

Election Regulations

1. Interpretation

- 1.1 These Regulations are written with the intent of ensuring free and fair elections at the Guild of Students.
- 1.2 These Regulations are in conjunction with Byelaw 8 (Elections) of the Guild of Students. Please refer to this Byelaw in addition to these regulations.
- 1.3 The Returning Officer of the Guild of Students, or recognised nominee, shall have the final say over the interpretation of these Regulations.
- 1.4 These Election Regulations shall apply to all Guild of Students elections including the Residence Association Elections but excluding all other Student Group and Association elections.
- 1.5 In addition to these Regulations, all other Guild and University Rules and Regulations, and all Laws of the Land shall apply.

2. Notice and Nominations

- 2.1 Notice of any election shall be given at least one week prior to the opening of nominations for that election, and shall include all information outlined in Byelaw 8.
- 2.2 All nominees must be Full Members of the Guild of Students
- 2.3 The procedure for return of nominations is outlined in Byelaw 8, Section 4.
- 2.4 All candidates must have their nomination forms endorsed by a number of proposers.
- 2.5 Proposers must be Full Members of the Guild. In some elections, further restrictions apply (as stated in these regulations).
- 2.6 The number of proposers required is as follows:
 - Guild Officer elections – 10
 - NUS Delegate elections – 5
 - Guild Council elections – 2
 - Residence Association elections – 2
- 2.7 In Residence Association elections, only Full Members who are resident in a hall may stand in the election for that hall. In addition, only Full Members also living in the hall may sign a nomination form for that hall.
- 2.8 In Guild Council elections, Full Members may only stand in elections for their primary School. In addition, nomination signatures may only be received by Full Members also studying in that School.
- 2.9 If no nominations are received for a position by the close of nominations, nominations will be reopened for that position for three days.
- 2.10 All nominations shall be confirmed with the candidates within 48 hours after the close of nominations for that election.
- 2.11 A list of confirmed candidates shall be displayed in the Guild and on the Guild of Students website.

3. Supporters

- 3.1 The Returning Officer or nominee shall have the absolute discretion in determining a supporter of a candidate.
- 3.2 A "supporter" shall usually mean any person who openly supports a candidate.
- 3.3 No Guild Committee, Guild recognised Student Group or Guild Sabbatical Officer shall support a candidate.
- 3.4 All candidates must clearly support themselves.
- 3.5 No candidate should seek support from an external body to the Guild.

- 3.6 In Single-member elections (where there is only one available seat per position) other than Residence Association Elections candidates may support other candidates. However, a candidate's budget can only be spent on that candidates own publicity.
- 3.7 In Residence Association Elections & Multi-member elections (where there are multiple seats available in each position) candidates can only support themselves. Slates are not allowed.

4. Publicity

- 4.1 All publicity must be approved by the VPDR or nominee.
- 4.2 Manifestos
- 4.2.1 All candidates, other than those standing for Guild Council must submit a manifesto. Candidates must also submit a text version of their manifesto for accessibility purposes. All manifestos must be submitted by the close of nominations for that election.
- 4.2.2 All manifestos will be displayed at ballot boxes.
- 4.2.3 All candidates in all elections must submit a written statement of no more than 200 words outlining why they are standing, their election wishes and pledges and any other relevant information. These must be submitted by close of nominations for that election. This can be used after the election.
- 4.3 Campaign material
- 4.3.1 A budget will be provided by the Guild to every candidate. The budget amount for individual elections shall be clearly stated in the Nomination Pack for that election.
- 4.3.2 Candidates cannot spend more than the budget given to them by the Guild of Students.
- 4.3.3 Where possible, campaign material should be provided at the Guild's Post and Print shop.
- 4.3.4 Candidate budgets can only be spent on campaign material for the election for which the budget has been allocated.
- 4.3.5 Subject to falling within the campaign budget, all personal expenditure shall be reimbursed by the Guild on presentation of receipts.
- 4.3.6 Candidates shall remove their own publicity within five days of the close of voting for that election.
- 4.3.7 All publicity shall contain the Guild of Students 'footer' provided to candidates by the Guild after confirmation of nominations.
- 4.3.8 Display
- No publicity may be affixed in such a way as to interfere with the publicity of another candidate, and no candidate may remove or deface the publicity of another candidate.
 - No fixative, which shall include stickers, may be used on interior surfaces.
- 4.4 Publicity in Buildings
- 4.4.1 Any candidate who wishes to place campaign publicity in buildings shall be responsible for obtaining permission from the appropriate authorities where required. No permanent adhesive shall be used in any circumstances.
- 4.4.2 With the exception of temporary hoardings provided by the University for the purpose of the election and the exterior notice boards around the campus, no campaign publicity material may be fixed to any exterior surface of University property.
- 4.4.3 Candidates may not place campaign publicity exceeding in total size the equivalent of a sheet of A3 paper on any of the temporary

