



Students' Union Election Regulations 2019

1. Standing for election

The Executive Committee is made up of 3 part-time officers, as indicated by the Constitution.

Eligibility

- (a) You have to be a member of Ravensbourne Students' Union to be eligible to vote or stand for election.
- (b) The President and Vice Presidents must not continue their study during the tenure of office.
- (c) The President and Vice Presidents may undertake any other paid employment during the tenure of office subject to completing their working hours and responsibilities and attending all mandatory meetings.
- (d) Students who have been subject to disciplinary action by the Students' Union or Institution following a serious offence will not be eligible if the offence was found proven. A serious offence may include, but not be limited to, unlawful activity, violence, harassment, intimidation or victimisation of staff and/or students, damage to Union or Institution property.
- (e) If an Officer is deemed to have resigned through non-attendance, they are not eligible for election in the same academic year.
- (f) Officers previously dismissed by Ravensbourne Students' Union for disciplinary reasons will not be eligible for election.
- (g) It is the candidate's responsibility to disclose any disciplinary action taken by the Institution which would impact their student status, prior to submitting their nomination.
- (h) Successful candidate for all officer roles will need to undergo a CRB check. If, in the view of the Human Resources Department, a CRB check is "failed", the candidate will be deemed to have resigned.
- (i) Candidates are able to stand for one Executive position only.
- (j) Candidates may be re-elected for a second year and serve a maximum of two years as an Officer.
- (k) The candidates for the position of NUS National Conference Delegate may also stand for one the Executive positions if they satisfy the above criteria.

2. Nominations

- (a) All candidates must fully and correctly complete the nomination form to be eligible to stand. Forms will require the name and student ID number of proposer and seconder, who will be contacted for verification.
- (b) All positions can only be held by one individual. Joint candidature is not allowed for

any position.

- (c) Only current members of the Union are eligible to nominate candidates.
- (d) Members can nominate only one person per post. In the event of any member nominating more than 2 candidates the Returning Officer shall make a decision as to any action.
- (e) Completed nomination forms must be submitted electronically as specified on www.ravesu.co.uk/elections/
- (f) For a nomination form to be valid it must be received before the stated closing date and time.
- (g) Candidates must submit publicity materials for Returning Officer's approval by sending them to suelections@rave.ac.uk.
- (h) The nomination form will state the closing date and time for submission. Forms received after this time will be invalid.

3. Manifesto

- (a) All candidates must submit a maximum five hundred words manifesto (part of the nomination form) which will be displayed on the appropriate websites.
- (b) All manifestos should be written in English and must comply in particular with Ravensbourne's Equal Opportunities Policy.
- (c) Candidates are required to provide a photographs and/or a short video.

4. Announcement of Candidates

The Returning Officer or deputy will publish the following on the SU websites:

- (a) The names of all candidates submitting valid nomination papers.
- (b) The names of each Proposer and Secunder for these candidates.
- (c) The manifesto provided by each candidate.
- (d) The date of the election.
- (e) The times and methods by which votes may be cast.
- (f) The date, time and venue of the Husting.
- (g) Details of any invalid nomination paper, together with the reason for its invalidity.

5. Campaigning & Canvassing

- (a) Candidates are responsible for the actions of any campaigner or supporter assisting in their campaign. All election regulations apply to supporters as well as candidates, and it is the responsibility of the candidate(s) to ensure, as far as reasonably possible, that anyone assisting in their campaign reads, fully understands, and abides by these regulations.
- (b) Union societies, committees and other groups may not give support to candidates via official club/society activities (including social media).
- (c) It is the responsibility of candidates to ensure that they have any necessary authority and/or permission to canvass in student accommodation.
- (d) No candidate can use Union or Institution meetings, lectures or events inside or outside the campus without permission of the organiser, such permission should extend to all candidates.
- (e) Candidates must, at all times, respect and work within the law of the land when canvassing.

- (f) When conducting activities on the Institution or Union property, official permission should be granted from relevant persons and be in accordance with above.
- (g) Candidates may not utilise Union or Ravensbourne student mailing lists for the purposes of campaigning.
- (h) No candidate may use any Union resources except for those made available to all by the Union.

