



RULES AND REGULATIONS

We want these rules to guide a free, fair and fun process to elect The Union's Student Officers in March 2019. Any questions, challenges and complaints about these rules or the conduct of the elections must be made in writing to the Deputy Returning Officer as soon as possible. The Deputy Returning Officer is Lisa Burton who can be contacted through l.burton@mmu.ac.uk.

ANY QUESTIONS?

Contact the deputy returning officer Lisa Burton:
l.burton@mmu.ac.uk

The Returning Officer will be a member of staff from the National Union of Students and can be contacted via Lisa Burton.

Our general philosophy is that candidates are expected to conduct themselves in a way that is fair and reasonable and engage in a positive campaigning experience that helps students to vote. We don't believe that restrictive rules help the elections process to engage students in discussions about the future of their experience, or help them to vote. As such, our rules are deliberately minimal. We expect candidates to ensure that they and their campaign teams support this and ask all candidates to sign a Campaigns Pledge before campaigning starts.

EXPENDITURE

Candidates may not spend more than £50 (fifty pounds); we will reimburse some of this allocation to candidates, the sum of which will be decided after close of nominations. All receipts must be kept and handed back to the Deputy Returning Officer by the close of voting at 17:00 14 March 2019 to claim back any expenses offered.

All candidates should plan their campaign expenses carefully and keep receipts to ensure that they keep within their budgets; candidates will be reimbursed after the close of ballot only on production of receipts. Candidates may choose to share resources (or run on a slate) but each individual candidate will be accountable, and will only be reimbursed, for their own budget allocation. We will need evidence that you haven't overspent, e.g. receipts showing you have spent no more than £50 on your campaign. If you're running on a slate (in conjunction with other candidates) then you may split the costs

between you but, each candidate must not spend more than £50 in total.

All receipts must be with the Deputy Returning Officer before the close of voting, to prove candidates have not broken financial regulations before results are announced. We will not reimburse any money to candidates who fail to hand in receipts before this date.

The Union knows that some items, for example bits of wood, cardboard boxes and string, are easily available and might not result in campaign costs. We encourage innovative campaigning and use of resources but we don't want candidates to get carried away. We will listen to serious complaints of over-the-top use of items and may ask candidates to prove fair use, and ask them to stop using unfair items.

CANDIDATE ENDORSEMENT

Any current student can endorse and be a supporter of your election campaign. If any of The Union's club or society wishes to endorse a candidate or a group of candidates then they must ensure that this is done via a democratic decision of the committee and we reserve the right to ask for evidenced proof that this has happened. For example a set of minutes from the meeting where the decision was made or evidence from group chats when the decision was made. Guidelines have been created for clubs and societies, including a form to complete declaring their support of a particular candidate. All clubs and societies can get these documents from the Opportunities Office or the candidate hub online. All complaints received about this process not being adhered to will be taken very seriously and investigated, this could affect the candidate(s) position in the election.



LEAD YOUR UNION

If the club or society then decides to send out a message via email or Facebook on your behalf they must include a link to the website (www.theunionmmu.org/leadyourunion) where all other candidates' manifestos can be read. All complaints received will be taken very seriously and investigated.

You are welcome to host your own events, for example a social in a local venue. However, as you are not allowed to be endorsed by the company, anything that happens within said social needs to be available to all candidates. Please apply common sense when hosting an event.

You are not allowed to be endorsed by an external company or promoted via a commercial company. For example, a local business would not be able to appear on your promotional material nor can they openly support a single candidate.

The Union understands many students will visit local nightspots where campaigning may take place, but the venue cannot be seen to promote a single candidate or group of candidates.

PROMOTIONAL MATERIAL

Candidates are responsible for ensuring that they have permission to post publicity or to canvass in specified areas. Any publicity that is deemed to break The Union's equal opportunities policy will be treated very seriously. Candidates should also be aware that they are responsible for any activities carried out by their supporters and the publicity that they distribute on your behalf. Our Equal Opportunities Policy can be found in the Candidate Hub www.theunionmmu.org/leadyourunion.

Whilst publicity does not need to be approved by The Union, if you are unsure in any way about the content then The Union strongly advises you check before going to print or distribution. To do this you should contact l.burton@mmu.ac.uk. You are able to print out as many posters and flyers as you wish. However, if you choose to do this on your own then all costs will need to be accounted for, recorded and receipted and cannot go over your budget of £50. Any conduct or publicity that is deemed to break The Union's equal opportunities policy will be treated very seriously.

Posters can go almost anywhere in The Union building and Student Zone in Crewe. In Manchester we will provide a poster board in reception where candidates can place one poster each.

You must not move other candidates' posters, or any other poster that is already up to get yours in the space. Similarly, you must not cover any posters that are already up. No posters should be defaced.

We would advise that you speak to members of University staff in the Reception areas before posting anything in university buildings. It is important to seek their advice about where is best to put your promotional materials, this should help avoid them being removed.

