

Election Rules & Regulations

Approved by Elections Committee, December 2008

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 nomination 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 specified in the Elections Schedule. It will also be displayed on the web: www.uclunion.org/elections, on elections publicity and at the Voting Station(s).
- 1.3 The location of nomination boxes will be publicised on www.uclunion.org/elections.

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 for the same position. 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 an electronic and/or a hard copy of their manifesto by the close of 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 ucl-election@ucl.ac.uk and hard copies are to be submitted in the nominations box.

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2.6. 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 Schedule and on www.uclunion.org. Candidates may attend this process if they wish.

3. Candidates Briefing

3.1. All candidates must attend the Candidates Briefing. The time and place of the Candidates Briefing is specified in the Elections Schedule. You must attend so that we can check you understand the process of elections. If you are unable to attend you must inform the Returning Officer 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).

4. Meet the Candidates

4.1. All candidates are invited to attend a *Meet the Candidates* event. Details of date, time and venue are specified in the Elections Schedule.

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 Chair of the event in consultation with other candidates. You will get an additional £5 from the Elections Campaign Fund for attending your main *Meet the Candidates* event.

5. Voting

5.1. The dates and times of voting is specified in the Elections Schedule. 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, and so on.

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 Voting Station or within UCL Cluster Rooms and Libraries.

6.1.2. Candidates or their campaigners must not make negative references to other candidates.

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- 6.1.3. Campaigners must only campaign for one candidate at any one time during these elections. There must be no joint campaigning by candidates.
 - 6.1.4. Candidates must not name on their campaign materials people other than those that have proposed or seconded them.
 - 6.1.5. 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.
 - 6.1.6. Door knocking and placing flyers under doors in Halls of Residence is forbidden.
 - 6.1.7. 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.
 - 6.1.8. Student Staff must not campaign on behalf of candidates whilst on duty or in uniform.
 - 6.1.9. Campaigning may not start until the time and date specified in the Elections Schedule. 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.
- 6.2. Publicity rules are laid down strictly as follows:
- 6.2.1. Posters and flyers must be stamped individually by the Chair of Elections Committee or the Medical & Postgraduate Students' Officer, prior to their photocopying and distribution. Two copies of any publicity to be stamped should be submitted to the Sabbatical Suite 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.
 - 6.2.2. 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.
 - 6.2.3. It is prohibited to use the names or images of UCL Union staff members, UCL staff members or UCL students other than the candidate, their proposer or seconders in publicity materials or campaigning.
 - 6.2.4. 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.
 - 6.2.5. Stickers may not be used.
- 6.3. The Returning Officer and the Chair of Elections Committee must approve any acknowledged involvement by candidates with the student media during the elections.
- 6.4. Banners and light projection may be used subject to prices coming within your Elections Budget limit.
- 6.5. All materials received free of charge must have their current market value evaluated and included in your Elections Budget.
- 6.6. 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.

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- 6.7. 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. The following rules, or site-specific reasonable variations, are especially noted.
- 6.7.1. Candidates may set up their own Campaign Group for campaigning but not before the start of campaigning weeks.
 - 6.7.2. You may not use existing administrator privileges to mass message group members. You may only do so on your Campaign Group.
 - 6.7.3. You may post on walls of “open” groups, but not on “closed” groups.
 - 6.7.4. Your Campaign Group must invite the Democracy Support Unit facebook profile.
 - 6.7.5. Your Campaign Group may not display “related groups”
 - 6.7.6. Candidates should not join Campaign Groups of other candidates.
 - 6.7.7. Candidates may use their “status” and may post on friends’ walls.
 - 6.7.8. Campaign Group events may be set up, but stand-alone events may not.
- 6.8. You may not place flyers in Club and Society pigeon holes or request that CSC staff do so on your behalf.
- 6.9. Any contravention of these rules or of the Standing Orders will be noted and reported to Elections Committee. Disciplinary action may then follow.

7. **Election Campaign Fund and Elections 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. Candidates may spend a maximum of £70 (this maximum amount includes any additional funds candidates receive from attending the Meet the Candidates event).
- 7.3. The Union will reimburse a portion of the Elections Budget. This will be dependent on the total number of candidates claiming and will be up to a maximum of £70.
- 7.4. 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 Schedule. Claims for reimbursement will only be paid on production of valid receipts.
- 7.5. Candidates must submit their Elections Budget by the time and date specified in the Elections Schedule.

8. **Manifestos**

- 8.1. 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 before the close of nominations. These will then be collated and uploaded to the UCL Union website for the start of

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voting. 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.

8.2. Elections Committee will meet straight after the close of nominations. If a manifesto is unacceptable the Elections Committee reserves the right to make any necessary changes and will contact the candidate to inform them.

9. The Count and Announcement of Results.

9.1. The Count will take place at the time and place specified in the Elections Schedule. 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.

10. Complaints Procedure

10.1. Any complaints about the elections or the conduct of candidates or their campaign team must be made in writing to the Returning Officer or the Chair of Elections Committee within 30 minutes of the close of voting. Elections Committee may take any action as defined in the Election Disciplinary Procedure.

Contacts:

Returning Officer (General Secretary)

ucl-general.secretary@ucl.ac.uk

Chair of Elections Committee

fd.officer@ucl.ac.uk

020 7679 2546

Student Representation Co-ordinator

representation@ucl.ac.uk

020 7679 7707

Sabbatical Suite

Fourth Floor

UCL Union

25 Gordon Street

London WC1H 0AY

www.uclunion.org