hoarding boards erected around the campus for the purpose of the election.

- 4.5 Electronic sound and loud-hailing equipment are prohibited.
- 4.6 The Guild building shall not be used by candidates or their supporters for storage of campaign publicity or materials other than those specified by elections committee.
- 4.7 Free and Fair use items shall be determined on an individual basis by Elections Committee.

5. Campaigning

- 5.1 The definition of campaigning shall be at the discretion of Elections Committee.
- 5.2 Candidates may not campaign for election before the date set by Elections Committee for the commencement of campaigning for each election.
- 5.3 No candidate or supporter shall approach within the vicinity of a polling station other than for the purpose of voting. This should be enforced by person(s) manning that polling station.
- 5.4 Nicknames
 - 5.4.1 Candidates may campaign under the guise of a chosen nickname, so long as it is used in addition to their first identity and surname and is no more than four words.
 - 5.4.2 Such nicknames may be published on the ballot paper, so long as the full name of the candidate also appears.
 - 5.4.3 Confirmation of nicknames shall be submitted to Elections Committee by the close of nominations.
 - 5.4.4 Elections Committee may, at its sole discretion, withhold the right to the use of a specific nickname.

6. Hustings & Candidate Meetings

- 6.1 Hustings and Candidate Meetings shall be organised at the discretion of the Chair of Elections Committee
- 6.2 Candidate Meetings shall act as a forum for discussion between Elections Committee and candidates
- 6.3 At Hustings the Chairperson shall indicate that Re-Open Nominations is a candidate in the election.
- 6.4 Nominees
 - 6.4.1 Candidates may appoint nominees to attend Hustings at the discretion of the Chair of Elections Committee or his/her stated nominee.
 - 6.4.2 Nominees must be Full Members and shall make a speech.
- 6.5 If in the opinion of the Chairperson, a speaker is deliberately breaching or flaunting the Regulations, the Chairperson shall have the authority to remove the speaker from that round of speeches, the remainder of the hustings, and, on subsequent approval by Elections Committee, from all further hustings.
- 6.6 Candidates are required to attend or provide adequate reason for their inability to attend all Candidate Meetings and Hustings

7. Voting

- 7.1 Wherever possible, voting shall be by E-voting methods.
- 7.2 Where E-voting is not possible in cross-campus elections, or where the E-voting system becomes inoperable, the following guidelines will apply.

