

Strathclyde  
Students'  
Union



## Candidates Pack 2020

### Contents

|  |   |
|--|---|
| <b>Candidates Pack 2020</b> .....        | 1 |
| Who can stand? .....                     | 2 |
| Which positions are available? .....     | 2 |
| Elections Timetable.....                 | 3 |
| Nominations.....                         | 3 |
| Publicity and Candidate Allowances ..... | 3 |
| Campaigning .....                        | 5 |
| Social Media.....                        | 5 |
| Clearing Up.....                         | 5 |
| Election Rules 2019.....                 | 6 |
| Polling.....                             | 8 |
| What is RON? .....                       | 8 |
| Announcing Results.....                  | 8 |

## 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.

## Which positions are available?

- President
- Vice President Community
- Vice President Education
- Vice President Inclusion
- Vice President Sport
- Vice President Welfare
- Faculty Rep (1 for each Faculty)
- Democracy Convenor
- BAME Rep
- Disabled Students' Rep
- Interfaith Rep
- International Students' Rep
- LGBT+ Rep
- Mature Students' Rep
- Part Time Students' Rep
- Women's Rep

The 6 full-time sabbatical positions make up the Executive Committee, who are responsible for the political leadership of the organisation. These positions are also 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>

There are restrictions on who can be a Trustee and some people are excluded for reasons including unspent criminal convictions, undischarged bankruptcy and being previously removed from trusteeship. More information is available at:

<https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

If you have any questions about the roles or are unsure about standing in the elections, get in touch with us at [strathunion.dem@strath.ac.uk](mailto:strathunion.dem@strath.ac.uk) or pop into Level 7 of The Union for a chat.

## Elections Timetable

|  |              |   |
|--|--------------|---|
| <b>Thursday 23<sup>rd</sup> January</b>  | <b>17.00</b> | <b>Workshop – Elections 101</b>                       |
| <b>Tuesday 4<sup>th</sup> February</b>   | <b>17.00</b> | <b>Workshop - Designing your campaign</b>             |
| <b>Thursday 13<sup>th</sup> February</b> | <b>17.00</b> | <b>Workshop - Winning your election</b>               |
| <b>Tuesday 18<sup>th</sup> February</b>  | <b>12.00</b> | <b>Nominations close - online campaigning begins</b>  |
| <b>Tuesday 18<sup>th</sup> February</b>  | <b>17.00</b> | <b>Workshop - Candidates’ briefing</b>                |
| <b>Thursday 27<sup>th</sup> February</b> | <b>09.00</b> | <b>Physical campaigning begins</b>                    |
| <b>Monday 2<sup>nd</sup> March</b>       | <b>18.00</b> | <b>Election hustings – details tbc</b>                |
| <b>Tuesday 3<sup>rd</sup> March</b>      | <b>09.00</b> | <b>Voting opens</b>                                   |
| <b>Thursday 5<sup>th</sup> March</b>     | <b>16.00</b> | <b>Voting closes – all expenses must be submitted</b> |
| <b>Friday 6<sup>th</sup> March</b>       | <b>18.00</b> | <b>Results announcement</b>                           |

## Nominations

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

Candidates will also need to include your manifesto as part of the nomination form. This is limited to a maximum of 250 words. You may also include a slogan to appear on the candidates list.

All candidates may submit a photo of themselves along with their nomination form. This should be of decent quality, clearly show your face and be in a .jpg format.

Candidates standing for a sabbatical position who are midway through their degree should inform their Head of School and/or Vice Dean Academic, prior to submitting their nomination.

**All nominations including manifestos need to be submitted by 12noon on Tuesday 18<sup>th</sup> February.** The online nominations form will close at this time and no late forms can be accepted.

## Publicity and Candidate Allowances

Each candidate is given a budget allowance that 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 on what you plan to buy, please contact [strathunion.dem@strath.ac.uk](mailto:strathunion.dem@strath.ac.uk)

Candidates will receive the following allowances, in each case whichever is lower:

- Executive Roles (President and Vice Presidents): £100 or an equal share of £1200
- Non-Exec roles (Reps and Convenors): £50 or an equal share of £1400

If you choose to stand for multiple positions, you cannot combine your budgets. You must run separate campaigns for each election.

