



## Election 2012 Rules

The following rules are laid down by Elections Committee to ensure a fair election where candidates have the opportunity to share their aspirations and voters are able to make an informed decision before they vote. Candidates and their teams are expected to comply with the letter and spirit of these rules. They should be read in conjunction with [Standing Order 6 \(Clause 1-14\)](#) of the Union's Constitution.

You should make sure that you understand and follow these rules at all times.

### These rules apply to the following 9 separate elections:

- Union President
- Vice President Academic Affairs
- Vice President Communications
- Vice President Sports Development
- Vice President Student Engagement
- Vice President Welfare & Communities
- Equality & Diversity Officer
- Ethical & Environmental Officer
- Student Trustee without Portfolio (4 positions)

### 1. Nominations

- 1.1 All candidates should fill in a nomination form from the SUSU website.
- 1.2 The nomination form must be completed in full and submitted in accordance with the procedure below, before the close of the nominations.
- 1.3 Only full members of the Union are eligible to stand in these elections. Please check that you are eligible before you submit the nomination form.
- 1.4 The dates for the opening and closing of nominations are specified in the Elections Timeline. It will also be displayed on the web: [www.susu.org/elections](http://www.susu.org/elections) and on elections publicity.

### 2. Nominations Procedure

- 2.1 Your nomination must be supported by two full members of the Union (it cannot be yourself) and their name and student identity number must be completed in full.
- 2.2 Candidates may not be nominated by any of the following:
  - 2.2.1 Sabbatical Officers.
  - 2.2.2 Members of Elections Committee.
  - 2.2.3 The current holder of the position they wish to stand for.
  - 2.2.4 A member who has nominated someone else for the same position.
  - 2.2.5 Another candidate in the elections.
- 2.3 Forms that are incomplete or late will be rejected at the discretion of the Returning Officer (RO).
- 2.4 Candidates must submit a copy of their manifesto by the close of nominations.
- 2.5 A list of students nominated for each vacancy will be publicised to members after the Candidates' Briefing.

### 3. Manifestos

- 3.1 Candidates must produce a manifesto which will be featured on your page on [www.susu.org/elections](http://www.susu.org/elections). Be creative and be aware of its impact. There is no word limit.
- 3.2 All submitted manifestos must be approved by the RO before they are published.

### 4. Candidates' Briefings

- 4.1 All candidates must attend the two Candidates' Briefings so that we can ensure you have all the information you need to understand the elections process.
- 4.2 Timings and Locations for Candidates' Briefings can be found on the elections timetable at [www.susu.org/calendar](http://www.susu.org/calendar)
- 4.3 If you are unable to attend you must inform the DRO in writing beforehand, and preferably nominate a representative to attend in your place.
- 4.4 Candidates who do not attend the Candidates' Briefing without explanation may be subject to disciplinary action as deemed appropriate by Elections Committee.

### 5. Campaigning

- 5.1 Campaigning, including online, may not start until the beginning of the elections period as defined by the elections timetable at [www.susu.org/calendar](http://www.susu.org/calendar)
- 5.2 For the purposes of clarity, a potential candidate's public notification of intent to nominate themselves or that they have nominated themselves, is not considered campaigning. Any campaigning that does not promote the spirit of the elections will be dealt with at the discretion of the RO.
- 5.3 It is prohibited to make reference to SUSU staff members in campaigning.
- 5.4 Any social networking groups you create must include the Deputy Returning Officer (VP Communications) as an administrator
- 5.5 The only use of mass messaging which is allowed is to mailing lists or groups where all members have agreed to receive Elections information. The use of club, society and any Union or University mailing lists is especially forbidden.
- 5.6 Any online campaigning must be visible to all SUSU voters (e.g. you may post on walls of "open" groups, but not on "closed" groups.)
- 5.7 There must be no active campaigning within 10 metres or in sight of any work station.
- 5.8 Campaigners must not intimidate, harass or bully voters, especially at the point of actually voting. This includes attempts to influence a student's vote whilst they are voting on a personal computer, mobile device or laptop.
- 5.9 Elections committee is working with each of the media departments to allow opportunities to promote the campaign and will notify campaign teams as soon as this is in place. This may be prior to official campaigning starting, at the discretion of the RO. You may not use any Union media in any way other than these.
- 5.10 Candidates must remove all publicity by 7pm on the final day of voting.
- 5.11 No unreasonably loud noise in the vicinity of University buildings.
- 5.12 The use of vehicles for publicity is not allowed on campus.

### 6. Promotional Methods

- 6.1 No publicity for any candidate may be displayed before campaigning starts.
- 6.2 Posters must be stamped individually by the RO or their nominee before distribution.
- 6.3 Posters may only be placed on Union notice boards. If you wish to place posters in other venues (such as departments or Halls of Residence), where there are no Union notice boards, you must seek the approval of the relevant authority.

