

Key information for Candidates standing in the Leadership Elections.

A. General Information

1. All rules listed [in section X] are in addition to the rules set out in the Union Bye-Laws Section H. Major Elections.
2. The Elections timeline [on page XX] outlines all deadlines for the Leadership Elections and it is the candidate's responsibility to know these. All deadlines are final.
3. General feedback on the Election process can be made using the online form at imperialcollegeunion.org/elections/feedback

Commented [HF1]: Re-word

B. The Returning Officer

1. The Returning Officer's duties are set out in the Union Bye-laws Section H.3-4
2. The rules of the elections will be interpreted and enforced by the Returning Officer (RO) and Deputy Returning Officers (DROs).
3. Rulings made by the RO or DROs will be communicated to all candidates and as such become rules for that election. It is up to candidates to ensure that they are aware of the latest rules and rulings.
4. All candidates must attend meetings as requested by the RO and DROs
5. Any complaint about the conduct, not the decisions, of the RO's can be made to Board of Trustees' Governance Sub-Committee through the Union's complaints procedure as detailed in the Union Bye- Laws Section H.

Commented [HF2]: Confirm process for submitting a complaint about RO/DRO ruling – via Elections complaints or Union complaints processes or OTHER?

C. Nominations

1. The Leadership Elections timeline is confirmed by Governance Committee and can be found [on page X, key information for candidates]
2. Nominations must be made online at imperialcollegeunion.org/vote
3. Nominations require one seconder

Commented [HF3]: Awaiting outcome from Union Council and Governance Committee for edit to Bye-Laws to remove this ruling.

D. Expenditure

1. Campaign expenditure is defined as expenditure in pursuit of promoting a candidature as further determined by the Returning Officer.
2. Any expenditure must be both that which all candidates have had the opportunity to carry out, and must be replicable by all other candidates in a given election.
3. Where there is a question as to the extent to which it is reasonable to believe that the use of a tactic or resource is open to all, the Returning Officer's decision is final and so advice should be sought first.
4. Candidates in all elections have a maximum amount they can spend on their campaigns once the nomination has been confirmed. All campaign material must be covered by a suitable receipt
5. All campaign material for full-time sabbatical positions and Constituent Union Presidents must cost no more than £100 of which the Union will refund 100%
6. All campaign material for all other volunteer positions must cost no more than £50 of which the Union will not refund and must be covered by the candidate
7. Receipts for monies spent on all campaign material must be submitted by email to elections@imperial.ac.uk before the deadline stated in the Elections timeline.

E. Campaigning

1. Candidates are responsible for all those acting in support of them, on behalf of them, as part of their campaign team or distributing their campaign material where the candidate may be deemed by the RO or DROs to have been in a position to control that individual's actions.
2. Candidates running a joint campaign are liable for any breaches to rules on

either campaign and will be sanctioned accordingly.

3. If a candidate is in any doubt as to any campaigning activity that they intend to undertake, they are advised to speak to the RO or DROs before undertaking the activity in order to obtain a formal ruling.
4. Candidates' manifestos and photos must be submitted online at imperialcollegeunion.org/vote by the deadline stated in the Elections timeline. Manifestos may be no more than 250 words long. Any words over 250 will be removed before the manifestos are published.

Commented [HF4]: Re-word

F. Complaints

1. Any complaint must be submitted using the online Elections Complaint Form available at imperialcollegeunion.org/elections/complaint
2. Only completed Elections Complaint Forms will be considered by the RO or DROs
3. Complaints should be submitted within 24 hours of the incident in question or at the earliest possible moment
4. Complaints cannot be anonymous and the ruling by the RO or DROs regarding any complaint may be communicated to all candidates within the election
5. Complaints involving severe breaches of the rules will be dealt with by the RO. The RO may choose to allow the DROs to rule on all other complaints
6. The RO will define to the DROs their interpretation of severe and non-severe breaches of the rules
7. The RO or DROs may make a ruling including, but not limited to, the following sanctions. Depending on the severity of the breach, any or all of these steps may be by-passed when making a ruling.
 - i. Issuing a formal warning
 - ii. Reduction in campaign budget or amount the Union will refund
 - iii. Suspension of campaigning
 - iv. Disqualification
8. All complaints must be received by the complaints deadline stated in the Elections timeline.
9. The RO's decision on all complaints is final.
10. If the RO rules to disqualify a candidate, the candidate may make an appeal to Governance Committee within 24 hours [or until XXX] of the sanction being issued.

Commented [HF5]: Do we want to add a statement about evidence?

G. The Count

1. Results of the election shall be announced once the count has been made within one (1) College day and the results published

The Rules defined by Returning Officer

2. Any activity that is illegal, breaches College rules, policies and codes or Union bye-laws, regulations, policies or constitution or GDPR is deemed to be in breach of the election rules.
3. The College is still a place of work for students and staff alike during the election period as it is the rest of the year. This must be respected during your campaigning.
4. Any expenditure must be both that which all candidates have had the opportunity to carry out, and must be replicable by all other candidates in a given election.
5. No candidates' publicity may appear before the beginning of campaigning as stated in the Elections timeline.
6. All campaign material must comply with the Union's Publicity Policy at imperialcollegeunion.org/your-union/policies/!
7. Any print or digital campaign material must include the Leadership Elections banner available at imperialcollegeunion.org/elections. Other use of the Union or College logo on campaign material is prohibited
8. Candidates and their campaign team may not harass, coerce, bribe or use intimidation to persuade someone to vote or who to vote for
9. Candidates must not obscure, tamper with or remove the publicity of any other candidates
10. Permission must be sought when posters are placed on non-designated poster boards as set out in the Union's Publicity Policy
11. Campaign material and activities must not cause damage to College or Union property.
12. All candidate websites and social network pages must contain a link to the elections website imperialcollegeunion.org/elections
13. Candidates are allowed to use Facebook groups, WhatsApp group chats, mailing lists and other forms of group communication **only** if they have collected consent to be contacted from those individuals **during** the campaign period **and** the group was formed for the sole purpose of campaigning in this election.
14. All campaigning done through social media platforms must contain the hashtag #icuElections'

Commented [HF6]: This policy is where the specific rules around posters, language etc. come in. This policy has lapsed but needs to be renewed. We could leave this rule as it is, and it is then the candidate's responsibility to familiarise themselves with the publicity policy which would reduce the number of 'rules' that can be selected on the complaint form.

Recommend updating the publicity policy – if this can be updated by Tuesday it can go to council on 14 May for approval.