

ARTS STUDENTS' UNION ELECTION RULES



Spring Term 2019

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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 If a candidate breaks these rules they may be given a sanction or withdrawn from the election.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.

Full Time Officer: These roles are full-time, paid positions. As a Full Time Officer, you will be leading the students' union, representing the interests of UAL Students, and sitting on the Students' Union Trustee Board. It is a great opportunity to create change and link your artistic practice to action. For the purpose of this election, Full Time Officers means the following roles:

- **Activities Officer**
- **Campaigns Officer**
- **Education Officer**
- **Welfare Officer**

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**
- **CSM Officer**
- **LCF Officer**
- **LCC Officer**
- **Mature & Part Time Students' Officer**
- **Disabled Students' Officers**
- **Women's Officer**
- **Black Students' Officer**
- **Trans Students' Officer**

- **LGBTQ+ Students' Officer**

Student Trustees, NUS Delegates 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**
- **NUS National Conference Delegates**

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**
- **Private areas in halls of residence, beyond designated community areas**

Campaign team/campaigners:

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

Application Meeting/Campaign Training:

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

Timeline

- **Applications Open:** Thursday, 17th January, 10am
- **Applications close:** Sunday 3rd February, 23.59pm (*Candidates must not formally announce their candidacy before the start of campaigning.*)
- **Campaigning begins:** Wednesday 6th February, 9am.
- **Campaign Training** **Friday 1st February 14:00-16:00 @ High Holborn. Monday 4th February @High Holborn 16:30-18:00** Please attend this training if you are have applied to be a candidate in the elections. It is the place to *meet other candidates, get a better understanding of campaigning and start making!*
- **Campaigning Period:** You may campaign from Wednesday 6th February until voting closes on Friday, 15th February, 5pm*
- **Voting Opens:** Thursday 7th February, 10 am

- **Voting Closes:** Friday 15th February, 5pm
- **The Election count:** Friday 15th February from 6pm
- **Results night!:** Monday 18th February from 6pm

*To help manage your time, it can be helpful to do most of your in person campaigning during 'Campaign Week' Monday 11th to Friday 14th February, this is the same time as voting stalls on campus (see dates below)

Campaigning Stall on Campus

- 6th February 16.30-21.15 CSM Canteen

Voting Stalls on Campus & Halls

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

- 7th February 16.30-19.00 Sketch House - Finsbury Park N4 3JP
- 7th February 12.00-14.00 Camberwell - Peckham Road SE5 8UF
- 10th February 15.00-20.00 Costume Store - North Acton W3 6UL
- 11th February 12.00-14.00 LCC voting stall + Chelsea voting stall
- 12th February 11.00-14.00 Camberwell voting stall + LCF - JPS voting stall
- 13th February 11.00-14.00 Wimbledon voting stall + LCF (JPS + Mare street and Golden lane voting stall)
- 14th February 11.00-14.00 CSM + LCF High Holborn voting stall
- 15th February 11.00-14.00 Chelsea voting stall

Students Union' Staff roaming on Campus

(Please make sure to stay 2 meters away from the Students' Union Staff who will be roaming, collecting votes around the colleges - all the SU staff will be visibly wearing a purple SU shirt)

- 7th February 12.00-14.00 LCC
- 8th February 12.00-14.00 CSM
- 12th February 12.00-14.00 LCC
- 13th February 12.00-14.00 CSM
- 15th February 12.00-14.00 LCC

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:

- Apply, write and submit your manifesto by **3rd February 23:59**. This is what students will see when they are deciding who to vote for on our website. This is text only and a great way to get across your ideas and what you want to accomplish if you are successful!
- Send the (high res) photo you upload to this website to the email address below. This should be jpeg or png.
- Submit an A4 poster that represents who you are, your artwork and 1-3 things you want to achieve if you are successful (things you want to change, create or elevate!). This will help other students to understand what you would like to change at UAL, if you become an Arts SU Officer. Very good to use when campaigning. This should be a PDF.
- Deadline for Poster and High Res photo - **Monday 4th February 10am**.

Campaign Materials

Candidates are **not** allowed to spend unlimited amounts of 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:

Full Time Officer: **£35**

Part Time Officer: **£20**

Trustees, NUS Delegates 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:

Full Time Officer: **300 A4 Black and White | 150 A4 Colour**

Part Time Officer: **250 A4 Black and White | 125 A4 Colour**

All other roles: **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. If you want to use any of these materials, email democracy@su.arts.ac.uk.

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>	
Zina Monteiro For general election queries	07984960607 z.monteiro@su.arts.ac.uk
Annesah Al Harbi CSM College Coordinator	07984951367 .a.alharbi@su.arts.ac.uk
Cecelia Graham	07984961453 c.graham@su.arts.ac.uk

Camberwell College Coordinator	
Florence Akano LCC College Coordinator	07722125139 f.akano@su.arts.ac.uk
Alix Medlyn Davies Engagement Manager Chelsea and Wimbledon	0207 514 2103 a.medlyndavies@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, please ensure your campaign follows these principles.

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
- 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 or position 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.

Do not announce your candidacy or start campaigning until

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, upholding UAL's commitment to an inclusive and supportive environment for everyone. Not upholding these values, or launching personal attacks on other candidates is in contradiction with this principle.

Candidates must ensure they are respectful of UAL buildings

Get creative with your campaigning! But remain respectful.

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, Interim Head of Membership 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 15th February 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 redress any unfairness caused and 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.