



ELECTION

REGULATIONS FOR CANDIDATES

1. CONTACTS

Returning Officer: Drew McConnell

SRC President: Pablo Morán Ruiz

Email: elections@src.gla.ac.uk

2. OVERVIEW

Be in the right spirit for the Elections: Be committed, be responsible, be fair, and enjoy it – if you follow these guidelines, then most problems will be avoided.

Contact current and former Council members for advice on positions, campaigning and any other aspect of the election you might be unsure of.

Please make sure that you read Schedule 2 of the SRC Constitution¹, which outlines the full rules for elections, as well as the guidelines below.

Bear in mind that you could end up working with some people that you are standing against, now or in the future, so be polite and considerate of other candidates.

3. SCHEDULE OF EVENTS

Nominations Open	Monday 23rd September, 9am
Nominations Close (<i>for all except PG candidates</i>)	Friday 4th October, 12pm (online nominations close) Friday 4th October, 4pm (manifestos, manifesto summaries, photos, student ID & sponsors must be submitted)
Nominations Close (<i>for PG candidates</i>)	Wednesday 9th October, 12pm (online nominations close) Wednesday 9th October, 4pm (manifestos, manifesto summaries, photos, student ID & sponsors must be submitted)

¹ <https://www.glasgowunsrc.org/publications/constitution/>

Candidates' Meeting	Friday 11 th October, 2pm (online)
Hustings	Wednesday 16 th October, 6pm (online)
Polling Opens	Thursday 17 th October, 9am
Polling Closes	Thursday 17 th October, 5pm
Results	Thursday 17 th October, approx. 6pm

**Hustings provide a chance for students to hear from the candidates up for election and ask any questions they may have regarding their manifestos. Each candidate will have the opportunity to give a speech to the audience about who they are, what they wish to achieve and why students should vote for them. All registered UofG students are welcome to attend.*

You can find more information about the Hustings and what to expect by visiting <https://www.glasgowunisrc.org/representation/elections/>

4. QUESTIONS

If you have any questions about Elections, please speak to Pablo Morán Ruiz or Drew McConnell or alternatively, raise them at the Candidates' Meeting on **Friday 11th October, 2pm** (Zoom joining link to be confirmed to candidates when nominations are confirmed).

5. ELIGIBILITY

- i. Only a fully registered student at the University of Glasgow, (as defined in point 2 of the SRC's Constitution), may stand for election to the Council. Council members must remain fully registered students currently studying at the University of Glasgow while they hold their position. For the purposes of this clause "Executive Officers" retain full time student status.
- ii. No member can stand for more than one position on the Council at the same election.
- iii. No member can hold more than one position on the Council at the same time.
- iv. No member is eligible for election to a Sabbatical seat which they have already occupied or where they have been a Sabbatical Officer or paid elected Union Officer at the University for two years.
- v. All members are eligible to stand for a post in the Welfare and Equal Opportunities or General Student constituencies. Members should only stand for a post with which they can identify.
- vi. No member is eligible for a seat in the College Convenor constituency unless they are a student in the College to which the seat relates.

- vii. No member is eligible for a seat in the School Representative constituency unless they are a student in the School to which the seat relates.
- viii. Only Postgraduate students are eligible to stand for Postgraduate Representative positions. Only Postgraduate Research students are eligible to stand for Postgraduate Research positions.

6. NOMINATIONS

The procedure for nominations will be made by Executive Standing Order subject to the following basic requirements.

- i. Nominations will be made by submitting an online form by candidates who must complete and confirm they have read all the guidelines on sponsorship eligibility as well as this regulation document. The candidate will receive an email acknowledging their nomination.
- ii. Nominations for the below seats will require the following number of sponsors who will confirm their nomination via an emailed link:
 - Executive Positions: 30 sponsors
 - Undergraduate College Convenors and Welfare and Equal Opportunity Officers: 15 sponsors
 - Postgraduate Convenors: 6 sponsors
 - All other seats: 6 sponsors.

This is the minimum numbers required. We recommend that you get a few reserve sponsors to help you make the quota if any of your sponsors are deemed not eligible.

