



London Met Students' Union

CANDIDATE PACK 2024



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I. WELCOME AND INTRODUCTION

Thank you for choosing to stand as a candidate for London Metropolitan Students' Union (LMSU) Leaders Elections 2024. Standing for election should be a rewarding and enriching experience, regardless of whether or not you win. You will meet new people, gain new skills and improve your confidence as well as hopefully having lots of fun.

By standing for election, you are making a significant contribution to your Students' Union and, if you win, to the experience of all students at London Met. It is however a big responsibility you are taking on. As candidates, it is your responsibility to make sure that you and your supporters uphold the very highest moral and ethical standards. The reputation of your Students' Union is in your hands.

1.1 ELECTIONS WEBSITE AND INFORMATION FOR CANDIDATES

The [elections page](#) on the LMSU website and the [Information for Candidates](#) page within it is the place to go for all information regarding the Leaders Election. This will be complemented with regular email communication to candidates from the Elections Team. Emails will be sent to the email address you use on your application.

1.2 SU ELECTIONS TEAM

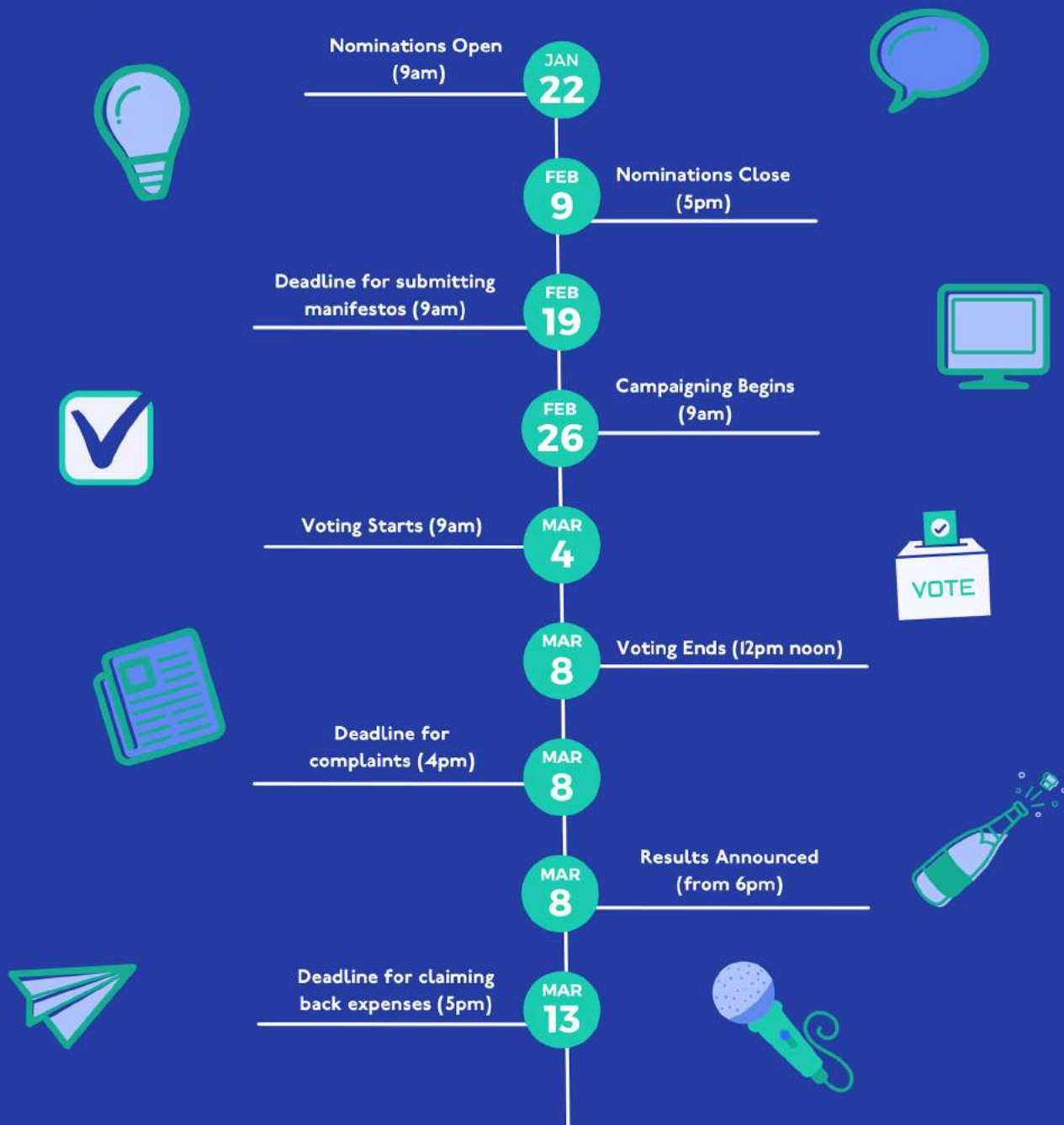
The election is organised and administered by Students' Union staff. The team consists of a Deputy Returning Officer and Election Assistants. Collectively they make up the Elections Team and are here to guide you through the process. If you have any questions or are not sure about anything then please ask the SU Elections Team by emailing suelections@londonmet.ac.uk

1.3 RETURNING OFFICERS

A Returning Officer is a term commonly used not just in Students' Unions but other elections in the UK such as Local and General Elections. The Students' Union Trustee Board appoints a Returning Officer, who has ultimate responsibility for ensuring that the elections are run freely and fairly. They work closely with the Elections Team in this regard. The Returning Office for 2023-24 is Zander Lavall, who is independent from both London Met University and London Met Students' Union. The Deputy Returning Officer is Eddie Rowley, Student Voice Manager at LMSU.

2. KEY DATES AND EVENTS

2.1 TIMELINE OF KEY DATES



2.2 KEY EVENTS

Most of the following events are optional but strongly recommended. Some are mandatory i.e. it is compulsory for candidates to attend. All mandatory sessions have been indicated in the list below. Candidates will be invited to all events via outlook calendar when applications have closed. Please click 'yes' to confirm your attendance. At the time of writing, we do not have confirmed locations for these events – locations will be added to calendar invites and displayed on in the [Information for Candidates](#) page on our [elections page](#) once confirmed.

