



**London Metropolitan University
Students' Union**

Students' Union Elections 2016

Information to Candidates

Thank you for choosing to stand as a candidate for the Students' Union elections 2016. Elections are a vital aspect of any Students' Union. They are the visible sign to both the members of the Union (all students) and the University that the Union is democratic and representative.

Standing for election can be a rewarding and enriching experience, regardless of whether or not you win. It should be an enjoyable experience where you gain new skills and learned about yourself. By standing for election you are making a significant contribution to the Students' Union but it is also a big responsibility you are taking on. As candidates it is your responsibility to make sure you and your supporters uphold the very highest standards. The reputation of your Students' Union is in your hands.

What are the rules and regulations I need to be aware of?

The Students' Union operates in accordance with its governing documents. These are located on the Students' Union website at this location:

<https://www.londonmetsu.org.uk/union/documents/>

The annual elections are run in accordance with bye-laws 10 and 11. Bye-law 11 is the election regulations. All candidates should read them carefully. This document is designed to complement the bye-laws and is part of the election regulations. Bye-laws 10 and 11 are part of the nomination pack on this page, called the link on this page called 'election regulations':

<https://www.londonmetsu.org.uk/elections/>

When and how do students vote?

Voting will take place daily Monday 7th to Friday 11th March 2016 10:00am-6:00pm (11:00am start Monday)

Building	Polling station location
Tower Building	Blue Met Lounge, next to Costa Coffee
Moorgate	Moorgate Hub, 3 rd floor
Goulston Street (Mon-Tue)	Atrium, ground floor
Central House (Wed-Fri)	Lobby

Please note due to staff training the polls will open at 10:30 on Monday 7th March. Students will need to present their Student ID card at the polling station. Students can only vote once and a record is kept of all voters. If a student is found to have voted twice then both votes will be removed and the matter investigated. Students attempting to vote twice may face further action.

Presidential Portfolio

The President is not a specific position in its own right. Instead the President is a portfolio which is awarded to the victorious Sabbatical Officer who wins the most votes in the Presidential poll, a separate election contested by all candidates standing for one of the full-time positions.

To determine the highest polling candidate voters will be asked to register their preference for President from the faculty sabbatical candidates. Once the four faculty officers are elected all other candidates will be eliminated from this poll (and their votes transferred) and the highest polling will be calculated as per our usual voting (alternative vote) rules.

Other portfolios

There are a number of other portfolios which are shared out between the four full-time sabbatical officers, with them deciding who does what once elected. These include media, education, sport and societies, events and democracy.

Who can vote?

Any enrolled student. It is possible that some February starters may not have made it onto the electoral register however this will affect very few.

When can I start campaigning?

Word of mouth campaigning i.e. talking about the election or your candidature to others is fine at any time. You can start campaigning visibly or online after the conclusion of the last candidate briefing on Wednesday 24th February 6.00pm.

What if I have not submitted my photo, manifesto yet?

Speak to the elections team via elections.su@londonmet.ac.uk.

When are the candidate briefings?

Please note all candidates must attend one (or more) candidate briefings:

- Wed 24th Feb 11:00-12:00 in TMG-47 Tower Building, Holloway
- Wed 24th Feb 1:00-2:00pm in MG3-15 Moorgate
- Wed 24th Feb 1:00-2:00pm in CR1-00 Commercial Road, Aldgate
- Wed 24th Feb 5:00-6:00pm in TMG-47 Tower Building, Holloway

It is compulsory to attend a Candidate Briefing. You don't need to attend more than one but you can if you wish. It will be an opportunity to meet the elections team and other candidates. Registers will be taken. Candidates who do not attend will not receive any support for their election from the SU. This means for example the SU will not fund any printing, display your name, photo or manifesto on Students' Union election publicity, including the website.

If you cannot attend any of the Candidate Briefings due to a legitimate reason you must email elections.su@londonmet.ac.uk stating the circumstances before 5.30pm on Wed 24th February 2016.

Candidate Question Time (hustings)

Candidate Question Time (sometimes known as 'hustings') are opportunities for candidates for full-time positions to make a speech and take questions from students and debate issues with other candidates. All full-time candidates must attend at least one Question Time and are encouraged to attend all three. More hints and guidance on these events will be provided at the Candidate Briefings. The Question Time event at Holloway (on the 3rd March see below) will be filmed with the footage uploaded onto YouTube.

