



CITY
STUDENTS'
UNION

LEADERSHIP ELECTIONS

STAND • INSPIRE • DELIVER

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.

This year, your Students' Union is going through a democracy review – we are reviewing our current democratic structures and coming up with innovative and more accessible ways to make change. This year, Student Council will play a key role on discussing and approving these new changes - ensure you have your say & stand in the autumn elections!

Running in the Union elections can also be great for your personal development, it gives you the chance to try something new and gain a whole host of experience. From attending NUS National Conference to voting and approving the changes in our democratic structures, 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 – but don't worry, staff members will be here to ensure you have the appropriate training and support to excel in your role. Whether you are a final year or a first year, there is definitely a role for in our elections for you.

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 the SU Representation Team within the Students' Union. 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

Elections Officials

There are a number of Election Officials at the Union. It is their role to assist the Deputy Returning Officer in all aspects of running the elections.

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 is [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 Hannah Roberts 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	Activity	Place
Monday 4 th October	13:00pm	Nominations Open	Online via the SU website
Sunday 17 th October	23:59pm	Nominations Close	Online via the SU website <i>If you have any difficulties please contact suelections@city.ac.uk</i>
Monday 18 th October	17:30 until 18:30	Candidates Briefing	Hybrid (In person & Microsoft Teams)
Tuesday 19 th October	12.00pm	Launch of Campaigning <i>You are advised to attend a briefing before undertaking training.</i>	
Monday 25 th October	9:00am	Voting Opens	Online via the SU website
Thursday 28 th October	16:59pm	Voting Closes	Online via the SU website
Thursday 28 th October	17:59pm	Complaints Deadline	SU Elections Inbox
Thursday 28 th October	17:59pm	Expenses Deadline	SU Elections Inbox
Friday 29 th October	Online	Results Announcement	City SU Website

RUNNING IN THE ELECTIONS

There are a number of different roles that you can nominate yourself for in our Election, including **Chair of Student Council, Student Councillor** and **National Union of Students (NUS) National Conference Delegate**. **There are total of 22 posts up for election**

In this election you can nominate yourself for a councillor position or part-time officer position and a NUS National Conference Delegate position but cannot nominate yourself for both a councillor position and part-time officer position

Successful Candidates will take up position following the completion of Induction Training scheduled for week commencing **8th November 2021**.

Student Council

Student Council Chair x 1 position

To act as the independent Chair of Student Council meetings and Student Members' meetings, ensuring that each meeting is run efficiently and effectively to meet the needs of its members.

Student Councillor x 15 (Three per School)

To act as a representative for students in their School, ensuring that the Union is delivering good quality and relevant services for students; to help drive campaigns and set the political direction of the Union and hold elected Officers to account on their work. This year, Student Councillors will be able to vote and approve the changes in our democratic structures.

NUS Delegate

NUS Delegate x 6

To act as the primary representatives for City Students' Union at the National Union of Students' (NUS) National Conference. Duties include shaping national policy, electing national representatives and setting the political direction of the NUS according to City students' interests.

*The NUS National Conference has a gender-balance requirement and at least half of the delegation must self-define as women

National Conference takes place on Monday 28th March until Wednesday 30th March 2022 in Liverpool (expenses covered) – *please ensure you are available for these dates.*

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.

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.

Open to all

These roles are open to any currently enrolled student at City, University of London.

- Student Councillor
- Chair of Student Council
- National Union of Students' (NUS) National Conference Delegate

WHAT'S IN IT FOR ME?

Shape the Union

- Students in these positions will have a direct say in how the Union is run as well as playing a prominent role in campaigning for change within the community at City, University of London

Employability Skills

- These roles will learn a wide range of employability skills, including Team Working, Organisation, Oral & Written Communication, Negotiating and many more

Meeting Experience

- You will experience an environment where decisions are made by working together with others and contributing to effective meetings and project planning.

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

SUPPORT AVAILABLE

The Union wants to encourage and support students to run in the elections, whether for a full time or part time position. This section outlines the support available to candidates through the elections process.

Speak to an Officer

The Union's Executive Officers all know what it's like to be elected into the position and the responsibilities that it has. They will be able to give you an insight into what it's really like. The Full Time Officers are also on hand to give you more information about each role in the election, their contact details are below;

- Shaima Dallali – President
 - Email: SUPresident@city.ac.uk
- Ruqaiyah Javaid – Vice President Education
 - Email: VPEducation@city.ac.uk
- Shahd Haj Khalil – Vice President Community & Wellbeing
 - Email: VPCommunity1@city.ac.uk

You can find out the contact information for the Part Time Officers by going to <https://www.culsu.co.uk/student-voice/studentofficers/>

Speak to a member of staff

If you have any other questions you can contact a member of staff, the key contacts are;

- Raquel Marques – Representation and Democracy Coordinator
 - Email: Raquel.Marques@city.ac.uk
- Angelo Weekes – Representation Manager
 - Email: Angelo.Weekes.2@city.ac.uk
- Hannah Roberts – Deputy Chief Executive Officer
 - Email: Hannah.Roberts.3@city.ac.uk

NOMINATIONS

To stand for a position in the Leadership Elections Autumn 2020 there is one way to be nominated by completing the Online Nomination process.