6. Hustings (Question Time)

- (a) Candidates are invited to take part in Husting, called by the President of the Union, in which they have the opportunity to explain their manifestos to the members.
- (b) Husting will take place at a venue and time as pre-advertised by the Returning Officer.
- (c) The candidates are allowed to refer to their opponents only in a factual manner.
- (d) All candidates must attend Husting. Failure to do so, except on certain grounds specified by the Returning Officer, will result in disqualification.
- (e) All candidates will deliver a speech at Husting to be followed by questions from the floor.
- (f) Anyone is permitted to attend Hustings, but only members of the Union may ask questions of candidates.
- (g) Hustings is chaired by the Returning Officer or their deputy.
- (h) Speeches should focus on the candidates' own policy and campaigns, not those of other candidates.
- (i) Any questions can raise points connected to policy, manifesto or speech content.
- (j) Candidates should concentrate on issues and are not permitted to make derogatory or personal remarks about other candidates, staff, former staff or students.

7. Publicity

Production of publicity

- (a) Publicity of any form is not permitted prior to the official commencement of the election campaigning as determined by the Returning Officer. This includes making publicly available (public being more than 10 persons), any social media or web based information.
- (b) Candidates are not to exceed their budget as outlined by the Returning Officer.
- (c) Candidates will not be allowed certain publicity materials. This list will be reviewed by the Returning Officer and includes additional unauthorised web space or sites, stickers, and graffiti.
- (d) All publicity is subject to these rules and regulations.
- (e) Outside sponsorship is not allowed to fund campaigns and publicity. Any candidate with outside sponsorship will be disqualified.
- (f) Derogatory reference to other candidates, staff, former staff or students either by name or implication is forbidden.
- (g) Election material is not to be libelous or defamatory.
- (h) Campaigning and all publicity materials must be approved in advance by the Returning Officer or their Deputy. The Returning Officer will normally approve such requests unless the proposed method would give an unfair advantage to any candidate or it contravenes University Policy.

- (i) All publicity must comply with the Union and Institution's Policy including those relating to Equal Opportunities.

Distribution of publicity

- (j) Election publicity must not obscure, deface or remove any current candidate's, Union or Institution publicity/information already displayed.
- (k) No candidate is to remove or in any way deface the election publicity of another candidate. Publicity materials must not be displayed or distributed within the Library.
- (l) Only materials suitable for fixing publicity should be used. Any costs incurred resulting from damage caused by publicity or from additional cleaning costs in removing publicity, will be charged to the candidate(s) responsible, who will be wholly liable for any such costs.
- (m) The Returning Officer or Deputy will designate and allocate poster sites at the Candidate Briefing session.
- (n) Any flyers distributed will be removed if littered.
- (o) Candidates are expected to attend a pre-election training and publicity briefing. Failure to attend, without adequate reason acceptable to the Returning Officer, may result in penalty including disqualification.

8. Elections Timetable

General

- (a) Notice of all elections will be given to all students a minimum of 10 working days before nominations open. The notice will include details of the dates on which nominations open and close, time and venue of Husting, how, where and when to vote; as well as details of all the posts to be filled.
- (b) Nominations will be open for a period of at least five working days. Notice of those candidates nominated will be displayed within two working days of close of nominations, on the website of the Union.
- (c) Candidates are not to begin campaigning until after candidate briefings and official notification is given.
- (d) Any candidate wishing to withdraw from the election must notify the Returning Officer/Deputy Returning Officer of this in writing.
- (e) Vote counting will commence at the close of the ballot. The Returning Officer will declare the time and location of the count to all candidates, before voting commences.
- (f) Any complaints relating to the election or conduct of candidates prior to the count must be submitted to the Returning Officer, in writing, before the close of voting. Any complaint relating to the conduct or validity of the count must be made to the Returning Officer within five working days of the count taking place.
- (g) All electronic voting data will be stored for four weeks after the election is completed and then destroyed.
- (h) In the event of an Officer position becoming vacant then a by-election will be held according to the by-election guidelines set out in this document.

9. Voting

- (a) Only current members of the Union are eligible to vote in elections.

- (b) All elections will include the opportunity to vote for 'Re-Open Nomination' (RON). The election of RON results in the election for that position being re-held.
- (c) The vote will be cast using an electronic system which may be supported by an optional paper ballot. Such votes will be secure and the list available for the scrutiny of the Returning Officer and will be made in both hard and electronic copy formats.
- (d) Electronic voting will be available for a minimum of seventy-two hours. One or more ballot areas (electronic) will be available across sites for a minimum of three working days.
- (e) Voting will be Single Transferable Voting (STV) elections in accordance with the rules for the operation of transferable voting systems as set by the Electoral Reform Society.
- (f) For vice president roles:
 - Candidates must be registered students in the respective schools that they wish to represent.
 - Voting will be by cross campus ballot to satisfy the requirement of the Education Act.