2.2.1 MANDATORY EVENTS

CANDIDATE BRIEFINGS (MANDATORY FOR ALL CANDIDATES)

Formal briefing sessions that all candidates must attend. See Section 3 Candidate Requirements for more information. Candidates must attend one of the following four sessions:

Wednesday 7th February 12:00 -1:30pm

Tuesday 20th February 1:00 -2:30pm

Wednesday 21st February 5:00 -6:30pm

Monday 26th February 5:00 -6:30pm

CAMPAIGNING AND SOCIAL MEDIA WORKSHOPS (MANDATORY FOR ALL CANDIDATES)

Workshops to assist candidates with campaigning skills both in-person and via social media. See section 3 Candidate Requirements for more information. Candidates must attend one of the following three sessions:

Thursday 8th February 1:00 -2.30pm

Wednesday 14th February 5:00 -6.30pm

Friday 23rd February 1:00 -2.30pm

BRIEFING FOR RE-RUNNING OFFICERS **(MANDATORY FOR ALL RE-RUNNING OFFICERS)**

A formal briefing for any current full-time or part-time officers who are running for re-election. See Section 3 Candidate Requirements for more information. All re-running officers must attend the following session:

Thursday 15th February 2024 12:00-1:00pm

CANDIDATE QUESTION TIME: ALL CANDIDATES! **(MANDATORY FOR ALL FULL-TIME AND PART-TIME OFFICER** **POSITION CANDIDATES)**

An opportunity for candidates to take questions from students and debate relevant issues with fellow candidates. See Section 3 Candidate Requirements for more information. All candidates are expected to attend:

Tuesday 27th February 5:30-7:30pm (candidates to arrive at 5:00pm)

RESULTS CEREMONY (MANDATORY FOR ALL CANDIDATES)

The events where the outcome of voting will be declared, and the winning candidates announced. See section 3 Candidate Requirements for more information. All candidates are expected to attend:

Friday 8th March 2024 5:30pm onwards, Holloway Campus exact location TBC. (Results announced around 6:00pm)

2.2.2 OPTIONAL EVENTS

MANIFESTO WRITING WORKSHOPS

Workshops to assist candidates in preparing your 'manifesto' - a written document that explains why students should vote for them. See Section 4 Candidate Support for more information. Candidates are encouraged to attend one of the following three sessions:

Friday 9th February 3:00-4:00pm

Tuesday 13th February 5:00-6:00pm

Wednesday 14th February 1:00-2:00pm

BANNER MAKING / ELECTION MATERIALS WORKSHOPS

Learn how to turn an old bed sheet and some paint into a fantastic campaign banner and collect any campaigning materials you will need. See section 4 Candidate Support for more information. Candidates can attend either or both of the following sessions:

Wednesday 21st February 1:00-2:00pm

Thursday 22nd February 12:00-1:00pm



LEADERS

3. CANDIDATE REQUIREMENTS (EVERYTHING YOU NEED TO DO)

3.1 ELIGIBILITY

STUDENT STATUS

You must be a current student enrolled at London Metropolitan University to stand in the election. To stand for one of our part-time positions you must self-identify as belonging to that particular demographic in order to be eligible. For example, to stand to be a Women's Officer, you must self-identify as a woman. Please note there are also some additional eligibility criteria set out in the Election Rules, which can be found in Appendix One of this document. Important: Remember all successful candidates take up office for next academic year i.e. 2024-25.

TRUSTEE DECLARATION FORM

Please note that all Full-time Officers candidates (including President) must be eligible to become Students' Union Trustees. Please ensure you complete the Trustee Declaration as it is a requirement in order to be a candidate. If you have any questions about this please speak to Bethan Dudas, LMSU Chief Executive su.ceo@londonmet.ac.uk

[Trustee Declaration form](#)

VISA COMPLIANCE

Please note that if you are not a home student then it is very important that you take visa advice before submitting an application for a full-time role, including President. You must ensure that you will be able to take up the role from this perspective. Please engage with the Universities International Support Team for advice:

[International Advice](#)

3.2 RULES AND REGULATIONS

GOVERNING DOCUMENTS AND BYE-LAWS

The Students' Union is run in accordance with our governing document and bye-laws. You should familiarise yourself with these. Bye-law 5 covers elections and referenda and is therefore especially relevant.

ELECTION RULES AND REGULATIONS

All candidates must abide by the Election Rules and Regulations that have been approved by the Returning Officer. The 2024 election rules and regulations can be found in Appendix One of this document.

Please note: All candidates must read and abide by the Election Rules and regulations. Candidates who break the Election Rules may have sanctions applied, up to and including being withdrawn as a candidate.

DATA PROTECTION

All candidates must be aware of and abide by the Students' Union's data protection policies, procedures and notices. These documents set out LMSU's approach to data protection. LMSU is committed to data protection and full compliance with the General Data Protection Regulation (GDPR) and related data protection legislation and codes of good practice.

Furthermore, LMSU is committed to being transparent to its members and stakeholders surrounding the use of data it collects and processes to fulfil its charitable objectives which is clearly outlined in the relevant privacy notices.

As an election candidate you may have access to student data and have a responsibility to ensure that you have read, understand and agree to abide by LMSU's data protection policy and other related documents:

[Data protection policies, procedures and notices](#)

Guidance for election candidates on how to comply with data protection will be provided in the Candidate Briefing (mandatory for all candidates to attend).

3.3. MINIMUM EXPECTATIONS

All candidates must meet the following 3 minimum expectations:

1. Attend a Candidate Briefing; AND
2. Submit a manifesto (including a photo); AND
3. Attend a Campaigning and Social Media workshop

Please note: Failure to meet the above 3 minimum expectations will result in your application being withdrawn and you no longer running in the elections.

CANDIDATE BRIEFINGS

All candidates must attend a mandatory session where you will be fully briefed on the election process: what happens, when, why and by whom. Do's and don'ts, hints and tips, meet the elections team and other candidates and ask any questions you may have. Candidates need only attend one of the four sessions below as they are all the same. Supporters of candidates are welcome to attend also:

Wednesday 7th February 12:00-1:30pm

Tuesday 20th February 1:00 –2:30pm

Wednesday 21st February 5:00 –6:30pm

Monday 26th February 5:00 –6:30pm

MANIFESTO (CANDIDATE WRITTEN STATEMENT)

It is mandatory for all candidates to submit a manifesto. A manifesto is a written statement outlining what you want to do if elected and to encourage people to vote for you. You can write up to 400 words. You submit your manifesto via the election website where you submitted your application. You may use any graphics and design features which the election website accepts. If you are standing for more than one position you must submit a manifesto and photo for each position.

