

Strathclyde
Students'
Union



Elections Pack 2018

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Who can stand?

Any attending Strathclyde Student (Ordinary Member – see Constitution for more details – <https://www.strathunion.com/about/constitution/>) can run for any of these positions. You don't have to have held any previous position – the only qualification is that you are a current Strathclyde student.

A Sabbatical position is a full-time job with contracted hours and a salary (£19,305 p.a.) so if you are in the middle of your degree, you will have to take a year out of your studies to fulfil the role – this will also require written permission from your Vice Dean (Academic).

Which positions are available?

- **Vice President Sports & Wellbeing**

The full-time sabbatical positions make up the Executive Committee, who are responsible for the annual political leadership of the organisation. They are all responsible for specific areas of work within the Association and work with volunteers and staff in a wide range of Association and University Committees to represent students' opinions, needs and interests.

In addition, Executive Officers are members of the Board of Trustees which holds overall financial, legal and strategic responsibilities for the Association.

For more info on being a Trustee, read OSCR's (the Office of the Scottish Charities Regulator) guide: <https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees>

If you have any questions about the role or are unsure about standing in the elections, get in touch with Leo Howes, Representation and Democracy Manager on leo.howes@strath.ac.uk or pop into Level 7 of The Union for a chat.

Elections Timetable 2018

16 March 2018	10.00	Nominations open
22 March 2018	12.00	Nominations close
	12.30-13.30	Compulsory candidates' briefing, campaigning starts
27 March 2018	10.00	Voting opens
29 March 2018	16.00	Voting closes
	16.00-17.00	Candidates closing get together and sign off on election
09 March 2018	19.00	Results announcement @ Strath Union

Nominations

You can submit your nomination online at <https://www.strathunion.com/elections>

For each position, candidates require the names of 20 Strathclyde students who are willing to nominate you (these names will be checked to confirm student status).

Candidates will also need to include your manifesto as part of the nomination form. This is limited to a maximum of 300 words.

You may also include a slogan to appear on the candidates list. This is limited to 30 words.

All nominations including your manifesto and photograph need to be submitted by 12noon on Thursday 22nd March. The online nominations form will close at this time and no late forms can be accepted.

Publicity and Candidate Allowances

This year you will have greater flexibility when choosing publicity materials to campaign with. Each candidate is provided with a budget allowance which can be used on items such as posters, flyers, social media boosts, sweets, t-shirts etc.

It's up to you what to buy, however, receipts must be provided in order to receive funds from the Strath Union Cash Office and all items purchased must be for campaign purposes. If you have any questions, particularly regarding what you plan to buy, please contact leo.howes@strath.ac.uk

Candidates will receive the following allowances:

- Full-time candidates: £150 each

Allowances will be provided on a 'spend and claim' basis whereby candidates must provide receipts and complete an expenses form in order to be refunded for expenses.

If required, you can obtain a £25 cash advance from Strath Union Cash Office; further amounts will only be released on production of receipts for the previous amount.

This is the only budget that you are allowed to use for Elections purposes. Candidates may not add any of your own funds for election campaigning.

Campaigning & Expenditure Principle 1- Reasonable: In determining whether the use of a resource needs to be charged to campaign expenditure, the RO will use the "reasonable" test. For example- it is reasonable to assume all candidates own bedsheets. Thus the use of bedsheets to create banners does not need to be accounted for. It is not reasonable to assume all students own a tiger costume. Thus anyone using one as a feature of their campaign should account for costume hire.

Campaigning & Expenditure Principle 2- Replicable: Actions must be replicable by anyone else in the election. For example- if you tell jokes to students, anyone else could do the same. But if you borrow a blimp from a friend for campaign purposes, it is not likely that someone else could also borrow a blimp.

If in doubt candidates should consult first.

You can purchase printed publicity materials from University Print Services, contactable at print.enquiries@strath.ac.uk or any other supplier of your choosing.

You may use as much recycled cardboard (e.g. old boxes) as you wish.

All publicity must be easily removed from surfaces, without leaving a mark. This means you should not use tape on painted walls or any other adhesive that will damage surfaces.

The University Estates department will be contacted and asked to leave all posters properly displayed in place throughout the election campaign.

You may NOT affix posters to:

- Fire doors (including the windows of fire doors)
- Trees
- The outside of the lockable display boards of the Union
- Or anywhere where they may cause a hazard

Vandalising the publicity of other candidates is strictly against the rules and will not be tolerated.