- 6.4 Stickers and flyers may not be used.
- 6.5 Any reference to the elections in Union Media outlets during campaigning must be balanced between all candidates across the campaign period up until polling opens; any reference during voting periods must be approved by the RO.
- 6.6 No sponsorship is allowed. No commercial sponsorship, including the use of commercial premises for publicity, is permitted.

## 7. Health & Safety Rules

All candidates must receive a Health & Safety briefing (given at the 2nd candidates briefing as scheduled on the Elections Timetable at [www.susu.org/calendar](http://www.susu.org/calendar)) prior to commencement of their campaigns. In particular the following procedures must be adhered to:

- 7.1 Working at heights should only be done under trained supervision. Only SUSU ladders may be used and only after training has been carried out.
- 7.2 The roof of any building is out of bounds unless accompanied by an authorised individual.
- 7.3 No entrances or exits should be blocked by promotional materials or equipment being used to aid campaigns. Please note this will include posters on glazed units which will restrict vision of normal users.
- 7.4 All candidates should avoid creating slips, trips and hazards whilst campaigning. Avoiding trailing leads, setting up near stairs and steps, blind corners or heavy use areas are all examples of taking extra care whilst campaigning.
- 7.5 Candidates are strongly advised to ensure they are eating, sleeping and drinking plenty of water.

## 8. Elections Budget

- 8.1 Sabbatical Candidates will be given a budget of £30.
- 8.2 Trustee Candidates will be given a budget of £15.
- 8.3 Claims for reimbursement will only be paid on production of valid receipts.
- 8.4 All publicity ideas and budget breakdowns must be submitted using your budget page online at [www.susu.org/elections](http://www.susu.org/elections)
- 8.5 All items used in campaigning will be assigned a value.
- 8.6 All claims must be submitted within 1 week of the close of voting [www.susu.org/calendar](http://www.susu.org/calendar)
- 8.7 All materials received free of charge must have their current market value evaluated and included in your Elections Budget.
- 8.8 Candidates are not permitted to spend any additional money on their campaign.
- 8.9 If a candidate appears to have spent more than their expenses limit, an investigation will be carried out which may result in the candidate being penalised.
- 8.10 Budget requests will be approved by the RO/DRO within 24 hours of submission. Default costings for a range of common requests are given on the website. It is important to keep your receipts as these will be checked.

## 9. Voting

- 9.1 The dates and times of the opening and closing of the voting period can be found in the Elections Timetable at [www.susu.org/calendar](http://www.susu.org/calendar)
- 9.2 Voting will be through online electronic voting.
- 9.3 All of these elections will use the Alternative Vote (AV) system, except for the four Trustees (without portfolio), where the Single Transferable Vote (STV) system will be used.

- 9.4 In both systems, voters place a 1 next to their first preference and a 2 next to their second preference and so on. Voters do not have to rank all candidates.
- 9.5 For more details on the voting system, please check the SUSU website or contact either the RO or the Democracy Department.
- 9.6 Re-Open Nominations shall be a candidate in all elections.
- 9.7 Should Re-Open Nominations win an election, a by-election shall be held.

## **10. The Count and Announcement of Results**

- 10.1 As the voting is electronic so is the count. The RO will oversee the electronic count.
- 10.2 The announcement of the results will take place as scheduled in the Elections Timetable [www.susu.org/calendar](http://www.susu.org/calendar).

## **11. Breaches of the Rules & Complaints Procedure**

- 11.1 All campaign teams are required to abide by the letter and spirit of all Election rules and procedures.
- 11.2 The RO will investigate all complaints or breaches which are drawn to their attention.
- 11.3 Elections Committee may be asked to be the first arbiter of such complaints or breaches.
- 11.4 Any complaint should be submitted via [www.susu.org/elections](http://www.susu.org/elections). A decision will be made as soon as possible with due time for investigation. Where deemed appropriate, the decision will be made available on the website. Complainants will remain anonymous.
- 11.5 Elections Committee will deal with any complaints relating to the Election, up to the commencement of the count. Complaints received after this time should be submitted to the RO in writing, signed by the complainant, within 7 clear working days of the offence, unless circumstances preclude this time period being adhered to. The RO will deal with them in line with Union Standing Order 9 .

## **12. Disciplinary Action**

- 12.1 The RO and Elections Committee will take whatever action is necessary including, but not restricted to:
  - 12.1.1 Removal of publicity.
  - 12.1.2 Removal of budget.
  - 12.1.3 Removal of votes.
  - 12.1.4 Referring the matter to Union Council for decision in the event of a breach large enough to suggest the vote be nullified.
  - 12.1.5 Referring individual members to the Union Disciplinary Committee.
- 12.2 The Standing Order governing elections requires that the ultimate sanctions include those listed below, but these may only be finally decided by a vote at Council:
  - 12.2.1 Nullifying the election (which could include a recommendation to re-open nominations, or to re-run the election with the same candidates.)
  - 12.2.2 Disqualifying a candidate from the election either during the campaigning or after the result is declared.