The deadline for manifestos is 9am Monday 19th February 2024.

Please note: We will not correct any errors (e.g. typos, grammar) in the manifestos you submit. Candidates are responsible for checking your manifestos for errors yourselves. You may ask a friend to proofread it for you.

See section 4 Candidate Support for details about the Manifesto Workshops we are running to help candidates write your manifestos.

PHOTO

It is mandatory for candidates to submit a 'head and shoulders' photo at the same time as their manifesto (or before). Please upload your photo on the election application site, next to where you write your manifesto. Please see the [Information for Candidates](#) page for some tips on how to take a good photo. Please note the photo will appear relatively small on the voting website.

CAMPAIGNING AND SOCIAL MEDIA WORKSHOPS

It is mandatory for all candidates to attend a Campaigning and Social Media workshop. These sessions will explain how, when and where you can campaign, the expected behaviours and rules and regulations around campaigning and provide lots of useful hints and tips on how to campaign effectively both in-person and via social media. Candidates need only attend one of the three sessions below as they are all the same. Supporters of candidates are welcome too:

Thursday 8th February 1:00 –2:30pm

Wednesday 14th February 5:00 –6:30pm

Friday 23rd February 1:00 –2:30pm

Key information and additional tips on campaigning can also be found in our Campaigning Guide on the [Information for Candidates](#) page.

3.4 OTHER MANDATORY EVENTS

The following additional events are mandatory for all candidates, unless otherwise specified.

CANDIDATE QUESTION TIME (HUSTINGS)

All candidates are required to attend this event where students will be invited to and requested to attend this event. It provides an opportunity for candidates to make a short speech, take questions from students and debate relevant issues with fellow candidates. The event will be filmed and made available online to students so as many students as possible can hear what our fantastic candidates have to say. Attendance is mandatory for candidates:

Tuesday 27th February 5:30-7:30pm (candidates to arrive at 5:00pm)

RESULTS DECLARATION

All election candidates are expected to attend Results Night, where the outcome of voting will be declared, and the winning candidates announced. The event starts at 5:30pm with results announced at approximately 6pm on the final day of voting. Location will be Holloway Campus exact location TBC.

Friday 8th March 2024 5:30pm onwards in the Students' Union Building, Holloway Campus.

BRIEFING FOR RE-RUNNING OFFICERS

Any current full-time or part-time officer who are running for re-election are also required to attend a formal briefing to explain some additional rules and regulations that apply to ensure fairness for all candidates. All re-running candidates must attend the following session:

Thursday 15th February 2024 12:00 –1:00pm

Please note: Failure to attend this mandatory briefing for any current officers who are re-running for election could result in your application being withdrawn

3.5 EQUALITY, DIVERSITY AND INCLUSION MONITORING

LMSU is committed to providing an inclusive and supportive environment and takes proactive steps to promoting equal opportunities as an employer, as a democratic, representative and campaigning body, and as a provider of services, activities and events to our diverse student membership.

In addition to promoting an inclusive culture for all by providing equality of opportunity, LMSU also recognises the value of difference and is committed to enhancing diversity, recognising, respecting and valuing different identities, perspectives and backgrounds.

All our volunteers, including election candidates, are expected to carry out your roles in line with our [Equality, Diversity and Inclusion Policy](#) and to promote an equitable, diverse and inclusive community where everyone has the chance to realise their full potential.

We make every effort to ensure that volunteering opportunities are inclusive, accessible and safe to all and, where reasonably practical, we will adopt alternative arrangements and formats to facilitate this. Please speak to the elections team via suelections@londonmet.ac.uk if you have any access or support needs that would make it easier for you to undertake your role as an election candidate.

In order to monitor whether election candidates are representative of the demographics of the wider student population, we ask that all candidates take a few minutes to anonymously complete our Equality, Diversity and Inclusion monitoring form:

[Election candidate equality, diversity and inclusion monitoring form](#)

3.6 GUIDANCE FOR CURRENT LMSU OFFICERS

Current full-time or part-time officers who are also candidates are not permitted to campaign when they are at work/undertaking their role, either on behalf of themselves or others. Full-time officers must take annual leave at times when they wish to campaign, either for themselves or others during time when they would normally be at work.

Any social media accounts that have been used as a 'work account' (even if they were originally personal accounts), are considered to be LMSU accounts and therefore can not 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.

It is acknowledged that candidates may use their student print accounts (accessible via their ID cards) to print election promotional material. Current full-time Officers may not have student print accounts as they are not enrolled on courses. Therefore, special arrangements will be made in order to allow current full-time officer candidates the same printing provision that current student candidates will have. Details of this provision will be communicated to relevant candidates.

Further advice and guidance will be provided to re-running officers at the briefing for re-running officers taking place on Thursday 15th February 2024 12:00 –1:00pm. Attendance at this briefing is mandatory for all re-running officers.

3.7 YOU MIGHT WIN - DO YOU WANT THE ROLE?

It might sound obvious, but do you actually want the role and are you able to take up the role you are standing for? To take up full-time positions you cannot be a student at the same time. If you are in your final year then you will take up the role similar to a one year 'graduate job.' If you are not in your final year however you would need to 'pause' your course for a year while you serve as a Full-time Officer during the academic year 2024-25. Please take some time to consider if this is something feasible for you to do. For part-time positions and Student Council Members, you will need to be a London Met student next academic year i.e. 2024-25 in order to be able to take up office.



4. CANDIDATE SUPPORT

LMSU is committed to providing as much support as possible to our candidates, both in practical terms such as providing training on topics such as campaigning and in finding ways to support candidate welfare. Various training and support related events are planned for candidates such as candidate briefings, campaigns training, manifesto writing workshops, election material resources and access to staff support. For full information about any of this support see the [Elections page](#).

Before campaigning begins, there are several briefings and workshops that all candidates are invited to attend, where you will have the opportunity to learn and develop key skills that will come in handy during the election. All candidates must attend one (out of the four) Candidate Briefing sessions and one (out of three) Campaigning and Social Media workshops. See section 3 Candidate Requirements for more information about these.

All other workshops are optional, but it is strongly recommended that you attend if you can as they are all designed to help you be fully prepared for the elections.

