

AGM 2026

First day of voting*

22/09/2026 5:00 pm

Last day of voting*

25/09/2026 2:00 pm

Results Release Date* ⓘ

28/09/2026 2:00 pm

Returning Officers (Optional)

Select returning officers

When selected only the returning officers can view, edit election and assign/remove returning officers.

Advanced Options (Optional)

One Win Per Candidate ✓
Each candidate can only win one position and will be removed from subsequent vote counts

Anonymous Votes ✓
Votes are kept secret from election organisers. You cannot change this once you create the election

Candidate Profiles on the Ballot ✓
Voters can open a candidate's photo and statement from the ballot itself, without leaving the page or losing their selections

SSO Login
Students will be prompted to securely login with their university credentials to submit the ballot. You cannot change this once you create the election

Membership Voting ✓
Only students holding an active membership can vote. You can require all or specific memberships. You cannot change this once you create the election

Memberships Required to Vote

☐ All memberships ☒ Specific memberships

Matt Test Membership ×

Students must hold an active (paid and unexpired) membership to vote in this election. Members are added to the voters table after they access the ballot, because memberships are dynamic – people purchase and lose memberships over time.

STEP 1
Election Information

STEP 2
Voter Groups

Election Information: switch on the settings outlined in red.

Before you move on, switch on:

- **One Win Per Candidate**
- **Anonymous Votes**
- **Membership Voting:** choose Specific Memberships and tick **Student Membership**

OPTIONAL

Switch on **Candidate Profiles** if candidates should include a photo and statement on the ballot.

5

Create your ballot

From the election page, choose **Create ballot**.

Manage Election
Last updated Sep 22, 2026 3:01 PM

AGM 2026
Voting starts: Sep 22, 2026 5:00 PM
Voting ends: Sep 25, 2026 2:00 PM
Results release date: Sep 28, 2026 2:00 PM
Results will not be shown until the election is counted and results are published.

One win per candidate: Enabled
Voter anonymity: Votes kept secret from election organisers
Voter groups: No voter groups have been created for this election
Public election URL: <https://campus.hellorubic.com/election/electionId=1214>

Next Steps

Create ballot
Add questions or positions for your voters to vote on

Create Ballot

Create candidates
Create candidate profiles to add to your ballot

Create Candidates

Import voters
Add voters to your electoral roll so that they can access and submit ballots

Import Voters

6 Build your positions and candidates

Add a short description to the ballot, then add each **contested** position and its candidates. The quickest way is to build the first position, then duplicate it for each of the others.

- Set every position to **Plurality** voting
- Set the vote counting method to **First Past the Post**
- Add **Abstain** as an option on every position

Form Type: Ballot Settings Preview Ballot Save

Ballot Header

Form title*
AGM 2026

TEST TEST TEST

Upload a banner image (1024px x 400px), Optional

Upload a banner image (1024px x 400px). Drag & Drop an image or Browse

Ballot Body
Drag and drop form elements to the form body to build your form

President

☐ Matt
☐ Reshab
☐ Teresa
☐ Jerome
☐ Abstain
 + Add Candidate
☒ Plurality Vote

Element Settings

Element Type
Plurality Vote
A single vote to select their preferred candidate

Vote Counting Method (Learn More)
First Past the Post

Shuffle Options
Min number of selections
Max number of selections
1
Max winners for position (Min 1)
1

Voter Groups
Question Background Colour

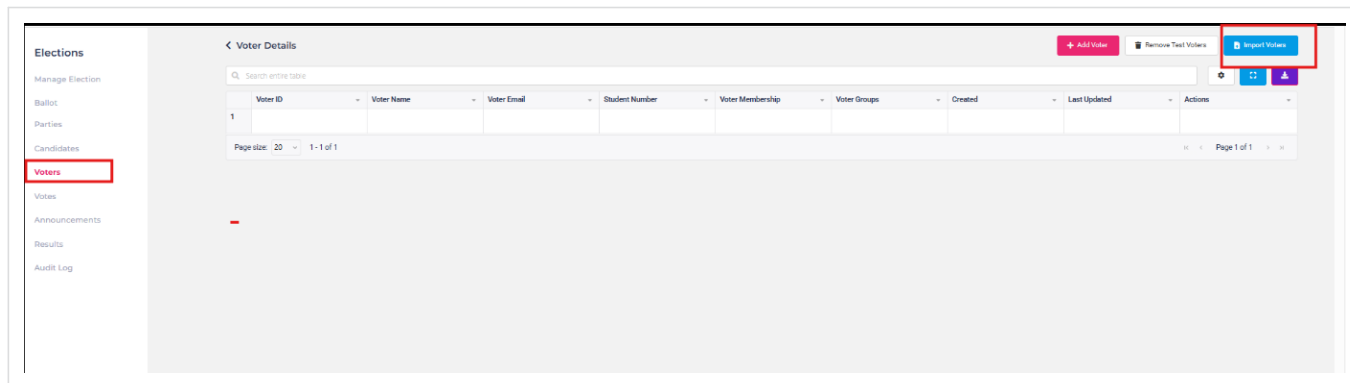
Conditional Logic
Show this question based on selections made on previous questions
Show this question:
Always

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Import your voters

Go to **Votes > Import Voters** and use the template provided to import the club's student members.

