

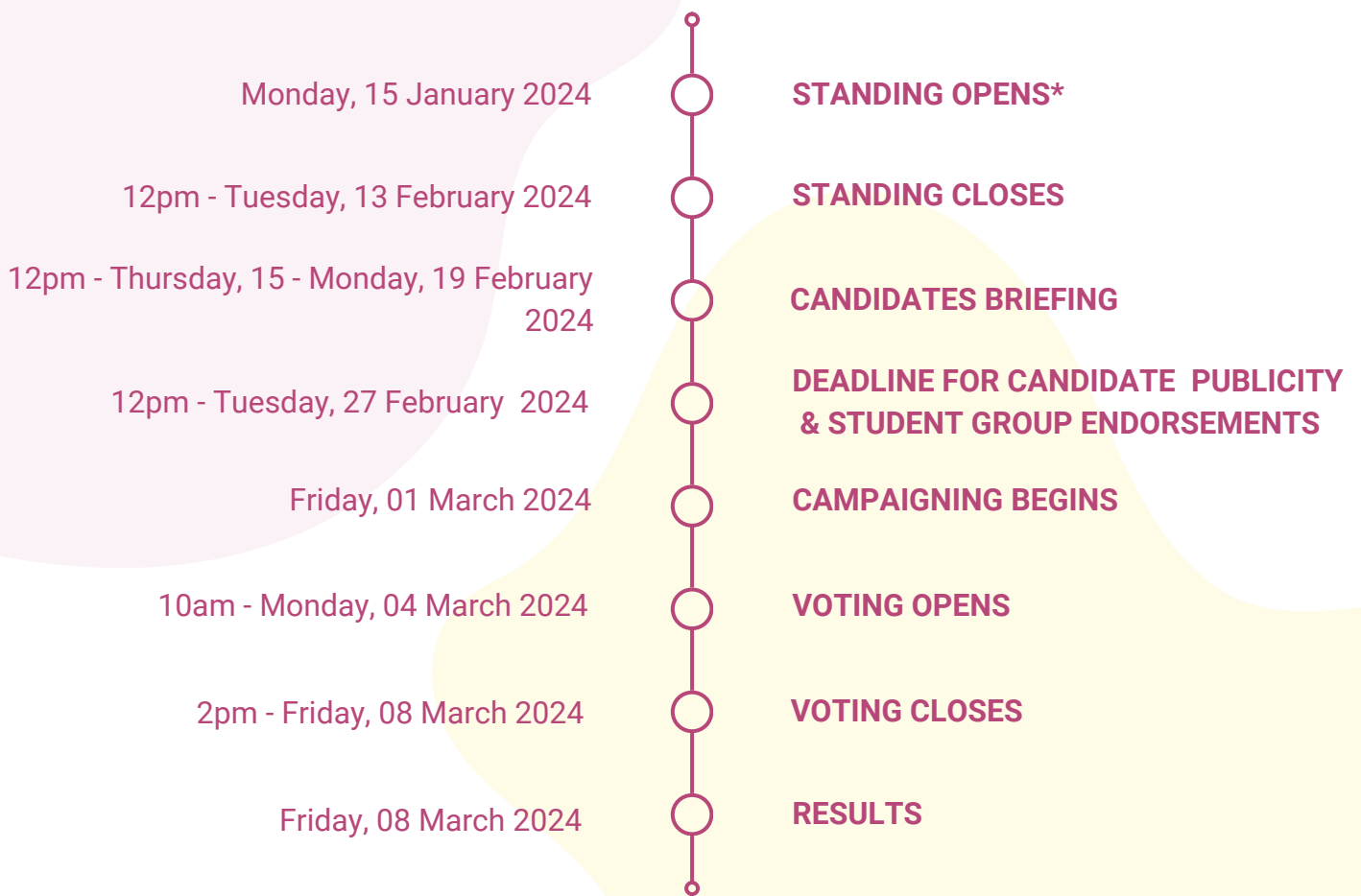
2023/24

# Election Rules



# Key Dates

## Arts SU Elections



**\*Standing is the period at which students can put themselves forward for an available role.**

# Key People

**NICK SMITH -  
DEPUTY RETURNING  
OFFICER**

The Deputy Returning Officer (DRO) is your first point of contact for any question, queries or complaints. The DRO will refer matters to the NUS Returning Officer to make rulings. To contact, email [democracy@su.arts.ac.uk](mailto:democracy@su.arts.ac.uk).

