

STAND

VOTE

LEAD

RULES AND REGULATIONS

SU ELECTIONS

Royal Holloway Students' Union SU Elections Rules and Regulations 2016-17

1. Rules and Regulations

This document will oversee both the Students' Union Elections and Student Group Elections. In any cases where the rule only applies to one election period it will be highlighted, otherwise all information set within this document will apply to both.

It is impossible to provide a set of rules and regulations that cover every potential scenario that could happen during an election campaign. When investigating conduct, incidents or complaints, the Deputy Returning Officer and Returning Officer will make a judgement based on the following ethos:

All candidates must conduct themselves in a 'free and fair' manner that reflects the values and policies of the Students' Union and the regulations set out in the College's Student Handbook ¹.

If in doubt, we advise you to run your campaign ideas (in complete confidence) past an Assistant Returning Officer before you put them into action.

2. General

The elections will be overseen by the Returning Officer, who will be provided by the National Union of Students (NUS). The Returning Officer will delegate responsibility to the Deputy Returning Officer.

Both individuals are empowered to investigate any matters related to the election, infringement of election rules or complaints regarding candidate or campaign team conduct. If he or she finds that there has been an infringement they may:

- i. Warn the candidate that any future infringement will result in a campaigning ban or disqualification
- ii. Issue a campaigning ban
- iii. Disqualify the candidate

All candidates must attend a compulsory briefing session with the Deputy Returning Officer and will be required to sign a copy of these rules at the meeting. For Student Group Elections there will be an online agreement that must be read when submitting your nomination.

¹ Accessible here: www.royalholloway.ac.uk/aboutus/governancematters/studenthandbook

Names will appear on ballot papers as per the University registration. In cases where a shorter form or alternative is used, dispensation may be granted at the Deputy Returning Officer's discretion.

Every candidate in an election must run and be promoted as an individual, except in Student Group Elections where a job share is agreed for a single position (see Student Group specifics).

3. Campaigning

Dates will be set and published for the start of both online and physical campaigning.

During the main elections, the Students' Union will provide a number of physical ballot stations on campus across the voting period. An exclusion zone for campaigning around these will be made clear to all candidates.

Permission should be obtained from the College before placing any posters/banners etc. around managed areas of the campus. Candidates must ensure that all publicity (including stickers) are removed from campus within one hour of voting closing.

Campaigning is strictly forbidden in the following areas:

- i. All libraries
- ii. Computer rooms
- iii. The Chaplaincy and associated spaces
- iv. Facebook groups, pages or events other than those specifically set up for the election
- v. Email lists (i.e. mass email)

Candidates and members of their campaign team must allow voters the opportunity to cast their vote in private, and under no circumstances must votes be cast on a voter's behalf.

4. Finances

Candidates for Sabbatical Officer are allowed to spend up to £50 of their own money on campaign resources (non-refundable). The Students' Union will provide up to £10 worth of printing without charge and up to six campaign team t-shirts in the Students' Union Elections.

For the Students' Union Elections, financial declaration forms (including all receipts) must be submitted to the Deputy Returning Officer within one hour of voting closing for approval. Any queries will be investigated as required.

Candidates may not accept material sponsorship from any source to assist with their campaign that would not have been available to other candidates unless it is accounted for in their budget.

5. Student Group Election Specifics

This section of the rules will be specific to the Student Group Elections.

Job shares are allowed in Student Group Elections but only by two individuals for any one position.

In the event of any tied elections the final decision will be made by coin toss. This process will take place at a time and date set by the Deputy Returning Officer and candidates are welcome to attend. Results will then be published on the Students' Union website.

6. Complaints

All complaints must be submitted within 24 hours of the alleged incident, via the official online complaints form, and will include the following information:

- i. Name and contact details of person making complainant (anonymous complaints will not be considered)
- ii. Name of person being complained about
- iii. Details of incident (including time and date)
- iv. Details of any witnesses
- v. Details of which rules have been broken
- vi. Details of the action requested

All complaints will be investigated by the Deputy Returning Officer, who will consider the facts and make an appropriate decision within 24 hours of the complaint being made. This ruling will be communicated to all parties involved and included in the annual Returning Officer's Elections Report.

Any decisions made by the Deputy Returning Officer can be appealed via a written statement to the Returning Officer (but must include factual information as to why the original decision is considered un-just).

Any decisions made by the Returning Officer are final.

All complaints must be received within one hour of voting closing. Any complaints considered after this time will not be investigated as part of the elections process (although they may be considered under the disciplinary procedure outlined in the Students' Union Constitution).