

## Rules and regulations

If you would like to see the election regulations as they appear in our standing order, you can find them [here](#).

All election complaints should be directed to the Deputy Returning Officer by the close of voting on the final day of the election. The Deputy Returning Officer is the Durham SU Chief Executive Gareth Hughes, who can be contacted at [dsu.governance@durham.ac.uk](mailto:dsu.governance@durham.ac.uk).

## Voting and counting

- Voting will take place in the form of an online ballot by the single transferable vote method (STV). Information on STV may be found on DeVote.
- The Senior Returning Officer (this is an NUS member of staff, who will oversee the elections to ensure they are fair) may restrict voting if necessary to ensure the security and integrity of the ballot.
- Mobile voting stations may be set up in Colleges and managed by professional staff and volunteers.
- The vote count will be conducted on Union premises by professional staff or volunteers as appointed by DRO.
- The count will be conducted after the close of the voting period only after all complaints relating to the conduct of the candidates and the count are resolved.
- The confirmed results of the cross-campus election will be announced publicly in the Union and published on the Union website.

## Election complaints and appeals procedure

Complaints must be forwarded to the Deputy Returning Officer no later than the close of voting [dsu.governance@durham.ac.uk](mailto:dsu.governance@durham.ac.uk). Full details of the complaints and appeals process are available on the Students' Union website in our Standing Orders (available Standing Order C)

## Marketing

Candidates may produce any marketing material (within the allotted budget of £60) to assist with their campaigns, including manifestos, posters and leaflets. Marketing training will be provided as part of your candidate training, but here are a few helpful tips so you can start planning early:

- Candidates may not campaign until campaigning opens.
- Candidates should not participate in any form of media (including Palatinate, The Bubble, Purple Radio, The Tab) during the election process other without contacting Durham Students' Union in advance. If in doubt, please check with the Deputy Returning Officer.
- Candidates should account for all expenditure spent in support of their campaign on the election expenses form provided in this election pack. No candidate may initiate or incur expenditure beyond a maximum of £60.
- Where candidates have purchased material specifically for their campaign, receipts should be provided.

## Guidance to Rules and Regulations

To help candidates avoid election complaints, please see our guidance below to the elections rules. Please feel free to contact us if you have any questions.

Rule	Guidance
Candidates/campaigns shall act in a responsible manner.	Be respectful of the other candidates and the election process. If you wouldn't want members of your family (or future employers) to know of your behaviour – don't engage in that behaviour!
Any candidate who is responsible for the administration of elections shall not carry out any such duties for the duration of the election period.	If you are your college's election coordinator (SU Rep) and wish to campaign, you are encouraged to do so. However, you must appoint someone else as college election coordinator (the SU can help you with this if needed). Should this be the case, please let the Deputy Returning Officer know who your replacement is- <a href="mailto:dsu.governance@durham.ac.uk">dsu.governance@durham.ac.uk</a>
Candidates shall be required to comply with all reasonable requirements of the Deputy Returning Officer including access to or ability to view any and all campaigning materials including social media.	Please check your emails frequently during campaigning.
Complying with all Union and University policies and regulations and the law.	Campaigns must comply with Union and University policy as well as the law. For example, campaigns must comply with policies concerning canvassing, flyposting, defamation and free speech. However, a violation of the law and/or University policy will not be considered a violation of the Union's campaign rules; it is the University's and County's responsibility to enforce their own policies and regulations (and impose student discipline if they want). The Returning Officers will not entertain complaints of violation of University policy without a showing of the behaviour violating another election rule.
Managing the conduct of their campaign teams.	You are responsible for managing the conduct of your campaign teams. You are liable for their behaviour; so if they break a rule or act in a manner that would be cause for complaint, you will be held responsible. Make sure your team knows the rules, especially with regard to canvassing.
Candidates/campaigns shall not canvass in libraries or other places used exclusively for study.	You can do shout-outs at lectures if the lecturer allows. You can canvass door-to-door, but know the College rules and be reasonable (i.e. don't do it at 2:00 am)
Candidates/campaigns shall not use Union, University or similar resources to which they	This includes things like your official email for society or other SU role, email lists, official

<p>have access by virtue of an office or position of responsibility unless equal access to such resources is available to all candidates in the election.</p>	<p>student media (create a separate one for the campaign!), work platforms (like meetings you chair or are a voting member of), etc.</p>
<p>Candidates/campaigns shall not accept sponsorship from any third party.</p>	<p>This means actual sponsorship. Being allowed to post a poster in a local coffee shop is not sponsorship; the local coffee shop providing your campaign free coffee or printed material in exchange for you mentioning them or having their logo on campaign material is.</p>
<p>Candidates/campaigns shall not seek endorsement from any person who is involved in the administration of the elections.</p>	<p>Those involved in the administration of the election include full-time Union staff and college election coordinators. Sabbatical Officers have no role in the administration of the election, so they may endorse candidates (or RON if they like). Those providing an endorsement of your campaign may do so using digital media or through events.</p>
<p>Candidates/campaigns are permitted to spend a maximum of £60 on their campaign on which the Union will reimburse on presentation of the required documentation, including receipts.</p>	<p>Keep your receipts – the DRO or SRO may ask to see them! You are allowed to have friends use old T-shirts or craft materials they already had to make campaign shirts/materials and not have it included in the spend limit.</p>