4.1 INFORMATION AND RESOURCES

ELECTIONS WEBSITE AND INFORMATION FOR CANDIDATES

The [Elections page](#) and the [Information for Candidates](#) within it are designed specifically for you - our election candidates. They contain a wide range of useful information including job/role descriptions for all of the positions, copies of training slides and other materials and full details about all the events taking place over the election period.

CANDIDATE HOT DRINKS PROVISION

We will have tea and coffee available for free in the Students' Union Building at Holloway and Students' Union room CMG-20 at Aldgate (when the office is open) throughout the campaigning and voting week.

CAMPAIGNING MATERIALS

In both the Holloway and Aldgate Students' Union Offices we will have plenty of blank t-shirts, pens, paints, brushes, placards, sheets for banner making and other resources that you can use for free as part of your campaign. Please do use these resources and make your campaign as colourful and creative as possible!

4.2 ADDITIONAL TRAINING AND WORKSHOPS

BANNER-MAKING WORKSHOPS

As well as providing banner making materials such as fabric, paint and cable ties which you can use or collect at any time, we will be running some banner making and election materials workshops. Come along and learn how to turn a bed sheet into a lovely colourful election banner. It's loads of fun and will give your election campaign a real creative edge.

Wednesday 21st February 2024 1:00 –2:00pm in the Students' Union Building, Holloway
Thursday 22nd February 2024 12:00 –1:00pm in the Students' Union Building, Holloway

Banners may be hung on any of the main tower courtyard. A maximum of two banners in the courtyard per candidate please - this is so there is plenty of space for all. Banners must be limited in size and be no more than 6 feet in length or height. (180cm). Banners must be hung using cable ties or string- not tape or glue. Rules on banners are subject to change.

4.3 CANDIDATE SPENDING AND EXPENSES

Full-time Officer candidates (including President) may spend up to £40 on your campaign, of which up to £20 will be reimbursed by the Students' Union on production of proof of spending such as a receipt, screenshot or photograph of a receipt, or photograph(s) of the printer's digital display which shows how much printing you have done.

Candidates for all other positions may spend up to £30 on your campaign, of which up to £10 will be reimbursed by the Students' Union on production of proof of spending such as a receipt, screenshot or photograph of a receipt, or photograph(s) of the printer's digital display which shows how much printing you have done.

PRINTING

If you use the University printers to print your election material, you will need to provide proof of your printing in order to claim back the money. This could be done by providing:

- A receipt or photo of a receipt for printing (or for topping up your credit)
- A Screenshot or photo of your print history to show your top-up
- A photo of the printed material. E.g. If you print 10 posters, take a quick photo of them so we can see the sheets.

Remember, the cost of printing needs to come out of your £40 or £30 allowance as described above. Some candidates may choose to print material at a high-street or online printers. You may claim this back in the same way as long as you provide proof of the purchase e.g. a receipt or email or screen shot receipt.

Current full-time officers who are candidates will have special printing arrangements made. This is because full-time officers do not have student ID cards and the associated printing facilities. Relevant candidates will be informed of this by email.

CLAIMING BACK EXPENSES

To claim a reimbursement for campaign costs you will need to send details of the following to the Elections Team via suelections@londonmet.ac.uk by 5pm Wednesday 13th March 2024. Payment will be made in the next available LMSU payment run.

- How much you wish to claim
- Valid receipts (please photograph your receipts) or other proofs (see above)
- Your name as it appears on your bank statement, account number, sort code and bank name
- Please subject title your email 'ELECTION EXPENCES'

4.4 SUPPORT FOR STUDENTS WITH A DISABILITY OR LONG-TERM HEALTH CONDITION

LMSU is committed to providing as much support as we can to any student who may have a disability or long-term health condition to engage fully in the election process, including supporting candidates and candidates' supporters who may have a disability. Please liaise with the Elections Team via suelections@londonmet.ac.uk if you would like to discuss this further.



5. CAMPAIGNING, VOTING AND COMPLAINTS

5.1 WHAT IS CAMPAIGNING?

A series of planned activities that are intended to achieve a particular social, commercial or political aim (Oxford Dictionary)

Campaigning in the Students' Union Leaders Election is also about undertaking activities in order to highlight why students should vote for you. Campaigning is important for many reasons. Obviously you want as many students to vote for you as possible. Campaigning creates a buzz, excitement, a fun atmosphere and creates awareness of the election which is important for all involved in the process. Campaigning includes talking to students around the campuses, lecture shout-outs, leaflets, posters, banners, decorated t-shirts and online campaigning including social media. See section 3 Candidate support for information on campaign training.

CAMPAIGNING HINTS AND TIPS

Please see separate Campaigning Guide in the [Information for Candidates](#) page

5.2 CAMPAIGNING RULES AND REGULATIONS

ACCEPTABLE AND UNACCEPTABLE CAMPAIGNING BEHAVIOUR

We want to ensure a fair and respectful campaigning environment for the Students' Union Leaders Election. Please refer to the guidelines in the Campaigning Guide (available on the Information for Candidates page) for details and attend one (of three) of the mandatory Campaigning and Social Media workshops for full details.

Please note: Failure to adhere to these guidelines could result in a breach of the election rules. Candidates who break the election rules may have sanctions applied up to and including being withdrawn as a candidate.

WHEN CAN I START CAMPAIGNING?

You can talk about the election and the fact that you are standing as a candidate at any time. Active campaigning however, where you are trying to persuade students to vote for you, such as distributing posters, flyers, t-shirts etc or anything online/social media is only permitted after 9:00am Monday 26th February 2024. You may campaign throughout the election until voting finishes on Friday 8th March.

Social Media Takeover - During Voting week, we are providing the opportunity for candidates to send a 30 second video that will be uploaded to the @londonmetsu Instagram stories between 4th-8th March. This video is an opportunity to give your elevator pitch as to why students should vote for you (read more about the elevator pitch on slide 20 of Campaigning and Social Media Training PPT. If you do not want to or do not feel comfortable submitting a short video, you are welcome to submit your campaign poster in its place.

The deadline for the submission will be Tuesday **27th February at 5pm**. For more information please check [Information for Candidates](#) page.

POSTERS, FLYERS, LEAFLETS - DESIGNATED AREAS ONLY

Please only display your posters in the designated areas around the campuses. A number of large, free-standing red, green or yellow display boards will be placed around the campuses in key locations for you to use to display posters.

