



UCL Union Election Rules & Regulations

The following rules are laid down to ensure a fair election. You should make sure that you understand and follow these rules at all times.

1. Nominations

- 1.1. You will be able to download a nomination form and contract from the UCL Union website. The nomination form and contract must be completed in full and then dropped into one of the designated ballot boxes before the close of the nominations. Please check that you are eligible to run for the position you have been nominated for before you submit the form.
- 1.2. The dates for the opening and closing of nominations are stated in the elections timetable. It will also be displayed on the web: www.uclu.org, on elections publicity and on the ballot boxes.
- 1.3. The Ballot Boxes to return Nominations are located at:
 - 1.3.1. UCL Union Reception, 25 Gordon St
 - 1.3.2. Royal Free Administration Office, Rowland Hill St.

2. Nominations Procedure

- 2.1. One person must propose you (it can be yourself) and up to ten people may second you if you so wish. Their information must be completed in full. The following restrictions apply to nominations:
 - 2.1.1. Proposers and seconders must be members of the Union. Checks will be made;
 - 2.1.2. No member of the union may propose more than one candidate. There are no restrictions on the number of candidates members may second other than they cannot second more than one candidate for any individual post;
 - 2.1.3. Candidates may not nominate other candidates;
 - 2.1.4. Candidates may not be nominated by Sabbatical Officers, members of Elections or Governance Committees or the current holder of the position they wish to stand for.
- 2.2. Forms that are incomplete or late will be rejected
- 2.3. Candidates must submit both electronic and hard copies of their manifesto by the deadline for nominations.
- 2.4. Candidates are also strongly recommended to submit a portrait photo (bitmap, jpeg, png or gif format) and a 100 word summary of their campaign aims, these should be submitted electronically.
- 2.5. Electronic documents are to be emailed to uclu-election@ucl.ac.uk and hard copies are to be submitted in the nominations box.

3. Candidates Briefing

- 3.1. All candidates must attend a Candidates Briefing. The time and place of these briefings are published in the elections timetable. You must attend so that we can check you understand the process of elections. If you are unable to attend you must inform the General Secretary in writing beforehand, (uclu-general.secretary@ucl.ac.uk or via the Sabbatical Suite), or nominate a representative in writing. Otherwise you will be expected to attend.
- 3.2. The candidates in each election will be those declared at the meeting and Re-Open Nominations (RON).
- 3.3. The nominations boxes will be opened just after the deadline for close of nominations. The time and venue for the opening of nominations is detailed in the elections timetable and on www.uclu.org. Candidates may attend this process if they wish.

4. Meet the Candidates

- 4.1. All candidates are invited to attend a *Meet the Candidates* session. Details of date, time and venue is published in the elections timetable.
- 4.2. Candidates for each post will be asked to make a short speech and then questions will be taken from the floor. A further session may be arranged at the discretion of Elections Committee and in consultation with other candidates. You will get an additional £5 from the Elections Campaign Fund for attending your main *Meet the Candidates* Session.

5. Voting

- 5.1. The dates and times of voting is published in the elections timetable. Voting will be through online electronic voting. The election is carried out using the Single Transferable Vote (STV) or Alternative Transferable Vote system depending on the type of election. In both systems, voters place a 1 next to their first preference, and a 2 next to their second preference etc.
- 5.2. For more details on the voting system please check the UCL Union website or contact either Chair of Elections Committee or the Student Representation Co-ordinator.

6. Campaigning and Publicity

- 6.1. Campaigning rules are laid down strictly as follows:
 - 6.1.1. There must be no campaigning within three meters of a staffed UCL Union Laptop Polling Station, within UCL Cluster Rooms or within Libraries.
 - 6.1.2. Candidates or their campaigners must not make negative reference to other candidates.
 - 6.1.3. Campaigners must only campaign for one candidate at any one time during these elections.
 - 6.1.4. Candidates must not name on their campaign materials people other than those that have proposed or seconded them.
 - 6.1.5. Candidates must not name, or refer to UCL Union staff members.
 - 6.1.6. Harassment or intimidation of voters will not be tolerated. Candidates are made aware that this includes attempts to influence a student's vote whilst they are voting on a personal computer or laptop.

- 6.2. Any contravention of these rules or of the Standing Orders will be noted and reported to Elections Committee. Disciplinary action may then follow.
- 6.3. There may be no campaigning at any Union committee, at Union Council or at Club or Society Committee meetings. If a candidate attends such a meeting all publicity material must be out of sight. Campaigning may take place at Club or Society events.
- 6.4. You may not place flyers in Club and Society pigeon holes or request that CSC staff do so on your behalf.
- 6.5. Student Staff must not campaign on behalf of candidates whilst on duty or in uniform.
- 6.6. Campaigning may not start until the time and date specified in the elections timetable. No publicity for any candidate may be put up before this time. However, posters and flyers may be approved before this time. Please note that UCL Union cannot produce any publicity for candidates in this election.