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.

**All expenses must be submitted to the Student Engagement Office on level 7 of Strath Union by 16.00 on Thursday 7<sup>th</sup> March.**

**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](mailto: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.

## 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](#).

## Clearing Up

Once polls close all candidates must make sure that their Campaigns Team go around campus and take down all publicity – recycling bags will be provided.

## Election Rules 2019

Strath Union is committed to running fair and free elections. All candidates should note:

1. Failure to comply with the Election Rules may lead to sanctions or disqualification.
2. Campaigning is defined as any means of public declaration or publicising of a candidacy during the Election period.
3. No public-facing campaigning is permitted until nominations close on Tuesday 18<sup>th</sup> February at 12noon. Online campaigning may then commence with physical campaigning permitted from 9am on Thursday 27<sup>th</sup> February 2020.
4. Candidates may only stand for one officer role in the election.
5. Candidates will 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.
6. Strath Union office space or equipment cannot be used at any time for campaigning purposes. No active campaigning may take place on level 7 of Strath Union and no posters may be displayed here.
7. Candidates will be advised of the locations of polling stations and campaigning in these areas is not permitted. Campaigning within the library and limited access areas is also not permitted.
8. Candidates and their supporters must not harass, bully, intimidate, bribe or blackmail students in the pursuit of votes.
9. Campaigners are prohibited from providing a smart device to students in order for them to vote and may not vote on another student's behalf.
10. Sabbatical officers and Strath Union student staff can only campaign if they have taken approved annual leave in advance to do so.
11. Strath Union staff who are not students are not permitted to be involved in campaigning.
12. Lecture shout outs are permitted but must not disrupt lectures. Please ask permission from any lecturer who is present and respect their decision.
13. 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.
14. Candidates may set up one website and one account on each social media platform to use for campaigning purposes. The website must be taken down at the close of the Elections.
15. Unsolicited e-mails, including any e-mail lists of which you are a member of including Clubs, Societies, Groups and Class lists, may not be used.
16. Campaigning methods which damage or deface surfaces may not be used. This includes stickers and chalk.
17. 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.
18. Candidates are precluded from using club, society or group spaces on the John Anderson campus in a way that is not available to all other candidates.

19. Candidates are responsible for their own health and safety and should not undertake any activities which endanger the safety of others.
20. At all times during the Election, Candidates and members of their Campaign Teams are subject to and expected to act in accordance with Strath Union'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 Strath Union's 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 Deputy Returning Officer c/o the Student Engagement Team on Level 7 of Strath Union or via e-mail to [strathunion.dem@strath.ac.uk](mailto:strathunion.dem@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 Strath Union'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 Deputy Returning Officer (or their nominee) will undertake an investigation, as appropriate.

The Deputy Returning Officer will consider the complaint and any evidence presented and reach a decision on how to proceed in accordance with the Schedules.

### **Review of Election Complaints**

Any complaint about the Deputy Returning Officer shall be addressed by the Returning Officer as will any appeals.

Where a complainant remains dissatisfied with the response they have received, they may request a review of the handling of the complaint by the Returning Officer. Any such request must be made in writing **within 6 hours of issue** of the original response to the complaint.

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

## Polling

The voting period is between 09.00 on Tuesday 3<sup>rd</sup> March and 16.00 on Thursday 5<sup>th</sup> March 2020. 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 (e.g. President) The Single Transferable Voting system (STV) is used to elect multiple candidates for a position (e.g. 2 Student Trustees).

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.

## Announcing Results

Results will be announced at 18.00 on Friday 6<sup>th</sup> March. The results announcement may be postponed on the instruction of the Returning Officer or Deputy Returning Officer. Results will be uploaded to the Strath Union website following the announcements.