



Candidate Handbook 2021

INTRODUCTION

Thank you for your interest in the City Students' Union Elections!

Your Students' Union is a democratic charity led by students. As an organisation we provide support, representation, facilities, services and entertainment for students. We are run by students for students and every year during the second term we run elections to enable students to decide who they want to represent them in the following year.

Running in the Union elections is great for your personal development, it gives you the chance to try something new and gain a whole host of experience. You'll have the chance to gain project management and problem-solving skills, as well as many other key competencies employers look for in successful graduates.

There are a huge variety of roles you can nominate yourself for, each with their own unique responsibilities and challenges. Whether you are a final year or a first year, there is definitely a role for in our elections for you

With that being said, the 2021 Spring Elections will be slightly different to usual. They will be run entirely online as we must take precautionary measures to ensure the safety of candidates, voters and the wider University Community including SU Staff.

We have enriched our training offer; our candidate support and maintained our high-level of due diligence when it comes to preparing for the election. These changes will affect aspects of this election; however, we still anticipate hotly contested, free, fair and engaging online election this year. However, this handbook will give you all the important information you need to run a successful campaign and more importantly everything you need to know so you don't break the rules.

Good luck!

The City Students' Union Elections Team

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KEY CONTACTS

SU ELECTIONS TEAM

The Elections are overseen and supported by our Representation Team. You can speak with this team at any time before, during or after the Election to ask for advice, support or just more generally about the process. This team are your first point of call if you have any problems or need to raise a complaint.

You can email anyone from the team on SUElections@city.ac.uk

BOOK IN TO CHAT WITH US

If you would like to have a virtual coffee with us to discuss the Elections, to see if they are right for you or would like any questions you may have answered then you can book a call via the main Elections page.

YOUR MENTOR

As part of the Elections all candidates will be assigned a mentor from the City Students' Union staff team. This person will be your main contact to help you talk through your campaign thoughts and ideas in the run up to voting week. Your mentor will either have experience of running an election campaign, or of delivering one.

DEPUTY RETURNING OFFICER

It is the responsibility of the Deputy Returning Officer (sometimes shortened to DRO) to run the elections for City Students' Union. It is their role to ensure that the elections are free and fair (in accordance with the Education Act 1994).

The Deputy Returning Officer [Hannah Roberts, Deputy Chief Executive](#)

RETURNING OFFICER

The Returning Officer is Peter Robinson at the National Union of Students (NUS). If you wish to contact him please speak with the Deputy Returning Officer first.

KEY DATES

The following activity and dates should be added to your calendar.

Where candidates are required to submit information or items the date and times listed are final and any information received following the deadline will not be accepted.

	DATE	TIME	PLACE
Nominations Open	Mon 18 th January	13:00	
Nominations Close	Thu 11 th February	23:59	
Candidate Submission: Manifesto statement Photo Slogan	Thu 11 th February	23:59	Your Elections Profile via the Elections Page
Candidate Submission: Poster	Tue 16 th February	17:00	Email to: SUElections@city.ac.uk
Candidate Meeting (mandatory for all candidates)	Mon 15 th February	10:00 – 12:00	Online – Link to follow
Candidate Question Time*	Monday 22 nd February	TBC	Online
Voting Opens	Mon 22 nd February	09:00	Online
Voting Closes	Thu 25 th February	16:00	Online
Candidate De-brief (mandatory for all candidates)	Fri 26 th February	16:30	Online – Link to follow
Expenses Deadline	Thu 25 th February	16:59	Email to: SUElections@city.ac.uk
Complaints Deadline	Thu 25 th February	16:59	Email to: SUElections@city.ac.uk
Results Announcement	Fri 26 th February	TBC	Online – Link to follow

*NB: All events/ dates with an asterisk are subject to change. The SU elections team will keep all candidates informed with updates as we have them.

RUNNING IN THE ELECTIONS

There are a number of different roles that you can nominate yourself for in our Elections, all of them form part of our student Executive Officer Team.

There are a total of 20 roles to stand for, however you can only choose one position to stand for. Stand now, run in February, and you'll take office from 1 July 2021.

OFFICER ROLE DETAILS

The full Officer Role Profiles can be found on the Elections website.

FULL TIME	PRESIDENT	VICE-PRESIDENT COMMUNITY & WELLBEING	VICE-PRESIDENT EDUCATION
	Salary: Over £23,000		
	The face of the Students' Union. They sit on University Council and Senate ensuring the student voice is heard at the very top of the University. They lead the Students' Union to deliver for every single student at City.	They lead on the work the Union does with the University and external community. This role also organises our activities to do with Wellbeing, like our annual Study Well campaign	They work closely with the University to ensure that all courses have student representation and issues are dealt with effectively. They also campaign for better resources for your studies.
PART TIME	SCHOOL REPRESENTATIVE OFFICER	LIBERATION OFFICER	SPECIAL INTEREST OFFICER
	Capacity: Voluntary		
	Academic Interest Officers represent the five Schools and Postgraduates at City. They work with colleagues to ensure that the student voice is effectively represented at the highest levels and feedback is acted upon.	Liberation Officers represent the under-represented students in our community, running campaigns, events and activities to bring students together and ensure they are treated fairly.	Special Interest Officers help to organise and deliver activities for all students and ensure that City is an exciting and developing place to study.
	Number of roles: 5	Number of roles: 5	Number of roles: 5

All roles offer the chance to develop a number of key skills:

- Leadership
- Building Relationships
- Commercial Awareness
- Communication
- Creative Problem-Solving
- Enterprise
- Ethical Behaviour
- Personal & Professional Development
- Planning and Organisation
- Teamwork

ELIGIBILITY TO STAND

This section is really important and outlines the students that are eligible to stand in the election for each role. It is an election candidate's responsibility to ensure their eligibility to stand, including ensuring their course enrolment record is up to date, **before** submitting their nomination.

SABBATICAL OFFICERS

Any currently enrolled student of any level at City, University of London can run for a full-time role, however candidates standing for these positions must be eligible to be a charity Trustee/ Director, therefore they cannot:

- Have an unspent conviction for an offence involving deception or dishonesty;
- be an un-discharged bankrupt;
- have been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
- Be under a disqualification order under the Company Directors Disqualification Act 1986.

Further details regarding being a Charity Trustee and information about the [Board of Trustees](#) can be found in the [next section](#).

PART TIME OFFICERS

For these roles we require that you must be an enrolled student at City, University of London for 2021/22, this is because once elected and in post you run your duties alongside your studies.

