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| Committee Title | Student Voice | | | | | |
| Date of Meeting | 27 th November 2017 | | | | | |
| Item Number and Title/Subject | Election Rules | | | | | |
| Paper Presenter | Paul Stalker, Deputy Returning Officer | | | | | |
| Brief Summary of Issues/Topic | <p>The Elections Rules are annually reviewed. The following changes are proposed:</p> <p>Conduct</p> <p>4. Student Bistro was updated to Re:Union Bar & Grill.</p> <p>Campaigning</p> <p>Section 3 and 4 added on expenses for NUS Delegation Elections.</p> | | | | | |
| Recommendation(s) | Information | | Discussion | | Approval | X |
| | Student Voice are asked to approve the Election Rules 2018. | | | | | |
| Who have you consulted when developing the paper? | Students' Association staff | | | | | |
| Staff/Student Protocol | Yes | X | No | | N/A | |
| Will any decision approved directly affect the work of staff? | Relevant staff were consulted. | | | | | |
| Should the paper be submitted to any other committee following its consideration/approval at this meeting? | No. | | | | | |
| If yes, please state the committee and proposed date of submission. | The Election Rules will be made available on the Students' Association website. | | | | | |

Elections 2018 Rules

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

Conduct

1. All candidates must abide by the Students' Association's policies and procedures including the Equality & Diversity Policy which is available from the Students' Association website and by request from the Returning Officers.
2. Candidates may only criticise other candidates' manifesto pledges and not their personal traits.
3. 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. 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. 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.
7. All candidates and their election agents should attend one of the Candidate's Briefings (FTO elections only). Candidates may request a meeting with the Deputy Returning Officer if they cannot attend either 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.**
8. 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. Candidates should at all times act as directed by university staff and raise any concerns directly with the Returning Officers.

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 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.

6. 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.
7. 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.**
8. Once polling 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.
9. 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. For the removal of any doubt, this includes all of level 2 of the Students' Association.
10. Candidates and campaign teams may only alter, move or remove their own campaign publicity.
11. 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.

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 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 complaints regarding the conduct of any candidate or campaigner should be made to the Returning Officers in writing or by email using the Complaints Form provided.
2. Any evidence should be submitted alongside the complaint.
3. No complaints will be accepted more than one hour after the close of polls.
4. Complaints will be dealt with at the discretion of the Returning Officers but all will be addressed by the final meeting of the Elections Committee which takes place after the final deadline for complaints.

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