10. Returning Officer

The National Union of Students (NUS) shall serve as the Returning Officer and be responsible for ensuring that elections are conducted fairly, democratically, and in accordance with all the relevant rules and procedures. The Returning Officer's decision on all matters relating to the conduct of elections shall be final. The Students' Union Coordinator or equivalent shall be the Deputy Returning Officer.

11. By-Elections

By-Elections are to be held in accordance with these election regulations and are to be held in the following circumstances:

- (a) "Re-open Nominations" (RON) is successful in any election;
- (b) a post holder elected in the annual election resigns before taking up post;
- (c) a position become vacant during the Winter or Spring term; and
- (d) an Officer is removed from office in accordance with the Constitution.

12. Interpretation and Complaints

- (a) The Returning Officer is solely responsible for the interpretation of these regulations.
- (b) Complaints should be submitted in a timely manner. Delay in submitting complaints is unnecessary and against the spirit of the election.
- (c) Requests for interpretation of these regulations or complaints about the conduct of candidates can be made to the Returning Officer, in writing, including evidence where appropriate and the expected resolution.
- (d) The Returning Officer, assisted by the Deputy Returning Officers if necessary, shall investigate all complaints and make adjudication according to the seriousness and complexity of the complaint. Decisions on complaints and conduct will be made within 48 hours, which may include the decision to hold a further enquiry.
- (e) In the event of a candidate being proven to have broken one or more of these regulations, the Returning Officer shall have the power to:

- (i) issue an oral or written warning,
 - (ii) restrict the amount of publicity available to the candidate,
 - (iii) disqualify the candidate,
 - (iv) require the candidate to publicly correct or withdraw any inaccurate or prohibited statement or to remove any prohibited publicity material, or
 - (v) take any other appropriate action.
- (f) Any complaints on the conduct of candidates during canvassing shall be dealt with by the Returning Officer. The Returning Officer may suspend a candidate for a period of time pending investigation, taking account of the nature of the alleged offence. Following investigation, a candidate may:
- (i) face disqualification or removal from office,
 - (ii) confiscation of election materials,
 - (iii) be asked to issue an apology or
 - (iv) agree to be bound by a code of conduct or be issued with a warning.
- (g) All rulings made by the Returning Officer will be posted on the Students' Union Website. Candidates are expected to consult these regularly.
- (h) The Institution is satisfied that these regulations ensure the conduct of fair elections as required by the Education Act 1994. The Returning Officer is recognised by the Institution as the independent person to whom complaints should be referred. The Returning Officer will submit a statement to the Board of Governors and Student Parliament following each election, stating whether the elections have been conducted fairly and properly in accordance with the election regulations.
- (i) There shall be a right of appeal to the Head of Quality if either party involved in the complaint wishes to raise concerns regarding the application of the Election regulations, or believes the Returning Officer has acted in an improper or biased manner.
- (j) A breach of election regulations is itself a form of misconduct under Institution's disciplinary regulations.

13. Right of Appeal

Appeals by candidates against the decision of the Returning Officer shall be made, in writing, to the Head of Quality, within 10 working days of the Returning Officer's decision.

The nature of any appeal shall only be based on whether the Returning Officer's decision was:

- (i) entirely based on appropriate regulations and/or;
- (ii) fair, proper and unbiased.

The Appeal should contain which post was run for, the candidate's role in it, the nature of the decision to be appealed, and the outcome being sought. The candidate must provide all documentation and evidence to support their appeal, at the time of submission.

The Head of Quality will determine whether to uphold the decision of the Returning Officer, or refer the matter back to the Returning Officer for further consideration. The Head of

Quality will notify the candidate of his decision within 5 working days of receipt of the appeal.

14. Suspension

Should any candidate be alleged to be in serious breach of these Regulations or any other document or instruction issued by the Returning Officer, then that person may be suspended from the election process until such time they are reinstated, penalised or disqualified.

Within 48 hours of any such suspension being imposed, the Returning Officer will make a decision on whether a suspended candidate may continue to take part in the election process. Candidates may appeal to the Head of Quality or equivalent.

15. Role of current Officers

Officers, sabbatical or otherwise, are restricted in their involvement during the election period.

They should have no involvement in the process, its operation or interpretation during this time, except where specifically referenced within this document.

Officers are expected to play a full part in the general promotion of the elections to the student body, to encourage both candidates to stand and members to vote.