

Arts Students' Union Election Rules



Autumn Term 2018

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Section 1: Introduction

We want students to run as **creative** and as **imaginative campaigns** as possible, and these rules provide a framework to allow that to happen. Rules have been put in place to ensure elections at Arts Students' Union are guided by principles of: inclusivity, accessibility, fairness, accountability, transparency.

You should read and understand these rules before planning your campaign. If a candidate breaks these rules they may be given a sanction or withdrawn from the election. If you have any questions about any of the election rules please contact either of the following staff members for clarification:

Alex Fulton, Head of Communication & Engagement, a.fulton@su.arts.ac.uk
Alix Medlyn Davies, Engagement Manager, a.medlyndavies@arts.ac.uk

Values

Arts Students' Union's elections and referenda are guided by the following principles:

- **Accessibility and Inclusivity**
- **Accountability**
- **Fairness**
- **Respect**
- **Transparency**

The guiding principles are in regards to the treatment of all students, candidates and staff members of Arts Students' Union and UAL.

Glossary

In line with our commitment to make sure these elections are accessible we have provided this glossary to make our rules more understandable.

Part Time Officer : These roles are positions held during , elected to either represent a college/community/liberation group within UAL. For the purpose of this election, Part Time officers means the following roles:

- **Camberwell Officer**
- **Chelsea Officer**
- **Wimbledon Officer**
- **FE Officer**
- **Postgraduate Officer**
- **Mature & Part Time Students' Officer**
- **Disabled Students' Officers**
- **Women's Officer**
- **LGBTQ+ Students' Officer**

Student Trustees and Council Members : The following roles are elected to represent the general student body on these respective committees in the Arts /Arts Students' Union decision making structure. For the purpose of this election, this means the following roles:

- **Member of Student Council**
- **Member of Trustee Board**

Campaign-free zones:

Areas where candidates and campaigners are not allowed to campaign. For this election the campaign-free zones are:

- **Students' Union events not related to the elections**
- **All society events**

Campaign team/campaigners:

Anyone campaigning for any election candidate is deemed part of their campaign team.

Candidates and Cupcakes:

On Thursday 25 October between 4-6pm at the Blue Print Cafe, 272 High Holborn, there will be a chance to meet existing officers, other current candidates and Arts SU staff to have a slice of cake and discuss your campaign and any other questions you might have.

This covers most of the terms which are discussed during the elections please check our nominations and campaigning FAQs for a more indepth answers to the most common queries.

Timeline

- **Nominations Open:** Monday 15 October, 10am
- **Nominations close:** Wednesday 24 October, 5pm (*Candidates must not formally announce their candidacy before the start of campaigning.*)
- **Candidates and Cupcakes:** Thursday 25th October, 4pm - 6pm
- **Campaigning Period:** You may campaign from Monday 29 October, 10am until Friday 9th October, 5pm - we recommend that you do most of your in person campaigning during 'Campaign Week' Monday 5th November to Friday 9th October, at the same time as voting stalls on campus (see dates below)
- **Voting Opens:** Monday 29 October, 10 am
- **Voting Closes:** Friday 9th November, 5pm
- **The Election count:** Friday 9th November from 6pm
- **Results night event:** Monday 12th November from 6pm

Voting Stalls on Campus

(All voting stalls are open 11am to 2pm unless otherwise stated)

- Chelsea Tuesday 30th October
- Wimbledon Thursday 1st November
- LCC Library Lobby Space, Monday 5th November
- CSM Monday 9th November
- Camberwell, Wilson Road (FE) Tuesday 6th November
- Camberwell Wednesday 7th November

- LCF JPS Canteen, Wednesday 7th November, 10am to 2pm
- High Holborn Blueprint Café, Thursday 8th November, 10am to 2pm
- CSM Friday 9th November

Section 2: Campaigning resources

Manifestos are your opportunity to tell voting students what you stand for and why you should be elected. It will be displayed on the website. It can be as simple as three bullet points saying what you will do if elected.

Before campaigning starts candidates will need to:

- Produce a manifesto of no more 250 words that will be accessible to students online
- Upload a picture or poster for your campaign that will be used on the website

Campaign Materials

Candidates are **not** allowed to spend their own money to provide campaign materials. The limits set are to ensure that no candidate can gain an **unfair** advantage should they have more financial resource available than others.

The Student Union allows a small amount of money for each candidate to spend on their campaign. Candidates are allowed to spend their own money up to the set limit and will be reimbursed for this spending following the election. Candidates must keep proof of purchase, such as a receipt, for everything bought for the campaign. **Without proof of purchase you cannot be reimbursed.**

The spending limits are:

Part Time Officer: **£20**

Trustees and Student Council: **£10**

The Students' Union provides **free printing** to you.

You can access this printing at our High Holborn office. You can also, when they are open, access free printing from our college based offices. Please contact the staff based at each college in advance to arrange this, their details are below.

