

Committee Title	Student Voice					
Date of Meeting	28 th October 2019					
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>Feedback from the candidates' survey and the report from the Returning Officer was taken into consideration. A benchmarking exercise with the University elections 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> <p>Changes include (not an exhaustive list)</p> <ul style="list-style-type: none"> • When campaigning can commence • Use of social media • Endorsing candidates • Using computer labs and library during the election period • Using the Students' Association and University logos • Rules on proxy voting 					
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?	Candidates' Survey Returning Officer 2019 - NUS Election Planning Group Head of Governance, GCU University Secretary & Vice-Principal Governance, GCU					
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	Trustee Board					

<p>consideration/approval at this meeting?</p> <p>If yes, please state the committee and proposed date of submission.</p>	
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Election Rules

Status	Approved
Consultation with University	4th to 17th -October 2019 7th -November to 16th -November 2018
Consultation with Executive Committee	9th -November 2018
Student Voice Approval	28th -October 2019 November 2018
Document Location	S:\Common\Elections

Elections 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.

Conduct

1. All candidates must abide by the laws of the land, Election Rules, Students' Association's rules and policies and the rules and policies of Glasgow Caledonian University.
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.
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.
4. All candidates and campaigners are responsible for ensuring that in any area they are campaigning that there is freedom of access for any ~~person 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 the Candidate's Briefings (Full Time Officers and GCU London Officer elections only). Candidates may request a meeting with the Deputy Returning Officer if they cannot attend 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.**
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.
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.
8. Candidates should at all times act as directed by University staff and raise any concerns directly with the Returning Officer or Deputy Returning Officer.

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.~~

- ~~1.~~ Candidates in the GCU London Officer elections may also spend a further £10 of their own money. Candidates are not allowed to campaign for votes or launch their manifesto until the close of nominations for that election.
- ~~6.~~2. Candidates and their supporters may use their personal social media accounts for campaigning purposes but posts must not be made to or via any Students' Association social media accounts, including social media accounts from our constituted groups. This does not include our affiliated clubs and societies.
3. All candidates may make use of social media networking websites and these will be linked from the Students' Association elections pages if details are supplied to the Deputy Returning Officer.
4. Any elected or appointed officers, academic reps or committee members can endorse candidates, including the use of their name, title and why they support the candidate. No Students' Association committee or constituted group can endorse a candidate.
5. Candidates are encouraged to perform "lecture shouts" but must not disrupt lectures. Permission should be sought from any lecturer present and respect their decision.
- ~~7.~~
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.
- ~~8.~~6. 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.
- ~~9.~~7. University mailing lists such as class lists and GCU Learn mailings are owned by the ~~U~~niversity and may not be used – **doing so will not only result in disqualification but also in referral to the University authorities.**
- ~~10.~~8. Once voting has opened, no campaigning may take place on Level 2 of the Students' Association Building, on level 2, 3 or 4 of the GCU Library, in computer labs or any area specifically designated by the Returning Officer or Deputy Returning Officer. Campaigning includes, but is not limited to, posters, flyers, banners and wearing campaign t-shirts.
9. No candidate may use Students' Association offices, meeting rooms, employee 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.
- ~~11.~~10. Campaign material must not use the Students' Association or GCU logo, as this would give the impression that the Students' Association and/or the University endorses the content of that campaign material. You may share posts that originate from the Students' Association or GCU social media accounts on personal social media sites.
- ~~12.~~11. Candidates and campaign teams may only alter, move or remove their own campaign publicity. Candidates are responsible for removing campaign publicity within 24 hours of the close of election.
- ~~13.~~12. Campaign methods which damage or deface surfaces may not be used. This includes stickers and chalk.
- ~~14.~~13. Candidates are responsible for their own health and safety and should be aware of the safety of others when engaging in any election activity.

14. 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, [the Welcome Desk of the Students’ Association](#) or to the Deputy Returning Officer.
15. [Proxy voting is not allowed. Voting by proxy means getting someone to vote on your behalf.](#)

Expenditure

1. Campaigns may not exceed the budget limit set in the election rules.
2. [All candidates for contested Full Time Officer elections may claim back up to £60 of expenses \(with corresponding receipts\) from the Students’ Association.](#)
3. [Candidates in Full Time Officer elections may also spend a further £30 of their own money.](#)
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- ~~1.~~
- 2-8. 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.
9. **All materials** used by a candidate, [except items freely and readily available to all](#), 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. [For the avoidance of doubt on what could be determined as free or readily available you should consult the Deputy Returning Officer.](#)
- ~~3.~~
- ~~4. Items freely and readily available to all candidates can be used without the need for submission.~~
- ~~5.~~

Complaints

1. Any formal complaints regarding the conduct of any candidate or campaigner should be made to the Deputy Returning Officer in writing 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 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.

If candidates are in any doubt the interpretation of these rules they should ask the Deputy or Returning Officer 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.



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