



Students' Union Elections Rules and Regulations

Lincoln Students' Union elections are governed by the following guidance which regulates campaigning and candidate conduct throughout elections. The elections will be run in accordance with bye-law 7.

We want candidates to be free to campaign in clever and creative ways without worrying about remembering long lists of rules; however we need to ensure that elections are fair for every candidate.

Should any of the following rules be broken, the candidate may face any of the below sanctions, depending on the severity of the rule that is broken, and the length to which it is broken.

- 1) Allow the election to continue with no action
- 2) A formal warning may be given
- 3) The candidate may be temporarily banned from campaigning for a length of time
- 4) The candidate may be disqualified from the elections
- 5) The entire election process may be suspended

Each case will be considered on a case-by-case basis, and the outcome will be decided at the discretion of the Returning Officer

General Rules

- Obey the law (inclusive of governmental advice around Covid-19 and self-isolation), Students' Union and University policies
- Do not undertake any activities that knowingly unfairly disadvantages another candidate(s)
- You are responsible for the actions of your campaign team and you must declare your campaign team at the start of the election period
- There must be no open/public online activity before the official start of campaigning, marked by the opening of voting

Social Media Rules

- You may post in any Facebook group (open or private), however you must ensure that all administrators of private Facebook groups allow all candidates to post upon request
- You may not use any Students' Union or University mailing lists that you have privy to e.g. membership lists and course lists
- If you choose to create a website for your campaign you must declare this in your spending. If it is free, you must still declare this in your spending budget and provide proof of this
- You are all able to use all social media platforms, however the content on these must be linked to your approved campaign material
- Negative or defamatory comments or posts on social media by yourself or a member of your campaigns team, towards another candidate or the Students' Union will not be tolerated, and you will be asked to remove them and may face other election sanctions as inappropriate behaviour affects the spirit of the elections. Dependent upon the nature of the post, you may also face disciplinary procedures outside of the elections, in line with the ULSU Social Media Policy for students: https://2d53b4ae7710437ef402-16882fd0dd682351953626dbea9fe405.ssl.cf3.rackcdn.com/A4001CBC_ULSU_Social_Media_Policy_for_Students.pdf
- Throughout the election, no staff names or roles are permitted to be mentioned in any forum, including social media. Staff have no right of reply, and therefore there is a strict staff protocol around the elections. There is a zero tolerance stance on the mentioning of staff names or roles, and again, in addition to election sanctions, you may also face disciplinary procedures outside of the elections in line with the code of conduct: <https://inassets.sumsmanagement.com/documents/policies/codeofconduct2021.pdf>
- You can create as many videos as you like, however if these are deemed to be inappropriate you will be asked to remove them

Active Campaigning Rules

- All candidates must attend Candidate Briefing before they can campaign
- All Student Leader candidates must attend a campaigns training session before they campaign
- Candidates may not put up campaigning material on campus and due to Covid-19 are restricted to online platforms only
- Campaign materials must not include University or Union logos, with the exception of the official elections logo
- Campaign materials must not mention other students/Officers/staff by name
- Candidates and their campaign teams are not permitted to coerce or bribe students into voting for them
- Candidates and their campaign teams must maintain a distance of 3 meters from any student whilst campaigning
- Candidates may not allow students to vote on their own tablets/devices, to ensure sanitation in response to Covid-19
- Candidates may not undertake physical campaigning such as lecture shout outs, sports team shout outs and door knocking in halls, to help to prevent the spread of Covid-19.

- Sports teams, Societies and Academic Societies may endorse one or more candidates by voting online for 24 hours, for the endorsement, however they may not force any individual members to vote for a specific candidate. Proof of endorsement vote must be sent to elections@lincolnsu.com prior to endorsement activities commencing
- Sports teams, Societies and Academic Societies must ensure all endorsement activity takes place in a Covid secure manner.
- Current Student Leaders or Volunteer Officers may not use their position to gain votes, nor may they use Students' Union resources
- Candidates may not be in the Students' Union Offices whilst in campaign wear unless invited in by the Returning Officer
- No University staff members, academic or professional may endorse you or promote your campaign in any way both physically and on social media. Staff may promote the election generally.

Financial

- Student Leader candidates may not spend over £100 on their campaign
- Volunteer Officer candidates may not spend over £50 on their campaign
- Declaration of spending forms must be submitted to elections@lincolnsu.com 24 hours prior to voting closing along receipts or photocopies, for all Student Leader and Volunteer Officer positions only
- If you are late by up to 1 hour, you will be suspended for an hour from the moment you hand it in e.g. where voting closes at 14:00 on a Wednesday and you hand it in at 14:05 on the Tuesday, you will be suspended until 15:05 on the Tuesday. If you are between 1-2 hours late, you will be suspended for 2 hours from the point you hand it in e.g. if you hand it in at 15:05 on the Tuesday, you will be suspended until 17:05 on the Tuesday
- Donations must be accounted for by providing approximate prices for the donation

Complaints

Complaints must be submitted in writing to the Deputy Returning Officer by emailing elections@lincolnsu.com. All complaints must be backed up with evidence- if no evidence is provided, your complaint will not be considered.

All complaints must be made within 24 hours of the occurrence of the incident.

Action will be taken in response to your complaint within 48 hours of receipt of the complaint.

You can appeal the decision of the Returning Officer within 5 days of the decision being made, and in accordance with bye-law 7.16

No complaints shall be considered after the end of voting.

Please note, all regulations within this document may be reviewed at any point up until, and during the election period, particularly in light of any changes in responses to the Covid-19 pandemic.