To ensure candidates are treated **fairly**, there is a printing limit based on the roles you are applying for:

All other roles: **250 A4 Black and White | 125 A4 Colour**

NUS Delegate Student Trustee: **150 A4 Black and White | 75 A4 Colour**

Please ensure you have the Students' Union logo on your posters to prevent the UAL estates team removing them.

Arts Students' Union provides free campaign resources at our office in High Holborn including:

- Coloured paper
- Paint
- Banner Material
- Pens
- Pencils

You may also use any resource that can realistically be obtained for free by any other candidate, for example, cardboard.

All other materials must be deducted from your campaign spending limit at the price that anyone could reasonably buy it. Please see the [Frequently Asked Questions](#) document to see items we provide baseline costs for. If the item which you are enquiring about has not been costed then please speak to someone from the engagement team for a costing.

SU Staff based in the colleges:

<u>ENGAGEMENT TEAM</u>	
Alix Medlyn Davies Engagement Manager	0207 514 2103 a.medlyndavies@arts.ac.uk
Annesah Al Harbi CSM College Coordinator	07984951367 . a.alharbi@su.arts.ac.uk
Cecelia Graham Camberwell College Coordinator	07984961453 c.graham@su.arts.ac.uk
Miriam Brightbart LCC College Coordinator	07722125139 m.brightbart@su.arts.ac.uk
Zina Monteiro Chelsea and Wimbledon College Coordinator	07984961607 z.monteiro@arts.ac.uk
Joseph Standish LCF College Coordinator	07984961844 j.standish@arts.ac.uk

Section 3: Campaigning

All candidates and campaigners are expected to act in line with the guiding principles of the elections. The codes of conduct that you sign up to as a student at UAL and a member of Arts Students' Union apply to you and your campaigns team. This includes, but is not limited to, the Student Charter found [here](#).

Be Inclusive and Accessible

Arts Students' Union believes that any and every student should be able to participate in the elections. To ensure that our elections are **accessible** for all candidates. Campaigning can be an extremely busy time in colleges, your fellow students have the right to have space where elections and campaigning will not impact their day to day lives. The following spaces are reserved as campaigns free spaces:

- Libraries
- The Campaigns Freezone during voting
- Events organised by societies and sports clubs
- Within 2 metres of a polling station

Be mindful of your own and others wellbeing.

Be Accountable

Each candidate is responsible for the behaviour of their campaigns team, make sure they know and are abiding by the rules laid out in this document. If a member of your campaigns team breaks a rule then it does not reflect well on you as a candidate.

You are accountable for all your actions whilst campaigning, make sure you know the rules and don't forget to ask questions. If you are confused about anything speak to either Alix Medlyn-Davies or Alex Fulton. Find their contact details in this document.

Be Fair

Manifestos and campaigning your chance to persuade the student body they should vote for you. The misuse of power to gain an advantage over other candidates is in contradiction to these principles. Candidates should not force or provide students with the means to vote.

You must **not** campaign within 2 metres of a polling station.

Be Respectful

Candidates and campaigners are reminded to ensure they are respecting others and themselves during the elections period

Campaigners must not campaign by canvassing or knocking door-to-door in student accommodation

Candidates should ensure they are campaigning in a respectful manner to all staff, students and the environment. Get creative with your campaigning! But remain respectful.

Candidates must ensure they are respectful of UAL buildings

Be Transparent

In order to ensure elections are run fairly, Arts Students' Union asks all candidates to ensure their campaign is transparent. Ensure you and your campaigns team are following all the rules outlined in this document.

When asked please provide staff and the returning officer with all relevant information on your campaigning this includes, submitting budgets before the close of voting and submitting evidence for a complaints procedure.

Section 4: What to do if someone isn't upholding these principles.

The Arts Students' Union elections complaints process exists to ensure the guiding principles are upheld. Any candidate or student can be a part of ensuring our elections are **fair, inclusive, accessible, and respectful**.

The Returning Officer is Howard Littler, Academic Representation & Communities Manager at Goldsmiths Students' Union. It is the Returning Officers Role to ensure the elections are fair and transparent. On a day to day basis Alex Fulton and Alix Medlyn Davies will act on Howard's behalf as the Deputy Returning Officers.

All complaints must be made in writing to the Returning Officer by emailing democracy@su.arts.ac.uk

You must submit evidence of how these principles have not been upheld in this email. The returning officer will reply within one working day. This does not include weekends. Any complaints submitted without evidence will mean a delay in a ruling being made.

The deadline for submitting complaints is the close of polling **Friday 9th November at 5pm**.

If the complaint is about the elections count then this must be made no later than 5pm the day after the count.

If the complaint is upheld, the students' union returning officer will apply appropriate measures to ensure the principles continue to be upheld for the remainder of the election period.

Arts Students' Union believes that vexatious and frivolous complaints do not align with the election's guiding principles especially in relation to respecting your fellow candidates.

You can appeal the decision made by the returning officer by emailing (democracy@su.arts.ac.uk) within 1 working day of the ruling being published.