To complete the process, you should

1. Visit the **City SU Elections page**; on this page you will find the elections details and the options to view the positions available and those you are eligible to stand for. On this page click on **'Stand in Election'**
2. Once you have clicked on 'Stand in Election' page, you will be taken to a page where you will be requested to enter your details (display name, email, address, phone number etc.). Once entered, click **'save'**
3. Once you have saved your details, you can stand for a post if you meet the requirements by clicking **'stand'** within the **'Review Nominations'** area under the post you wish to stand for.
4. On the following page you will be asked to **submit your nomination**
5. Once you have **submitted your nomination form**, you will be able to upload your candidate approval status, be able to upload and edit your manifesto, photo, 50-word statement, six-word slogan and withdraw your nomination.
6. **If you do not submit all of your mandatory items at the same time as your nomination**, you will be able to navigate back to the election display page and 'Review Nominations' where you will be able to upload the outstanding items or withdraw your candidacy

Here are some key points in the nomination process;

- By standing for election all candidates agree to be subject to the Students' Union Constitution, Bye Laws, regulations, policy and values
- Candidates must complete a nomination form for each position they are contesting. Only correctly completed forms will be valid.
- Candidates must be nominated by five current full members of City University Students' Union
- 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.
- Completed nomination forms must be submitted in accordance with the Notice of Election.
- 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
- **Completed nomination forms must be submitted to by no later than Sunday 17th October, 23.59pm.**

SUBMITTING YOUR NOMINATION

Our nomination form is split into four clear sections, with each requiring a good amount of detail from you. 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 form to the SU Elections Team email inbox 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 election materials – simple!	<ul style="list-style-type: none"> ✓ Head and shoulder shot ✓ Be clearly recognisable ✓ Submit as a .jpeg or .png
50-word statement	This is a short statement that summarises why you think you should be elected	<ul style="list-style-type: none"> ✓ Must be 50 words or under ✓ Any words over will be cut off and will not appear
Campaign description	This is your campaign slogan, or a few words to describe you	<ul style="list-style-type: none"> ✓ 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 MANIFESTO

Your manifesto is the most important element of your election campaign. The content of this document is decided by you and should tell students on campus why you want to represent them and why they should vote for you.

Briefly put, your manifesto sets out all of your ideas and plans that you will change if you are elected.

As well as setting out your ideas your manifesto 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, what you have done 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 you manifesto:

- Academic
 - Assessment & Feedback
 - Personal Tutoring
 - Placement Experience
- Campus
 - Library Resources
 - Security on Campus
 - Food prices
- Welfare
 - Access to Counselling
 - Student Mental Health
 - Sexual Health Testing
- 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 manifesto.

- ✓ Your manifesto 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 use the Students' Union logo, the University logo or the University crest on any of your materials, including your manifesto.
- ✓ Students' Union resources, including (but not limited to) computers and premises must not be used to produce, store or assist in the production of campaigns materials
- ✓ All publicity, including your manifesto must be approved by the SU Elections Team before they are put anywhere public.
- ✓ It must be submitted in a .PDF format to the SU Elections team *before* manifesto the deadline.
- ✓ No changes to manifestos, photographs, descriptions and slogans will be accepted after the final submissions' deadline.
- ✓ ***The deadline for submitting your final designed manifesto to SUelections@city.ac.uk is no later Sunday 17th October, 23.59pm.***

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 some rules set out in the Election Regulations that you need to be aware of;

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 campaign should be individual.

Declarations of support are also prohibited in the following locations/situations;

- Debates
- Designated Campaigning Areas
- Interviews with Student Media

Affiliated student societies may support a particular candidate, however this must be on the agreement of the committee and the candidate and must be recorded in the minutes of meeting where agreed and an email from the candidate accepting the support. The minutes should be submitted to the Deputy Returning Officer before the support is made public. Student societies may not support more than one candidate and they cannot produce material or communications supporting groups of candidates.

Campaign Materials

Campaign materials are the resources that you can use to promote yourself and your campaign. These include your manifesto, posters, flyers, stickers and other creative materials you can think of.

There are some materials that are mandatory and must be submitted along with your Nomination Form. These are;

	which should;
Manifesto	Be in Microsoft Word format
	Be no more than one side of A4 in word or PDF format
This is the heart of your campaign and should explain who you are, your experience and your policies if elected	Not defame or libel any other candidate or individual
	Be individual and not imitate the style or content of another candidate
Photograph	Be of the head and shoulders of the candidate
	Be clearly recognisable as the candidate
This is to identify you to the voters, it will be used on all election material to promote the candidate for each position	Submitted in the form stated on the Nomination Form
Campaign Description/Slogan	
This is to describe your campaign or allegiance to a group or party (e.g. Labour Party)	Be no more than 6 words

These materials will be used be displayed by position and in alphabetical order on the Students' Union website and in promotional material. No changes to these materials will be permitted once the nomination period has closed.