Failure to follow these rules will lead to publicity being removed and may result in sanctions including possible exclusion from the elections.

Candidates' Briefing

Directly after nominations close at 12noon on Thursday 22nd of March we will be having a Candidates' Briefing at 12.30pm in the Anderson Room on level 8 of Strath Union.

This meeting is compulsory for all candidates to attend. If you are not available you may appoint a nominee to attend in your place by contacting leo.howes@strath.ac.uk. Non-attendance without prior notification may lead to disqualification.

- We will go through the election rules and process
- You can confirm how your name will appear on the ballot paper (you can add in a nickname or a campaign slogan if you want to)
- It's an opportunity to ask questions as well as finding out who you are running against

Campaigning

One of the most important parts of campaigning is making sure that you're not on your own. You will benefit from a group of friends and supporters to help you run your campaign.

You can organise this in any way you want to, but most candidates will nominate a 'Campaign Manager' to organise the volunteers on your behalf.

Here's a list of tips which may help you run a successful campaign:

- Gather a team of Campaign Volunteers (nominate a Campaign Manager to help you)
- Distribute tasks according to strengths and interests of your volunteers
 - Tasks may include putting up posters, doing lecture shout outs, handing out flyers, knocking on doors, posting on social media and generally promoting you on campus
- Be pro-active, not reactive
- Have a plan and stick to it
- Engage with students depending on their interests or situations
- Make your campaign relevant to students
- Remember what you want to achieve and be positive about change

Social Media

This can be an effective and powerful tool to support your campaign. You are encouraged to be active online using of social networking sites such as Facebook, Twitter or Instagram to promote yourself.

Please remember that the same rules and policies apply online as they do with physical campaigning and all social media content should conform to the [Strath Union Equal Opportunities Policy](#).

Election Rules 2018

The Association is committed to running fair and free elections. All candidates should note:

- Failure to comply with the Election Rules may lead to sanctions or disqualification.
- Campaigning is defined as any means of public declaration or publicising of a candidacy during the Election period.
- No public-facing campaigning is permitted until nominations close on 22th March at 12noon. Campaigning may then commence.
- It's compulsory for all candidates (or their nominee) to attend the candidates' briefing session. Non-attendance without prior notification may lead to disqualification.
- Candidates will ultimately be held responsible for the actions of their campaign teams. It is up to candidates to ensure their campaign teams are aware of and follow the rules.
- Candidates must submit a list of all campaign team members to the Representation and Democracy Manager (Leo.Howes@strath.ac.uk) by the start of campaigning.
- Level 7 of the Union, John Street will remain an election-free zone. No active campaigning may take place and no posters may be displayed here. No facilities on Level 7 may be used for election purposes e.g. IT facilities, storage, etc.
- Candidates will be advised of the locations of polling stations and campaigning in these areas is not permitted.
- Candidates and their supporters must not harass, bully, intimidate, bribe or blackmail students in the pursuit of votes. Campaigners are prohibited from providing a smart device to students in order for them to vote.
- Sabbatical officers can only campaign if they have taken approved annual leave in advance to do so. No Executive member can use Union office space or equipment at any time for campaigning purposes.
- No member of Association staff is permitted to be involved in a campaign team – so please don't ask them. Staff are available for support and will be happy to answer any questions you may have or point you in the direction of someone who can help.
- Candidates are encouraged to perform "lecture shout outs" but must not disrupt lectures. Please ask permission from any lecturer who is present and respect their decision.
- The allocated campaign budget is the only money to be spent on campaign activities and the total spent on publicity, including printing and materials purchased, must not exceed this budget. Candidates are not permitted to spend any other funds, including their own money, on materials for the Election campaign. Accurate receipts MUST be provided for all items before close of polling.
- Candidates may set up one website and one account on each social media platform to use for campaigning purposes. The Representation and Democracy Manager must be made aware of the URLs and social media account handles. The website must be taken down at the close of the Elections.
- Unsolicited e-mails, including any e-mail lists of which you are a member but which have not been compiled for the purpose of election campaigning including Clubs, Societies, Groups and Class lists, may not be used.
- Campaigning methods which damage or deface surfaces may not be used. This includes stickers and chalk.