**NATIONAL UNION OF  
STUDENTS -  
RETURNING OFFICER**

The Returning Officer (RO) oversees the election process ensuring it is fair open. They will have ultimately responsibility for the interpretation of all election rules and take the final decision in cases of disqualification or annulling of an election.

# Standing

- 01** To stand you must complete the online standing form at [www.arts-su.com/elections](http://www.arts-su.com/elections) no late than the close of standing.
- 02** To stand you must include your name and student number.
- 03** Postgraduate who are registered as of the 1st January but whose course may have ceased during the Arts SU Elections will be eligible to apply.
- 04** No member may stand for more than one role in the same election.
- 05** The Union will organise a Candidates Briefing at the close of standing. At the briefing Arts SU staff will explain the election rules and brief candidates on relevant updates.
- 06** Those unable to make the Candidates Briefing should ensure they arrange to speak the Democracy and Representation Team before the Publicity Deadline and start of Campaigning.

# Campaigning

- 01** Candidates are responsible for the actions of campaigners who support their campaign for election, collectively known as a campaigns team. A campaigner is defined as someone who would be reasonably thought to be acting on behalf of a candidate to further the election of the candidates.
- 02** Candidates must take all reasonable steps to ensure their campaigners actions comply with the campaign rules and must be able to demonstrate this in the event of a complaint against them.
- 03** Candidates and their campaigners should only undertake campaign activity which others have equal opportunity to do.
- 04** Candidates and their campaigners should conduct themselves in a way that is respectful to others and must not engage in behaviour which is threatening, harassing or risking the wellbeing and safety of others.
- 05** Candidates and their campaigners must not use University or Students' Union resources to campaign except where explicitly permitted by the DRO.
- 06** Candidates and their campaigners must not state that they (or the candidate they support) have been endorsed by the Union or its staff.
- 07** Candidates and their campaigners must not cast, or attempt to cast a vote on behalf of another student.
- 08** Bribery of voters must not be used as part of any campaign.
- 09** Candidates and their campaigners must adhere to all existing wider laws and rules which govern individual and student behaviour.

# Budget

- 01 The campaign budgets will be set by Arts SU and communicated at the candidates briefing. These will be reimbursed by the Union on the provision of receipts.
- 02 Candidates must not exceed their budget limits.  
  
Candidates submit a written list of campaign costs with corresponding receipts to the Representation and Democracy team within one hour of the close of voting. If candidates do not spend any money during their campaign this must be made clear on the submission.
- 03
- 04 All materials used by a candidate must be included within their statement of expenditure alongside receipts or a reasonable estimated market value.
- 05 All items not purchased but used for campaign purposes must be valued by the DRO.
- 06 The exception to the above are materials and resources that are available to all e.g., the free use of social media sites and basic stationary found at home.

# Count & Announcement

- 01 The count shall be supervised by the Deputy Returning Officer or their nominee.
- 02 The results of Union voting will only come into effect once the Deputy Returning Officers has certified the result is the accurate outcome of a free and fair process.

# Complaints & Appeals

- 01** The RO and DRO will take responsibility for interpretation of these rules and Union Bye-Laws.
- 02** For a complaint regarding an alleged breach of the Bye-Laws to be investigated, it must be made in writing using the appropriate online form.
- 03** Complaints should be submitted no later than one hour after the close of voting and must specify clear grounds referencing these rules or the Union Bye Laws.
- 04** The DRO or RO will investigate the complaint obtain further evidence and where relevant rule upon the complaint applying penalties if necessary.
- 05** The DRO or RO's rulings shall take immediate effect.
- 06** Complaints about the count must be made in writing using the appropriate online form before the announcement of results.
- 07** Appeals must be made in writing no later than 12pm on the day after the decision of the DRO or RO has been communicated to the candidates.
- 08** Appeals must specify clear grounds referencing that the interpretation of the election rules is unreasonable, correct procedure has not been followed, that the RO or DRO has been prejudiced, biased or failed to fully consider the available evidence.

**A detailed breakdown of the rules and regulations which oversee elections can be found in the Elections Bye-Law available on the Arts SU website.**