Students’ Union Council Elections 2018:
Election Regulations
Approved by Elections Committee (August 2018)

All election candidates (Councillors and NUS Delegates) 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 2018 shall be 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: Anna Crump-Raiswell (Education Officer) Mayeda Tayyab (Women’s Officer) Sarah Morse (Sports Officer)
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 2018 Timetable is agreed as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Notice of Elections</td>
<td>Monday 17 September</td>
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<tr>
<td>Nominations open</td>
<td>Monday 24 September (10am)</td>
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<td>Nominations close</td>
<td>Friday 5 October (5pm)</td>
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<td>Candidate training</td>
<td>Monday 8 October – Thursday 11 October</td>
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<tr>
<td>Deadline date to formally withdraw from election</td>
<td>Wednesday 10 October (10am)</td>
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<td>Candidates’ names are announced and campaigning begins</td>
<td>Thursday 11 October (10am)</td>
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<tr>
<td>Voting opens</td>
<td>Monday 15 October (10am)</td>
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<tr>
<td>Voting closes and deadline for Declaration of Expenditure Forms</td>
<td>Thursday 18 October (5pm)</td>
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<tr>
<td>Results announced</td>
<td>Thursday 18 October (from 7pm)</td>
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1.2 No campaigning activity of any kind is allowed before candidates’ names are announced at 10am Thursday 11th October.

GENERAL

Elections must be conducted in accordance with Bye-Law 12 of the SU’s Constitution. All regulations apply to Elections Committee, Returning Officers, Candidates, Campaign teams and any other persons involved with the election.

2. ELIGIBILITY / NOMINATIONS

2.1 Full Members of the Students’ Union can stand and vote in this election, except those who have had their right to stand removed as result of disciplinary action taken by the Students’ Union.

2.2 No candidate in the elections, nor anyone involved with their campaign, shall hold a position involved in the planning, administering or providing coverage of the elections for the duration of the elections period. This includes Elections Committee, Returning Officers, elections staff and members 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 10th 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.

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 must not receive any financial or material support or donation from any third party.

5.3 Candidates must not give, either directly or indirectly, any money or financial inducement, food, drink or entertaining, either before, during or after the election, which could influence the voting.

5.4 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.

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

6. COMPLAINTS

6.1 All complaints will be dealt with in accordance with the Election Rules and Bye-Law 17. The Rules will be interpreted and enforced by the Returning Officers who may, if they deem it appropriate use Electoral Commission guidance to inform their decision making.
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 about any aspect of the Election 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.