All election candidates (Councillors, NUS Delegates and Trustees) and their campaign team members agree to abide by the following election rules as a compulsory requirement.

The rules will be interpreted and enforced by the Returning Officers.

The SU Council Elections 2017 are fairly and properly conducted. These rules are intended to ensure fairness amongst candidates. If you’re unsure about a campaigning rule, ask yourself these three golden questions. If the answer is ‘yes’ to all then you can be reasonably confident that your activities comply with the rules:

1. Does the activity sit inside the allowed timeframe?
2. Is it something that is “freely accessible” to all candidates to use?
3. Is it harmless towards another person or their campaign?

Remember: Use your common sense and try to resolve issues with other candidates through compromise, courtesy and respect.

**Election officials**

**Returning Officers**  
Who: Celeste Jones and Santhana Gopalakrishnan  
Role: Responsible for the conduct of the election. Returning Officers can only be contacted at elections@sheffield.ac.uk Emails should be addressed with: “For the Attention of the Returning Officers”

**Senior Returning Officer**  
Who: Peter Robertson from the National Union of Students.  
Role: To advise the Returning Officers where necessary.

**Counting Officer**  
Who: Jaki Booth, Students’ Union’s Chief Executive Officer  
Role: Responsible for the counting of the elections.
1. ELECTIONS TIMETABLE
1.1 The SU Council Elections 2017 Timetable is agreed as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominations open</td>
<td>Monday 25 September (10am)</td>
</tr>
<tr>
<td>Nominations close</td>
<td>Friday 6 October (5pm)</td>
</tr>
<tr>
<td>Candidate training</td>
<td>Monday 9 October – Wednesday 11 October</td>
</tr>
<tr>
<td>Deadline date to formally withdraw from</td>
<td>Wednesday 11 October (10am)</td>
</tr>
<tr>
<td>election</td>
<td></td>
</tr>
<tr>
<td>Candidates’ names are announced and</td>
<td>Thursday 12 October (10am)</td>
</tr>
<tr>
<td>campaigning begins</td>
<td></td>
</tr>
<tr>
<td>Voting opens</td>
<td>Monday 16 October (10am)</td>
</tr>
<tr>
<td>Voting closes and deadline for Declaration</td>
<td>Thursday 19 October (5pm)</td>
</tr>
<tr>
<td>of Expenditure Forms</td>
<td></td>
</tr>
<tr>
<td>Results announced</td>
<td>Thursday 19 October (from 7pm)</td>
</tr>
</tbody>
</table>

1.2 No campaigning activity of any kind is allowed before candidates’ names are announced at 10am Thursday 12th October.

2. ELIGIBILITY / NOMINATIONS
2.1 Full Members of the Students’ Union can stand and vote in this election, except those who are under a disciplinary ban from the Students’ Union to do so.

2.2 Those involved in the planning or administering of the election cannot be involved in any of the election campaigns. This includes Elections Committee, Returning Officers, elections staff and the Heads of Radio, Press and TV at Forge Media.

2.3 All sections of the candidate nomination and registration forms must be completed for a nomination to be accepted. Candidates can withdraw until 10am on Wednesday 11th October by emailing su-president@sheffield.ac.uk and elections@sheffield.ac.uk.

3. CAMPAIGNING
3.1 Candidates are responsible for all those acting in support of them and their campaign where the candidate is deemed to have been in a reasonable position to control an individual’s actions.

3.2 Candidates and campaigners may not engage in behaviour that is deemed to constitute harassment or intimidation of voters, nor may they continue to engage with a member once a clear request for them to cease has been made.

3.3 It is the candidate or campaigner’s responsibility to obtain permission to carry out campaigning activities. Candidates and campaigners can assume that they have permission to place campaigning material around the concourse area of campus as advised by staff (please note stickers are not permitted to be used under SU regulations).

3.4 All printed publicity must state the name of the candidate producing the publicity.

3.5 Candidates and campaigners may not seek to influence or deliberately observe a member who is engaged in the act of voting nor provide voters with a voting platform (e.g. a smart-phone, tablet etc.)
3.6 Candidates and campaigners must not obscure, tamper with or remove the publicity of any other candidates.

3.7 Candidates and campaigners must not publish any “false statement of fact” in relation to a candidate’s personal character or conduct.

3.8 Returning Officers have the right to deem campaign material inappropriate within the law.

4. **ENDORSEMENT BY THIRD PARTIES (e.g. Committees, Societies, Clubs)**
4.1 Candidates may not be endorsed by any Students’ Union Officer, Students’ Union Council, Working or Representative Committee, Society or Sports Club. These parties may distribute messages encouraging members to take part in elections but must not show any bias toward a candidate or promote any candidate over another.

4.2 Candidates may not be endorsed by any group or organisation outside of the Students’ Union.

5. **CAMPAIGN SPENDING**
5.1 Candidates are allowed to spend a maximum of £10 on their campaign which will not be reimbursed by the Students’ Union.

5.2 Candidates may not receive any financial or material support or donation from any third party.

5.3 All candidates (including those who spent no money) must account for all expenditure related to their campaign by submitting a Declaration of Candidate Expenditure Form prior to the close of voting. All receipts relating to expenditure must be attached to the form and these will be scrutinised by the Returning Officers before the announcement of the vote.

5.4 Items freely available to any and all students at no cost do not need to be accounted for.

6. **COMPLAINTS**
6.1 The rules will be interpreted and enforced by the Returning Officers.

6.2 Any complaint against any candidate must be submitted using the Elections Complaint Form via email to elections@sheffield.ac.uk. Only completed Elections Complaint Forms will be considered by the Returning Officers. Candidates must not attempt to contact the Returning Officers outside these channels.

6.3 Complaints must be received prior to the close of voting.

6.4 Once the Count has begun the only complaints that can be submitted are in relation to the conduct of the count.

6.5 The Returning Officers shall make rulings on any properly submitted complaint within one working day of receipt.

6.6 Returning Officers may also take action without receipt of a complaint if they deem necessary.
6.7 The Returning Officers may sanction breaches of the rules in a manner they see fit.

6.8 At any point during the election the Returning Officers may seek advice from the Senior Returning Officer.

6.9 Any decision of Returning Officers shall be subject to appeal to the Elections Appeals Committee.

6.10 Any decision of the Elections Appeals Committee shall be subject to appeal to Students’ Union Council.

6.11 Any decision of the SU Council shall be subject to appeal to the University Secretary, whose decision shall be final.

7. THE COUNT
7.1 The hour for scrutiny of Declarations of Candidate Expenditure shall take place following the close of voting.

7.2 The count shall only take place once the deliberations of the Returning Officers are completed.

8. REPORT
8.1 The Returning Officers shall produce an Elections Report to the first meeting of Students’ Union Council.

8.2 The report shall be approved at Students’ Union Council and distributed to the Trustee Board and the University.