**UWLSU Elections**

**Keeping elections fair is our top priority -** these rules are designed to ensure that no candidates gain an unfair advantage and voters have an equal opportunity to elect their representatives. We’ve done our best to make sure there’s no reason for anybody to feel discouraged from participating in the elections.

Breaking a rule is very serious – if any of these rules are broken, the Returning Officer and Deputy Returning Officer can disqualify candidates or stop the election. We don’t want this to happen of course – so please read through thoroughly!

This list of rules is not exhaustive, the Returning Officer and Deputy Returning Officer will use their own discretion if they feel candidates or campaign teams have broken rules.

**We wish you luck and all the best in campaigning!**

Jamal El-kalawy, Deputy Returning Officer

Jess Smith, Representation and Advocacy Manager

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**Rules**

**Time and locations**

* Candidates can only campaign between Tuesday 8th April (12pm) and Friday 11th April 12pm).
* Campaigning can take place at anytime during the day, afternoon and evening both on campus and online from when voting is open.
* Candidates cannot campaign in the library (SMR Library or Paragon second floor) or areas which only limited students with specific memberships or ID access. This includes the Gym.
* You can campaign using your own online platforms, social media and on campus.

**Campaigning Behaviour & Etiquette**

* Candidates must be respectful of voters and their decisions on whether they would like to vote
* You cannot vote on behalf of others, including logging in with their student ID’s
* You cannot touch students’ phones or devices whilst campaigning. You cannot touch students’ phones or devices to vote for yourself, or to use their phones or devices to show them where to vote.
* You can speak to students and describe where they can vote and direct them to the UWLSU website.
* Students must be able to vote in peace and decide for themselves, without pressure
* Candidates and campaign teams must not campaign in lectures and seminars.
* You, or your campaign team cannot interrupt another candidate or their campaign team whilst they are campaigning to a student. You must wait until they have finished their conversation to approach them.

**Campaigning etiquette**: respecting personal space and boundaries.

* Candidates and their campaign teams must maintain a respectful distance of approximately 1 meter from individuals while campaigning.
* If an individual expresses a desire not to engage, candidates and campaign teams must cease their efforts and move on.
* All campaign activities should be conducted in a manner that respects the personal space and comfort of others. Persistent or aggressive behaviour, such as following or crowding individuals, is strictly prohibited and will be treated as a breach of campaign conduct.
* No more than 2 people can campaign to an individual at any one time.

**Other Candidates**

* Candidates must not interfere with other candidates’ campaign materials.
* Candidates must not bully, harass or intimidate other candidates
* Remember, you are all going through the same journey, be kind to each other.

**Candidate Behavior (and behaviour of campaign teams)**

* Respectful behaviour – candidates and campaign teams must always treat election staff with respect. Any disrespectful, aggressive or disruptive behaviour towards UWLSU staff members will not be tolerated and be considered a rule break.

**Collaboration**

* Candidates cannot collaborate with each other on campaigning, manifesto creation or voting strategies
* Candidates cannot have overlapping campaign team members, campaign team members must only campaign for one person in the election.
* Candidates cannot run in or part of slates.

**Budget (£15)**

* Keep your receipts - you’ll need to hand them in Friday 11th April (12pm).
* You cannot spend more than the allocated budget or use personal funds, this is to ensure equitable opportunities in campaigning.
* You cannot ‘reward’ voting with items from your £15 budget, i.e. you cannot say “if you vote for me you can have X item”.
* Food and drink is permitted to use within your £15 budget, however if you do this, you must demonstrate receipt/proof of the value of the items (I.e. must under no circumstances exceed £15).
* In order to comply with health and safety, no home baked goods can be handed out to prospective voters - only items in sealed packaging with clear labels on ingredients can be used. Candidate team members should have a list of ingredients available if requested if handing out food.

**Rule breaks**

* Rule breaks are taken very seriously and there are consequences for rule breaks comprised of minor violations, moderate violations and severe violations.
* **All rule breaks** will be actioned, and penalties/consequences may result in disqualification from the election.
* All candidates must respond promptly to questions or investigations from the DRO regarding rule breaks.
* The Deputy Returning Officer will evaluate the severity of any rule break and has the authority to determine the outcome in order to maintain a fair election.
* The severity of the rule break will depend on deceit or intention of candidates, honesty of candidates, consistency in rule breaks, and impact of the rule break.
* Based on the severity of the rule break, sanctions may be imposed. These could include some of the following: campaigning restrictions or suspensions, limits on campaign methods, disqualification of campaign members, and disqualification of candidates.
* The decision of the DRO is final and must be respected. Candidates are expected to adhere to the rules, and not challenges the DRO’s judgment.
* UWLSU maintains a fair election process, once a decision is made, it should be accepted to ensure integrity and fairness for all candidates.
* UWLSU Staff members will be observing the election, any observation of rule breaks by UWLSU staff will be recorded and actioned accordingly.

**Manifesto Points**

* Candidates must submit all manifesto points for approval by the DRO prior to printing. This is to ensure all content aligns with election guidelines and University policies.
* Candidates must submit their manifesto points by a specified deadline (communicated in training). Late submissions may result in exclusion from official campaign materials.
* Any manifesto points submitted, but not approved, will be removed and printed without these points.
* Candidates who distribute manifesto points without approval from the DRO may face sanctions.
* Candidates are not permitted to make any in-person or online promises that are not already included in their official manifesto.
* Candidates must submit both a photo and their manifesto points for approval by the deadline. Failure to submit both items will result in being unable to run in the election.