School Representative Officers

These roles are only open to the students within each school to stand for, as detailed below. In order to nominate yourself for these positions **you must have at least one named supporter from your school listed when you complete your nomination.**

ROLE	DETAILS
School Representative Officer, School of Arts and Social Sciences	Must be enrolled for 2021/22
School Representative Officer, Cass Business School	Must be enrolled for 2021/22
School Representative Officer, City Law School	Must be enrolled for 2021/22
School Representative Officer, School of Health	Must be enrolled for 2021/22
School Representative Officer, School of Mathematics, Engineering and Computing Science	Must be enrolled for 2021/22

POSTGRADUATE OFFICER	PROGRAMME
Postgraduate Officer (Taught)	Current programme PG-Taught
Postgraduate Officer (Research)	Current programme PG-Research

Liberation Officers

These roles are only open to students within the demographics outlined below.

LIBERATION OFFICERS	
International Students' Officer	Students who do not have citizenship in the United Kingdom
Disabled Students' Officer	Students who self-define as having a disability under the Equality Act 2010
Women's Officer	Students who self-define as a woman
Black, Minority and Ethnic Students' Officer	Students who self-define as black or minority ethnic students
LGBT Students' Officer	Students who self-define as lesbian, gay, bisexual or trans

Special Interest Officers

These roles do not carry any specific requirements, you just need to have an interest.

ROLE	DETAILS
Ethics & Environmental Officer	Must be enrolled for 2021/22
Sports Officer	Must be enrolled for 2021/22
RAG Officer	Must be enrolled for 2021/22
Societies Officer	Must be enrolled for 2021/22
Student Media Officer	Must be enrolled for 2021/22

BOARD OF TRUSTEES

If you are standing for a full-time position then you are also standing to be a Trustee.

The Board of Trustees is body which has ultimate responsibility for the governance, financial and strategic direction of the Students' Union. The people on this board are called Trustees and it is their job to do the following:

- Make sure that everything we do benefits students at City University of London.
- Monitor what the Union is doing now, and set its future direction by influencing and approving strategic plans.
- Ensure that the Union remains financially solvent. If we are to carry on benefiting students, we must have the money both in the short and long term to do this. The Trustees approve all significant items of expenditure and our annual budget.
- Ensure that the Union doesn't break any laws relating to the work that it carries out. We offer many services to students and there are many laws and regulations that we have to follow.
- Maintain the reputational health of the Students' Union.

Membership of the Board of Trustees

The Board of Trustees has 10 members, who are made up of appointed students, elected Sabbatical Officers and externally appointed individuals. Below is an outline of the membership;

MEMBER	# IN POST	ROLE
Sabbatical Officer Trustees	3	These are the three Sabbatical Officers of the Union, with the President being Chair of the Board of Trustees.
Student Trustees	2	These are elected from the Union membership and must be a current student at City, University of London
Lay Trustees	5	These are people who are external to the Union and are recruited for their expertise

Each of the Trustees has their own experiences which, collectively, help ensure that the Board of Trustees can carry out its roles.

OFFICER TRUSTEE COMPLIANCE

There are certain requirements that individuals must meet to be able to be a Trustee, all of which you will need to meet should you be standing for a full-time position.

These are outlined below.

To be a Trustee you must;

- be willing to act as a trustee of the organisation
- understand your organisation's purposes (objects) and rules set out in its governing document
- not be prevented from acting as a trustee because they:
 - Have an unspent conviction for an offence involving dishonesty or deception
 - Are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
 - Have an individual voluntary arrangement (IVA) to pay off debts with creditors
 - Are disqualified from being a company director
 - Are subject to an order made under section 429(2) of the insolvency act 1986
 - Have previously been removed as a trustee by us, the Scottish charity regulator or the high court due to misconduct or mismanagement
 - Have been removed from management or control of anybody under section 34 (5)(e) of the charities and trustee investment (Scotland) act 2005 (or earlier legislation)
 - Are disqualified from being a trustee by an order of the charity commission under section 181a of the charities act 2011

To ensure that these are all adhered to, and that you are eligible to be a Trustee, candidates for the positions that are Trustees must sign the Trustee/Director declaration form, which will be shared with you once you have nominated yourself.

If you do not complete this form your nomination will not be valid.

NOMINATION PROCESS

To stand for a position in the Leadership Elections 2021 you must nominate yourself by following the steps as outlined below.

Here are some key points that you need to know:

- By standing for election all candidates agree to be subject to the Students' Union [Memorandum and Articles of Association, Bye Laws, regulations, policy and values](#).
- Candidates must complete the nomination process for the position they are contesting.
- Candidates seeking election as a School Representation Officer (SRO) must have their nomination supported by a current student from their School.
- Members may only nominate one candidate for each position.
- In the event of a member nominating more than one candidate for the same position the Deputy Returning Officer shall deem only the earliest completed form submitted as valid.
- All candidates and nominators agree for their data to be shared with the University for Election Administration Purposes.
- Late nomination forms will be automatically declared invalid.
- Students can only stand for one position – if a candidate submits more than one Nomination, they will be required to choose which position they wish to stand for. If this is not confirmed before the close of Nominations, the earliest form to be submitted will be used.
- **Completed nominations must be submitted via the City SU Elections page or SUElections@city.ac.uk no later than Thursday 11th February 2021 23:59.**

SUBMITTING YOUR NOMINATION

Candidates can only submit their nomination online. **If you require assistance with submitting a nomination, please email: suelections@city.ac.uk**

To submit your nomination online, follow these steps:

How to submit your Nomination?

Yay, congratulations on taking the steps to stand in the 2021 Students' Union Elections. This guide will show you through the process to submit your nomination.

Step 1

Firstly, go to the election at the bottom of the page and click 'Stand in Election'.

Demo Election

★ 1 post is up for election.

🕒 Nominations close at 17:00 on Tuesday 12 January 2021 (in 3 hours and 4 minutes)

🕒 The polls open at 00:00 on Monday 18 January 2021 (in 5 days and 10 hours)

Post List
Read more about the positions up for election and what each role entails.

Stand in Election
Submit yourself as a candidate in this election

On the next page, first let's update your profile, some of our posts require you to 'Self-Define'. Click profile.

(hours and 52 minutes)

Stand

Profile

Once on the profile page, you can select all of the definitions that apply to you. Hit save when you're done and head back to the 'stand' page.

Step 2

To stand we need to make sure your details are correct, insert your full name and email address. This is so we can contact you about your nomination. Some of these fields may already be completed for you, double check that they are correct.

Demo Election

🕒 Nominations close at 17:00 on Tuesday 12 January 2021 (in 2 hours and 53 minutes)

★ Posts

👤 Candidates

📄 **Stand**

👤 Profile

🗳️ Vote

Your details

📘 To stand for any post, you must provide the following details.

Display Name

This is how your name will appear on the ballot form.

Email address [+ Add email address](#)

Phone number [+ Add phone number](#)

These are used only to contact you about your candidacy and are only available to the election admins.

[Save](#)

Once you have done, hit save. Scroll down, and you will now be able to see the positions that you can stand for. Find the correct position you wish to stand for and click 'Stand'.