7. Election Campaign Fund and Election budget

- 7.1. Candidates are encouraged to produce their own publicity. To help with publicity UCL Union has created an Election Campaign Fund which totals a maximum of £1000 between all candidates.
- 7.2. The amount of funds allocated to each candidate will be dependent on the total number of candidates and will be up to a maximum of £25. The exact allocations will be made clear at the Candidates Briefing.
- 7.3. Candidates may also spend an extra amount of their own money to top-up their Elections budget to a maximum of £70 (this maximum amount includes any additional funds candidates receive from attending the Meet the Candidates Session).
- 7.4. Therefore all candidates are not allowed to spend more than £70 in totality on their election campaign.
- 7.5. Claims from the Elections Campaign Fund together with valid receipts must be handed into the Sabbatical Suite by the time and date specified in the elections timetable. Claims for reimbursement will only be paid on production of valid receipts.

8. Campaign Regulations

- 8.1. To ensure a level playing field the following restrictions apply:
 - 8.1.1. There should be no use of mass emailing or mass messaging unless permission from the individual recipients has been granted. The use of club and society email lists is specifically forbidden. You may use an email address for the receiving and replying to questions.
 - 8.1.2. The use of social networking websites such as facebook and myspace **is** permitted, but candidates are reminded of the requirement not to intimidate or harass students.

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- 8.1.3. Any candidate wishing to use a website for campaigning must supply the address on the nominations form or to the returning officer so that it can be approved before it goes live.
- 8.1.4. There must be no joint campaigning by candidates.
- 8.1.5. It is prohibited to use the names or images of UCL Union Staff, UCL Staff or UCL students other than the candidate, their proposer or seconders in publicity materials or campaigning.
- 8.1.6. Campaigners must not make negative comments about other candidates.
- 8.1.7. Posters and flyers must be stamped individually by the Chair of Elections Committee or the Media & Communications Officer, prior to their photocopying and distribution. Two copies of any publicity to be stamped should be left in the Sabbatical Office before 5pm. One copy will be available for collection at 10am the following morning, and the other shall be kept by Election Committee for their records.
- 8.1.8. Posters may only be placed on UCL Union notice boards using pins. If you wish to place posters in other venues (such as departments or Halls of Residence), where there are no UCL Union notice boards you must seek the approval of the relevant authority.
- 8.1.9. Door knocking and placing flyers under doors in Halls of Residence is forbidden.
- 8.1.10. Stickers may not be used.
- 8.1.11. All materials received free of charge must have their current market value evaluated and included in the candidate's Election budget.
- 8.1.12. The Returning Officer and the Chair of Elections Committee must approve any acknowledged involvement by candidates with the student media after the close of nominations.
- 8.1.13. Banners and light projection may be used subject to prices coming within the candidate's Elections budget limit.

9. Manifestos

- 9.1. Union Council and Elections Committee strongly believe that voters should be well informed about the candidates standing in elections. Candidates are strongly encouraged to produce a manifesto. This should be no more than one side of A4, and should be emailed to uclu-elections@ucl.ac.uk and produced in hardcopy before the Close of Nominations. These will then be collated and uploaded to the UCL Union website for the start of voting. Please supply both a hard and soft copy (paper and electronic). Manifestos that are handed in after the close of nominations cannot be accepted. Candidates not submitting a manifesto by the close of nominations may be disqualified by the Elections Committee.
- 9.2. Elections Committee will meet straight after Close of Nominations. If a manifesto is unacceptable the Union reserves the right to make any necessary changes and will contact the candidate to inform them.

10. The Count and Announcement of Results.

- 10.1. The Count will take place at the time and place published in the elections timetable. Candidates (and a friend) may attend the Count. Results of the election will also be posted on the UCL Union website within three working days.

Complaints Procedure

10.2. Any complaints about the elections or the conduct of candidates or their campaign team must be made in writing to the General Secretary or the Chair of Elections Committee within 30 minutes of the close of voting. Elections Committee may disqualify any candidate, invalidate an election, censure any person or refer the matter to a Union disciplinary committee as a consequence.

Contacts:

Returning Officer (General Secretary)

ucl-general.secretary@ucl.ac.uk

Chair of Elections Committee

se.officer@ucl.ac.uk

020 7679 7392

Student Representation Co-ordinator

representation@ucl.ac.uk

020 7679 7707

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Approved by Elections Committee, January 2008.