The University also allows limited opportunities for posters to be displayed around the campuses in other locations during election time. Please note, the university will not however tolerate any damage to surfaces though and may charge for any such damage. Any posters in the wrong place may be removed and disposed of. It is against election rules to fix posters in areas where they are not permitted, and candidates may be sanctioned for it. Please respect the University environment.

Please see the [Campaigning Guide](#) for full information on where you may display posters etc. Please note this information will be subject to change so please keep an eye on your emails for updates.

POSTERS AND LEAFLETS: PLEASE ADD TWO LOGOS (IMPORTANT)

Please make sure you add the following two logos to any physical publicity you may produce such as posters and flyers:

1. Students' Union logo
2. Recycle me logo

The Students' Union logo will be a signal to the University Estates team that the item is part of the Students' Union election. The 'recycle me' logo is there to act as a reminder for all of us to respect our environment and recycle used posters as much as possible. Any publicity without the logos on it will likely be removed. The logos will be emailed to all candidates and available in the [Information for Candidates](#) page.

POSTERS AND LEAFLETS: CONTENT

Please be mindful of the content of any posters and leaflets you produce, whether printed or online. They must not make any derogatory references about others including candidates, staff, former staff or students either by name or implication. They must not be libellous or defamatory. Please ensure that your posters are factually accurate and don't have any negative campaigning about other candidates.

NO CAMPAIGNING IN LIBRARIES

Candidates do not have permission from the University to campaign in university libraries at all. This is because students go to libraries to study. Please do not campaign in the libraries. You may however campaign outside the libraries.

Please note: Failure to adhere to the above could result in a breach of the Election Rules. Candidates who break the Election Rules may have sanctions applied, up to and including being withdrawn as a candidate

5.3 WHEN AND HOW DO STUDENTS VOTE?

WHO CAN VOTE?

Any currently registered students studying at London Metropolitan University can vote. This does not include students studying at partner institutions.

ONLINE VOTING

Voting is open from Monday 4th March 9.00am to Friday 8th March 12pm. Students can vote by logging on to: [Elections page](#).

POLLING STATIONS

Polling stations are areas where students can physically cast their votes. They will be open daily during voting:

- Holloway Polling station: Blue Met Lounge - Blue Zone – near coffee kiosk 10:30am-4pm (Monday to Thursday) and 10:30am-12:00pm (Friday)
- Aldgate Polling station: The Atrium, near the Cafe 11:00-2:00pm (Monday to Thursday) and 11:00 -12:00pm (Friday)

5.4 VOTING RULES AND REGULATIONS

POLLING STATIONS

All candidates and supporters are not permitted to remain in the polling station or the immediate vicinity of the polling station apart from when they are voting themselves. Campaigning outside the polling station is fine. Staff on the polling station will advise you of the safe distance to keep. There may be designated areas near the polling station where those campaigning may not be permitted to be. These areas will be clearly marked.

This to ensure all students can vote in privacy and without undue influence and to allow those not voting to pass through these areas without hindrance. Any candidate not respecting these rules risk sanction up-to and including disqualification. Candidates must always follow the instructions of the elections team and polling station staff. Failure to do so will be considered a serious breach of election rules and sanctions, up-to and including disqualification may be applies to candidates.

RESPECTING VOTERS' PRIVACY AND ASSISTANCE WITH DEVICES

Students must be free to cast their vote themselves without undue influence or pressure. Candidates must not assist students with voting and must respect that every student has the right to vote confidentially and freely. If any student does need assistance in voting, for example due to a disability, please encourage them to contact the elections team via suelections@londonmet.ac.uk

Any candidate who votes on behalf of another student may be subject to automatic disqualification.

Candidates must not touch any devices belonging to other students. If a student requires assistance with devices such as phones or iPads, direct them to a member of Union staff who can provide support and guidance.

Any candidate who touches a device belonging to another student may be subject to automatic disqualification.

Please note: Failure to adhere to the above could result in a breach of the Election Rules. Candidates who break the Election Rules may have sanctions applied, up to and including disqualification.

5.5 COMPLAINTS

If you are not happy with an aspect of the election process or an election candidate or supporter, you should endeavour to resolve the matter informally if you can. If you do wish to make a formal complaint then you need to fill in the Elections Complaints Form, which can be found on the [Elections page](#).

Complaints should be made promptly, within 24 hours of the action that is being complained about via the correct complaints form and by the deadline of 4:00pm Friday 8th March 2024. You also need to make it clear which election rule you feel has been broken and provide any evidence you may have. If the complaint is regarding the counting of the vote, this must be received within 24 hours of the declaration of results. The elections team and the Returning Officer will then investigate the matter and if necessary, make a ruling.

5.6 CANDIDATE SANCTIONS

The Elections Team and Returning Officers reserve the right to impose sanctions on candidates if they or their supporters break election rules. The sanctions that may be imposed include:

- A first or final warning
- Campaign ban for 12 hours, 24 hours, 2, 3 or more days
- Withdrawal of financial support for campaign
- Disqualification from the election

Full details of the sanctions that can be applied can be found in the Election rules and regulations in Appendix One.



6. AFTERWARDS - WHAT IF I WIN? WHAT IF I DON'T WIN?

Whether you win or lose, pat yourself on the back and congratulate yourself on what you have achieved. Standing for election is very much putting yourself 'outside your comfort zone.' You will have learned a lot about yourself regardless of the outcome. You will have also developed significant skills and will be able to use the experience as a good example for skills development, team working, overcoming a challenging situation and other key skills useful for future job applications, interviews and employability.

6.1 IF YOU ARE ELECTED

If you are successful and get elected, you will get lots of training and support to help you in your role and will be contacted shortly after the elections about what happens next:

Full-time officers start their role on 1st July 2024. They are paid £27,028 plus a cost of living rise to be implemented from August 2024 onwards. You get 27 days of paid leave, plus bank holidays and University closure days. They work 35 hours a week, Monday-Friday typically 09:00-5:00pm. Please note that due to training requirements, you will need to be available for the first month so please ensure that you will be available throughout July 2024.

Part-Time Officers are in post for the following academic year, i.e. 2024-2025. There may be some training opportunities offered over the summer but the main induction and initial training session for part-time officers will take place as follows, please ensure you are available for this date.