Review Nominations

Programme Reps

Status:
You are not standing for this position.

Action:
[Stand](#)

Once you have clicked stand and submitted your nomination, the page will update and state that you are now standing for this position. You now have the opportunity to input your slogan and manifesto.

Step 3

By clicking on the upload link you will reach the 'Upload Manifesto' page.

Upload Manifesto

Programme Reps

Your Name Here

[Back to Candidate List](#)

Photo

Your photo will appear on the Candidate List and your manifesto page.

Choose file No file chosen

Upload

< Photo Upload Here

Slogan

Maximum word count is 50.

< Type your slogan here

0/500

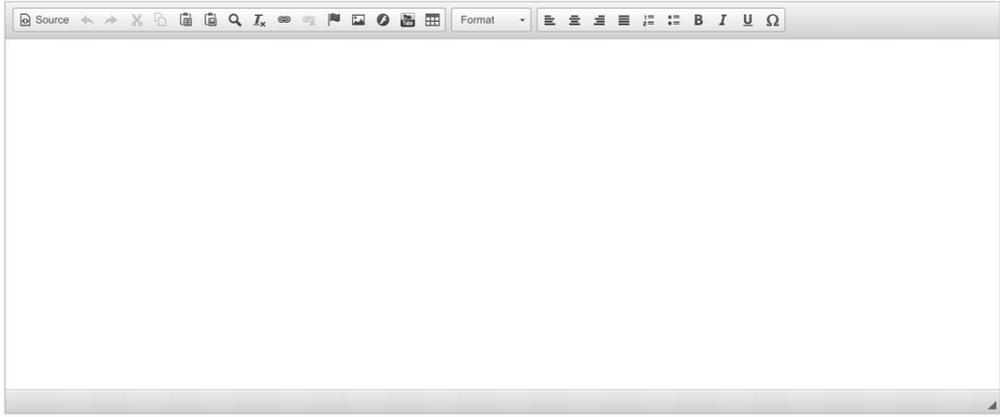
Your slogan will appear on the Candidate List and your manifesto page.

Please upload a clear headshot of yourself, remember due to this election running virtually, you want to let people know who you are! The best size for this photo is a square 500pixels x 500pixels.

Insert your slogan here. Please note there will be a maximum word count. (Don't forget to check spelling and grammar!)

Manifesto

Maximum word count is 250.



Save

You'll then be able to insert your manifesto statement, there will also be a maximum word count here which you can't go over.

In this area you should write what you will change – we recommend writing this area in five bullets. if elected in five bullet points.

This is a WYSIWYG Editor, you can use tools such as, bold, italic and underline. Please do not include any links or images in this section. Manifesto's submitted with images and links will not be approved.

Key tips for your 250 words:

- A manifesto is what other students will read when casting their votes, so make yourself stand out. Share your key points on what you wish to achieve in your year in office.
- Think about using bullet points, keep it simple and to the point, no one wants to read through large chunks of text.
- Some questions to get you thinking could be:
 - What would you bring to the role?
 - What do you think the [role, e.g. President] should work on over the next year?
 - How do you want to improve the student experience at City?
- Be creative.

Once you're finished – hit save and you're done!

Not finished but want to come back later? Sure, make sure you hit save and you can head back to the elections pages later to finish your manifesto/slogan/photo!

****You must have your Photo, Slogan and Manifesto statement uploaded by the nominations closing deadline – Thursday 11th February 23:59**

Need more help?

No problems, the best way to get some support is to book in a chat with one of our team here. Or you can email, suelections@city.ac.uk.

Here is quick reminder of what we outlined above: The sections below breakdown what you need to know about each of the things we require from you.

Nomination Submission Requirements

When you submit your nomination there are a few mandatory items which we require you to attach to the email.

ITEM	RATIONAL	DETAILS
Photograph	This is so voters can identify you, it will be used on our elections materials – simple!	✓ Head and shoulder shot ✓ Be clearly recognisable ✓ Submit as a .jpeg or .png
250-word statement	This is a statement that summarises what you will change if elected.	✓ Must be 250 words or under ✓ Any words over will be cut off and will not appear
Slogan (Campaign description)	This is your campaign slogan, or a few words to describe you	✓ Must be 6 words or under ✓ Think catchy, creative and fun!

The materials mentioned above will be displayed on our website for prospective voters. Everything you submit will be put up by position and in alphabetical order by candidate's surnames.

PREPARING YOUR DIGITAL POSTER

Your poster is one of the most important elements of your online election campaign. The content of this document is decided by you and should tell students why you want to represent them and why they should vote for you. The Students' Union will collate everyone's poster and create an e-booklet to display on our website, voters will then use this to inform their vote.

Briefly put, your poster should set out all of your ideas and plans that you will change if you are elected.

As well as setting out your ideas your poster is how voters recognise you and your campaign, at the very least you need to remember to include the following elements in your manifesto:

- ✓ **Your name and the role you are standing for**
- ✓ **Your campaign slogan**
- ✓ **Who you are and why people should vote for you**
- ✓ **Your ideas and what you will work to change**
- ✓ **Your contact details**

Here are some examples of issues to get you started on your manifesto:

- Academic
 - Assessment & Feedback
 - Personal Tutoring
 - Placement Experience
 - Online Learning Experience
- Campus
 - Library Resources
 - Security on Campus
 - Food prices
 - Access to Campus during Covid
- Welfare
 - Access to Counselling
 - Student Mental Health
 - Sexual Health Testing
 - Covid-19 Support
- Community
 - Housing in London
 - Resettling Refugees
 - Sustainability

KEY THINGS TO REMEMBER

Just like the rest of the election there are some important things to remember when it comes to writing and designing your digital poster.

- ✓ Your poster must not defame or libel any other election candidate or individual.
- ✓ It must be individual to your campaign and must not imitate the style or content of another candidate.
- ✓ You must not add the Students' Union logo, the University logo or the University crest on any of your materials.
- ✓ All publicity, including your manifesto must be approved by the SU Elections Team before they are put anywhere online / public.
- ✓ Your poster must be submitted in a .PDF format to the [SU Elections team](#) *before* the deadline.
- ✓ No changes or additions to posters, photographs, descriptions and slogans will be accepted after the final submissions deadline.
- ✓ Posters should be submitted in A4 landscape (297mm x 210mm) only.

- ✓ Posters should be submitted to suelections@city.ac.uk no later **Tuesday 16th February at 17:00**. Any submitted after this time will not be included in our digital booklet.

DIGITAL CAMPAIGNING

Campaigning is the act of getting other people to support you in your bid to get elected into the position you are standing for. This can take a wide variety of forms, however there are a number of key rules set out in our Election Regulations that you need to be aware of. This section details further information regarding planning your campaign.

As said above, these Elections are slightly different to previous years and due to Covid-19 all elections and campaigning activity will be online.

