By-election rules and schedules

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Conference Document 3: By-election rules and schedules

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Purpose of this document
This document outlines the rules and timetable for the position to be elected at NUS Scotland Zone Conference 2016.

There is to be a by-election to elect one voluntary position of Executive Representative (college place) at NUS Scotland Zone Conference.

The period of office is from 24 November 2016 to 30 June 2017.

The Executive Representative will be expected to attend the remaining meetings of the SEC (Scottish Executive Committee) between 24 November 2016 and 30 June 2017. There are eight Executive Representative positions on the SEC, which are split into two blocks of four, with one of the blocks reserved for women and two places in each block reserved for a college candidate. This by-election is only open to college candidates.

What you need to do
Before NUS Scotland Zone Conference: You should read through this document and, if you want to run for election, make sure that your nomination meets the requirements set out and that any campaigning work that you do is within the parameters of the rules and schedules.

Checklist
I have read these rules in full
I have noted the deadlines for nominations
I have noted the requirements of eligibility to stand
I have noted the requirements for number of nominations
I have noted the manifesto requirements and deadline
I have noted the requirements on expenditure
I have noted the rules on accessible campaigning
I understand that I am subject to the policies of NUS including the code of conduct
Introduction from the Chief Returning Officer

These election schedules and rules will explain the processes of elections and allow you to choose your student leaders or take on the opportunity to run yourself.

The next few pages will give you the boundaries of the election processes, but you will need to bring the policies in your manifestos, the excitement to the debates and the voters to the ballots. I especially want to say that if you think that ‘someone like you’ will never be on the SEC or in a specific position because of your background, your identity or the mode of study, then please consider running.

Elections can be closely fought, but the important thing is for candidates and their supporters to approach them with a sense of respect for all students. If you’re not sure whether to stand or not then remember that the electorate will always decide which candidates they want, but they can’t decide if no-one runs.

Best wishes
Jules Mason, NUS UK Chief Returning Officer

Note: These rules are the property of the Chief Returning Officer and they alone will be the interpreter of them. Nothing in this guidance will supersede the NUS Constitution or rules. The Chief Returning Officer is the interpreter of the Constitution in relation to issues of elections.

Note: Within this document references to the Chief Returning Officer may also apply to any deputy that they have designated.
The process for elections

Voluntary Positions

There are 3 steps you need to follow to stand for the by-election to the voluntary position of Executive Representative.

Nominations for will close at **17:00 on Thursday 10 November 2016**.

**Step 1 | Your eligibility and personal details**

You will need to provide us with your full name, address, phone number and email address.

You will also need to confirm with us what Constituent Member (Students’ Union/Association affiliated to NUS) you are a member of and provide us with proof of your student status. You will need one of the following:

1. A letter from an institution confirming your student status
2. A letter from a students’ union/association confirming your student status
3. A scan of your valid student card, which clearly shows the name of institution and expiry date

You will need to be a self-defining woman to be eligible to stand for this position. You need to make sure you read the role profile below to understand what the role involves and what would be expected of you should you be elected. In the event of you being successfully elected you will be required to adhere to NUS’ policies and procedures and may be subject to an enhanced Criminal Record Bureau check as per NUS’ Safeguarding policies.

**Step 2 | Your nominations**

**For the Executive Representative position:**

Gather at least **one** nomination. You will need at least one person from a different Constituent Member to agree to nominate you to the position of Executive Representative. You may not nominate yourself. We recommend you gather more than one nominations in case of errors.

For each person you will need their full name, their Constituent Member and proof of their student status in one of the following ways:

1. A letter from an institution confirming their student status
2. A letter from a students’ union/association confirming their student status
3. A letter confirming that the nominator is a member of NUS Scotland Executive Committee
4. A scan of their valid student card, which clearly shows the name of institution and expiry date

Anyone who is a student or sabbatical officer at an affiliated union of NUS Scotland or a member of NUS Scotland Executive Committee can nominate you for election. They cannot nominate more people than there are positions for.

To nominate you they must include proof of their student status, valid on the day of nominations.

By providing proof of their student status and consenting for you to use it on the nomination form they are declaring their nomination for you. Their name and constituent member will be published online once your nomination has been accepted.

