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| Committee Title | Student Voice | | | | | |
| Date of Meeting | 19 th November 2018 | | | | | |
| Item Number and Title/Subject | Election Rules | | | | | |
| Paper Presenter | Sara Maclean, Deputy Returning Officer | | | | | |
| Brief Summary of Issues/Topic | <p>The revised Election Rules are presented for approval to Student Voice. The Election Rules work in conjunction with Schedule 4 to the Constitution for campus wide elections (NUS Conference Delegations, GCU London Officer and Full Time Officer Elections).</p> <p>The recommendations from the NUS Returning Officer 2018 Report and the Motion of No Confidence Review conducted by Nick Smith Consulting have been adopted. A benchmarking exercise of the University of Strathclyde Students' Association and Edinburgh University Students' Association Election Rules was also undertaken. In addition the University Secretary & Vice-Principal Governance and Head of Governance were consulted.</p> <p>The revised Election Rules are presented as a tracked changes document with comments for context. The Election Rules are also presented without the tracked changes.</p> | | | | | |
| Recommendation(s) | Information | | Discussion | | Approval | X |
| | <p><i>Any member can ask a question by raising their voting card and being recognised by the Chair to speak.</i></p> <p>Student Voice is asked to approve the Election Rules.</p> | | | | | |
| Who have you consulted when developing the paper? | <p>Nick Smith Consulting Dougie Smith, NUS Returning Officer 2018 Election Planning Group Jan Hulme, University Secretary & Vice-Principal Governance Riley Power, Head of Governance</p> | | | | | |
| Staff/Student Protocol | Yes | X | No | | N/A | |
| Will any decision approved directly affect the work of staff? | This paper was devised by the Election Planning Group and reviewed by the Chief Executive. | | | | | |
| Should the paper be submitted to any other committee following its consideration/approval at this meeting? | Trustee Board Glasgow Caledonian University | | | | | |
| If yes, please state the committee and proposed date of submission. | | | | | | |



Election Rules

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| Status | Draft |
| Consultation with University | 7 th November to 16 th November 2018 |
| Consultation with Executive Committee | 9 th November 2018 |
| Student Voice Approval | <u>26th November 2018</u> |
| Document Location | S:\Common\Elections |
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Elections ~~2018~~ Rules

The Returning Officer and Deputy Returning Officer has the power to sanction a candidate for breaking these rules, including removing candidates from the election.

Any breach of these rules may result in disqualification from the elections.

Comment [d1]: These rules cover campus wide elections (ie Full Time Officer Elections, NUS Delegation Elections and GCU London Officer Elections)

NUS is independent Returning Officer for Full Time Officer Elections. Students' Association staff are the Deputy Returning Officer.

Conduct

1. All candidates must abide by the laws of the land, Election Rules, Students' Association's rules and policies and procedures including the Equality & Diversity Policy which is available from the Students' Association website and by request from the Returning Officers policies and the rules and policies of Glasgow Caledonian University.
2. Candidates may only criticise other candidates' manifesto pledges and not their personal traits.
- 3.2. Candidates must take reasonable steps to ensure that their supporters' actions comply with the election rules at all times and must be able to demonstrate this in the event of a complaint against them.
4. Alcohol may not be consumed on the GCU campus, with the exception of alcohol purchased and consumed in the Re:Union Bar & Grill within the Students' Association Building.
- 5.3. Bribes or inducements may not be offered in any form to any person. For the avoidance of doubt, this includes sweets and other small gifts.
- 6.4. All candidates and campaigners are responsible for ensuring that in any area they are campaigning that there is freedom of access for any student who needs it and that doors, stairwells and passage ways are not blocked or made difficult to pass through.
5. All candidates and their election agents should attend one of the Candidate's Briefings (Full Time Officers TO and GCU London Officer elections only). Candidates may request a meeting with the Deputy Returning Officer if they cannot attend either the briefing. **If a candidate misses important information by choosing not to attend a briefing they will still be expected to comply with all Election Rules.**
- 7.6. A Motion of No Confidence vote will not be held at a meeting or extraordinary meeting of Caledonian Student Voice between the period of the close of nominations and the election process concluding, which is normally the election result announcement for any candidate in the Full Time Officer elections.
- 8.7. Candidates should attend any further meetings called by the Returning Officer or Deputy Returning Officer during the course of the campaign or make alternative arrangements to meet with them.
- 9.8. Candidates should at all times act as directed by university-University staff and raise any concerns directly with the Returning Officer or Deputy Returning Officer.

Comment [d2]: Suggestions from Motion of No Confidence Review by Nick Smith Consulting

Comment [d3]: NUS Returning Officer suggested removing as already covered in Students' Association Schedule 3 (Discipline).

Comment [d4]: Conduct (1) covers appropriate behaviour on campus.

Comment [d5]: Section 7 of the By-Laws covers the regulations for NUS Conference Delegations.

Comment [d6]: Suggestion by NUS Returning Officer and from Motion of No Confidence Review by Nick Smith Consulting.

Comment [d7]: Deputy Returning Officer is based on campus.

Campaigning

1. All candidates for contested Full Time Officer elections may claim back up to £60 of expenses (with corresponding receipts) from the Students' Association.
2. Candidates in Full Time Officer elections may also spend a further £30 of their own money.