Candidate Question Time sessions will take place on:

- Tue 1st March 5.00-6.00pm in room CR100 Commercial Road , Aldgate
- Wed 2nd March 4.00-5.30pm in room MG3-15 Moorgate
- Thu 3rd March 4.00-6.00pm in room TG-30 (Henry Thomas room), Holloway

Printing costs

The Students' Union will provide each candidate with £10 print credit. This is to be used on printing posters and flyers and any other printing you may require as a result of your electioneering. Your print credit will appear on your ID card during the week beginning 9th March. Candidates who do not attend a candidate briefing will not receive credit.

You can only print and use designs that have been approved by the Students' Union.

Candidate spending, receipts and log

As well as the printing mentioned above, as candidates you are permitted to spend up to £30 each of your own money on your campaign. This amount is designed to cover any incidental expenses which you may encounter on your campaign such as t-shirts etc. You must fill in the log at the back of this document of money you spend on your campaign.

This log must be handed in together with any receipts of anything you have purchased to help with your campaign by 4.30pm on Friday 11th March to TMG-75 Students' Union, Holloway. It is recommended you hand in your spending log as soon as you have purchased any campaigning material (if you are planning to purchase anything). You are advised to keep a photocopy of your log and receipts.

What if I already have material already or something is donated to me? – Assigned costs

If you already own, have access to or are given campaign materials then you must inform the SU elections team of this. An 'assigned cost' will be allocated to these by the SU elections team which you will need to note down on your spending log and will come out of your £30 allocation. For example if you already own some blank t-shirts which you wish to paint as part of your campaign, an assigned cost of say £10 will be given to the t-shirts, so that you then have £20 left to spend on other elements of your campaign.

Why the limit on spending and the need for these rules?

Because taking part in an election should not be about who has the most money. Receipts must be kept as proof of expenditure. Assigned pricing is there to cover something which you may have but have not purchased.

Campaign publicity

You may wish to produce some posters or flyers as part of your campaign. Please note that all designs need to be approved by the Students' Union election team. Please email your design for elections.su@londonmet.ac.uk for approval.

All publicity must have the Students' Union logo on it. This is available on the elections website.

You should not use designs that have not been approved and to do so may result in action being taken by the SU elections team and the publicity being removed.

Poster and flyers – Environment

Candidates are permitted to display posters and hand out flyers as part of their campaign if they wish.

The Students' Union will provide large, red free-standing display notice-boards. You may fix one election poster to this board as part of your campaign. They are located in the following locations:

- Tower Building: Main reception
- Outside Students Union TMG75, Tower Building
- Graduate Centre 1st floor (this display board isn't red but is clearly labelled)
- Moorgate: 3rd floor Hub
- Calcutta House: Lobby

- Goulston Street: Lobby
- Central House: Lobby
- Commercial Road: Lobby
- Space is allocated for poster in the Rocket, on the wall behind the Rocket reception inside the bar. This is clearly labelled.

Candidate posters may also be displayed on appropriate noticeboards, shiny surfaces and other areas where posters for university events are commonly displayed. When displaying posters do not cover up any existing notices. Do not place numerous posters for your campaign in the same area - allow other candidates an opportunity to display theirs. Numerous posters for the same candidate in the same area will be removed.

Please respect the university environment. Do not put posters on to walls or doors. Do not litter and please check that the surface will not be damaged in any way - use appropriate adhesive. Do not use glue, tape or poor quality blue tack which leaves marks. If any surfaces are damaged by posters then candidates may be charged to repair the damage caused.

Rules on postering are subject to change candidates will be emailed any updates. Please follow the advice of University staff and remove/refrain from postering if asked to.

Please note excessive posters and flyers do not win you votes. What wins votes and elections is engaging with students, explaining who you are and what you believe and listening to them.

Rules and Regulations

The rules and regulations of the election are stated in bye-laws 10 and 11 (see start of this document for links). The following are also election regulations:

The Returning Officer would like to emphasise the following, which are also election regulations:

1. 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 the election regulations.
2. Student must be free to cast their vote without undue influence or pressure. Candidates must respect that every student has the right to vote confidentially and freely. Do not harass students. Candidates must not attempt to help students during the process of voting, even if a student has requested assistance. Therefore
3. Do not assist any student to vote. If any student needs any assistance to vote due for any reason e.g. disability they must contact the SU elections team via elections.su@londonmet.ac.uk.
 - a. Any complaints raised by students about being unfairly pressured to vote for any particular candidate will be taken extremely seriously
4. Candidates (and their supporters) should not be physically present in the vicinity of the polling station. This will be clearly stated at each polling station. Candidates must not interfere with ballot boxes and be respectful of polling station staff.
5. No candidate can use any Union resources except for those made available to all by the Union. For example SU generic 'have you voted yet' flyers which the Students' Union produce to encourage students to vote. This is so that SU funded resources are not used to benefit any specific candidate. Likewise Students' Union media i.e. Verve Radio or Magazine must not be used for campaigning