In line with current Government guidance in-person campaigning is strongly discouraged. Further guidance on online campaigning will be shared with candidates at the Candidate Meeting.

Collective Campaigning

Collective Campaigning (or “slates”) is prohibited in elections at City Students’ Union. This means that you cannot form a slate with candidates standing for other positions. **Each candidate and their campaign must be individual.**

Campaign material cannot look similar to any other candidate and must not promote anyone else. This includes but is not limited to:

- Approved campaign descriptors/ summary or campaign logos.
- Both online, video and printed material.
- E-mail, Social Media and other electronic communications.
- Verbal declarations of support for other candidates, including voting intentions during debates, in designated campaigning areas or during interviews with the student media is prohibited.
- Outside of debates or interviews with the student media, candidates may verbally inform individuals who they are voting for if asked.

Societies Endorsing Election Candidates

As part of any election campaign it is common for groups on campus to publicly express who they support for particular roles. At City we fully support candidates doing this, however there are a few things that candidates and Societies must do.

- Affiliated City Students’ Union Student Societies may only support one candidate for each role.
- The Society support must be formally agreed and evidenced in the minutes of the group’s Committee meeting and communicated to the Deputy Returning Officer via SUElections@city.ac.uk
- The candidate must formally agree the Society’s endorsement via email before they are considered the Official Supporters, and before any message of support are issued.
Societies may use their mailing list to communicate who they have endorsed for a position. However, they must not produce materials or communications supporting groups of candidates as this will be considered as ‘collective’.
- No Society funds must be used to finance any candidate’s campaign.

Digital Campaign Materials

Campaign materials are the resources that you can use to promote yourself and your campaign. Being creative with your campaign can be really easy and starts with simply picking a colour theme. Your manifesto will form the base of your campaign but all other aspects are open for you to decide!

Other campaign materials you could consider include:

- Digital flyers (think eye catching)!
- Videos, short and longer
- T-shirts
- Social Media banners
- Zoom backgrounds

Any campaign materials you wish to use will need to be approved by the Deputy Returning Officer before distributing.

You need to allow up to 48 hours for approval on this and the Deputy Returning Officer reserves the right to reject any descriptor or content that is offensive, open to misinterpretation, breaches the regulations and/ or breaches copyright.

There are certain materials and items that may not be used within your election campaign, these are;

- Students' Union logo, University logo or University Crest; or any branding or format used by the Students Union in awareness campaigns for the election.
- Gifts, such as sweets, chocolates, e-vouchers or any other incentive to encourage students to vote.
- Stickers of any shape or size.
- Students' Union resources, including (but not limited to) computers and premises, to produce, store or assist in the production of campaign materials.

Be aware that the Deputy Returning Officer may publish supplementary regulations relating to the candidates' conduct. You will be advised of any such regulations by email to the address provided upon submission of your nomination.

Once a candidate has attended a Candidate Briefing, they can campaign.

YOUR VIRTUAL CAMPAIGN TEAM

A really important part of a successful elections campaign is a good team who will help you by spreading the word about you and your campaign. This year building a team and finding jobs for them to do might be a little more difficult, but there will still be work to get help with!

Good people to ask could be:

- Housemates
- Friends from your course
- People you have met through a Society or Sports team

To make sure your team are clued up about you and your campaign you should run a virtual training session for them so that they know the rules, as well as what you stand for as a candidate. At this session you can also organise time commitments and a rota to make sure you have all the online areas you want covered agreed.

If you do decide to recruit a campaign team you must take reasonable steps to ensure that their actions comply with the [Election Bye-Laws](#) at all times. You will need to be able to demonstrate that you have briefed them in the event of a complaint against them.

Remember – your friends are volunteering their time so be sure to thank them at the end!

My Campaign Team

_____	_____
_____	_____

Campaign Manager

It is very useful to appoint a lead person to help with your campaign. Assigning a close friend as a Campaign Manager can be a good way to reduce the pressure of the election as it will enable you to talk with as many students as possible. Choose someone who is a good organiser and who is committed to making you win!

Campaign Tactics

IDEA	DESCRIPTION
Talking to students online	The best way to guarantee a vote is to talk to students, Be brief, to the point and most importantly – be memorable!
Online Lecture shout-outs	This is a very important part of campaigning! For a minute or two you have access to a lot of students. Be sure to get permission from the lecturer.
Online Campaign Launch Party	Having a launch party on the first night of voting can be a good idea. Invite your friends, their friends and celebrate the first day of hard work.

ONLINE CAMPAIGN PLANNER

Running an election campaign at the same time as being a full-time student can be difficult. The below campaign planner will help you organise your time a head of voting opening.

Remember to look after yourself and schedule regular breaks!

The voting period opens at 09:00 on Monday 22nd February and closes at 13:00 on Thursday 26th February.

Voting Week Planner

DAY	TIME	LOCATION	WHO IS HELPING	TO DO/ RESOURCES NEEDED
MON		online		
TUE		online		
WED		online		
THUR		online		

LOOKING AFTER YOURSELF

- Don't be put off if a student is disinterested or rude to you, the majority will be interested
- Take some time out and grab a drink or some food to re-focus
- Don't overwork yourself or your team
- Try and take care of as much life admin before the voting week
- Plan your work around the voting week so you have a lot of free time to chat to students
- Go to your friends for help and advice – don't be afraid to ask!
- Plan something nice to do at the end of voting week. Even if you're not elected, you will have achieved a lot!

CAMPAIGNING ACTIVITY AND CONDUCT

Candidates, or any persons campaigning for a candidate, must;
Must take reasonable steps to ensure that their supporter's actions comply with Union, University and the campaign rules at all times and must be able to demonstrate this in the event of a complaint against them.
Consider health and safety when conducting any campaigning activity and follow relevant City, University of London and Government Coronavirus guidance.
Only use mailing lists where lawful to do so. In most cases this will require the consent of the members on the list to use their details.
Run their campaign entirely separately from their day-to-day work as a Full Time Elected Officer.
Agree use of Students Union offices for their day to day activities as a Full Time Elected Officer with the Students Union Chief Executive Officer.
Agree any mailshots, publicity campaigns or public announcements with the Students' Union Chief Executive undertaken in their incumbent role. The Chief Executive may refer any such activity to the Deputy Returning Officer to rule on potential electoral advantage.

