



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 by-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 Deputy Returning Officer and the Assistant Returning Officer(s).

General Rules

- Obey the law, 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
- There must be no open/public online activity before the official start of campaigning, marked by the opening of voting on the 18th February, following the candidate briefing

Social Media Rules

- You may pre-prepare all of your social media activity, however you may have a maximum of 10 members of your campaign team (not including yourself) on your Facebook campaign group prior to the start of campaigning
- 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 posted on social media towards another candidate or the Students' Union will not be tolerated, and you will be asked to remove them
- 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

- Candidates may not put up campaigning material in the following locations:
 - in the gallery between Nicola De La Haye and Peter De Wint Buildings
 - in the top of the Nicola De La Haye and Peter De Wint Buildings
 - in the library
 - in the ATB building on the ground floor and near siren FM
 - in computer rooms
 - in Tower Bar/ the Swan
- All banners, posters etc. must be approved beforehand and must be correctly, safely fastened
- Posters must only be put up with blue tack (Sellotape must NOT be used)
- Campaigning materials must NOT damage university property. You will be charged for any materials that damage University property.
- All posters must be taken down at the end of the election by the candidate, and within 6 hours of voting closing. If posters are not removed, you will be charged.
- You may use any campaigning materials aside from stickers. If stamps are used, you must request the permission of the person you are stamping.
- Candidates should treat other candidates and their campaigning materials as they would expect their own to be treated. Ripping up other people's posters or covering other people's campaigning material will not be tolerated.
- Canvassing in external clubs and venues are at the discretion of the venue, and will not be monitored by the Students' Union
- Shout outs by DJ's in external clubs and venues are at the discretion of the DJ and will not be monitored by the Students' Union
- Candidates and their campaign teams are not permitted to coerce or bribe students into voting for them e.g. candidates are free to give sweets out with flyers, but could not give out a sweet to a student as a reward for their vote

- Candidates and their campaign teams must maintain a distance of 3 meters from any voting student
- Candidates may allow student to vote on their tablet, but should be careful to ensure they are not coercing the students
- Sports teams may endorse one or more candidates by calling a Members Meeting and voting for the endorsement, however they may not force any individual members to vote for a specific candidate.
- 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.

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 the Deputy Returning Officer at the Students' Union Reception 24 hours prior to voting closing (2pm on Tuesday 26th February 2019) along with 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 Wednesday 27th February 2019 and you hand it in at 14:05 on Tuesday 26th February 2019, you will be suspended until 15:05 on Tuesday 26th February 2019. 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 Tuesday 26th February 2019, you will be suspended until 17:05 on Tuesday 26th February 2019.
- Donations must be accounted for by providing approximate prices for the donation
- Extra printing of posters is allowed, however these must be printed in the library, and a receipt must be obtained. This must then be accounted for within the budget.

Complaints

Complaints must be submitted in writing to the Deputy Returning Officer by emailing returningofficer@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. The Deputy Returning Officer shall post the rulings on the Students' Union website.

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

No complaints shall be considered after the end of voting at 2pm on Wednesday 27th February 2019.