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# RSU ELECTION RULES 2020

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1. The RSU elections are subject to the law and university policies. Candidates and their campaign teams must not break the law or any University policies.
2. The election will be conducted in accordance with the election bye-laws and the Returning Officer's interpretation of these is final.
3. All students have the right to vote independently and without pressure from candidates nor their campaign teams.
4. Candidates cannot vote on behalf of others. If a student needs help they should ask a member of Union staff.
5. All votes are cast online. Any electronic device which can be used to vote will be classed as a polling station. Candidates must not interfere with any polling station and cannot give any of their own or hired devices to another student to vote with.
6. The RSU and the University of Roehampton cannot endorse any candidate and serve solely to ensure the election is run freely and fairly.
7. Candidate manifestos must include the name of the candidate, the position they are standing for, a photo of the candidate and be no longer than 500 words.
8. All candidates must attend a candidate briefing before they are eligible to run. Any candidate unable to attend must let the Deputy Returning Officer know with a minimum of 24 hours' notice by sending an email to [elections@roehampton.ac.uk](mailto:elections@roehampton.ac.uk).
9. The elections rules are decided by the elections committee. Candidates in breach of these rules are subject to penalties as decided by the elections committee. Such penalties can include, but are not limited to; verbal warnings, written warnings and disqualification from the election.
10. Candidates may withdraw from the election at any point by informing the Deputy Returning Officer by sending an email to [elections@roehampton.ac.uk](mailto:elections@roehampton.ac.uk).
11. The elections committee reserves the right to postpone or stop the election at any time if they believe the election is not being conducted in a fair manner.
12. Campaigning is only permitted between **12:00 Monday 20th April and 12:00 Thursday 30th April.**
13. Candidates and their campaign team must not interfere with/remove/change other candidates' promotional material, even if another candidate's material is posted in breach of these guidelines. In such a case candidates should notify the Elections Committee.
14. Candidates must not campaign in person, either on or off-campus.

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15. Candidates and their campaign teams must not bribe, impersonate or harass any student during the elections.
16. Candidates must not attack other candidates in a derogatory or inflammatory manner in person, in writing, by illustration and online. Candidates are encouraged to engage in discussion and debate about ideas, views and opinions and it is expected these are done in a constructive, respectful manner.
17. Candidates must campaign independently and are not permitted to campaign with other candidates in a team or share physical or virtual resources (such as posters, flyers and social media posts/pages/groups).
18. Campaign materials can reference the RSU, University or Colleges but must not display their respective logos.
19. Candidates or their campaign team are not permitted dress up as any of the official college mascots.
20. Candidates are not permitted to exceed the campaign expenditure limit of £50 for Full Time Officer candidates and £25 for Part Time Officer candidates.

**Budget amount subject to change based on candidate numbers and subsequent cost to RSU**

21. Upon production of receipts candidates will receive up to 50% of their budget refunded to them by RSU. Receipts must be handed in to the Deputy Returning Officer by the date and time specified in this handbook.

**Incumbent Officers**

22. Candidates who already hold a position within the RSU may not use union time or resources to enhance their own campaign or that of another candidate for the duration of the election period.

**Interpretations**

23. The Returning Officer is responsible for the final interpretation of these guidelines and final decisions sit with them.

**Environmental Guidance**

24. RSU holds values of being environmentally aware and we encourage all students to think of the environmental impact of their campaigning. If you have any questions about how to make your campaign more environmentally conscious please contact the elections committee.

**If you have any questions about the language or clarification of these guidelines please don't hesitate to contact [elections@roehampton.ac.uk](mailto:elections@roehampton.ac.uk).**

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# IMPORTANT INFORMATION

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## VOTING PROCEDURES

Voting will be done online at [www.roehamptonstudent.com](http://www.roehamptonstudent.com). Students will be presented with all elections they are eligible to vote in.

All members of the Union may vote by putting their student ID into the website.

Votes will be cast online and all eligible voters will be able to access the voting system. Votes will be cast confidentially and it is a secret ballot system.

The votes will be counted by the 'Alternative Transferable Vote' system as defined by the Electoral Reform Society. This system will be explained online when students go and cast their vote and at the ballot stations.

Re-open nominations (RON) shall be a candidate for all positions.

The elections counts will be conducted through automated software using our membership system.

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## COMPLAINTS

Any challenge or complaint concerning the administration and good conduct of the election shall be heard and determined by the Returning Officer within 48 hours (where possible) of a written complaint being lodged by any full member or the candidate or their nominee.

Any complaint against the conduct or administration of the election shall be received in writing by the Elections Committee before the end of polling.

No candidate may challenge the result of the election once the count has started.

If candidates wish to make a complaint about another candidate's campaign they must report this in writing to Deputy Returning Officer, at: [elections@roehampton.ac.uk](mailto:elections@roehampton.ac.uk)

Any candidate who has an appeal lodged against them will be notified at the earliest opportunity.

You will have 48 hours to appeal any complaint in writing to the Elections Committee via [elections@roehampton.ac.uk](mailto:elections@roehampton.ac.uk)

A challenge or complaint during or following the count, shall only relate to the conduct of the count, and shall be lodged with the Elections Committee who shall resolve the complaint within 48 hours of it being lodged.

The Elections Committee will decide on the penalty (if any) of any candidate complaint, this can range from a verbal warning to disqualification from the election.

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## RSU EVENTS

Sabbatical Officers are the public face of the RSU and have, historically, been placed onto a rota to attend all late night events.

This has been a fundamental part of the Sabbatical Officer role for many years, which has also been contractual requirement. The role of a Sabbatical officer has become increasingly diverse, varied and carries a number of commitments in addition to being present at late night events.

RSU is committed to inclusivity and keen to remove all barriers to access in these particular roles. Therefore the requirement to attend late night events will become optional, from July 2020, with the exception of selected key events, such as Freshers' and Summer Ball and those which exceed high ticket thresholds.

Please contact Mark Gillespie, CEO for further information.

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FOR FULL ROLE DESCRIPTIONS VISIT :

**[ROEHAMPTONSTUDENT.COM/ELECTIONS](http://ROEHAMPTONSTUDENT.COM/ELECTIONS)** OR POP UP TO OUR RECEPTION!