As a candidate it is your responsibility to make sure you collect all of your nominations and their proof of student status and submit it through our online form before the deadline. It is your responsibility to make sure the information is accurate and you need to understand that providing false nominations or evidence will be investigated by the Chief Returning Officer and could potentially result in disqualification from the election.
If anyone is unsure as to what is acceptable proof of student status, they should contact democracy@nus-scotland.org.uk

You should submit your nomination form online via the NUS Scotland Zone Conference webpage by **17:00 on Thursday 10 November.**

**Step 3 | Your manifesto and supporting statement**

Please note that this step is optional but we would strongly recommend it.

**Manifesto**
Submit a manifesto to support your nomination. A manifesto is a statement about why you are standing for the position. All nominations and manifestos will be published in a nominations and manifesto booklet and will be uploaded to the NUS Scotland Conference Hub.

To ensure your manifesto is included in the published booklet you need to submit it in two formats:

1. The manifesto must be received as a PDF document of no more than one A4 page
2. You must also submit a plain text copy in a word document for accessibility purposes

**Photo**
Submit a ‘heads and shoulders’ photo of yourself with a clear background. There must not be anyone else included in the photo and the image must be of a high quality for us to edit to the right size to be uploaded onto our website.

**Biography**
Submit a short statement introducing yourself of no more than 100 words. We will be putting up this up online on the Zone Conference webpage along with your headshot and a link to your manifesto.

For your Manifesto, Biography and Photo to be included in our published media or on our website you must submit them along with your nomination form before the deadline of **17:00 on Thursday 10 November 2016.**

NOTE: NUS and the Returning Officer cannot accept responsibility for the content of any external websites advertised by individual candidates within their manifesto or supporting statements.

Any nominations received after this deadline will not be accepted unless a valid reason is approved by the Chief Returning Officer.
Election Rules and additional information

The Chief Returning Officer has set out the following rules for NUS Scotland Zone Conference. It should be noted that these rules are the property of the Chief Returning Officer and their designates and they alone will be the interpreter of them.

In considering the rules candidates should be aware that they are responsible for the conduct of their campaign and supporters. Candidates for elections are governed by the NUS Code of Conduct available on NUS Connect and from democracy@nus-scotland.org.uk and a breach of this code by a candidate or their supporters may lead to disqualification, as may any breach of these campaigning rules.

Further rulings can be sought by candidates after nominations have closed. Rulings shall be circulated to all candidates at the same point.

Objections to the eligibility of candidates

Any member of NUS may object to the eligibility of candidates or their nominators. They may do this by contacting the Chief Returning Officer in writing via democracy@nus-scotland.org.uk no later than 12 noon on Thursday 17 November 2016.

Manifestos

Candidates will have the opportunity to submit a manifesto to support their nomination. This will be published on the NUS Scotland Zone Conference webpage and promoted to constituent members of NUS Scotland. If you do wish to submit a manifesto, this must be received in as a PDF document and uploaded via the online nomination form by the close of nominations. Full-time positions have two A4 pages, voluntary positions have one A4 page. You can convert your file to .pdf using a range of free software programmes available online.

Candidates must also submit a plain text copy of their manifesto in a Word document for accessibility purposes.

Manifestos received without a nomination will not count as a valid entry into the elections.

Speeches

All candidates in all positions will be given the opportunity to deliver an election speech at NUS Scotland Conference. The time allocated for each candidate will be communicated closer to NUS Scotland Zone Conference once the agenda is set.

The Ballot

For the election, the Chief Returning Officer will announce the method of voting. Ballots will display the chosen name of each candidate, the position they are standing for and any declared political affiliations of each candidate. Voting will be conducted by secret ballot. All delegates will be able to vote.

The count

The Chief Returning Officer will arrange for the count for the positions to take place at NUS Scotland Zone Conference or as soon as practical. Candidates may send one observer to the count for their election but cannot attend the election count themselves

Expenditure

Candidates in all elections have a maximum amount they can spend on their campaigns notified once the nomination has been confirmed, for all campaign publicity materials that can be worn, given or handed to delegates. Campaign materials are anything that promote your candidature or discourages others from voting for your opponents. These include, but are not limited to, flyers, posters, banners, T-shirts and bags. Candidates may be asked to produce
receipts of their expenditure and may be asked to ensure that any good/services received are available to all candidates and not only a result of special relationships with suppliers.

**For example:** Your father owns a printing firm and gives you 500 leaflets for free. You would have to declare a cost equivalent to 500 leaflets at a commercial rate within your expenditure.

