



Additional election rules for current Full-time or Part-time Officers who are candidates and/or who are part of a campaign team for another candidate

Current Officers (either full-time or part-time) who are candidates in the 2024 Leaders Election are informed of the following additional election rules and regulations:

1. Officers who are candidates must not do any election-related activities in support of their candidature while they are working in their roles as an officer. Full-time Officers must book annual leave in the usual way for any time they wish to undertake an election-related activity in support of their candidature.
2. Officers who are candidates may use the Students' Union building and office for election-related purposes but only in the same way as non-officer candidates. They may not use 'staff only' parts of the office, apart from those specifically made available to all candidates.
3. Officers who are candidates may not use any facilities they may have access to as part of their role for election-related activities in support of their candidature. This includes IT-based facilities.
4. Officers who are candidates may not use any information or data that they may have access to as part of their officer role for any election-related activities in support of their candidature.
5. Officers who are candidates must not use their SU login that starts in 'TS' for correspondence, file storage or similar for any election-related activities in support of their candidature. FT Officers may, however, use their SU login 'TS' accounts only for

the purposes of printing. This must be done in accordance with the FT Officer Election Print policy; see below.

6. Any social media accounts that have been used as 'work accounts' (even if they were originally personal accounts), are considered to be LMSU accounts and therefore cannot be used for election campaigning. All full-time and part-time officers have access to LMSU social media accounts that they use as 'work accounts' so should be able to use their personal accounts for campaigning – as long as they don't also use their personal accounts for Students' Union purposes.
7. Officers who are part of a campaign team for another candidate must also abide by all the rules stated above.

Full-time Officer Election Print policy

Full-time officers may use their staff ID cards to print election-related material using the Students' Union print account. This is because, as full-time officers, they may not have access to their student ID card and student print facility. Full-time officers must declare any printing they do use their staff ID cards for on the below form. All printing costs will then be deducted from the amount a candidate may claim back from the Students' Union, which is up to £20 for a full-time officer position candidate and up to £10 for a part-time officer position candidate or Student Council member candidate. All candidates are reminded that these expenses re-claim limits do not alter if someone stands for multiple positions in the election.

So, for example, if a current full-time officer who is standing in the election for a full-time officer position, prints using their staff ID card £5 worth of printing, they, therefore, may only claim up to £15 for any other election expenses. Prices for your info:

A4 mono (black and white)

- single-sided: 5p
- double-sided: 10p

A4 colour

- single-sided: 25p
- double-sided: 50p

A3 mono (black and white)

- single-sided: 10p
- double-sided: 20p

A3 colour

- single-sided: 50p
- double-sided: £1

[Source](#)

FT Officer print declaration form - Leaders Election 2024

Please note that the Returning Officers reserve the right to check print records.

Date	Time	Physical location of printer	Amount spent on printing

Continue on a separate sheet if needed.

I declare that the above record is an accurate and true record of my election printing, and I have not used my student ID card to print as part of my election-related activities:

Name:		Date:	
Current position:		Signature:	

This form must be uploaded to the [Re-running full-time officers print declaration form](#) on Machforms by: **5pm Wednesday 13th March 2024**