Candidates, or any persons campaigning for a candidate, may;
Use social networking such as Facebook and Twitter for campaigning
Be charged for the removal of any campaigning material fixed to walls, road signs or street furniture in the vicinity of the University

Candidates, or any persons campaigning for a candidate, must not;
Undertake campaigns activity which others could not also reasonably do.
Campaign or distribute material before the permitted date and/or without approval from the Deputy Returning Officer.
Campaign in areas specified by the DRO, including Polling Stations, University computer rooms and around permanent open-use computers in communal areas.
Impede students on University premises by entrances or walkways.
Provide computer terminals or internet enabled wireless devices of any kind to enable members to vote.
Supervise or assist a voter in casting their vote in any way.
Use Students Union computers or resources to campaign or assist in the campaign for any candidate.
Use University email addresses for campaigning purposes for any email sent on behalf of a candidate to more than 20 students. This includes messages sent via Moodle.
Use bulk unsolicited direct messaging.
Set up private websites for campaigning purposes.
Engage in campaigning activity during their working hours, if employed by the Students' Union, University or a subcontractor of either.

The Deputy Returning Officer may publish supplementary regulations relating to the candidates' conduct. Candidates will be advised of any such regulations by email to the address provided upon submission of each candidates' nomination.

FUNDING YOUR DIGITAL CAMPAIGN

As an election candidate you can purchase materials and resources to support the running of your campaign.

CANDIDATE	BUDGET
Sabbatical Officers	£75
Part-time Officers	£30

Everything you spend over the course of your campaign must be recorded, submitted and approved by the Deputy Returning Officer using the Election Expenses Form.

Things to Remember

- ✓ All receipts for campaign expenses must be kept and recorded.
- ✓ If candidates do not spend any money during the course of their campaign this must be made clear on their submission.
- ✓ No Society funds may be used to finance any candidate's campaign.
- ✓ Candidates may not spend *more* than the specified budget on their elections. Any candidate who spends more than their stated amount will be disqualified.
- ✓ **All expenses must be submitted to the Deputy Returning Officer at the Candidate De-Brief, or no later than Thursday 25th February 13:59**



**IDEAS FOR SPENDING MY
BUDGET**

TRAINING & DEVELOPMENT

As a candidate in the elections you can access a variety of useful workshops and drop-in sessions to make sure you feel prepared and confident for voting week. **All candidates must attend a Candidate Briefing.**

MON	TUES	WEDS	THURS	FRI	SAT	SUN
18 JAN	19 JAN	20 JAN	21 JAN	22 JAN	24 JAN	25 JAN
Noms Open 09:00				How can a leadership role support your future career' 13:00-13:45, Online		
25 JAN	26 JAN	27 JAN	28 JAN	29 JAN	30 JAN	31 JAN
	How can a leadership role support your future career' 16:00-16:45, Online	How can a leadership role support your future career' 09:10-09:55, Online		How can a leadership role support your future career' 13:00-13:45, Online		
1 FEB	2 FEB	3 FEB	4 FEB	5 FEB	6 FEB	7 FEB
		Elections 101: Manifesto and Campaign Support Planning, 13:00, Online				
8 FEB	9 FEB	10 FEB	11 FEB	12 FEB	13 FEB	14 FEB
			Noms Close, 23:59			
15 FEB	16 FEB	17 FEB	18 FEB	19 FEB	20 FEB	21 FEB
Candidate Briefing, 10:00-12:00, Online		Candidate Question Time Time TBC, Online				
22 FEB	23 FEB	24 FEB	25 FEB	26 FEB	27 FEB	28 FEB
Voting Opens				Voting Closes		

Remember you can book in a chat with a member of the Representation Team at any time should you require any support. Just go to the Elections site and use the 'Book a Call' function.

COMPLAINTS FORM

The grounds for complaint are that one or more of the election rules contained in the [Regulations](#) have been broken; or that one or more Union or University policies or regulations have been breached.

Please submit the complaint to the Students Union (Tait Building, Level 1) or via email at SUElections@city.ac.uk

(1) Personal Details

First Name	
Surname	
Student I.D. Number	
Phone	
Email Address	

(2) The Complaint

Who is the complaint about?					
<input type="checkbox"/>	Candidate	<input type="checkbox"/>	Supporter	<input type="checkbox"/>	Election/Student Union Official
<input type="checkbox"/>	Deputy Returning Officer	<input type="checkbox"/>	Returning Officer	<input type="checkbox"/>	
Name of Candidate (or candidate the campaigner is campaigning for)					
What is your complaint					
What election rule, policy or regulation has been broken?					
What evidence do you have?					

ELECTIONS CHECKLIST

TICK OFF STEPS AS YOU COMPLETE THEM

<p>Nominate yourself before Thursday 11th February at 23:59. You can nominate yourself by submitting your nomination at https://www.citystudents.co.uk/student-voice/suelections/ – if you have any problems let us know by emailing SUElections@city.ac.uk</p> <p>To nominate yourself you will need:</p> <ul style="list-style-type: none">• Your name as you want it to appear on the ballot• Your student number• Your contact information• A 250-word statement• A photograph• A campaign description/ slogan <p>Any nomination submitted after the deadline will not be accepted. Make sure you read the election rules before submitting your nomination.</p> <p>You can make changes to the above information up until the deadline of Thursday 11th February at 23:59</p>	
<p>Submit your Poster by Tuesday 16th February at 17:00 Posters will put into a poster booklet, which will be made available on the SU Elections site, which voters will see that can inform their decision</p>	
<p>Attend the mandatory Candidate Briefing on Monday 15th February This meeting will brief you on all the election rules and give you the chance to meet other candidates. If you cannot attend email SUElections@city.ac.uk so an alternative can be arranged.</p>	
<p>Start digital campaigning after attending the Candidate Briefing. Campaigning is anything you do to encourage people to vote for you. You must not start campaigning until you have attended a Candidate Briefing.</p>	
<p>Attend Candidate's Question Time on Wednesday 17th February, Time TBC Candidates are requested, but not required to attend to summarise why you want to stand for a certain role and answer questions from students.</p> <p>Candidates should inform the Deputy Returning Officer if they are unable to attend, stating their reasons for non-attendance before the beginning of the event.</p>	
<p>Tell people to vote for you!</p> <p>All current City, University of London students are eligible to vote by going to www.citystudents.co.uk/vote - remember to vote for yourself!</p>	
<p>Attend the Candidate De-Brief on Thursday 5th March at 17:30 in room C312 All candidates are encouraged to attend. You can submit your elections expenses to the Deputy Returning Officer in person here.</p>	

FAQ'S

What should I do if I want to make a complaint?

A complaint may be made about the actions of candidates, supporters or the SU Elections Team. Complaints must be submitted using the [Complaints Form](#).

Grounds for a complaint are that one or more of the Election Bye-Laws or Union/ University Policies and Regulations have been breached. The complaint must make clear what rules have been broken, by who and when. You must support your complaint with evidence.

Evidence might be, but is not restricted to, the following: documents; photographs or video clips; screen shots of web pages; copies of e-mails or written statements from staff or students. Complaints about campaigning must be submitted not more than one hour after the close of polling.

Complaints about the count must be made within 24 hours of the declaration of results. Complaints received after these deadlines will not normally be considered.