Where possible, we ask for you to use blu tac and not selotape to put up posters. You can also produce your own election videos and upload them on to your own website, but please keep in mind any costs (for example paying for a domain name etc) will need to be accounted for, recorded and receipted and cannot go over your budget of £50. You can also upload a video to YouTube and add it to the website where your manifesto

is, this will need to be done by the manifesto deadline on 1 March 2019 at 14:00.

HALL KNOCKS AND LECTURE SHOUTS

We will be letting the staff in charge of Facilities-Campus and Residential Services at the University know when campaigning for elections should take place and when they might expect candidates to come along. It is down to you to organise this with the following people:

- + All Saints Student Living (Cambridge and Cavendish) – Priya Patel PPatel@mmu.ac.uk
- + Birley Student Living (Vine, Dunham, Warde, Naylor and Dale) – Robyn Hines R.Hines@mmu.ac.uk
- + Daisy Bank – Dawn Howle Dawn.Howle@iqstudent.com
- + Liberty Central – Helen McCann H.McCann@libertyliving.co.uk
- + Wilmott Student Living (Oxford Court, Needham Court, and Briarfields) – Miriam Mkumbwa Miriam.Mkumbwa@iqstudent.com

We remind you that you are responsible for your actions and the actions of your campaign team whilst carrying this out.

We will take all complaints we receive from students and from the University very seriously and these will be investigated. We also specify that whilst you can take flyers around with you to give to people when you speak to them, you should not just post flyers under doors as this causes unnecessary litter.

ANY QUESTIONS?

Contact the deputy returning officer Lisa Burton:
l.burton@mmu.ac.uk

theunionmmu.org/leadyourunion

[Twitter](https://twitter.com/theunionmmu) [Facebook](https://www.facebook.com/theunionmmu) [Instagram](https://www.instagram.com/theunionmmu) @theunionmmu

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YOUR VOICE



THE UNION
MANCHESTER
METROPOLITAN
UNIVERSITY



LEAD YOUR UNION

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SLATES

The Union understands that students may wish to run together and this is allowed. Candidates should be aware that they are responsible for any activities carried out by their campaign team and this includes those in the same slate as them. Slates may choose to share resources but each individual candidate will be accountable, and will only be reimbursed, for their own budget allocation. We will need evidence that you haven't overspent, e.g. receipts showing you have spent no more than £50 on your campaign. If you're running on a slate (in conjunction with other candidates) then you may split the costs between you.

You are allowed to take advantage of offers that may be made to a group of people ordering more materials. However, when submitting your costs, the full price should be accounted for. For example, if you have a 3 for 2 offer, you would have to claim the cost of all three items within your £50.

CONDUCT

Candidates are ambassadors for MMU students and The Union expects everyone to behave civilly and honestly. Candidates are also responsible for ensuring that they have permission to post publicity or to canvass in specified areas. Any conduct or publicity that is deemed to break The Union's equal opportunities policy will be treated very seriously. Candidates should also be aware that they are responsible for any activities carried out by their campaign team.

If you are unsure about any activity that you intend to carry out during the elections period

then The Union strongly advises you check before doing so. To do this you should contact l.burton@mmu.ac.uk.

CASE STUDIES

Running in an election is incredibly fun, but is also challenging. It's easy to get caught up in the emotion of it all and sometimes your passion could end up upsetting voters, annoying other candidates or breaking the election regulations. Below are a number of case studies to help you find the right balance throughout your campaigning:

IT Suite Campaigning – This is against the regulations

Wanting to talk to as many students as possible is paramount during an election, however, it is important to remember the rules and regulations and make sure you stick to them. Some of the places that are always full of students are the Library and IT Suite. In previous years, candidates have spent time in the IT rooms asking students to vote whilst they are sat at their computers. This not only annoys the students whilst they are working, but is against the regulations. Candidates have been removed from the election for continually campaigning in those areas. Play it safe, there are 37,000 students so you can find them in lots of other places.

Interrupting other candidates as they make their pitch to students

Elections can be tough, and running against other active candidates can spur you on to succeed. Don't let the competition get in the way of a fair campaign. Campaigning fair is important and so is having respect for the candidates you may be running against. Candidates may try to

distract you whilst you are talking to a student, they may try to 'hijack' your campaigning as you tell students what your manifesto is or why you are running. If this happens to you do not let it bother you, do not rise to it and report it to the Deputy Returning Officer. If you are a candidate who is thinking about doing it then think about the impact it would have if it was done to you or think about how off putting it can be for the student.

Keeping distance (from mobile voting devices)

All the hard work that goes into campaigning means nothing if nobody votes. The Union has tried to make it as easy possible for students to vote. Voting can be done online and using tablets/mobile devices. When a student is casting a vote it's important to let them cast the vote they want to cast. The nature of mobile devices means that students can vote there and then, don't be afraid to let them know that, however, it is vitally important that you give them breathing space to cast the vote in private. If you see them voting for you or someone else on their mobile device or PC then you are definitely too close. Treat it like putting a pin number into an ATM machine, back away and allow students to vote in private.