**For example:** You and 3 other candidates share printing for leaflets and therefore get a bulk buy discount for 2,000. Your cost declared would be the cost of 500 copies *without* the bulk buy discount rather than a quarter cost of 2,000 copies.

Receipts must be produced by all candidates for an election an hour before a count for that election. The count will not take place before receipts for current candidates are received. Maximum expenditure for elections at NUS Scotland Conference is as follows:

Full-time officers: **£250**  
Volunteer positions: **£50**

**Note:** If you are unsure whether your expenditure counts within these boundaries you should check with the Chief Returning officer before spending any money. You cannot plead ignorance on this issue following the event.

**Emails and Facebook**  
The use of any official NUS email list to gain nominations or advertise one candidate over another is strictly prohibited. This includes any official email networks or social networking groups and events, both formal or informal, that students use for another purpose, for example to discuss a type of student activity, community or political grouping. Individual emails and the general use of social networking sites and message boards is considered word of mouth communication, and beyond the need to be respectful of their opponents, candidates are free to use these as they see fit.

**Leaflets**  
Leaflets may be distributed to delegates at any point over the conference, but not on conference floor. Leaflet distributors may be asked to disperse from an area by the Chief Returning officer or asked to desist entirely if their actions cause the event to become inaccessible.

**Accessible Campaigning**  
The Disabled students’ Campaign created guidelines for accessible campaigning that candidates are encouraged to read and can be found on the NUS Scotland Conference hub.

**Code of Conduct**  
Candidates are reminded that as members of NUS they are subject to the NUS Code of Conduct which is available online on the NUS Scotland Conference hub or from democracy@nus-scotland.org.uk

The code of conduct sets out the protocol to be followed given any breach of discipline. A breach of discipline can include (but is not limited to, threatening or harassing any other person, assaulting any other person, damaging any property, acting in contravention of the NUS Equal Opportunities Policies; acting without due regard for the safety of others, acting with dishonesty or with intent to defraud and infringement of equal opportunities, safe space, safeguarding, no platform or staff.

The Chief Returning Officer has the right, at any point, to suspend a candidate to be investigated under the Code of Conduct which may cause them to be withdrawn from the election.
Diversity monitoring
The Chief Returning Officer wants to ensure that these election processes are as open as possible to the full diversity of our membership. During the nomination process online there is an optional Diversity Monitoring Form to complete.

Role profile

Executive Representative

Role type: Voluntary unpaid with travel and reasonable expenses paid

Duration: From 24 November 2016 to 30 June 2017

Purpose: The Scottish Executive Committee is responsible for overseeing the political work of the organisation in between meetings of NUS Scotland Conference, scrutinising the work of the full-time officers and making decisions that affect NUS Scotland as a whole.

Membership: There are eight Executive Representative members, elected in two blocks of four. One block is reserved for women and two places in each block are reserved for delegates studying at a college.

What’s involved?

- Attend all Scottish Executive Committee meetings throughout the year
- Produce work reports for Committee meetings as required and take an active part in meetings to represent students
- Prepare for committee meetings and read circulated papers in advance
- Attend events as and when required
- Attend NUS Scotland events throughout the year
- Act as ambassadors for NUS Scotland and work with membership to create lasting and robust relationships
- Support NUS Scotland campaigns and activities through involvement and promotion to membership
- Abide by all NUS Group policies and regulations.

What does NUS expect of you?

NUS expects all volunteers to read and agree to follow the terms of:

- NUS Code of Conduct
- NUS Equality and Diversity statement
- NUS Staff Protocol
- NUS Social Media policy
What level of commitment is expected of me?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Date/month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend all remaining SEC meetings throughout the year</td>
<td>At least six per year (two meetings have already taken place)</td>
<td>Next meeting is on 1 December</td>
</tr>
<tr>
<td>Attend NUS Scotland events throughout the year</td>
<td>One further core event</td>
<td>• NUS Scotland Conference: 24 and 25 March 2017</td>
</tr>
</tbody>
</table>
National Union of Students Scotland
1 Papermill Wynd
McDonald Road
Edinburgh EH7 4QL
0131 556 6598
www.nusconnect.org.uk

For general event enquiries contact:
events@nus.org.uk

For content of the conference, democratic procedures and elections enquiries contact:
democracy@nus-scotland.org.uk