- Export the membership list from **Membership Sales > Export**
- Copy only **Name** and **Email** into the template, then upload it
- Include **student members only**; associate members can't vote



TIP

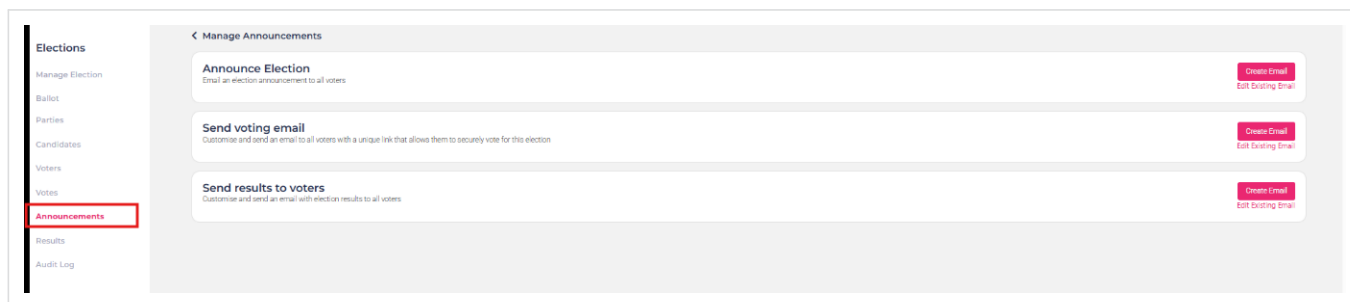
Download the club's student membership list as soon as your request is approved, so it's ready when you build the ballot.

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Schedule your announcement emails

Go to **Announcements** and schedule two emails, using the Clubs & Sports templates. If the templates aren't visible, create your own using the widget.

- **Announce Election:** at least 5 days before voting opens
- **Voting link:** on the day voting opens



For each email, set the recipient list to **All election voters** and filter it to this AGM.

Recipients

Select who you'd like to send this campaign to, then define your list using the category, filters, and tags available.

Total recipients: 4

Total recipients is subject to change during the timeframe of the campaign.

AVAILABLE SHORTCODES

Recipient list

Category: All election voters

Filter: Agm 2026

4 recipients

+ Add more recipients

Check the correct AGM is linked to the email through the widget.

WIDGETS

Event

Merchandise

Membership

READY TO DRAG Election

AGM 2026 - 22 Sep 2026, 5:00 PM

Your AGM voting link is here!

Hi **FIRSTNAME**

Your club's AGM is today! Please find your unique voting link below and we look forward to receiving your vote towards your 2027 committee positions!

Starts: 22 Sep 2026, 5:00 PM

Vote now

DON'T FORGET

Choose **Email Campaign**, not Blast; Blast doesn't send. Schedule emails at least 30 minutes apart so every one goes out.

9 Certify the settings checklist

By 7 days before the meeting, check every item below, then tell your Clubs & Sports Officer the ballot is ready.

SETTINGS CHECKLIST

- ☐ **One Win Per Candidate** is switched on
- ☐ **Anonymous Votes** is switched on
- ☐ **Membership Voting** is on, set to Specific Memberships, with Student Membership ticked
- ☐ The ballot includes **contested positions only**
- ☐ Every position uses **Plurality** voting and **First Past the Post** counting
- ☐ **Abstain** is an option on every position
- ☐ Voters are imported from the club's **student** membership list only
- ☐ Announcement emails are scheduled as **Email Campaigns**, sent to All election voters, filtered to this AGM

PART THREE

At the AGM

10 Check the vote count and quorum

Go to **Results > Count Votes** to see how many votes were cast. The chair confirms quorum before any voting business: **15 student members or 50% of student members, whichever is lower.**

- **Unopposed candidates:** endorsed by a motion that is moved, seconded and carried on a show of hands
- **Contested positions:** read the Rubric results to the meeting
- **Unfilled positions:** take nominations from the floor for these positions only

PART FOUR

After the AGM

Go back to **Announcements** and schedule the results email to let members know the outcome.

Within **5 business days**, update the General Meeting and election request in Rubric with the minutes, attendance, and movers and seconders. Clubs & Sports then checks eligibility and records the new executive.

QUESTIONS

Your Clubs & Sports Officer

PROCESS MAP

Step-by-step map for Club AGMs and elections

VERSION

October 2026