You may also submit a two-minute campaign video to support your campaign, this must have Deputy Returning Officer approval before being used and must adhere to the election regulations.

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, vouchers or any other incentive to encourage students to vote
- Students Union resources, including (but not limited to) computers and premises, to produce, store or assist in the production of campaign materials

Campaigning Activities

The following rules must be adhered to by the candidate and any persons campaigning on their behalf;

Candidates, or any persons campaigning for a candidate, must;
Abide by all University and Student Union rules and regulations
Consider health and safety when conducting any campaigning activity.
Leave enough space for students to pass when they are campaigning in close proximity to each other
Display posters on notice boards with prior permission
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.
Run his/her 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;
Campaign or distribute material before the permitted date
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.

Campaign Finances

Candidates can purchase materials and resources to support their campaign, however all expenditure must be approved by the Deputy Returning Officer using an Election Expenses Form.

All receipts for campaign expenses must be submitted to the DRO (regardless of whether the candidate is seeking reimbursement) before the start of the election count. If this is not possible, the candidate should email the DRO as soon as possible with an explanation. The Deputy Returning Officer may accept the explanation and set a date for the Elections Expenses Form to be submitted or may reject the explanation and refer the matter to the Returning Officer who may issue a sanction to the candidate.

Candidates may not spend more than the specified budget on their elections. Please see below for the budget limits;

Part Time Positions
£30

COMPLAINTS

During the Leadership Elections, there may be times where candidates, or campaigners may break election regulations or undertake some activity which is not permitted. This section outlines the complaints process and sanctions which may be applied.

Complaint Process

Any student can submit a complaint about a candidate or their campaigners, or the election process itself until 1 hour after the close of voting. These complaints may be on the following grounds;

- Conduct of the election
- Behaviour and activities of candidates or their supports
- Administration of the election
- Breaches in regulations

Complaints raised after this point will not be accepted, except in relation to the conduct of the count. Any student can submit a complaint about the conduct of the count within one day of the announcement of results, on these grounds;

- The STV calculations are inaccurate
- There is a physical error in the count

All complaints must be sent in writing to the Returning Officer. This can be done by submitting the Complaints form, which is available online and at the Students Union Reception, to suelections@city.ac.uk.

Complaints will normally be heard within 2 working days, and the Returning Officer will respond in writing whilst also informing candidates and complainants of any action taken. The RO may decide to apply any of the following;

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

Appeals

If a complaint results in a minor sanction, there will be no appeal against the decision of the Returning Officer

Appeals against the RO's decision to disqualify a candidate or re-run the election should be made to the Board of Trustees in writing. Details can be obtained from the Chief Executive. These should be made within one working day of the RO's decision for a disqualification and within one week for a re-run of the election. They shall be heard by the Deputy Chair of the Trustee Board and a ruling will be made within 3 working days for a disqualification and shall be heard by the Board of Trustees with the University Secretary in attendance. The decisions from both of these parties is final.

Appeals will normally be on the ground that the original decision was;

- Procedurally incorrect,
- Taken outside the scope of the powers of the Returning Officer as defined by these regulations
- Disproportionate

Sanctions

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

Minor sanctions include, but are not limited to;

- Penalty to your campaign budget
- Restriction applied to attendance at or participation in candidates' debates
- Restriction on campaigning in a given area or for a specific amount of time.

Other sanctions include, but are not limited to;

- A formal written warning, which will be published by the Students Union
- Disqualification from the election

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:

- The Students' Union Disciplinary Panel under the Students' Union Bye law 6
- The University under Senate regulation 13 Student Discipline
- Be reported to the police

FAQs

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 written on your nomination form.

What is a manifesto?

This is the document that tells voters why they should vote for you. Come to our Elections 101 Workshops for more information.

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?

The positions in these elections are all unpaid.

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?

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 plaster campus with giant photos of my face and manifesto pledges?

Posters can only be displayed in designated poster areas. Candidates must only move/remove their own materials and must not cover other candidate's materials.

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 Officials at designated Ballot Stations. Once a student starts to vote you must move away. No one must supervise or assist a voter in anyway.

Can I give students my device to vote on?

No, students must vote either at a Ballot Station or 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?

No, membership lists must not be used to campaign or assist in the campaign for any candidate. Any mailing list used must be done lawfully, in most cases this requires the consent of members on the list.

Can I email the global address book?

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.

If elected, when will I start work?

Successful Candidates will take up position following the completion of Induction Training scheduled for week commencing 8thth November 2021.

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.

10. 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 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.