

Elections Rules & Regulations 2018

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.

1. General

The elections will be overseen by the Returning Officer, who will be provided by a member of the Students' Union management team. 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

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.

2. Campaigning

Dates will be set and published for the start of online campaigning or hustings (where appropriate).

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) is 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.

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

3. 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. 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).

Returning Officer: Abi Jesson, Head of Membership Support & Engagement
Deputy Returning Officer: Dan Curran, Student Voice Manager
Assistant Returning Officer: Natalie Bates, Senior Academic Coordinator