- Candidates should only do what others have had the opportunity to do. This means that any ‘sponsorship’ or ‘favours’ that have a value but do not involve candidate expenditure must be available to all candidates in the election. Candidates are precluded from using club, society or group spaces on campus in a way that is not available to all other candidates.
- Candidates are responsible for their own health and safety and should be aware of the safety of others when engaging in any Election activity.
- At all times during the Election, Candidates and members of their Campaign Teams are subject to and expected to act in accordance with the Association’s [Code of Conduct](#) and with the University’s [Dignity and Respect Policy](#).

The Legal Bit

The elections are run under the rules and regulations of the Association Constitution (accessible at <https://www.strathunion.com/about/constitution/>) as agreed by University Court. Nothing in this document can in any way supersede the Constitution.

How Can I Make a Complaint?

Any student who wishes to complain about an issue relating to the Elections (including the conduct of Candidates) must do so in writing to the Returning Officer c/o the Student Involvement Team on Level 7 of the Union, 90 John St or via e-mail to leo.howes@strath.ac.uk. You must stipulate which rule you believe has been breached and include evidence relating to your complaint.

Complaints will be handled confidentially where possible. However, effective investigation may not be possible without sharing details of the complaint, including the complainant’s identity, with other relevant individuals.

Complaints made anonymously or without sufficient supporting evidence may not be considered.

To be considered as an Election Complaint, a complaint must be submitted **within 24 hours of the alleged incident having occurred**, or come to light, **and no later than one hour before voting closes** in the relevant election period.

Complaints received after this time may be considered under the Association’s normal Complaints Procedure but will have no bearing on the outcome of the election.

Handling of Election Complaints

On receipt of a valid Election Complaint, the Representation and Democracy Manager (or their nominee) will undertake an investigation, as appropriate. The Deputing Returning Officer will consider the complaint and any evidence presented and reach a decision on how to proceed in accordance with the Schedules of the Association.

Review of Election Complaints

Any appeals shall be addressed by the Returning Officer.

Where a complainant remains dissatisfied with the response they have received from the Deputy Returning Officer, they may request a review of the handling of the complaint by the Returning Officer. Any such request must be made in writing **within 24 hours of issue** of the original response to the complaint.

The Returning Officer may confirm, vary, or overturn the original decision of the Deputing Returning Officer. The Returning Officer’s decision shall be final.

Polling

The voting period is between 10.00 on Tuesday 27th of March until 16.00 on Thursday 29th of March. All voting is done online through the Strath Union website.

Our elections use the Transferable Voting System to elect the least unpopular candidates. The Alternative Transferable Voting system (ATV) is used to elect a single candidate for a position.

With the Transferable Voting system, each voter is asked to rank the candidates in order of personal preference.

For example, a completed ballot slip might look like this:

Candidate A	1
Candidate B	4
Candidate C	
Candidate D	2
Re-Open Nominations (RON)	3

At the close of voting, all the completed ballot forms are counted and allocated to each candidate according to the first preference indicated.

The Returning Officer for the election then declares the total number of valid votes, and the required quota. The quota is simply the minimum number of votes a candidate must gain in order to be sure of election. For single posts, the quota is a simple majority; the successful candidate must gain at least 50% of the total number of valid votes, plus one.

When more than two candidates are running for the same position, it is unlikely that a single candidate will achieve this quota. In this case, at the end of the first round of counting, the candidate with the least amount of votes is eliminated, and each of their votes is re-allocated to the next expressed preference on that ballot slip.

If, at the end of this second round of counting, the required quota has still not been achieved by any of the remaining candidates, then the process is repeated. The candidate with the least number of total votes is eliminated, and their votes are redistributed to the next indicated preference.

This process of elimination and redistribution is repeated until a candidate either achieves the required quota of 50% of the valid number of votes plus one, or until the final round, where only two candidates remain. In this case, the candidate with the highest number of total votes will be elected.

What is RON?

RON refers to Re-Open Nominations and is an option in each election. If RON receives the most votes in any given election, then none of the candidates for that position are elected and nominations are re-opened. At this point anyone may choose to lodge their nomination and previous candidates are free to stand again.

Clearing Up

Once polls close at 1600 on Thursday the 29th of March, all candidates must make sure that their Campaigns Team go around campus and take down all publicity – recycling bags will be provided.

We will be asking for a 'satisfaction signature' from all candidates. This is to confirm that you have no further queries or complaints about the election or other candidates. This will be done at 4pm in Priory on level 6 of the Union.

Announcing Results

Results will be announced in Strath Union at 19.00 on Thursday 29th of March, location TBC. Results will then be placed on the Strath Union website following the announcements.