

# UNIVERSITY OF SALFORD STUDENTS' UNION

## Candidate Regulations: 2018 Sabbatical Elections

These regulations have been created by the Returning Officer and form part of the election rules. They may be amended by the Returning Officer.

There are some general principles that you should be aware of when conducting an election campaign:

- We are aiming to elect people in a free and fair manner.
- Candidates should adhere to the principle that they should only do what other candidates have an equal opportunity to do.
- Candidates must respect that voters have the right to vote confidentially and freely. Once a voter has started completing their ballot you should not communicate with them in anyway

### 1. Timetable

- 1.1 Nominations are open from 09:00 Monday 5th February to 12:00 noon Friday 16th February.
- 1.2 Deadline for videos, manifestos, photographs, 200 word statements, publicity ordering and arranging one to one training: 12 noon Wednesday 21st February
- 1.3 Voting is open from 09:00 Monday 5th March to 17:00 Thursday 8<sup>th</sup> March
- 1.4 Results will be announced in University House after 5pm on Friday 9th March. The Returning Officer reserves the right to delay the announcement of the result.

### 2. Returning Officers

- 2.1 The Returning Officer for this election is Peter Robertson (NUS Deputy Chief Executive)
- 2.2 The Deputy Returning Officer is: Lauren Beckett
- 2.3 The elections assistants are Luke Newton and Jessica Goldstone

### 3. Nominations

- 3.1 Nominations should be submitted online by 12:00 noon Friday 16th February.
- 3.2 Only fully completed nomination forms submitted before the deadline will be accepted.
- 3.3 You may only nominate yourself for one Sabbatical Officer Position.
- 3.4 Union members who are present at the University on a visa are responsible for the following:
  - 3.4.1 Ensuring they meet any visa requirements were they to be successfully elected
  - 3.4.2 Recognising that the Union is not responsible for ensuring their compliance with visa regulations
  - 3.4.3 Informing the Union of any changes in their visa status

### 4. Candidate training

- 4.1 There will be a candidate briefing at 3pm Friday 16th February. You must attend this or email [elections-ussu@salford.ac.uk](mailto:elections-ussu@salford.ac.uk).
- 4.2 All candidates will be required to sign a document indicating that they have read and understood the rules and will abide by them during the course of the election.

4.3 There will be a candidate training session before the opening of voting. This session is entirely optional but will cover:

- How to write a manifesto
- How to campaign effectively
- Additionally you may arrange a one to one 30 minute campaign planning session with a member of the elections team. This must be arranged by 12 noon 24<sup>th</sup> February.

4.4 There will be candidate question time event on Thursday 1<sup>st</sup> March. The Returning Officer reserves the right to change the timing of this event.

## **5. Expenditure**

5.1 You may spend up to £50 of your own money on this election, this will not be reimbursed.

5.2 Receipts for expenditure must be returned by 5pm Thursday 8th March. Failure to return receipts may result in disqualification.

## **6. Publicity**

6.1 You may submit up a manifesto to encourage students to vote for you. This must be submitted in PDF format.

6.2 You may also submit other reasonable publicity to promote your candidacy. Such as a 200 word statement, photograph of yourself and a video.

6.3 These should be submitted by 12 noon 21st February to ensure that, where applicable, they will appear on the ballot paper.

6.4 The Union will endeavour to publicise all candidate campaign material through existing Union channels

6.5 The Union will provide candidates with a publicity pack.

6.6 Publicity packs provided by the union may only name the candidate the pack is for, and may not name other candidates.

## **7. Voting**

7.1 Voting will be online using the alternative vote system.

7.2 There will be a separate election for each of the Sabbatical Officer positions. Re-open Nominations will be a candidate in each election.

7.3 Students will rank the candidates in order of preference and may rank as many or as few candidates as they wish.

7.4 Students may login and change their preferences as many times as they wish until the close of voting.

7.5 Where electronic ballot boxes are set up, the ballot box shall be staffed at all times, no candidate or person campaigning on their behalf may be within the immediate vicinity.