7.3 Alternative Voting Methods

- 7.3.1 A "crash" before voting happens, or E-voting not possible
- Ballot papers printed on paper (pro formas pre-prepared).
 - Verifying voters at ballot stations and ensuring only 1 vote per voter.
 - All voters will fill out paper register before voting.
 - All students registered for the first time before Sept 2007 should have a paper 'Registration card' with election numbers. To verify these voters numbers, numbers will be punched out of paper registration card after verifying identity with photo ID.
 - Students registered from Sept 2007 for the first time will not have a paper registration card. To verify these voters:
 - Symbol agreed prior to election to be marked on plastic card with UV pen for that election/vote.
 - UV light shined over plastic ID.
 - If no UV Pen mark found under UV light, chosen symbol marked on card with UV pen. If UV pen mark present, voters can't vote.
 - In Residence Association elections, the validity of the voter shall be confirmed through the manual check of a picture University ID, and the marking of the voter off a register with all known occupants of that register.
 - Voter registers entered into spreadsheet each day. Checks made to ensure no voter on register twice.
 - If voter on register more than once only first entry on registered will be valid- all other ballot papers linked to that voter will be removed to count.
 - Counts will be done manually using paper ballots.
- 7.3.2 Crash after voting opened. Votes cast before crash safely stored and accessible after crash.
- Voting suspended for period.
 - Voter registers for electronic voters downloaded and alphabetically ordered by surname. ()
 - Paper ballots (pre-prepared) printed and distributed to ballot stations with copies of electronic registers of voters already having voted electronically.
 - Voters provide university photo ID and are checked against the register. If none on register, voter declined (vote already registered against that voter).
 - If voter not on electronic voting register, proceed to voter verification procedure outlined in one above.
 - Count will involve printing off ballot papers, stored on electronic servers and paper ballots from second port of vote. Count done manually
 - If one candidate and RON or a Referendum, electronic voting of electronically cast votes could occur and then added to paper totals as long as electronic system will allow it.
- 7.3.3 System crashing during e-vote and cast votes not retrievable from server.
- E-cast votes nullified
 - Proceed to procedures outlined in stage 1.
- 7.3.4 System crashing after close of ballots but before vote count so e-count can not occur.
- Completed ballots printed and manually counted.

- 7.4 Restrictions on which Full Members may vote shall apply in the following elections. All other elections shall be shall be cross campus and open to all Full Members.
- Residence Association – only Full Members living in a residence may vote in the election for that residence.
 - Guild Council – Full Members may only vote in the election for Guild Councillors from their primary School, as defined on their registration.

8. Results

- 8.1 Results shall be announced as soon as is practicable after the close of the election.
- 8.2 Results will be displayed in the Guild and on the Guild website.
- 8.3 All results shall be provisional until confirmed by the Returning Officer following the closure of any complaints. This will be at least five days following the close of voting.

9. Conduct of the elections

- 9.1 Prior to the opening of voting, Elections Committee shall be the nominated body to investigate complaints regarding the election in the first instance.
- 9.2 During the voting period, the VPDR or nominee shall be the nominated body to investigate complaints regarding the election instance.
- 9.3 After the close of voting, the Returning Officer shall be the nominated body to investigate complaints regarding the election. Complaints must be received within five working days of the close of voting.
- 9.4 All results shall remain provisional until the Returning Officer is satisfied with the conduct of the election.

10. Enforcement of Regulations

- 10.1 If a candidate is found to have broken these regulations, as deemed by the Returning Officer or nominee, or Elections Committee, the candidate may be sanctioned.
- 10.2 Sanctions shall be at the discretion of Elections Committee and/or the Returning Officer or nominee.
- 10.3 Candidates in breach of these regulations may also be subject to Guild, and/or University discipline procedures, and/or legal proceedings.
- 10.4 Candidates shall be held responsible for their own actions in elections and the proven actions of their supporters.
- 10.5 In circumstances whereby it is not possible to call a meeting of Elections Committee at short notice, the Chair of Elections Committee and another Sabbatical Officer shall be responsible for the enforcement of elections regulations until such time as Elections Committee is called to consider this matter.
- 10.6 If Elections Committee decides that there has been a serious breach of these regulations, a candidate may be disqualified from the election. This must be with an absolute majority of the full Elections Committee. Upon such disqualification, the Chairperson of Elections Committee shall notify the Returning Officer immediately who shall hear and decide upon appeals made against such disqualification.
- 10.7 Elections Committee may hold discussions under the provisions of Reserved Business when discussing complaints.