**AUTUMN ELECTIONS 2022**

**RULES AND REGULATIONS**

**PART TIME OFFICERS**

Postgraduate Officer (1)

Distance Learning Officer (1)

BAME Students’ Officer (1)

Womens’ Officer (1)

**SCRUTINY COMMITTEE (6)**

Student Representatives

This document is available on request in different formats including Braille, audiotape, larger font or any colour. Email the Executive Secretary at su-execpa@le.ac.uk

**Key Contacts (****su-elections@leicester.ac.uk****) :**

Ian Bruce - Deputy Returning Officer

Megan Roberston - Campaigns and Democracy Coordinator

**The Four Key Rule**

1. Abide by University Regulations, Union Byelaws and the Law including current Covid related restrictions, in particular any reports of Racism within the election will be treated extremely seriously.
2. Keep within your budget (£50 for Part Time Officers, £20 for all other positions) – please note that you will be required to submit receipts for any item/material that you use, if you already own the item then please ask us to make a costing before 1 pm on Friday 15 October. If you exceed your budget you are likely to be disqualified from the election process.
3. Any reports from students that they felt as though they were **pressured to vote against their true intentions** will be treated extremely seriously, you have to be particuarly careful in this respect when students are using electronic devices to vote on.
4. Campaigning begins immediately after the candidates meeting, any campaigning activity that falls within the scope of pre-campaigning as defined in appendix A is prohibited prior to this time.

Please note that during the course of these elections you are responsible for not only your own behaviour, but also for the behaviour of your supporter(s). Any breaches of regulations by individuals will be fully investigated by the Deputy Returning Officers and/or the Independent Returning Officer.

**Additional Information from**

* All Media Groups, Staff including Student Staff whilst they are working are required to be netural. In addition Executive Officers who haven’t declared an interest in the election are required to remain neutral.
* You are able to campaign in the Students’ Union building but due to health and safety concerns no banners or items are to be attached to any balconies within the Union Square.
* You should not move or deface another candidates publicity material.
* Displaying publicity material either in Victoria Park or on University Road is against local Council rules.
* No campaigning is allowed in dining rooms within Halls of Residence or in the Library.
* Electronic devices - any reports of candidates of a student reporting that they felt as though they were **pressured to vote against their true intentions** will be treated extremely seriously. Please note that the union doesn’t hire out tablets to candidates.
* If you have used your own personal printer (or a friends), then we will charge you at Library prices, for your information the price list is included below:-
	+ <http://www2.le.ac.uk/offices/ithelp/my-computer/print-copy-scan/students/pay>

**Accesibilitity**

When developing materials whether this is social media, videos or printed material then we request that you ensure that you take steps to ensure they are accessible. To help with this we have included links below to two websites that give practical advice and guidance on how to make your materials accessible.

* [**https://www.solopress.com/blog/print-inspiration/designing-for-accessibility-how-we-created-expert-approved-templates/**](https://www.solopress.com/blog/print-inspiration/designing-for-accessibility-how-we-created-expert-approved-templates/)
* [**https://www.rnib.org.uk/rnibconnect/technology/making-your-social-media-accessible**](https://www.rnib.org.uk/rnibconnect/technology/making-your-social-media-accessible)

**Voting System**

Students are able to vote by going to [www.leicesterunion.com/vote](http://www.leicesterunion.com/vote) , If you or any other students have any problems voting then please email su-elections@leicester.ac.uk

The Single Transferable Voting System (STV) is used in the election campaign; this system is recommended by the National Union of Students. It means the voter is asked to rank candidates in order of preference one being the candidate the voter would most like to win the election, two being their second preference etc… 2nd and 3rd preferences often have a crucial part to play in which candidate is elected so it is recommended that voters are encouraged to carefully consider their 2nd, 3rd, 4th choices etc…

All students are able to vote for all positions except for the Part Time Officer positions and Liberation based networks where students will need to self identify within the relevant group these are:-

* LGBT+ Officer
* Trans and Non Binary Officer
* Accessibility Officer
* Womens Officer
* Commuter Students Representative

In addition you will be required to be Postgraduate student either research or taught to vote in Postgraduate Officer election.

**Introuduction yourself as a Candidate**

For the election campaign you are asked to upload up a 200 word that will introduce who who are, why you are running and a brief overview of what you may wish to focus on if you were succcesffuly elected. You can also submit a photograph (Jpeg up to 1MB) of yourself to your profile when uploading your 200 words to your candidate page. If you have any problems in doing this then you are able to submit them to su-elections@leicester.ac.uk by 5.00pm on Monday 16 October and we will upload them for you.

**Manifesto for Part Time Officer Roles**

For these elections you will be required to provide up to a single page A4 manifesto (portrait) for the manifesto booklet, this can include a photograph. Please make sure that you focus on the key points/messages in your manifesto. The manifesto booklet will be published online, your manifesto must be emailed to **su-elections@le.ac.uk** in PDF format before 5.00pm on Monday 16 October.

