

SRUCSA Election Rules and Regulations

This section outlines SRUCSA's policy on the procedure for electing Officers and details the remit of the Returning Officer. It also outlines the election rules that you will need to follow. This will be explained in the candidate briefing, and you must follow these whilst running your campaign. When filling in your nomination form you will need to confirm that you agree to this.

1. Returning Officers

The Returning Officer for SRUCSA elections is NUS. The Returning Officer (RO) has ultimate oversight of ensuring that elections are free and fair and will have the final ruling on any decisions or appeals. The Returning Officer is supported by the Deputy Returning Officer (DRO): a member of SRUC staff, who is responsible for running the elections and ensuring that they are free and fair at the institutional level. Together the RO and DRO are the 'Returning Officers'.

- 1.1.1. The Returning Officer and Deputy Returning Officer shall be jointly responsible for the good conduct and administration of all SRUCSA elections and shall have the sole interpretation of the election regulations specified in this document.
- 1.1.2. The Returning Officer may appoint deputies (none of which may be a student) in order to facilitate the election.
- 1.1.3. Returning Officers will set the dates of the election in consultation with SRUCSA and the Election Committee.
- 1.1.4. The Returning Officers and Election Committee are responsible for organising the election results announcement and notification to SRUC.

1.2. Election Timetable

- 1.2.1. The Returning Officers shall ensure that election of the Co-Presidents takes place within sufficient time for them to take up their roles on 1st July. Once elected the Co-Presidents shall take office on 1st June and shall serve for no more than 12 months without re-election. Under the terms of the Education Act (1994), no individual may occupy a significant sabbatical officer position for more than two years.
- 1.2.2. The Returning Officers shall ensure that appointment of the Black Students' Officer, Disabled Students' Officer, LGBT+ Officer and Women's Officer takes place within sufficient time for them to begin their roles on the 1st June. Once elected they shall take office on 1st July and shall serve for no more than 12 months without re-election.
- 1.2.3. Dates of elections, a copy of the election timetable and a copy of the election regulations shall be disseminated to students at least 21 working days before the elections.

1.3. Standing for Election

1.3.1 The Officers appointed by the election process are:

- Central Faculty Student Co-President
- North Faculty Student Co-President
- South and West Faculty Student Co-President
- Black Students' Liberation Officer
- Disabled Students' Liberation Officer
- LGBTQ+ Liberation Officer
- Women's Liberation Officer
- Academic Board- FE
- Academic Board- HE
- Academic Board- Postgraduate
- Academic Board- Equality, Diversity & Inclusion

1.3.2. No individual who has opted out of SRUCSA membership may stand for any position.

1.3.3. Reopen nominations (RON) shall be a candidate in all SRUCSA elections. If RON receives the most votes then nominations must be re-opened, and a by-election held for that role. The by-election will follow the same processes and rules as outlined in this document; however, the successful candidate will take office for the remainder of the 1-year term (from the point at which they are instated), rather than receiving a 1-year contract.

1.3.4. Nomination forms will be available at least ten working days before nominations open. Forms are mainly available online, but paper copies can be provided on request. SRUCSA staff will be able to help any candidate who requires support to complete the nomination form. This support will be advertised throughout the nomination process and can be accessed by contacting the Returning Officers or SRUCSA.

1.3.5. The nomination form shall include a role description outlining the role being contested. It will also contain information on the facilities SRUCSA will make available to each candidate.

1.3.6. Members of SRUCSA can stand for election only once they have completed, signed and returned their nomination form.

1.3.7. Nomination forms must be submitted to the Returning Officers or a person appointed by them by the deadline specified. This must be at least 9 days before the date of the commencement of the ballot.

1.3.8. All candidates should attend a 1:1 candidate briefing session with the DRO. This will be arranged a time that suits each candidate, via email.

1.4. Promoting the Election

1.4.1. The Returning Officers shall produce a list of candidates which will be made available to all students after nominations close.

1.4.2. The Returning Officers or a person appointed by them shall provide the candidate with an Election Pack.

1.4.3. The contents of the Election Pack shall be determined by the Returning Officers in conjunction with the Election Committee.

