**UWLSU Elections – Sabbatical Officer 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

**Rules**

Time and Locations

Campaigning Behaviour

Other Candidates

Collaboration

Budget

**Access and Promotion**

Connections

Clubs and Societies

Campaign Teams and Slates

UWLSU and UWL

**Promotional Materials**

Items allowed

Restricted Items and Placements

**Regulations and Voting**

University Regulations

Voting

Complaints

Questions

Returning Officer

**Rules**

**Time and locations**

* Candidates can only campaign between Tuesday 2nd April (12pm) to Friday 5th 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 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**

* 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
* You cannot campaign in a class that you are not scheduled to have
* You cannot interrupt yours or other classes with campaigning - You can ask your teacher if you can speak for 5 minutes at the beginning of classes. If the teacher says no, you must not campaign.
* 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.

**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.

**Collaboration**

* Candidates cannot collaborate with each other on campaigning, manifesto creation or voting strategies
* Candidates can have overlapping campaign team members, however campaign team members must only campaign for one person at a time
* Candidates cannot run in or part of slates

**Budget (£15)**

* Keep your receipts - you’ll need to hand them in by Friday 5th 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)

**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.

**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.

**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**

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 5th April (12pm). Any requests for a re-count must be submitted within 24 hours of the verbal 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.