Monday 9th September 2024 11:00 - 1:00pm

Students Council members will take up their places on the Student Council from the start of the next academic year i.e. 2024-2025. Student Council Members must be available to attend one of the following training sessions:

Thursday 7th November 2024 11:00-12:30pm

Thursday 7thth November 2024 4:00-5:30pm

Friday 8th November 2024 2:00-3:30pm

6.2 IF YOU ARE NOT ELECTED

Firstly, take some time to congratulate yourself on what you have achieved by taking part. You will have learned so much from the experience, so it may be worth taking some time to reflect on what you have gained. Campaigning involves organising yourself, coming up with ideas, using communication skills, influencing, inspiring and meeting new people - all things that will help you with whatever you want to achieve. Also take note of the specific skills you have been able to develop during the election such as building your confidence, public speaking and communication skills. Running in an election is a great challenge to take on and sadly not everyone can win!

There are plenty of ways to get involved in the Students' Union or in achieving the ideas you had on your manifesto without being an officer. If you are eligible, you can also run again in the next set of elections. If you are keen to get involved in campaigning or changing things, or looking for another role, you are welcome to come to talk to anyone in the Students' Union elections team. Being a Student Rep, Student Group member (societies, media etc) or Student Council Member are some great ways to get further involved. You can also have a look at our volunteering page on the website for more information about some of the opportunities available to you within the Students' Union:

[Volunteering page of LMSU website](#)

END OF CANDIDATE PACK

APPENDIX ONE: LONDON METROPOLITAN UNIVERSITY STUDENTS' UNION (LMSU) ELECTION REGULATIONS 2023-24

I. ELIGIBILITY - ALL POSITIONS

1.1 You must be a member of London Metropolitan University Students' Union to be eligible to vote or stand for election.

1.2 There shall be four Full-time Officer posts. A President and Vice-Presidents (VP) for Education, Activities and Opportunities, and Equity and Welfare. There shall be four Part-time Officer posts: Women's Officer, Disabled Students' Officer, Black, Asian and Minority Ethnic Students' Officer and LGBTQ+ Students' Officer.

1.3 Candidates may stand for one Full-time Officer and one Part-time position only. A student who is eligible may run for both a Part-time and Full-time role and will be eliminated from the Part-time ballot should they win the Full-time position, with their votes redistributed accordingly.

1.4 Candidates for the Part-time Officer roles must self-identify as a member of the demographic in question to be eligible to stand and be elected by self-defining group members

1.5 Successful Full-time Officer candidate positions must meet all the requirements to be Trustees of a charity. For further information, potential candidates should liaise with the Students' Union Chief Executive - su.ceo@londonmet.ac.uk

1.6 Where an eligible student takes up a Full-time Officer position after graduating/completing a course, they shall be deemed to be continuing (registered) students of their original School and remain Union members for their period of office.

1.7 Part-time Officers must be current students during their term of office. Any full member who will not have completed their course of study before taking and completing a term of office, or any full member who is enrolled or intends to enrol for a further course of study, shall be eligible to serve as a Part-time Officer. Should they complete their course, or they are no longer registered at the university, or they lose student status for any reason, they shall be deemed to have resigned from their Part-time Officer position.

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2. ELIGIBILITY - NUS DELEGATE ELECTION ONLY

2.1 The President of the Students' Union will be the ex officio delegate to the National Union of Students (NUS) National Conference and will be a delegation leader. Should the President not be able to attend the Conference, the Executive shall select an alternative member to attend. All other delegates to this conference will be elected in accordance with the NUS regulations at the time.

2.2 For cases where a dedicated female "block" is required by the NUS, all self-defining female candidates are separated from the electoral pool and a Single Transferable Voting (STV) count for all these candidates is run, electing the required number.

2.3 If there are not enough self-defining female candidates to fill the position, this is kept open for later co-option.

2.4 Self-defining female candidates who were not elected are then entered back into the pool with all other candidates. The remaining positions are filled as per the normal STV process, with no dedicated gender positions.

3. TIMING OF ELECTIONS AND TERMS OF OFFICE

3.1 Annual elections shall be held before the end of March each year to elect the Union Executive Officers for the following year (1st July – 30th June). The timetable for elections and all other arrangements shall be the responsibility of the Returning Officer. The period from the opening of nominations to the declaration of the election results shall not exceed eight weeks.

3.2 Full-time Officers and Officer Trustees shall take up office on 1 July following their election and shall hold office until 30th June the following calendar year.

3.3 Part-time Officers shall take up office on 1st September following their election and shall hold office until 31st August the following calendar year.

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3.4 NUS Delegates (as defined by NUS) shall be elected for a single Conference as specified in the election regulation and in accordance with the procedures laid down by NUS.

3.5 Re-open Nominations (RON): In all elections, voters shall be given the option of voting to re-open nominations. All candidates, including unopposed candidates, shall therefore run against "Re-Open Nominations" (RON).

3.6 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, how, where and when to vote, as well as details of all the posts to be filled.

3.7 Nominations will be open for a period of at least five working days. Notice of those candidates nominated will be displayed within three working days of the close of nominations on the website of the union.

3.8 Any candidate wishing to withdraw from the election must notify the Deputy Returning Officer in writing at least two working days before voting opens. Candidates cannot be withdrawn once voting has started.

3.9 Vote counting will commence within one working day of the close of the ballot. The Returning Officer or Deputy Returning Officer will declare the time and location of the count to all candidates before voting commences.

4. THE ELECTION PROCESS

4.1 Only current full members of the Union are eligible to vote in elections. Associate members may not vote.

4.2 All elections will include the opportunity to vote for a 'Re-Open Nomination' (RON). The election of RON results in the election for that position being re-held.

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4.3 The vote will be cast using a system agreed on by the Returning Officer, which may be a paper ballot or an electronic ballot system, or a combination of both. Such votes will be secure, and the list will be available for the scrutiny of the Returning Officer.

4.4 Voting will be by Alternative Vote (AV) for single vacancy elections and Single Transferable Voting (STV) for multi-vacancy elections in accordance with the rules for the operation of transferable voting systems as set by the Electoral Reform Society.

5. CAMPAIGNING, VOTING AND POLLING STATIONS

5.1 Candidates are not to begin campaigning until after candidate briefings and official notification is given.

5.2 Candidates must follow the campaigning guidelines outlined in the Campaigning Guide.

5.3 Candidates should not be physically present in the area of the polling station. The Returning Officer or their deputy will define the area of the polling station.

5.4 Candidates should avoid blocking corridors or hindering the movement of students. The area where candidates are not permitted at the polling stations may be marked out with tape on the floor. Candidates must stay outside this area at all times and any encroachment of this area will be considered a serious breach of election rules.