3. All candidates for contested NUS Conference Delegation elections may claim back up to £10 of expenses (with corresponding receipts) from the Students' Association.
4. Candidates in NUS Conference Delegation elections may also spend a further £10 of their own money.
5. All candidates for contested GCU London Officer elections may claim back up to £10 of expenses (with corresponding receipts) from the Students' Association.
6. Candidates in the GCU London Officer elections may also spend a further £10 of their own money.
4. —
7. All candidates may make use of social networking websites ~~such as Facebook and Twitter~~ and these will be linked from the Students' Association elections pages if details are supplied to the Deputy Returning Officer.
8. Candidates are encouraged to perform "lecture shout outs" but must not disrupt lectures. Permission should be sought from any lecturer present and respect their decision.
9. With the exception of authorised student emails sent by the Students' Association, Students' Association email lists cannot be used to promote candidates in elections as this would not comply with our Data Protection Policy. This includes sports, societies and group email lists.
- 5-10. ~~No mailing list may be used for the purposes of the election without the permission of the owner of that list. Ownership of the mailing lists for sports teams, societies and other activity groups is defined as the committee that runs each group.~~
- 6-11. University mailing lists such as class lists and GCU Learn mailings are owned by the university and may not be used – **doing so will not only result in disqualification but also in referral to the ~~university~~ University authorities.**
- 7-12. Once ~~polling~~ voting has opened, no campaigning may take place on Level 2 of the Students' Association Building or any area specifically designated by the Returning Officer or Deputy Returning Officer.
- 8-13. No candidate may use Students' Association offices, meeting rooms, computers or any other resources not freely available to all students for the purposes of their campaign. Candidates' campaign materials cannot be stored within the Students' Association Building. For the removal of any doubt, this includes all of level 2 of the Students' Association.
14. Candidates and campaign teams may only alter, move or remove their own campaign publicity.
15. Campaign methods which damage or deface surfaces may not be used. This includes stickers and chalk.
- 9-16. Candidates are responsible for their own health and safety and should be aware of the safety of others when engaging in any election activity.
- 10-17. Once a student has begun the process of voting, no candidate or campaigner should make any attempt to speak to them or to influence or interfere with their decision in any way. For the avoidance of doubt – "helping" a voter or "showing them how to vote" will be regarded a breach of the rules. If a voter needs assistance with voting then campaigners should refer them to polling station staff or to the Deputy Returning Officer.

Comment [d8]: Takes account for GCU London Officer Elections.

Comment [d9]: Clarifies position.

Comment [d10]: GDPR – the collection of personal information, including email lists are only for specified, explicit and legitimate purposes only.

Comment [d11]: Not Data Protection (GDPR) compliant.

Comment [d12]: Clarifies position.

Comment [d13]: Previous issues raised by University.

Comment [d14]: Previous issue raised by University.

Expenditure

1. Campaigns may not exceed the budget limit set in the election rules.
2. All candidates must submit a written list of all campaign costs and corresponding receipts to the Deputy Returning Officer within one hour of the close of polls. If candidates have not spent any money on their campaign they must make this clear in their submission at this time.
3. **All materials** used by a candidate must be included within their submission with an estimated market value if they have not been purchased for the campaign and/or where no receipt is available.
4. Items freely and readily available to all candidates can be used without the need for submission.

Complaints

1. Any formal complaints regarding the conduct of any candidate or campaigner should be made to the ~~Returning Officer~~Deputy Returning Officers in writing ~~or by email to elections@GCUstudents.co.uk~~ using the Complaints Form provided.
2. Any evidence should be submitted alongside the complaint.
3. All complaints will be dealt with at the discretion of the Deputy Returning Officer, including any investigations, sanctions or referral to the University for consideration under the Code of Student Conduct. The Deputy Returning Officer will respond to all formal complaints in writing as soon as practically possible.
4. Where a complainant is dissatisfied with the response they have received to their complaint, they may request a review of the handling of the complaint by the Returning Officer. This request should be in writing to elections@GCUstudents.co.uk and include why they feel their complaint has been improperly handled and/or what new information has come to light. This email will be forwarded to the Returning Officer. The Returning Officer's response will either confirm the validity of the original response, or provide details of any further action taken, or to be taken in the future to address any issues raised in the complaint. The Returning Officers response is final.
5. No complaints will be accepted by the Deputy Returning Officer more than one hour after the close of ~~polls~~voting. Complaints received after this time may be considered under the Students' Association's standard Complaints Procedure but will have no bearing on the outcome of the election.
6. Any requests for a review of the handling of the complaint must be made within 12 hours of the original response to the complaint.
7. Any complaint may be referred to the Elections Committee by the Returning or Deputy Returning Officer for consultation but all will be addressed by the final meeting of the Elections Committee which takes place after the final deadline for complaints.

Comment [d15]: Election Complaints Process made more explicit. Two stages for complaint, including appeal.

If candidates are in any doubt the interpretation of these rules they should ask the Deputy ~~or~~ Returning Officers for clarification.

The elections are run under the rules and regulations of GCU Students' Association Constitution, Schedules and By-Laws available from www.GCUstudents.co.uk/keyinformation.



Election Rules

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10. University mailing lists such as class lists and GCU Learn mailings are owned by the university and may not be used – **doing so will not only result in disqualification but also in referral to the University authorities.**
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