What is the Election Bye Law?

These are the set of rules which state what candidates can and cannot do when running in a Union election. You can find them in [this document](#), or on our [website](#).

I'm a first year, can I run in the elections?

Yes! Any current student can nominate themselves for either a Part-time or Sabbatical Officer role.

Do I have to know everything about the Students' Union?

No! We will provide you with all the training you need to run and more if you are elected.

Can I stand for a full-time role if I am an EU or International Student?

Yes! If you are elected City Students' Union will fund a Tier 4 Visa extension and associated health insurance. More Information can be found from [UKCISA here](#).

Can I run a campaign with someone else?

No, every campaign must be individual to each student in the election.

Can I use a nickname as a candidate?

All candidates must use their surname and must inform the SU Elections Team if they are known by a different first name. This should be provided when submitting your application.

What is a manifesto?

This is the document that tells voters why they should vote for you.

Can I put the Union or University logos on my materials?

No, no candidate can use any Official City, University of London or Students' Union logo.

Can Societies endorse candidates?

Affiliated Societies may endorse one candidate per position. For more details see [Societies information](#) in this book.

How does voting work?

The voting system the Union uses is called Single Transferable Vote (STV). Voters are asked to rank the candidates in order of preference. Voters can select candidates they want in the order they want them (1,2,3 etc) and it builds their vote. Once they're happy they can submit their vote. Voters may express as many or as few preferences as they wish, but cannot mark more than one candidate with the same number.

To win, candidates must poll above 50% of the votes, either by totalling more than half of the first preferences or by redistribution of votes.

Who is RON and why are they in running every election?

R.O.N stands for Re-Open Nominations and appears in all elections, having this option allows voters to choose none of the candidates opting for the election process to restart.

What should I do if I don't want to be a candidate anymore?

Should you wish to withdraw from being a candidate during the election process please email SUElections@city.ac.uk

How much will I get paid?

If you stand for a Sabbatical Officer position the salary for the year is over £23,000! If you are standing for a part time role you are not paid but we will treat you over the year with some nice incentives!

Do I have to make a speech?

Across the election you will hopefully speak to hundreds of students online. All candidates are invited to make a speech at the Candidate Question Time.

Can I stand for more than one position?

No, students may only stand for one role. If you are unsure about which position you would be best for speak to the [SU Elections Team](#).

Can I get my lecturer to send an email out to my course to get votes?

No, staff must not email students about specific students, however they can send out a mailing letting their course know that they can currently vote. Your lecturers can download a template email to share [here](#).

How much time do I need to spend campaigning for the elections?

This is up to you but the more students you speak to, the more votes you will gain.

Can I get Mitigating Circumstances for my University work?

Unfortunately not. You will need to organise your election campaign around your University commitments. Once you have submitted your nomination we recommend that you get in touch with your tutor/ School – but remember, don't ask them to email students for you!

What's the difference between a Sabbatical Officer and a Part-time Officer?

Sabbatical Officers represent students full time on campus and are paid, these people are also Trustees of the Union. Part-time Officers represent students voluntarily and work their commitments around their studies.

Can I get my friends or family to do something for free and not put it on my budget?

Both you and your campaigners should not do anything which others could not also reasonably do. You must also make sure that anything they do is within the rules.

Can I buy chocolates or sweets to give out to get people to vote for me?

No, you must not use any gifts such as sweets, chocolates, vouchers, alcohol or any other incentives to encourage students to vote for you.

Can I/ my team campaign for me whilst working a shift for the Union/ University?

No, all campaigning activity must be done outside of working hours.

Can I help someone who doesn't understand how to vote?

No, if a student does not know how to vote direct them to the SU Elections team email. No one must supervise or assist a voter in anyway.

Can I give students my device to vote on?

No, students must vote on a device of their choosing. Candidates and campaigners must not provide devices to any student to vote on.

Can I talk to people whilst they cast their vote?

No, once a student is voting you must leave them alone.

Can I use my Society mailing list to get people to vote for me?

If a society has officially endorsed a candidate then yes, they may use their lists to encourage members to vote.

If elected, when will I start work?

Officer terms start from the 1st July each year and run until the 30th June the following year.

You didn't answer my question, how can I ask another one?

No question is a silly question, if you need an answer you can't find here or need help with the rules then email the SU Elections Team who will get back to you as soon as possible.

Bye-Law 4: Elections

1. General

1.1 Bye-law 4 Elections governs the elections of the Executive Officers (Sabbatical Officers and Part-Time Officers), Student Councillors, NUS Delegates and other positions as deemed appropriate by the Board of Trustees.

1.2 Additional rules and information will be provided in the Candidate Handbook.

1.3 These rules are in addition to general Union and University/College rules and regulations.

2. Returning Officer and Deputy Returning Officer

2.1 The Board of Trustees shall appoint the Returning Officer and Deputy Returning Officer annually.

2.2 During an election the Returning Officer will take sole responsibility for interpretation of election rules and the Union bye-laws. Interpretation and rulings will be in the interest of the electorate above all others.

2.3 The Deputy Returning Officer is responsible for the day to day management of the election and has the responsibility to ensure that the election is efficient and fair in accordance with the regulations.

2.3.1 The Deputy Returning Officer has full delegated authority from the Returning Officer to implement the regulations including issuing minor sanctions, overseeing the election count and answering questions.

3. Eligibility

3.1 All and only Student Members may stand and vote in Union elections, subject to constituency based limitations.

3.2 Constituency based limitations include:

(a) School Representative Officer; only students belonging to a School may stand for election to or vote for the position. This includes the Graduate School.

(b) Liberation Officers; only students who self-define as the liberation group the position represents can stand for election to or vote for the position.

3.3 Candidates standing for election for a Sabbatical Officer position must be eligible

to be a Trustee and Company Director in accordance with the relevant legislation.

3.4 Student Members who have already completed two terms of office as a Sabbatical Officer of the Union are not eligible to stand for election for a Sabbatical Officer.

3.5 It is an election candidate's responsibility to ensure their eligibility to stand, including ensuring their course enrolment record is up to date, before submitting their nomination.

2.8. Student Members cannot stand for or hold more than one position at any one time, except for the role of NUS National Conference Delegate.

4. Nomination Process

4.1 Positions for each election will be advised in the Notice of Election.

4.2 For each position being elected an option to Re-Open Nominations (RON) shall be provided on every ballot.

4.3 By standing for election all candidates agree to be subject to the Union Articles, Bye-Laws, regulations, policy and values.

4.4 Candidates must complete a nomination form for each position they are contesting. Only correctly completed forms will be valid.

4.5 Candidates seeking election as a School Representation Officer (SRO) must be nominated by Student Members' from their School.

4.6 Student Members may only nominate one candidate for each position.

4.7 Completed nomination forms must be submitted in accordance with the notice of Election.

4.8 All candidates and nominators agree for their data to be shared with the University for election administration purposes.