5.5 Campaigning in the immediate vicinity of polling stations is not allowed. Candidates should not block or crowd the entrances/exits of polling stations.

5.6 Candidates should not interfere with any polling station equipment.

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5.7 Candidates should not interfere with the electorate. If a student expresses disinterest or a lack of time to vote, candidates should accept this without pressure and move on.

5.8 Candidates must not vote on anyone's behalf. Students should cast their own votes. Any candidate who votes on behalf of another student will be subject to automatic disqualification.

5.9 Candidates must not touch any devices belonging to other students or assist students to vote. Any candidate who touches a device belonging to another student will be subject to automatic disqualification.

5.10 Any such behaviour as outlines in this section, will be considered an election violation to be investigated by the Returning Officer or their Deputy, who may impose a relevant penalty in accordance with the Sections 15 (Interpretation) and 16 (Complaints).



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6. VOTING FOR FULL-TIME AND PART-TIME ROLES

6.1 Voting for Full-time Officer positions will be by cross-campus ballot to satisfy the requirement of the Education Act.

6.2 For voting for the Part-time Liberation Officer positions (Women's, LGBTQ+ Students', BAME Students', Disabled Students'), voting will be from eligible students self-defining as members of these groups.

7. NOMINATIONS (APPLICATIONS)

7.1 All candidates must fully and correctly complete the nomination form (which may be electronic and online) to be eligible to stand.

7.2 Only current full members of the Students' Union are eligible to nominate candidates.

7.3 Completed nomination forms (which may be online forms) must be submitted according to the instructions of the Returning Officer before the agreed closing date.

7.4 For a nomination form to be valid it must be received before the stated closing date and time. The nomination form and elections website will state the closing date and time. Forms received after this time will be invalid.

7.5 Current students must act as a proposer and a seconder for each candidate. A current student may act as a proposer or seconder for more than one candidate but not as proposer and seconder for the same candidate.

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8. ANNOUNCEMENT OF CANDIDATES

8.1 THE RETURNING OFFICER OR DEPUTY WILL PUBLISH THE FOLLOWING:

8.1.1 The names of all candidates submitting valid nomination papers.

8.1.2 The names of each Proposer and Seconder for these candidates.

8.1.3 The manifesto provided by each candidate.

8.1.4 The date of the election.

8.1.5 The times and methods by which votes may be cast.

8.1.6 The date(s), time(s) and venue(s) of all hustings.

8.1.7 Details of any invalid nomination paper, together with the reason for its invalidity.

9. MANIFESTOS

9.1 All candidates must meet the following 3 minimum expectations:

9.1.1 Attend a Candidate Briefing; AND

9.1.2 Submit a manifesto (including a photo); AND

9.1.3 Attend a Campaigning and Social Media workshop

Failure to meet the above 3 minimum expectations will result in a candidate being withdrawn

9.2 Current Full-time and Part-time Officers who are running for re-election must attend an additional mandatory briefing. If they do not, then they will be withdrawn.

9.3 All candidates must submit a maximum four-hundred-word manifesto (written statement) which will be displayed for the benefit of voters. Manifestos must comply with the union's Equality, Diversity and Inclusion Policy and all other policies.

Candidates must provide a photograph with their manifesto.

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9.4 All Full-time Officer candidates are expected to take part in Candidate Question Time (Hustings). Failure to do so, except on grounds specified by the Returning Officer, will result in a penalty to be decided by the Returning Officer or Deputy Returning Officer

9.5 Candidate Question Time is called and chaired by the Chair of Council (or nominated deputy in the event of the chair being a candidate) in which they have the opportunity to explain their manifestos to the members. They will take place at a venue(s) and time(s) as pre-advertised by the Returning Officer.

9.6 All Full-Time Officer Candidates will deliver a speech at Candidate Question Time to be followed by questions from the floor.

9.7 All candidates must conduct themselves at all times in accordance with LMSU's Equality, Diversity and Inclusion Policy and all other policies.

10. PRODUCTION OF PUBLICITY

10.1 Printed campaigning materials such as posters and fliers may be produced by candidates. However, publicity of this nature may not be permitted before the official commencement of the election campaigning as determined by the Returning Officer.

10.2 Candidates will be provided with access to funding to assist them with the production of printed materials as part of their election campaigns. Details of this will be made clear to all candidates before the commencement of campaigning.

10.3 Candidates who may have access to Students' Union printing facilities, for example, due to being a current officer or a student staff member, must not use this facility for election printing. Alternative means of printing for officers will be advised by the Returning Officers.

10.4 Candidates are to stay within their printing and publicity budget as outlined by the Returning Officers.



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10.5 Outside sponsorship is not allowed to fund campaigns and publicity. Any candidate with outside sponsorship will be subject to disqualification.

10.6 Any derogatory references to other candidates, staff, former staff or students, either by name or implication, are forbidden. Candidates must not make any libellous or defamatory statements, wither in person, online or on any campaigning materials.

10.7 Election material must comply with the LMSU Equity, Diversity and Inclusion policy and all other LMSU policies.

II. DISTRIBUTION OF PUBLICITY

11.1 Election publicity must not obscure, deface or remove any current candidates, Union or University publicity/information already displayed.

11.2 No election materials should be attached to walls or doors, or other surfaces which may be damaged. Display boards will be provided for candidates to display election material in each university building. No graffiti is allowed. Other areas where publicity may be allowed to be displayed will be communicated to candidates.

11.3 No candidate is to remove or in any way deface the election publicity of another candidate.

11.4 Publicity materials must not be displayed or distributed within the libraries.

11.5 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.

11.6 Any material distributed will be removed if littered.

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12. CAMPAIGNING & CANVASSING

12.1 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 these regulations.

12.2 Candidates and any supporters must abide by the guidelines for ensuring a fair and respectful campaigning environment outlined in the Campaigning Guide (available on the Information for Candidates page on LMSU's website), in Section 5 (Campaigning, Voting and Polling Stations) above and in this section (Section 12 Campaigning and Canvassing). Training on acceptable and unacceptable behaviour when campaigning will be provided at mandatory Campaigning and Social Media workshops. Failure to adhere to these guidelines will be considered a breach of the Election Rules. Candidates who break the Election Rules may have sanctions applied, up to and including being withdrawn as a candidate

12.3 Union societies, committees and other groups may not give support to candidates via official group/society activities (including social media).