7.6 During the voting week there will be a meeting each week day morning, between the candidates (or a nominated representative) and election officials. The meeting will discuss the conduct of the election so far, notify the candidates of any complaints or issues surrounding their conduct

7.7 Candidates must respect that voters have the right to vote confidentially and freely. Once a voter has started completing their ballot you should not communicate with them in anyway.

## **8. Campaigning and conduct**

- 8.1 Candidates should adhere to the principle that they should only do what other candidates have an equal opportunity to do.
- 8.2 Candidates or their supporters who have an official role inside or outside the Union may continue to act in this capacity but they must not abuse their position for any purpose related to the election.
- 8.3 Any candidate in the elections who normally works as a member of the Union's staff will not be able to work for the Union whilst voting is open. This does not include the Sabbatical Officers.
- 8.4 Any Sabbatical Officer wishing to campaign must do so in their own time.
- 8.5 Candidates or their campaigners must not campaign in any of the university library sites except at times and in locations designated by the Returning Officer.

## **9. Activity groups and Sports clubs**

- 9.1 Activity groups and sports clubs may endorse and promote candidates using all free methods available to them. E.g. facebook, websites etc.
- 9.2 Mailing lists are deemed to be owned by the membership of the group so committee approval is required in order to allow use of the list.
- 9.3 Decisions by activity groups and sports clubs to endorse candidates should not be made by the candidate themselves. Normal decision making processes for the group should be used, a decision of the full committee or a vote of group members is recommended.
- 9.4 Activity groups and sports clubs must not use their own funds to campaign for candidates.

## **10. Complaints**

- 10.1 Any complaints about candidates must be raised in a timely fashion and no later than by 9am Friday 9<sup>th</sup> March, when the count will commence. Complaints should usually be submitted no later than 24 hours after the alleged misconduct occurred
- 10.2 All complaints and appeals must be submitted to the elections inbox [elections-ussu@salford.ac.uk](mailto:elections-ussu@salford.ac.uk)
- 10.3 Complaints should be substantiated with evidence and must clearly state which election rule has been broken. Complaints made by word of mouth or that are hearsay will not be considered
- 10.4 We will aim to resolve complaints within 24 hours, however more complex complaints may take longer to resolve.
- 10.5 The Deputy Returning Officer may designate election assistants or other Union staff to investigate a complaint.
- 10.6 The Deputy Returning Officer will assess the evidence, allow the candidate to present their case and then make a recommendation to the Returning Officer who shall rule.

## **Appendices**

### **Voter Eligibility**

Eligibility for receiving an electronic vote in the Trustee Board elections will be to include students registered on all levels at the University by a date before the election determined by the returning officer. This would include all students who have registered in that academic session and those who have not graduated during the earlier part of this session. For the avoidance of doubt eligibility would not include the following students (due to their status within the University, or the inability to capture their data in time to process it for use in the ballot):

- visiting and exchange students from overseas whose association with the University of Salford ended at the close of Semester 1,
- students who have requested that the University does not share their data with the Students' Union,
- students who have exercised their right not to be a member of the Union under the 1994 Education Act.

### **Regulations on Trustees during elections**

Sabbatical and Student Trustees are free to promote to students the opportunities offered by standing as a candidate in a Union election. This may extend to identifying individual students as potential candidates and encouraging them to participate.

Sabbatical and Student Trustees may, in a personal capacity without reference to their Trustee role, endorse the candidacy of any individual they wish to support and/or support them in their campaign.

Should a Sabbatical Trustee wish to provide campaigning support for a candidate then this should take place in a personal capacity and in their own time. Should a Sabbatical Trustee wish to campaign for a candidate during the usual working day then the expectation is that they would take annual leave from work, and not use the Union or University facilities at their disposal as a Sabbatical Officer in order to do so

External Trustees should not involve themselves in the election process other than when required to within Trustee Board meetings in ensuring good governance of the Union.