

ELECTION RULES AND CANDIDATE INFORMATION

WHY DO WE HAVE ELECTION RULES?

- Our rules aim to ensure that elections are fair, transparent, inclusive to all students and legally compliant.
- Rules frame elections and campaigning activity by setting the boundaries of what can be deemed as acting fairly.
- If you're planning to be a candidate for any election, please be aware of our rules and send a signed copy to suelections@rave.ac.uk to affirm that you have read and understood the rules prior to campaigning.

ELIGIBILITY

- All current and registered students at Ravensbourne University can participate in the SU elections.
- If a candidate fails to meet the above requirements, they will be withdrawn from the election. If the election has already occurred, the officer or officer elect will be removed from their position and a by-election held.
- Some elections are limited to the members of a particular group. For example, only a person who belongs to a particular liberation group, having their lived experience may stand or vote in that group.

CORE RULES

These are fundamental rules for every candidate to abide by in ensuring a free and fair election. Any breach of these rules will result in sanctions/disqualification.

Rule 1: Candidates and campaigners must act in the interest of a fair election.

Rule 2: Candidates and campaigners must treat all others with respect. This includes engaging in healthy debate and not negatively campaigning.

Rule 3: Candidates and campaigners should only undertake activities that other can reasonably do.

CONDUCT/BEHAVIOURAL RULES

- All candidates are accountable for the action of anyone acting on their behalf. This includes being able to demonstrate that they have taken reasonable steps to ensure that their supporters action comply with the campaign rules in the event of a complaint against them.
- Candidates and campaigners may only alter, move or remove their own campaign materials and not that of another candidate.
- Candidates and campaigners are not allowed to use mailing lists that they may have access to.
- Abuse of any sort towards students, SU staff, election team/staff and other candidates or their campaign teams, could result in disqualification of the candidate engaged in such behaviour.
- Campaigners can only put up their banners and campaign materials during the campaigns period as stipulated in the elections calendar, and in the designated areas for putting up flyers. Campaign material placed in unauthorised areas can be taken down without warning.

CAMPAIGNING AND EXPENSES

- Posters and banners may only be displayed in designated area listed below
- Candidates are not allowed to ask SU staff, elections team/staff or staff subcontracted by the SU, to endorse them during the elections campaign period, whilst working for the SU (e.g. during lecture shout outs or at the election stalls).
- All members of a campaign team must remain current students of Ravensbourne University throughout the period of campaigning.

- Once campaigning has begun, the Student Union will inform the student body about any changes in the candidate list. This may be done via email or social media.
- Candidates and campaigners may have to attend mandatory and relevant meetings.
- Candidates' campaigns must be transparent and accountable to the Student Union.
- Candidates and campaigners must allow voters to freely cast their vote and must not communicate with voters in any way once they have begun to complete their ballot. All electronic devices are counted as ballot papers in this context.
- Candidates and campaigners must not exceed the budget limit set by the Student Union for this election.
- The budget limit for this election is £50.
- All campaigners must submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer (SU Manager) no later than 1 hour after polls close. If candidates do not spend any money during their campaign this must be made clear on the submission.

NOMINATIONS

- Candidates can nominate themselves for all positions. All nominations must be submitted by February 15th or at the stipulated time announced via official Student Union election channels.
- Candidates are expected to submit their nominations alongside their manifesto at the stipulated time. Failure to submit a manifesto before the deadline may result in the nomination being withdrawn.
- Candidate manifestos should reflect your skills and expertise and how you will represent the students and support the delivery of the Student Union's key priorities for 2023/2024.
- Students and academic staff are allowed to refer students for nomination. However, a referral is not a nomination – a referral only lets the SU know that there is a student who may be suitable to put in a nomination and we will contact them to put in a nomination.

COMPLAINTS

Any full member of Ravensbourne Student Union (this refers to all current and registered students at Ravensbourne University, except with a written consent of disassociation) can submit an election complaint if they believe a candidate's behaviour during the election is in breach of the students' union rules and regulations listed above.

HOW TO SUBMIT A COMPLAINT

- Complaints will only be accepted using the official complaint form which can be downloaded from the SU website. Please send all completed forms with evidence to SU election mailbox suelections@rave.ac.uk
- The deadline for complaints is 1 hour after the close of voting. No complaints will be accepted after this time.

WHAT HAPPENS NEXT?

Complaint forms will be taken forward for consideration by the DRO. They will decide whether to accept (uphold) or reject your complaint, and you will be notified of this in writing.

WHAT INFORMATION SHOULD A COMPLAINT CONTAIN?

- To help the DRO consider your complaint, please make sure that it is factual and contains clear evidence about your complaint. Any complaints comprising of hearsay or activity that does not directly affect you is unlikely to be successful.
- Kindly find below a sample of a complaint that would be upheld for your perusal.
- The RO and DRO reserve the right to consider complaints as vexatious and may take disciplinary action accordingly.

APPEALS

If a student is dissatisfied with the outcome of the complaint, they may be able to request the opportunity to appeal. A request for an appeal should be on the following grounds, including but not confined to:

- a review of the procedures followed at the complaint stage.
- a consideration of whether the outcome was reasonable in all the circumstances.
- new material evidence which the student was unable, for valid reasons, to provide earlier in the process.

The appeal stage will not usually consider the issues afresh or involve a further investigation.

Appeals must be made in writing no later than 2 hours of the decision and must be submitted in the normal procedure outlined above. This will normally be considered by the Returning Officer.

The RO will decide whether to accept (uphold) or reject the appeal and you will be notified in writing of any resulting action.

TERMS TO KNOW

- Returning Officer (RO) - has the final say over all elections matters.
- Deputy Returning Officer (DRO) - acts on behalf of the of the RO and makes decisions on election matters.
- Student Union (SU)
- Candidate – a student who has put in a successful nomination.
- Campaigner – a student actively supporting a candidate in an election.