4.9 Late nomination forms will be automatically declared invalid.

5. Notice of the Election

5.1 The Deputy Returning Officer shall publish a Notice of Election at the latest by the following times:

(a) Executive Committee and NUS National Conference Delegate elections; four weeks prior to the close of poll.

(b) Student Council; two weeks prior to the close of poll.

(c) By-election for any position or when nominations are re-opened due to unfilled positions; two weeks prior to the close of poll.

5.2 The Notice of Election shall specify:

(a) Details of the positions for election;

(b) Details of eligibility for each of the positions for election.

(c) The dates of the conference concerned where relevant if NUS National Conference Delegates are being elected.

(d) Methods by which nomination packs, forms or equivalent material may be obtained.

(e) Details of the place, date and time by which completed nominations must be Submitted.

(f) For Executive Committee and NUS National Conference Delegate

elections, details of the place, date and time of the Candidates' briefing meeting

(g) The Deputy Returning Officer's contact details, or their chosen point of contact.

(h) Any mandatory and optional election material to be provided with a valid application.

(i) The Notice of Election shall be published on the Union website and in such other form as the Deputy Returning Officer shall deem appropriate.

6. Notice of Poll

6.1. The Deputy Returning Officer shall publish a Notice of Poll no later than the following times:

(a) For Executive Committee and NUS National Conference Delegate elections; within 1 clear working day of the Candidates' Briefing.

(b) For other elections and referenda, 5.00pm on the last working day before the opening of polls.

6.2 The Notice of Poll shall specify:

(a) The name of each candidate and the position for which they have been nominated and any other relevant information the Deputy Returning Officer deems to be appropriate.

(b) The location and opening times of polling stations, where applicable.

(c) Details of the arrangements for online voting

- (d) The dates, locations and times of any candidates' debate sessions.
- (e) The date and location of the count, if a physical count is required.
- (f) The Deputy Returning Officer's contact details, including the email which must be used for all correspondence.
- (g) The Notice of Poll shall be published on the Union website and in such other form as the Deputy Returning Officer shall deem appropriate.

7. Candidates Meeting and Training

- 7.1. A Candidates Meeting for all nominated candidates will be held after the close of nominations.
- 7.2 At this meeting the Returning Officer or the Deputy Returning Officer, will explain the election process, outline campaigning guidelines and set the tone of the election.
- 7.3 Candidates will have the opportunity to ask questions about any aspect of the election process.
- 7.4 If a candidate is unable to attend they must inform the Deputy Returning Officer of this in advance of the meeting by email.
- 7.5 If a candidate is unable to attend they are expected to meet with the Returning Officer or Deputy Returning Officer before they commence any campaigning, to ensure they are completely clear about all election regulations and procedures.
- 7.6 Candidates who do not attend the meeting or contact the Returning Officer or Deputy Returning Officer by the deadline set may be withdrawn from the election.
- 7.7 Additional training may be provided at the discretion of the Deputy Returning Officer.

8. Collective campaigning or "slates"

- 8.1 Formalised collective campaigning by candidates or their supporters is prohibited.
- 8.2 Campaign material must be individual and must not promote any other candidate. This includes:
 - (a) Approved campaign descriptors/summary or campaign logo's.
 - (b) Both online, video and printed material.
 - (c) E-mail, Social Media and other electronic communications.
 - (d) Verbal declarations of support for other candidates, including voting intentions during debates, in designated

campaigning areas or during interviews with the student media is prohibited.

- (e) Outside of debates or interviews with the student media, candidates may verbally inform individuals who they are voting for if asked.
 - 8.3 Student societies or other student groups constituted under the Union can support a particular candidate. This will require the agreement of its committee and the candidate. The committee shall then be considered the candidates supporters.
 - 8.3.1 This agreement shall be recorded in the form of a minute of the meeting at which support for the candidate was agreed and an email from the candidate accepting this support. This minute shall be supplied to the Deputy Returning Officer before the message of support is issued.
 - 8.3.2 Student societies or other groups constituted under the Students' Union may not support more than one candidate for each position. They may not produce materials or communications supporting groups of candidates.
 - 8.4 For the sake of clarity, Re-Open Nominations (RON) shall be considered a unique, individual candidate for each separate position being elected.
- ## 9. Campaign Materials
- 9.1 Campaigns must submit the following accordance with the time frame and format detailed in the Candidate Handbook:
 - (a) A manifesto;
 - (b) A head and shoulders photograph of the candidate;
 - (c) A campaign descriptor/slogan of up to six words which will be published on the ballot.
 - 9.2 Other optional and mandatory campaign materials will be specified in the Candidate Handbook.
 - 9.3 Approved manifestos, photographs, and descriptors/slogans of all candidates will be displayed by position and in alphabetical order by surname on the Union website.
 - 9.4 No changes to manifestos, photographs and descriptors/slogans will be accepted after the submission deadline.
 - 9.5 Candidates may not use the Union logo, the University Logo or University crest; or

the branding, format or logo used by the Union in awareness campaigns for the election. For the sake of clarity, the Deputy Returning Officer shall indicate any "tag lines", graphics or colours which must not be used.

9.6 All publicity materials must be submitted to the Deputy Returning Officer or their nominee by email before use for approval. Candidates should allow 48 hours for approval. The Deputy Returning Officer reserves the right to reject any descriptor or content that is offensive, open to misinterpretation, breaches the regulations or which breaches copyright.

9.7 Candidates may use T-shirts, Videos, Banners, balloons, and stickers etc. as campaign materials. These require the approval of the Deputy Returning Officer or their nominee.

9.8 Candidates must not use gifts such as sweets, vouchers or any other incentive to encourage students to vote.

9.9 Union computers, premises or resources may not be used to produce, store or assist in the production of any candidate's election materials.

10. Campaigning and Conduct

- 10.1 Candidates and campaigners should not undertake campaigns activity which others could not also reasonably do.
- 10.2 Candidates and campaigners must take reasonable steps to ensure that their supporter's actions comply with Union, University and the campaign rules at all times and must be able to demonstrate this in the event of a complaint against them.
- 10.3 Campaigners may only alter, move or remove their own campaign materials.
- 10.4 Campaigners may only use mailing lists where lawful to do so. In most cases this will require the consent of the members on the list to use their details.
- 10.5 Campaigners must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot.
- 10.6 No campaigning or distribution of publicity material is permitted prior to the date published in the notice of election.

10.7 Campaigning is prohibited in any areas defined by the Deputy Returning Officer. This will include the area around the Polling Station(s), in University computer rooms and around any permanent open-use computers in the University's communal areas.

10.8 Candidates must consider their health and safety and the health and safety of others when conducting any campaigning activity.

