



## Code of Conduct – NUS Referendum Rules 2020

These rules and regulations are split into the following sections:

- Union and University Rules
- Referendum Rules
- Detailed Guidelines
  - Campaign Teams
  - Campaigning
  - Campaign Allowance

During the course of the referendum, the Returning Officer may further define the referendum rules. Campaign leaders should monitor their email to ensure you are aware of any additional rules or guidance.

If the Returning Officer has evidence that any campaigner is not adhering to the Code of Conduct, they will assign sanctions as appropriate, which may involve a ban on campaigning for a certain period of time or, in an extreme case, invalidating the referendum.

Any information about teams not adhering to the Code of Conduct must be submitted (via email) to the Returning Officer at [Bristolsu-council@bristol.ac.uk](mailto:Bristolsu-council@bristol.ac.uk) before the close of voting (9pm, Thursday 12<sup>th</sup> March).

Appeals against decisions of the Returning Officer will be dealt with in line with the SU's complaints procedure: <http://www.bristolsu.org.uk/about/complaints> .

### Union and University Rules

The rules that apply everyday still apply during a referendum period. These include:

1. **Union Rules:** Campaigns teams must abide by Bristol SU's overall rules, behavioural code and equal opportunities procedures. If broken, campaigns teams are subject to Bristol SU's disciplinary procedure, which has the ability to revoke membership of the SU.
2. **University Rules:** The University has a number of rules that relate to the student community and use of facilities and property. For example: bullying and harassment code, damage to University property and buildings, the use of IT and communications with students etc. If broken, campaigns teams may be subject to the University's disciplinary procedure, which may put their student status in jeopardy.
3. **The Law:** If candidates break the law, the Returning Officer reserves the right to refer the matter to the police.





## Referendum Rules

1. Do not do anything that another campaign team cannot do
2. Treat all other students and staff with respect
3. The campaign leader will be held responsible for the conduct and management of the campaign and its team
4. Do not try and enforce the rules yourself – focus on your own campaign and contact the Returning Officer

## Detailed Guidelines

### Campaigning

The following are guidelines for campaigning but are not exhaustive.

1. Each campaign team must submit a **campaign plan** including a register of campaigners to [bristolsu-elections@bristol.ac.uk](mailto:bristolsu-elections@bristol.ac.uk) before Midday Wednesday 4<sup>th</sup> March outlining their campaign strategy and expected materials (posters, t-shirts, cakes, costumes, etc). Campaigns teams will not be allowed to campaign until this plan has been submitted. Campaign plans will be kept confidential and campaigns teams will be able to add or amend them throughout the voting period.
2. To help publicise voting times, **all posters must contain the following information:**

Vote online at [bristolsu.org.uk/referendum](http://bristolsu.org.uk/referendum)  
9am Tuesday 10<sup>th</sup> March - 9pm Thursday 12<sup>th</sup> March.

3. Lists, databases or networks (including group chats) created for the purpose of informing a group about specific activities can't be used to publicise a referendum campaign as this violates Data Protection Law. This includes official Bristol SU club and society email lists, University of Bristol course lists and NUS mailing lists.
4. A campaigns team's identity must be obvious when they campaign online (e.g. you must post with a personal Facebook account or one specifically set up for the campaign and not as another page to which they have access).
5. You must not harass potential voters, check how they are voting or record votes.
6. Posters must not cover any other notice, poster, or publication. Bristol SU is not responsible for posters removed by University cleaners. Teams are advised to seek permission from University staff/porters before placing posters. All posters must be removed at the end of voting.
7. Campaign material is the responsibility of the campaign team, including social media posts, and should not make allegations against individuals or lie.
8. Bristol SU resources must not be used to publicise a 'yes' or 'no' vote in the referendum outside the money allocated for campaign team expenditure. Current officers and elected





representatives are not allowed to use Bristol SU resources for campaigns and the resources of clubs, societies, etc. should not be used other than to promote the referendum generally.

9. Teams must not actively campaign or solicit votes before 9am on Monday 9<sup>th</sup> March, before which they must have submitted a **campaign plan** and each campaign leader signed the **code of conduct**. This includes, but is not limited to: no live websites, Twitter accounts or Facebook pages specifically supporting their campaign; no distribution of posters or other print; no visible campaign team activity; no communication requesting voter's support. Campaigns teams may gather feedback from students to inform their campaign messages.

### **Campaign Allowance**

10. Campaigns have an allowance for campaign expenditure:
  - a. Each team will receive an allowance of £100 (refunded by Bristol SU) and must not spend more than this.
11. This allowance will be refunded on the production of receipts at the end of the election using the **claims form** provided.
12. Campaign expenditure is *any expenditure that is carried out with the purpose of promoting the campaign*. This includes publicity, costume hire, t-shirt production, etc.
13. The Returning Officer's decision on the application of this definition is final and campaigns teams are advised to check beforehand and declare all expenditure/materials on their **campaign plan**.
14. All teams must submit their budget form and receipts to [bristolsu-elections@bristol.ac.uk](mailto:bristolsu-elections@bristol.ac.uk) by 10am, Friday 13th March.
15. Teams should only do what other campaigns teams have the opportunity to do. Any sponsorship, special offers or discounts must be available to all campaigns teams in a given referendum. Campaigns teams must report any such opportunities to the Returning Officer.