- iii. Each member must be eligible to vote for the seat for which they are making a nomination. The decision of the Returning Officer regarding the validity of a nomination is final.
- iv. Online nomination forms for all except PG candidates must be submitted by **12pm on Friday 4th October, and manifestos, manifesto summaries, photos and sponsors received by 4pm on Friday 4th October.** Submission of nominations will remain open for ten consecutive days from 9am on the first day to 4pm on the tenth day. The Returning Officer will declare any nominations received after this time invalid.
- v. Online nomination forms for PG candidates must be submitted by **12pm on Wednesday 9th October, and manifestos, manifesto summaries, photos and sponsors received by 4pm on Wednesday 9th October.** Submission of nominations will remain open for 13 consecutive days from 9am on the first day to 4pm on the thirteenth day. The Returning Officer will declare any nominations received after this time invalid.
- vi. Candidates must, before close of nominations, submit an electronic copy of their manifesto and a clear passport size photograph of themselves to elections@src.gla.ac.uk. Manifestos must be no more than:

- **500 words** in any sabbatical constituency
- **200 words** in all other constituencies

Together with their manifesto, candidates must also submit a **manifesto summary**, no longer than **280 characters**, for use on the SRC's social media channels. Candidate photos must be submitted in either JPEG or PNG format and should include only the candidate with no other individuals. Manifestos must be submitted separately as either a Word or PDF document. We also invite you to provide us with your preferred name and pronouns.

- vii. It shall be the duty of each candidate to ensure that their submitted manifesto does not contain any offensive or factually inaccurate material and does not exceed the prescribed length. Should this occur, the Executive Committee will report the matter to the Returning Officer who may, at his or her discretion, request the candidate to amend the manifesto accordingly or direct that it be displayed subject to the deletion of any infringing materials.

7. HUSTINGS

- i. Hustings give candidates the opportunity to address voters and are a key part of the election process.
- ii. There are separate meetings for non-sabbatical candidates and sabbatical candidates. Any fully registered student at the University of Glasgow can attend the meetings and ask questions of the candidates.
- iii. Candidates for non-sabbatical positions will be asked to read out their manifesto summaries, and sabbatical candidates will be asked to prepare a speech of up to two minutes. Candidates may use this speech as an opportunity to expand on their manifesto and express why people should vote for them.
- iv. All candidates for each position are encouraged to attend and participate in the hustings. Following the delivery of speeches, the chair (SRC President) will open the floor to questions from the audience.
- v. If a candidate cannot attend their hustings meeting, they may submit a video by email to elections@src.gla.ac.uk by noon on the day of the hustings meeting. This video must adhere to the time limits specified above.

8. CANVASSING

- i. Canvassing is defined as any means of public declaration or publicising of candidacy during the election period. We cannot monitor messages sent via WhatsApp, Instagram, etc.
- ii. Online canvassing may commence following the Candidates' Meeting. Physical or in-person canvassing is permitted when voting opens.
- iii. Candidates will be held responsible for the actions of their campaign teams. It is up to candidates to ensure their campaign teams are aware of and follow the election regulations.

Please be respectful of others throughout your campaign, particularly people's personal space.

- iv. Candidates and their supporters must not harass, bully, intimidate, bribe, or blackmail students in the pursuit of votes or to stop someone from voting.
- v. Candidates must not make false statements about the personal character of another candidate or spread misinformation relating to the election of the SRC.
- vi. Candidates may request to store campaign materials in the McIntyre Building.
- vii. Only registered students at the University of Glasgow (who have not opted out of SRC representation) may canvas on behalf of or finance any candidate. It is the candidate's responsibility to ensure compliance.
- viii. Only fully registered students at the University of Glasgow may contribute at the official Hustings meetings organised by the SRC.
- ix. Only candidates standing for Postgraduate positions are allowed to canvass in the Gilchrist Postgraduate Club.
- x. It is not permitted for candidates to permanently affix campaign material; all campaign material must be able to be taken down at the close of polls. Please do not affix any campaign materials to handrails. Candidates who do so may be disqualified in accordance with paragraph 6 of the SRC Constitution. Campaign materials which contradict this paragraph and SRC Election Guidelines are likely to be removed. The SRC bears no liability for them.
- xi. Canvassing including the use of any kind of promotional material is not permitted within university buildings.
- xii. Canvassing within the student unions is permitted if given permission to do so.
- xiii. Current Sabbatical Officers can only campaign if they have taken approved leave.
- xiv. The use of University administered notice boards and digital signage is prohibited.
- xv. Providing a smart device (phone, tablet, laptop, etc.) to a student for them to vote, or voting on their behalf, is prohibited.
- xvi. Callouts in lectures, both physical and online, are allowed before polling day with the permission of the lecturer.
- xvii. With the exception of bought photocopying services, candidates are not permitted to use SRC facilities, including intellectual property, for the furtherance of their campaign.
- xviii. The use of loudhailers/megaphones on Gilmorehill campus is prohibited by order of the University Court.
- xix. The use of unsolicited email correspondence via non-personal mailing lists (e.g., college/school email lists), or SRC or University administered social media pages/groups, by or on behalf of the candidate, is not permitted.
- xx. Clubs and societies may endorse candidates and promote their candidacies using all the free methods available to them, e.g., Facebook, websites, or mailing lists. This includes SRC-affiliated clubs and societies who have SRC email domains and send correspondence via their club page on the SRC website.