6. Union societies, sports clubs, committees and other groups may not give support to candidates via official club/society activities (including social media). Likewise SU media outlets such as radio and magazine must stay neutral and not give any publicity to any candidate in particular.
7. Candidates may not utilise Union or University student mailing lists for the purposes of campaigning. This includes use of society and or membership lists for electioneering.
8. Candidates are permitted to organise in teams, sometimes known as “slates”, and may produce shared publicity and encourage voters to support all the members of the team. However, slates may not pool their resources to give them an unfair advantage or do things that independent candidates could not do. Candidates are jointly liable for the actions of fellow slate members. Candidate publicity which mentions a fellow candidate will be a signal to the Returning Officers than you are running as a team or ‘slate’
9. If you have campaigning ideas or other questions which you are not sure about, please ask. We welcome creative campaigning but please check if you have ideas which are a bit different. Do not direct any questions about the election to anyone except the Returning Officers.
10. Candidates, slates and campaign teams must adhere to the law, University regulation and Union policy. Breach of these policies can lead to action against you and your slate / teams by the Returning Officer and further disciplinary which could in turn affect your student status.
11. Treat others as you wish to be treated.
12. Student may make only one visit to a Polling Station. You must cast all the votes for all the positions you wish to vote for at the same visit. Students will not be permitted to return to a Polling Station for a second visit, even if they didn't vote in all elections at the first visit.
13. All votes will be subject to security checks. Any student found to have voted twice will have both votes rejected. Further action may follow.

Libraries

Candidates do not have permission to campaign in University libraries at all. This is as students go to libraries to study. Do not campaign in the libraries.

Social networking - Equal opportunity in campaigning:

If other candidates have the opportunity to do the same campaigning as you are then you can do it. This rule is particularly relevant for social-networking e.g. facebook. For example you may post on a wall of an OPEN group, which anyone can join, but you must not post on a CLOSED group which others may not have instant access to.

If you set up a campaign group or page on Facebook or Twitter make sure that it is open to all. If you are the admin for a group/page you must not use the benefits being an admin gives you for your own campaign. Why? Because not all other candidates will have the same access.

Current SU Officers

Current Sabbatical Officers are not permitted to campaign when they are at work, either on behalf of themselves or others. They must take annual leave if they wish to campaign for themselves or others.

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

Complaints

If anyone wishes to make a complaint related to the election then they need to fill in the Complaints form which is available on the election page of the SU website: <http://www.londonmetsu.org.uk/elections>. The form must be emailed to the SU elections team elections.su@londonmet.ac.uk

Complaints must be received on the correct form. The elections team will then confirm with the Returning Officer, the matter investigated and a decision made. Any complaints must be submitted promptly.

Deadline for submitting any complaint is 6.00pm on Monday 14th March 2016.

SU Elections Team

For many of you this may be your first experience of being involved in elections. If you have any question or are not sure about anything then please ask the SU Elections Team by emailing elections.su@londonmet.ac.uk.

Advice and guidance is available for you from the SU Elections Team. They are also responsible for ruling on any disputes that may arise. The elections team is made up of staff within the Students' Union.

Returning Officer

A Returning Officer is a terms commonly used not just in Students' Unions but other elections in the UK such as Local, European and General Elections.

The Trustee Board and the University's Board of Governors jointly approve the Returning Officer every three years.

The responsibilities of the Returning Officer include enforcement of election regulations and has ultimate responsibility for the free and fair running of elections and co-opt up to four Assistant Returning Officers, one of whom may be nominated as the Deputy Returning Officer

The returning officer is Peter Robertson from the National Union of Students.

All correspondence with the Returning Officer must be sent via elections.su@londonmet.ac.uk.

Deputy Returning Officer

Eddie Rowley (Student Voice Coordinator – Engagement & Campaigns)

The Deputy Returning Officer is responsible for the Returning Officer's duties, should the Returning Officer be in any way indisposed.

Assistant Returning Officers

Alistair McKay (Membership and Activities Manager)

Mark Crowhurst (General Manager)

Best of luck to you all,
Students' Union Election Team

Total: £30

Continue on separate sheet if required.

I confirm that the following spending record is a true and accurate account of my campaign spending.

Print name:

ID number:

Signature:

Candidate position (e.g. FSSH Sabbatical Officer):

Date:

You must hand in this form by 4.30pm on Friday 11th March along with your receipts.