

# Autumn Elections 2023

## Rules and Procedures specific to Autumn Elections September – October 2023

These rules and procedures have been written to ensure the election is conducted in a spirit of fairness, friendliness and co-operation. They have been approved by the Returning Officer.

Please note that if we are made aware of any candidate who may have breached these rules, we will investigate and refer to the Returning Officer if appropriate, who has the power to impose any sanctions felt appropriate, including disqualification from the election.

Each SUSU election has a Returning Officer (RO) and a Deputy Returning Officer (DRO), whose role it is to make decisions during the election and ensure that all proceedings are carried out fairly.

For this election, the Returning Officer is Kirsten Wythe, SUSU Director of Membership, and the Deputy Returning Officer is Rebecca Would, VP Education and Democracy; they have reviewed and approved the content of this document, which now forms the basis for this election.

**PLEASE ENSURE YOU HAVE READ THESE RULES BEFORE SUBMITTING YOUR NOMINATION.**

**If you have any questions about the contents of this document or any aspect of the election, please contact the SUSU Representation Team at [representation@susu.org](mailto:representation@susu.org)**

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### Nominations:

Nominations are open **Monday 25th September at 09.00 until Wednesday 11th October at 16.00.**

You will need to submit your nomination [here](#)

Please ensure that:

- You are currently an enrolled student at the University of Southampton
  - You understand the requirements of the role
  - You understand you will be required to attend the Union's training to prepare you for the role
  - You have prepared a statement (sometimes referred to as your manifesto) about why people should vote for you (maximum 500 words depending on role) and a short bullet point summary of your main points. For Course Rep roles you only need to prepare a short bullet point summary.
  - You have a campaign photo ready to submit. This must be a fairly 'formal' headshot.
  - You have read and understood the Role Description
  - All manifestos will be approved by the DRO to ensure they do not contain offensive or inappropriate content
  - Please note that there are some roles that you cannot hold at the same time as others. If you are planning to run for more than one role, please check first with the Representation Team.
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### After nominations close:

- All candidates will receive an email confirming next steps.

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- Candidates will be officially announced by SUSU on Thursday 12th October; after that official announcement, you are free to start campaigning.
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### Campaigning:

- Campaigning opens after the official announcement of candidates and closes on Wednesday 18<sup>th</sup> October at 16:00.
  - Student Officer candidates – You may spend a maximum of £20 of your own money on your campaign (however you are not required to spend any money). This is usually spent on Facebook or other social media promotion. You will need to send us proof of your expenditure at the end of the election and any candidate who does not adhere to the £20 limit may be subject to sanctions decided by the Returning Officer and which can include disqualification from the election. **Please note that the £20 cannot be reimbursed.**
  - The candidate must make sure that the DRO is admin to any campaign pages on social media to monitor expenditure.
  - Course Rep candidates – may **not** spend any of your own money on your campaign.
  - You are able to post in any social media groups - with permission of the group admins - **but SUSU clubs and societies are not allowed to publicly endorse candidates.**
  - You must **not** receive any endorsements from external bodies, including the University, this also includes University staff.
  - All campaigning must be **fair and positive; you must be respectful and must not be negative about other candidates.** Please speak to the Representation Team if you have concerns about any negative behaviour or actions during the election period.
  - During campaigning and voting, candidates are not allowed to offer incentives or pressurise students to vote for them.
  - If the Returning Officer makes any decisions or candidates ask any questions which could be of general interest, we will make all candidates aware of the decisions/answers.
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### Voting:

- Voting opens **Monday 16th October at 09.00** and closes on **Wednesday 18<sup>th</sup> October at 16.00.**
- All elections are run on the basis of STV (single transferable vote), which means that voters are able to vote for their first choice candidate, second choice candidate and so on.

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- The vote count is automated and electronic; at each round of voting, the candidate with the lowest number of votes is eliminated and their votes are transferred to the remaining candidates (i.e. X has the lowest number of votes and is eliminated; everyone who voted for X as first choice will have their second choice votes allocated to the relevant remaining candidates). This process is repeated until a candidate has 50% +1 of the overall votes cast and is successfully elected
  - All voting will be online via [www.susu.org/vote](http://www.susu.org/vote)
  - The DRO and RO will be present at the count and the RO will sign off the count as properly conducted.
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### Complaints:

- Any complaints about candidates must be raised to the Representation Team in the first instance ([representation@susu.org](mailto:representation@susu.org)) who will investigate as necessary with the DRO and refer to the RO where appropriate for a decision; minor decisions will be made by the DRO and Representation Team. The RO is empowered to impose any sanctions deemed necessary.
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### After Voting:

- The results of the election will be announced after the count on **Wednesday 18<sup>th</sup> October**.
  - The successful candidate will be contacted by SUSU and (subject to confirmation of eligibility to take up the role) will receive information on key contacts and training.
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### Other Information:

- Voting system - The election will be conducted using Single Transferable Voting (voters can express their preferences for their first choice, second choice etc candidates)
- Withdrawing - Candidates may withdraw from the election any time from the close of nominations to an hour before the close of voting. They must inform the Representation Team in writing if they wish to withdraw. Any withdrawal will be binding as soon as it has been accepted.
- Current SUSU Officers - Any current SUSU office-holders **may not campaign in an official capacity for any candidates**. This includes using any official SUSU social media to promote any candidates. (These may only be used for the purpose of promoting the election generally).