**Use of Union and University Branding**

You are not permitted to use the Union or University logo in any of your campaigning material.

**Questions/Complaints**

If you have any questions email **su-elections@le.ac.uk**.

All complaints must be submitted prior the close of voting and will be investigated according to the complaints process outlined in Appendix A. Complaints must be submitted using the online form will be accepted. The link to the form is <https://www.leicesterunion.com/surveys/electioncomplaintsform/>

**DEADLINES**

It is important that you meet each deadline as failure to do so may result in your disqualification from the election campaign.

**Election Timetable including Key Deadlines**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Activity*** | ***Date*** | ***Time*** | ***Place*** |
| Nominations | Open from Mid September |
| Campaigning | Opens Immedatiely after this candidate meeting finishes (Friday 08 October)Ends Friday 15 October when voting closes |
| **Deadlines**: * Key points/Manifesto (200 words and a photograph)
 | Monday 16 October  | 5.00pm | Online or to su-elections@leicester.ac.uk |
| Voting Opens | Wednesday 19 October | 10.00 am | Through our website, visit [www.leicesterunion.com/vote](http://www.leicesterunion.com/vote) If students are having any issues please email su-elections@leicester.ac.uk |
| **Deadline**: Expenses  | Friday 21 October | 5.00pm | via email to su-elections@le.ac.uk  |
| Voting Closes | Friday 21 October | 3.00pm |  |
| Annoucement of Reuslts | Friday 21 October | 5.00 pm | Electronically |

**Training**

**Training will take place in two stages:-**

* Initial Scrutiny Committee will take place on October 24 2022
* Student Leaders Conference on Saturday 22 October from 11.00am to 4.00pm – Save the date!

**Student Council/Network Meetings**

Network meetings can after your first meeting be scheduled within your groups however we have still booked in date and a time should this prove challenging.

**Appendiix A – Complaints Process**

**Complaints Process**

**Principals**

* We are aiming to elect officers in a free and fair manner.
* We are not here to give everyone an equal chance of winning, just a fair one.
* We should help candidates to engage better where we can.

**General**

* All complaints must be submitted using the online form at <https://www.leicesterunion.com/surveys/electioncomplaintsform/>. Complaints submitted via email or in person will not be accepted.
* Complaints should state the rule/regulation that is been alleged to have been breached and include relevant evidence. It is important to note that the degree to which we are able to investigate complaints is affected by the quality of evidence submitted.
	+ Examples of evidence that can be submitted include screen shots of social media posts, copies of emails, photos, statements from students or names and contact details of students affected.
* Complaints outside of the scope of the election will be referred to the Union’s /University complaints procedure.
* Complaints must be submitted prior to the close of voting.
* The Unions’ Advice Service is available for general support, visit <https://www.leicesterunion.com/support/adviceservice> for further information.

**Process**

* Complaints/Appeals will be responded to initially within 4 working hours defined as weekdays between 9.00am and 5.00pm with an initial assessment of the time we expect the complaint investigation to take and an expected close time for the complaint. For all other complaints the initial response will be received by 10.00am the following working day.
* We will respond at the time we have stated in the first email to tell you the outcome, and whether an appeal is possible.
* Any complaint will be investigated by Deputy Returning Officer, who will interpret the Election Rules and issue a decision.
* All complaints are passed to the IRO to check that they are happy with the local interpretation of the rules.
* Once a complaint has been closed then everyone involved will be advised of the outcome from the complaint.

**Outcome**

The outcome from the investigation will either be:-

* An election regulation hasn’t been broken and therefore no further action will be taken, if there are parts of the complaint unrelated to the election this can be referred onto the Union’s/ University complaint process.
* There is insufficient evidence of an election regulation been breached and therefore no further action will be taken.
* There is evidence that an election regulation has been breached

**Actions**

This sets out a list of actions the DRO/IRO typically apply when an election regulation has been breached, please note that this list is not exhaustive and is intended to give an illustration of the actions that may be taken:-

* Issue a warning to the candidate about their future conduct in the election
* Campaign Penalty - Confiscation of campaign materials, or instructions to remove a social media post.
* Campaign Ban - To prevent a team campaigning to remove any specific advantages gained from misconduct.
* Disqualification - This is the strongest punishment, applied only in the most serious cases

**Campaign related actions**

* Confiscation - materials in breach of budget or rules will be confiscated.
* Stunt cancellation - an event or stunt you have planned might be cancelled if it is involved in the breach of rules/code.
* Orders to remove social media posts which violate the election responsibilities.
* The Deputy Returning Officer will set a deadline for students to comply with specific Campaign Penalties – if they aren’t complied with before the deadline, then a Campaign Ban will come into effect until proof is given that the order has been complied with.

**Appeals**

* Appeals on an outcome can be made to the IRO, this can be based on additional information or that the punishment was too harsh.
* The IRO will then make a new ruling on the complaint.
* If new/different issues are raised within the appeal then a new investigation will be commenced.