10.9 Candidates and campaigners must not impede students on University premises.

10.11 Candidates shall not provide computer terminals or internet enabled wireless devices of any kind to enable members to vote.

10.12 Candidates or their supporters shall not supervise or assist a voter in casting their vote in any way.

10.13 Posters may only be displayed on notice boards with prior permission.

10.14 Any publicity fixed to walls, road signs or street furniture in the vicinity of the University may be removed and the cost of that removal and any consequential damage may be charged to the candidate concerned.

10.15 Union computers or resources (including membership lists and other data) may not be used to campaign or assist in the campaign for any candidate.

10.16 Students working for the Union, University or subcontractor may not engage in any campaigning activity during their working hours.

10.17 Candidates must remove all of their own publicity materials within one-week after the election. If materials are not removed, candidates may be liable for the cost of removal.

10.18 University email addresses must not be used for campaigning purposes for any email sent on behalf of a candidate to more than 20 students. This includes messages sent via the University virtual learning environment.

10.19 Use of bulk unsolicited direct messaging is not permitted.

10.20 Candidates may use social networking such as Facebook and Twitter for campaigning.

10.21 All incumbent Executive Committee Officers shall agree any mailshots, publicity campaigns or public announcements with the Union Chief Executive. The Chief Executive may refer any such activity to the Deputy Returning Officer to rule on potential electoral advantage.

10.22 No elected officers of the Union will be allowed to use the Union offices for electoral purposes. Incumbent Sabbatical Officers seeking election may still use their office for their day to day work, as agreed in advance with the Union Chief Executive.

10.23 Any Sabbatical Officer in post and standing for re-election must run their campaign entirely separately from their day-to-day work as an elected Officer. This may involve taking annual leave.

10.24 The Deputy Returning Officer may publish supplementary regulations relating to the candidates' conduct. Candidates will be advised of any such regulations by email to the address provided upon submission of each candidates' nomination.

11. Candidates' Debates

11.1 For Executive Committee elections, at least one candidates' debate will be arranged to take place during the election period.

11.2 The session will be chaired by the Deputy Returning Officer or their nominee.

11.3 Guidance on how the Candidates' Debate will be structured and run will be made available at the Candidates Briefing.

11.4 The Chair or Deputy Returning Officer has the authority to curtail debate on issues that are deemed to be outside the scope of the election, inappropriate or offensive.

12. Candidates Budget

12.1 Campaigners must not exceed their budget limits.

12.2 All campaigners must submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer (or equivalent) no later than 1 hour after polls close. If candidates do not spend any money during the course of their campaign this must be made clear on the submission.

12.3 Items freely and readily available to all campaigners can be used without itemisation.

12.4 Candidates standing for a Sabbatical Officer position may have their campaign expenses reimbursed up to a maximum of £75.

12.5 Candidates for Part-time Executive Committee positions, NUS delegates or Student Councillor may spend up to £30 on campaigning and publicity which shall be reimbursed.

12.6 Candidates standing for NUS Delegate plus a Sabbatical Officer position may spend a maximum of £75 in total shared between the two elections.

12.7 No candidate standing for a Full Time Officer position may spend more than £75 on campaigning and publicity regardless of whether they are standing in one or more posts.

12.8 No Society funds may be used to finance any candidate's campaign.

13. Voting and Results

13.1 All elections shall be conducted by secret ballot using the Single Transferable Vote (STV) system (Electoral Reform Society 1997 rules).

13.3 Voting shall normally take place online and appropriate guidance will be produced to support Student Members.

13.4 Voting times will be published in the Notice of Poll and on the Union website.

13.5 The counting of votes will take place after the close of Poll at a time and date specified by the Deputy Returning Officer.

13.6 The election result will be announced as soon as practicable. The full election results shall be published on the Union website and in such other form as the Deputy Returning Officer shall deem appropriate.

14. Complaints

14.1 Any student can submit a complaint about a candidate or their campaigner or about the election process until 1 hours after the close of voting. These complaints may be on any of the following grounds:

- (a) Failure in good conduct of the election.
- (b) Behaviour and activities of candidates or their supporters.
- (c) The administration of the election.
- (d) Breaches in regulations.

14.2 Complaints raised after this point will not be accepted, except in relation to the conduct of the count.

14.3 Any student can submit a complaint about the conduct of the count within one day of the announcement of results. Grounds for complaint are limited to:

- (a) The STV calculations are inaccurate.
- (b) There is a physical error in the count.

14.4 All complaints must be sent, in writing on the complaint form, to the Returning Officer or the Deputy Returning Officer. A complaints form will be available from the Union Reception and online at the Union website.

14.5 Complaints will normally be heard within 2 working days. The Returning Officer or the Deputy Returning Officer will respond in writing and candidates and complainants will be informed of any action taken.

14.6 In responding to a complaint the Returning Officer or Deputy Returning Officer, after hearing all the appropriate evidence, may decide to apply any of the following:

- (a) Not to uphold the complaint.
- (b) Suspend elections for a specified period pending an investigation(s).
- (c) Apply sanctions to specified candidates (see sanctions below).
- (d) Hold the election count and decide whether the basis of the complaint has any impact on the outcome of the vote.
- (e) Re-run the election

14.7 In the event the Deputy Returning Officer ruled on the complaint, a candidate can appeal the decision of the Deputy Returning Officer to the Returning Officer, except if a minor sanction has been ruled.

14.7.1 The appeal must be made in writing to the Returning Officer within 24 hours of the Deputy Returning Officers decision.

14.7.2 Appeals will normally be on the grounds that the decision of the Deputy Returning Officer was:

- (a) Procedurally incorrect,
- (b) Taken outside the scope of the powers of the Deputy Returning Officer as defined by these regulations
- (c) Disproportionate

14.7.3 The Returning Officer will normally rule on the appeal within three working days. The decision of the Returning Officer is final.

14.8 If the Returning Officer ruled on the complaint, their decision is final.

15. Sanctions

15.1 Any student found in breach of the regulations during any stage of the election may be penalised.

15.2 The penalty will be determined by the Returning Officer or Deputy Returning Officer.

15.3 Possible "minor sanctions" with no appeal shall include:

- (a) Penalty to your campaign budget (if applicable).
- (b) Restriction applied to attendance at or participation in candidates' debates.
- (c) Restriction on campaigning in a given area and or for a specific amount of time.

15.4 Other sanctions that may be determined by the Returning Officer or Deputy Returning Officer shall include:

- (a) A formal written warning, which will be published in locations deemed appropriate by the Returning Officer or Deputy Returning Officer.
- (b) Disqualification from the election.

15.5 Any student found to be interfering with the smooth running of the election, acting fraudulently or otherwise illegally may be referred for disciplinary action to:

- (a) The Union Disciplinary Panel under the Students' Union Bye-law 13.
- (b) The University under Senate Regulation Student Discipline.
- (c) Be reported to the police.