

This By-Law applies to roles elected during the Summer Election cycle. It contains information as to the technical provisions made for the election, and should be read in connection with the Summer Elections Guidance.

These rules are laid down to ensure that the Union's Summer Elections are run fairly and democratically. We ask that all campaign teams and individuals involved in campaigning respect the spirit of this document and Summer Elections in general.

Individuals and campaign teams should be aware that if the Returning Officer receives complaints that this is not the case they will take action. Individuals and campaign teams should ensure that all campaigners understand and follow these rules at all times.

Any queries regarding these rules should be addressed to the Returning Officer or the Deputy Returning Officer, via democracy@susu.org.

1. **Returning Officer and Deputy Returning Officer**

- 1.1. The Returning Officer (RO) will be the Union President and the Deputy Returning Officer (DRO) will be the Vice President Democracy & Creative Industries.

2. **Campaigning**

- 2.1. Campaigners must not intimidate, bribe, harass or bully voters, especially at the point of actually voting. This includes attempts to influence a student's vote whilst they are voting on a personal computer, mobile device or laptop.
- 2.2. There must be no active campaigning within sight of any polling station.
- 2.3. Campaigners must not make negative references to individual campaigners.
- 2.4. Physical campaigning may commence at the opening of voting for the Summer Elections which is due to begin at 9:00 on Wednesday 15 May 2019. No publicity for any campaign may be put up before this time.
- 2.5. It is prohibited to use the names or images of Union staff members or University staff members in campaigning.
- 2.6. You are encouraged to use social media as a way of communicating your campaign messages.
- 2.7. Any use of social media must be in compliance with this By Law
- 2.8. The only use of mass messaging which is allowed is to email mailing lists or groups where all members have agreed to receive Summer Elections information.

3. Publicity

- 3.1. Any campaigning material for distribution must be approved by the RO or the DRO.
- 3.2. There will be a maximum limit of 10 campaign posters per campaign allowed within Union buildings. Posters within Union buildings can only be placed on specific noticeboards, identified within the candidate briefing.
- 3.3. Due to the potential large number of candidates, the Union will not fund campaign materials.
- 3.4. All physical campaign material relating to the Summer elections should be removed within 24 hours of the announcement of results.
- 3.5. Any campaign material placed within University buildings must be agreed with the appropriate University staff in advance.

4. The Media

- 4.1. Any reference to the Summer Elections in Union Media outlets during campaigning and voting periods must be balanced.

5. Voting

- 5.1. Voting will open at 9:00 on Wednesday 15 May 2019 and close at 16.00 on Friday 17 May 2019.

6. The Count and Announcement of Results

- 6.1. The Count will take place within one hour after the close of poll on Friday 17 May 2019.
- 6.2. The announcement of the results will be given via Union communications and media outlets as soon as is reasonably practicable after the Count.

7. Breaches of the Rules and Complaints

- 7.1. All campaigners are required to abide by the letter and spirit of the Summer election rules and procedures.
- 7.2. The RO will investigate all complaints or breaches which are drawn to their attention.
- 7.3. Democracy Zone Committee may be asked to be the first arbiter of such complaints or breaches.

8. Co-option for Course Reps

- 8.1. Following the results of the Summer elections, any unfilled Course Representative spaces shall be appointed by co-option in compliance with the following method

- 8.1.1. Candidates can nominate themselves at Staff Student Liaison Committee, where they will be given a chance to speak about wanting to run for their role
- 8.1.2. After speaking all candidates must leave the room and the Student Co-chair (Academic President or Vice-President) will run voting.
- 8.1.3. All attending Academic Reps will have a vote. Other attending students and staff do not have a vote.
- 8.1.4. Once voting is concluded the rep is elected, and the Union must be informed with their name, role and email.
- 8.1.5. This applies only for the position of course rep, not Academic President, Academic Vice-President or Faculty Officer, all of which must be elected through the Union.
- 8.1.6. If Staff Student Liaison Committees wish to adopt a different co-option procedure they should communicate this to the Vice-President Education. The Vice-President Education, in consultation with the Union Democracy team, will have the power to authorise alternative co-option arrangements, subject to discretionary annual review. Any alternative co-option procedure must make clear that the Course Representatives are a part of the Students' Union representation structure.
- 8.1.7. Any person elected or selected in any process outside of this by-law will not be considered an official course Rep or part of the Students' Union's representation structure.