

Election Rules

1. University of Lancashire Students' Union shall be referred to as 'The SU' throughout the rest of this document.
2. The SU election rules are to be followed jointly with Byelaw 3 and Byelaw 5. The full copy of our Byelaws is [available on our website](#).
3. In order to nominate for a role, students must be enrolled as a student from 12 months after the role begins and must identify with the specified parameters of the role.
4. Candidates, Campaigners, Student Representatives, Students Groups, SU Staff and University Staff must act in the interests of a fair election.
5. Candidates, Campaigners, Student Representatives, Students Groups, The SU Staff and University Staff must treat all others with respect. This includes engaging in healthy debate and not campaigning negatively.
6. No 'Early campaigning' is permitted. Early campaigning is when a candidate (or campaign team member) promotes the candidate and asks students to vote for them. Candidates and Campaigners must wait for under after the first Candidates Briefing has concluded to begin campaigning.
7. Votes are casted electronically on the Students' Union website. Candidates and Campaigners must allow voters to cast their ballot freely and without interference:
 - a. Students have the right to change their voting at any point in the voting period.
 - b. Candidates and Campaigners must provide privacy to a student casting their vote.
 - c. Candidates and Campaigners must not touch the device of a student casting their vote.
 - d. Candidates and Campaigners must not use the login details of a student to cast a vote on their behalf.
 - e. Candidates and Campaigners must not harass students. Harassment means unwanted contact towards another. This can include continuing to exert pressure on a student for their vote, when they no longer wish to communicate with a candidate or campaigners.
8. The SU Staff shall not become actively involved in the politics of The SU, or be encouraged to do so, and shall remain neutral during elections, whilst encouraging students to actively participate. The SU Staff in this context are employees who work under the direction of the Chief Executive of The SU.

9. **Students employed by the Students' Union shall not become actively involved in the politics of The SU elections, or be encouraged to do so, and shall remain neutral during elections during their protected working hours. They are free to campaign and express an opinion outside of these hours but must not be in uniform (this includes the SU Staff lanyard or uniform). No candidates may wear clothing/lanyards which include the SU logo.**
10. **Campaigns should be fully transparent and accountable to the SU. No campaign materials should include the logo of the University of Lancashire or The SU or state that either the university or SU approve of them. Candidates will be asked to remove any such logos from their materials.**
11. **Voters must not be bribed in the act of voting or rewarded for casting a vote for a particular candidate. Candidates may give voters campaign promotional materials, but these must be no more than 10p in value. (A token to a student will include the costs of; the item, cooking ingredients, any wrapping and delivery costs). Candidates may not utilise alcohol as a campaign tool.**
12. **All candidates are allowed to spend no more than £30 on election materials - this includes the costs of tokens given to voters. The SU will create reasonable opportunities for all candidates to create some basic campaign resources, free of charge. These will be made available to all candidates.**
13. **All campaigners must submit all their campaign costs with receipts to the Deputy Returning Officer (DRO). The final deadline for expenses is 1 hour after the closing of the election voting period, failure to do so will result in standard market value being applied. Any donations to a campaign that is not accessible to all must be itemised with the standard market value attached. If no expenditure is incurred this must be declared to the DRO.**
14. **Where Candidates, Campaigners, Student Representatives, Students Groups, SU Staff or University Staff believe an alleged breach of the election rules to have been carried out, they must complete the Elections Complaints form which is readily available on the SU website. All rulings on the interpretation of the rules will be made by the Returning Officer or their nominated representative (i.e. DRO). Interpretation will be in the interest of the electorate and maintaining a free and fair election above all others. If a breach of these rules has occurred, the Returning Officer or their nominated representative may apply a sanction, which will be communicated verbally and in written form with an explanation of the decision and the opportunity to appeal.**

Sanctions available to the DRO:

- a. **A formal warning**
- b. **Temporary campaign ban up to 1 hour for both candidate and campaign team who must reside in the SU Advocacy and Insight Office for the duration of the ban period.**

- c. Temporary removal from the ballot for up to 1 hour during the voting period.
 - d. Disqualification
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15. Complaints will be accepted until 1 hour after the closure of the voting period. Any breach of University or Union regulations in respect of the conduct of students may be referred to the appropriate processes.
 16. The vote count will commence after all expenses and complaints have been processed. All votes are independently verified. In the unlikely event that a tie occurs, both candidates or a nominated person of the candidate will be invited to a 'coin-toss' to break the tie. The person first alphabetically by first name will be assigned heads.
 17. The DRO reserves the opportunity to consensually elect a candidate who has received the second highest number of votes into an appropriate role where there is a vacancy and is appropriate.