

This guidance document relates to elections for the positions provided in the Byelaws. This document may be amended according to procedures set out in the Byelaws. This guidance document shall not contravene the Memorandum and Articles of Association and the Byelaws. The following guidance is laid down to ensure a fair election. You should make sure that you understand and abide by this guidance at all times.

1. Nominations & Candidates Briefing

- 1.1. The nomination form must be completed in full and submitted in accordance with the published procedure and before the close of the nominations as detailed in the Elections Schedule.
- 1.2. The dates for the opening and closing of nominations are specified in the Elections Schedule. It will also be displayed on the web: www.uclu.org/elections.
- 1.3. Candidates may provide a list of up to ten supporters with their nomination. All supporters should be members of UCLU. Supporters may endorse more than one candidate.
- 1.4. Candidates must provide a manifesto to be published by UCLU; this manifesto may be amended up to one working day before the start of campaigning, as detailed in the Elections Schedule.
- 1.5. Nominations shall be declared at the Declaration of Nominations as specified in the Elections Schedule.
- 1.6. All candidates must attend a Candidates Briefing. The time and place of the Candidates Briefing is specified in the Elections Schedule. If you are unable to attend you must nominate a representative and inform the Returning Officer in writing beforehand (uclu-union.chair@ucl.ac.uk). Candidates who do not attend a Candidates Briefing may be subject to disciplinary action as deemed appropriate by the Returning Officer.

2. Campaigning & Publicity

- 2.1. Campaigning shall start from the time and date specified in the Elections Schedule.
- 2.2. Candidates must not share resources nor campaign funds.
- 2.3. Supporters may campaign for more than one candidate at the same time.
- 2.4. Candidates may endorse other candidates but may not appear on the same publicity.
- 2.5. Candidates must not be endorsed by any of the Full Time Officers nor the Union Chair.

- 2.6. Candidates may be endorsed by Part Time Officers except for the current post-holder of the post that they are nominated.
- 2.7. Candidates must not be endorsed by clubs nor societies including student media.
- 2.8. Candidates may criticise another candidate's campaign but must never be personal. Candidates and their supporters may not:
 - 2.8.1. reference another candidate's personal traits of character.
 - 2.8.2. misrepresent another candidates religious, political, or other views or actions.
 - 2.8.3. intimidate any participant in the election, candidate, campaigner, student, staff or other.
 - 2.8.4. deliberately sabotage any campaign other than their own
 - 2.8.5. deface any campaign materials (such as publicity, online media, social networking sites) of another candidate.
 - 2.8.6. make any attempt to influence the impartiality of the Returning Officer or UCLU staff.
 - 2.8.7. permanently damage any UCLU or UCL area or property.
- 2.9. Candidates or supporters who are currently or have previously been a UCLU officer, volunteer or staff member must not use any facilities or communication methods available exclusively to them and not to other students, for the purpose of campaigning for an individual candidate or candidates.
- 2.10. Candidates must submit their Elections Budget by the time and date specified in the Elections Schedule.
- 2.11. Materials received free of charge shall be counted towards the Candidate's Elections Budget, at the current market value of the materials. Materials available free of charge to all candidates shall not count towards the limit within the budget, but must still be documented.
- 2.12. Candidates may spend a maximum of £100 on their election campaign.
- 2.13. Candidates shall be reimbursed for any expenditure on their election campaign, where valid receipts are provided, up to the above expenditure limit.

3. Voting

- 3.1. The dates and times of voting are specified in the Elections Schedule. Voting will be through online electronic voting. The election is carried out using the Single Transferable Vote (STV) or Alternative Transferable Vote system depending on the type of election. For more details on the voting system please check the UCLU website.
- 3.2. Re-Open Nominations shall be a candidate in all elections. Should Re-Open Nominations win an election where one person is to be elected to the position, a by-election shall be held at the next scheduled set of elections or in a manner deemed appropriate by Union Council, such as a Forum. Should Re-Open Nominations become elected at any stage in an election where multiple people

are to be elected to the position, the count shall terminate with candidates who have met the quota prior to the election of Re-Open Nominations being considered to be duly elected. A by-election shall be held to fill the remaining posts, as described above.

4. Results

- 4.1. The announcement of results shall take place at the time and place specified in the Elections Schedule.
- 4.2. Results of the election will also be posted on the UCLU website within three working days.

5. Interpretation & Complaints

- 5.1. Interpretation of this guidance document lies with the Returning Officer.
- 5.2. Any complaints about the conduct of candidates and their supporters must be made in writing to the Returning Officer no later than one hour after the close of voting.
- 5.3. The Returning Officer shall make a ruling on the matter within 24 hours upon receipt of the complaint. The Returning Officer may give the alleged candidate the right of reply before making a ruling. Complainants may remain anonymous should they wish.
- 5.4. The Returning Officer may take any of the following disciplinary actions:
 - 5.4.1. oral warning
 - 5.4.2. written warning
 - 5.4.3. refer the complaint to the Union Disciplinary Procedure
- 5.5. The Returning Officer may also refer the matter to a disciplinary panel
- 5.6. Any complaints about the elections process must be made in writing to the Chair of Steering Committee. The Chair of Steering Committee may call an emergency meeting to consider the complaint.