1.5. Campaigning

- 1.5.1. The candidates may commence campaigning once their candidacy has been confirmed at the close of nominations. Confirmation of their candidacy will be provided by SRUCSA at the close of nominations by email.
- 1.5.2. Specific guidance on the dates at which campaigning may begin and the types of campaigning that are permitted will be outlined in the Election Packs.
- 1.5.3. Candidates cannot use any communication materials or campaigning methods that are not sanctioned by the Election Pack.
- 1.5.4. Candidates and their representatives must conduct themselves appropriately at all times. They must treat other candidates and their representatives with respect, dignity and fairness. All campaigning must be carried out in line with the positive spirit of the elections and candidates should not carry out personal attacks on other individuals standing in the elections or tamper with the campaigning materials of other candidates.
- 1.5.5. All candidates must abide by SRUC's relevant policies including Equality, Human Rights and Inclusion Statement AND Information Services and IT Agreement. All candidates and their representatives must adhere to The Student Charter.
- 1.5.6. Candidates will be held responsible for the conduct of their campaign teams, and it is each candidate's responsibility to ensure that their campaign teams follow election rules.
- 1.5.7. Candidates and their representatives must not intimidate, harass or bully voters (particularly during voting). This includes attempts to influence a student's vote whilst they are voting on a personal computer, mobile device or laptop.
- 1.5.8. Candidates must not use SRUCSA's branding in their campaign materials.
- 1.5.9. Candidates can use as many social media platforms as they wish, however any posts made must be in line with SRUC's Student Charter, the positive spirit of the elections and the election rules. Candidates should remove all campaigning materials from social media platforms within a week of polls closing.
- 1.5.10. Paid SRUCSA Officers who wish to campaign (either for themselves or someone else) must take holidays, TOIL or unpaid leave to do so. Paid and voluntary Officers who are campaigning are not permitted to use SRUCSA premises, materials or branding to do so. Paid or voluntary Officers and Class Reps should not use platforms that other students cannot access to campaign.
- 1.5.11. Whilst institution staff can encourage a candidate to run, they should not endorse or promote a particular candidate. They can, however, encourage students to vote (but not for a particular candidate).

1.6. Election Regulations

These regulations shall be in effect for any election or by-election.

- 1.6.1. The election will be carried out using an appropriate voting system.

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- 1.6.2. The duration of the election will be set by the Election Committee.
- 1.6.3. The count will take place within one week of close of voting.
- 1.6.4. The Returning officers will circulate information on election regulations to the candidates.
- 1.6.5. All candidates must submit election manifestos/ personal statements to the Returning Officers for circulation to the student body by the date specified.
- 1.6.6. No candidate may exceed the spending cap set by the Returning Officers. If candidates spend more than this, sanctions may be given.
- 1.6.7. If any post on the Executive Committee falls vacant then a by-election shall be arranged by the Returning Officers. Nominations shall open no later than three working days after confirmation of the vacancy arising. All other election regulations apply.

1.7 Voting procedures

- 1.7.1. Voting shall be by secret ballot and shall be conducted using an appropriate online system.
- 1.7.2. Re-open Nominations (RON) is a candidate in all SRUCSA elections.

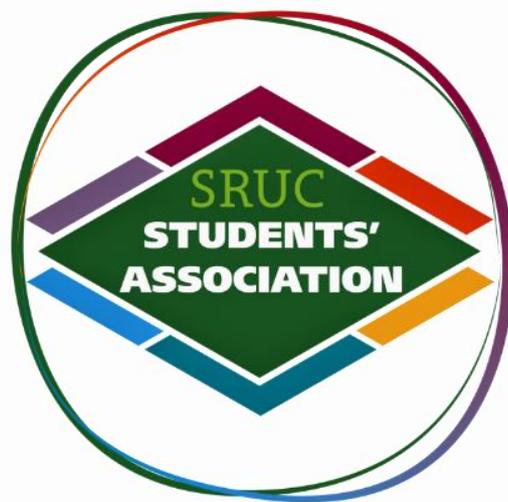
1.8 Complaints

- 1.8.1. Any challenge or complaint concerning the administration and good conduct of the election should first be addressed to the Deputy Returning Officer by email. Efforts will be made to address and resolve any complaints on an informal basis.
- 1.8.2. If candidates, representatives or members are not satisfied with the informal resolution, then they may submit a complaint/ challenge to the DRO by email. Any complaint submitted must use the standard complaint form provided in the election pack. Accompanying evidence should also be submitted. Any complaint should be submitted to the DRO by the close of voting. The DRO will then consider the complaint and evidence and provide a ruling. This ruling will detail the decision made and any subsequent sanctions or actions.
- 1.8.3. If the complainant is not satisfied with the DRO's ruling (as described in 1.8.2.) then they can choose to escalate their challenge/ complaint to the Returning Officer. This must be done within 24 hours of the initial DRO ruling. Only the original complainant(s) or the person being complained about can appeal to the Returning Officer. The Returning Officer will then consider the complaint/ challenge and make a ruling. This ruling is final.
- 1.8.4. Once all outstanding complaints have been resolved and the count taken place the only complaints that will be considered are those referring to the conduct of the count.

1.9 Sanctions

The Returning Officers may use one or more of the following, if required. Any sanction applied must be based on sufficient evidence, and proportional to the nature and severity of the rule breach.

- The Returning Officer may confiscate materials.
- Candidates may be banned from campaigning for a period determined by the Returning Officer. This would mean that no physical campaigning or posts on social media could take place during this time.
- Verbal warning.
- Candidate removal from the election process.



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