**Access and Promotion**

**Connections**

You may use your connections through student groups to support your campaign, but you and your campaign team members cannot use any committee positions or other positions of power to pressure students into voting for you.

For example, you can message a Facebook group with a campaigning message. However, if you are the President, a committee member or otherwise have a position of power within the student group, you can’t command other students in the group to campaign for you, vote for you, or threaten them with negative treatment.

**Clubs and Societies**

Any student who is a member of a student group (such as a sports team or society) must have fair and open access to the student group’s resources to use for campaigning, including WhatsApp and Facebook groups.

* You can also request that your campaign materials are posted on other groups’ social media.
* Individual members of clubs or societies should have the freedom to vote for who they want.

**Campaign Teams**

A list must be provided stating the names of all campaign members that will be taking part in the elections - If anybody on your campaign team breaks a rule, the candidate will also be deemed to have broken a rule.

Only UWLSU members (UWL students and current elected sabbatical officers) are allowed to participate in the elections as candidates or campaigners.

**You** are responsible for making sure your campaign team understand and follow the rules. Campaign teams can attend training along with the candidates. Training will be run by the Representation and Advocacy Manager and Deputy Returning Officer - if you need further support with this then you should ask for help at the earliest opportunity.

**UWLSU and UWL**

The Students’ Union, UWL and any associated departments will under no circumstances, endorse any candidate or promote campaign materials. The Students’ Union and University departments can only encourage students to vote in the election.

Student staff (UWLSU and UWL) are not permitted to campaign during work hours, whilst at their desks, or while wearing UWL or UWLSU uniforms.

The Students’ Union, UWL, and their associated departments must remain neutral and are not allowed to endorse any candidate or promote any campaign materials under any circumstances.

**Promotional Materials**

We want you to be able to spread the word about your campaign to the best of your ability. We feel no candidate will have trouble accessing any of the items in reasonable quantities, so we won’t need you to submit receipts and these will not count towards your budget.

**Allowed Items**

* Cardboard, Paper
* Paint, Paintbrushes, Pens
* Sheets (e.g. bed sheets)
* String
* Sticky tape (not to be used on the walls!)
* Cable ties
* Glue (not to be used on walls!)
* Blu Tack
* Scissors
* **Four** T-shirts for your campaign team
* Any other reasonable craft materials (if in doubt, ask!)

**Restricted items and placements**

* Balloons are not allowed under any circumstances
* Posters and stickers are not allowed on the walls or floors. You can campaign there, but you need to keep the space new and fresh
* Do not put campaign material on fire exits, fire extinguishers or anything that puts students’ safety at risk.
* Nothing permanent can be used. For example you cannot glue posters to the wall, or put anything up that leaves a mark.
* Do not print excessive campaign materials. The SU will print your materials for you. You cannot use any printed campaign materials other than the posters the SU has printed for you.
* All items purchased must have been purchased in the UK, and the receipt/invoice must have the name of the UK business and VAT number.

**Voting booths**

* Candidates and campaign team members cannot campaign inside the voting booth area. This is to ensure students can cast their votes without undue influence or pressure.
* Candidates and their campaign teams must not engage in conversation with students whilst they are in the voting booth area.
* Bringing students to a campaign booth – candidates are permitted to walk with students to a voting booth, but students are allowed to freely interact with Students’ Union staff who are managing the booth, without interference from candidates or campaign team members.

**Regulations and Voting**

**University regulations**

Your campaign must abide by university’s rules and regulations and with UK national law. All UWL policies can be found at [www.uwl.ac.uk/policies](http://www.uwl.ac.uk/policies)

* The University regulations state that you cannot send bulk emails or communications to students. You will have to be creative in the way you contact and communicate to students.
* Be aware that the university do not want any posters or helium balloons in the Heartspace on campus.

**Voting**

Voting will be by single transferrable vote - this means voters will number their candidates by order of preference, and candidates will need to meet the quota to win.

For more information, please visit <https://www.electoral-reform.org.uk/voting-systems/types-of-voting-system/single-transferable-vote/>

**Complaints**

* Consistent complaints made by candidates without adequate or satisfactory evidence may be considered a breach of the rules. This will be decided by the DRO.

If you are worried that a rule has been broken by another candidate, email [su.elections@uwl.ac.uk](mailto:su.elections@uwl.ac.uk) with the details of your complaint and you will receive a reply within 24 hours.

For complaints about the election, the deadline is Friday 11th April 2024 (12pm). Any requests for a re-count must be submitted within 24 hours of the announcement.

**Questions**

**If in doubt, ask!** Please contact Jamal or Jess in the Students’ Union team should you have any questions. Alternatively, you can email [su.elections@uwl.ac.uk](mailto:su.elections@uwl.ac.uk)

**Returning Officer**

Peter Robertson from the National Union of Students is the Returning Officer in charge of making sure the election is fair, so their say will be final. Jamal El-kalawy is our Head of Membership and Deputy Returning Officer, so will be acting on NUS’ behalf in the first instance.