12.4 It is the responsibility of candidates to ensure that they have any necessary authority and/or permission to canvass in student accommodation.

12.5 No candidate can use Union or University meetings, lectures or events inside or outside the University campus without the organiser's permission; such permission should, as far as is reasonably possible, extend to all candidates.

12.6 Candidates may not utilise Union or University student mailing lists for campaigning, such as Student Rep lists, Student Group memberships etc. This applies to both public and private lists.

12.7 No candidate may use any Union resources except for those made available to all by the Union.

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12.8 Slates and joint campaigning: 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 independent candidates could not do. Candidates may be jointly liable for the actions of fellow slate members.

12.9 All rules regarding candidate spending limits also form part of these rules and regulations. Any breach of these spending rules will be considered a serious breach of election regulations. Candidates will be made aware of spending limited via the Candidate Pack or other similar documentation and at mandatory Candidate Briefings. These limits may vary from year to year.

13. APPROVAL OF ELECTIONS RULES AND REGULATIONS

13.1 Election rules and regulations shall be approved by the Returning Officer. Rules and regulations governing the conduct of elections, including rules for candidates, shall be prepared and maintained by the Returning Officer and Deputy.

13.2 The Returning Officer may appoint one or more individuals to be deputy returning officers to oversee the administration of elections. They may not be members of the Union but may be employees of the Union or anyone else that the Returning Officer deems to be suitable.



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14. CANDIDATES, SUPPORTERS AND STUDENT CONDUCT

14.1 Candidates and their supporters should treat others with respect and as you would wish to be treated

14.2 Students must be free to cast their vote without undue influence or pressure. Candidates must not vote on anyone's behalf. Students must cast their own votes. Any candidate who votes on behalf of another student will be subject to automatic disqualification.

14.3 Candidates must respect that every student has the right to vote confidentially and freely. Any complaints raised by students about being unfairly pressured to vote for any particular candidate will be taken extremely seriously.

14.4 Candidates must not attempt to help students vote during the voting process, even if a student has requested assistance. This can include but is not restricted to voting on another student's behalf (with or without their consent), using mobile devices to obtain votes, intimidation, creating false or bogus ballots or any other attempt to influence the outcome unfairly is an offence under these regulations. If any student requires assistance to vote, they must be directed to the Elections Team.

14.5 Candidates must be respectful of polling station staff at all times. Any harassment of students or staff by candidates or their supporters at any point during the election process will not be tolerated. Any such behaviour must be reported to the Returning Officer and will be viewed a serious breach of these regulations and may lead to sanction, upto and including expulsion.

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14.6 Should candidates act contrary to the specific rules or underlying principles set out in this document, they are in breach of the Elections rules and regulations and may be subject to sanctions applied by the Returning Officer.

14.7 Any such behaviour as outlined in this section or elsewhere, will be considered an election violation to be investigated by the Returning Officer or their Deputy, who may impose a relevant penalty in accordance with Section 15 (Interpretation) or Section 16 (Complaints). This may include being disqualified.

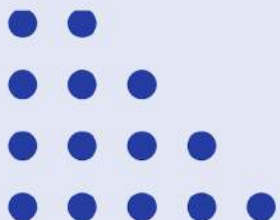
14.8 As well as these rules and regulations. All candidates, supporters and students must act within all other LMSU and University policies, rules and regulations and the law of the land. Breaches of these policies can lead to action against you and your slate/teams by the Returning Officer and further disciplinary action which could affect your student status.

15. INVESTIGATION AND SUSPENSION

15.1 The Returning Officer is solely responsible for interpreting these regulations, including but not limited to eligibility, sanctions and disqualification matters.

15.2 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 by the Returning Officer until such time they are reinstated, penalised or disqualified.

15.3 Any investigation should be conducted as quickly as feasibly possible. Any suspension should be reviewed every two days.



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16. COMPLAINTS

16.1 Complaints should be submitted promptly and, where possible, within 24 hours of the action that is being complained about. Delays in submitting a complaint are unnecessary and against the spirit of the election.

16.2 Any complaints about the counting of votes must be submitted no more than 2 hours after the close of voting.

16.3 The Returning Officers will clearly state the process for submitting complaints, and this process must be followed at all times. Any complaints not received through the correct process may be rejected. Any complaint should be accompanied by evidence where available. All complainants must state clearly which election rule and regulation they feel has been breached.

17. SANCTIONS

17.1 The Returning Officer and Deputy shall investigate all complaints and adjudicate according to the complaint's seriousness and complexity. Any sanction should be proportionate to the offence.

17.2 If a candidate is proven to have broken one or more of these regulations, the Returning Officer shall have the power to:

17.2.1 Issue an oral or written warning to the candidate.

17.2.2 Restrict the amount of publicity available to the candidate.

17.2.3 Remove or confiscate any prohibited publicity material.

17.2.4 Impose a campaigning ban for 12 hours, 24 hours, 2, 3 or more days

17.2.5 Require the candidate to publicly correct or withdraw any inaccurate statements

17.2.6 Require the candidate to issue an apology

17.2.7 Remove financial support for the candidate's campaign

17.2.8 Disqualify the candidate

17.2.9 Take any other appropriate action deemed necessary by the Returning Officers.

17.3 All rulings made by the Returning Officer will be posted on the elections website. Candidates are expected to consult these regularly.

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17.4 The Trustee Board and University recognise the Returning Officer as the independent person to whom complaints should be referred. The Returning Officer will submit a statement to the Trustee Board following each election, stating whether the elections have been conducted fairly and properly in accordance with the election regulations.

17.5 The Returning Officer may choose to delay the announcement or suspend the outcome of the vote if there is a suspicion that unfair activity may have influenced the outcome, pending a full investigation. If a full investigation finds evidence that there has been an activity that has unfairly influenced the outcome, the Returning Officer may take such action as required, including but not limited to removing candidates, eliminating votes and rerunning the election.

17.6 The announcement of results does not prevent further investigations and or action, including but not limited to removing candidates, eliminating votes and rerunning the election, should the returning officer discover matters of concern post-announcement.

18. ROLE OF FULL AND PART-TIME OFFICERS

18.1 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.

18.2 If a current officer is a candidate or the supporter of another candidate, they must take annual leave from the officer role at any time they wish to campaign. This annual leave must be arranged and agreed upon hand.