- xxi. The use of other University IT platforms (e.g., Moodle, Microsoft Teams etc.), by or on behalf of the candidate, is not permitted. This includes the use of university administered social media accounts.
- xxii. Candidates must delete any social media accounts created for the purposes of their campaign following the election. If re-running, candidates are not permitted to reactive these accounts and must create a new one.
- xxiii. Promoting the voting platform via <https://glasgow.ac.uk/vote> or the UofG Life App is permitted on any non-University platform (e.g., Facebook, Instagram, etc.).
- xxiv. Campaign expenditure shall be defined as any expenditure that is carried out with the purpose of promoting a candidate's election campaign.
- xxv. Items which must be accounted for within a candidate's allowance include:
- Flyers
 - Posters
 - Flags
 - Pop-up banners
 - Sweets
- xxvi. Items which must not be accounted for (non-campaign specific items – these are all items we can reasonably expect candidates to own prior to their decision to stand in union elections. This means their primary function is not to promote campaigning and therefore they do not have to be accounted for):
- Paint, paper, cardboard, etc.
 - Old sheets for banners
 - Costumes
 - Clothing
- xxvii. Occasionally, the Returning Officer may consult with the SRC to issue further election guidance. This guidance can cover any elements of election conduct and are to be as enforceable as these regulations. Any such guidance will be communicated to candidates by the SRC via email.
- xxviii. Any decisions arbitrated by the Returning Officer are final.

9. SPENDING LIMITS

SABBATICAL POSITIONS (Spring Elections only)

Candidates must submit receipts for any spending on their campaign before 4pm the day after the close of polling. Copies should be emailed to elections@src.gla.ac.uk

Candidates must not spend more than £100.

NON-SABBATICAL POSITIONS

Candidates are encouraged to keep receipts for any spending on their campaign made within the campaign period, should any allegations of overspend arise.

Candidates must not spend more than £25

These are not targets or guidelines for what candidates should spend but are an upper limit of what is permitted. Candidates should feel no pressure to spend to the limit as campaign spend and electoral success do not correlate. Candidates are encouraged to think creatively about how they are engaging with students during the campaign period.

Only members may make an allegation of overspend by a candidate. Any allegation must be made in writing to the Deputy Returning Officer (elections@src.gla.ac.uk). No allegations received 48 hours after the announcement of results will be investigated or considered.

The Returning Officer shall decide whether to investigate any allegations of overspend and retains the right to invalidate the nomination of the offending candidate or disqualify a successful candidate subject to their discretion.

If it is not possible to produce receipts of spending on campaign materials, then materials will be counted at the average cost of comparable material purchased by other candidates.

10. INFRINGEMENTS

Any malpractice leading to an infringement of these or other rules governing an election should be reported to the Deputy Returning Officer (via elections@src.gla.ac.uk) or the SRC President, who will immediately inform the Returning Officer. The Returning Officer retains the right to invalidate the nomination of the offending candidate or disqualify a successful candidate subject to their discretion.

11. POLLING

i. All elections will be held by secret ballot which will normally be online and will be decided by the following single transferable voting system:

- Online ballot papers will be marked in order of preference
- Voters will have the option to spoil their ballot paper by clicking on the appropriate box
- In the Spring elections, all sabbatical positions and uncontested positions will allow students to vote to "Re-Open Nominations"
- The number of votes required to secure election shall be:

$$\frac{\text{Total No. of Votes Cast} - (\text{Total No. NTS})}{\text{Number of Vacancies}} + 1$$

Number of Vacancies +1

This figure will be referred to as the quota.

NTS = Non-Transferable and spoilt votes.

- When there is more than one seat for a particular position to fill then when a candidate reaches or exceeds the quota and is elected, all that candidate's votes are transferred to the next preference, assuming the next preference has not been elected or eliminated.
- If no candidate in any count fulfils the quota the votes cast for the bottom candidate in the count will be divided according to the next available candidate. If more than one candidate ties for bottom place in the count, the candidate with fewest first preferences will be eliminated. If this occurs in the first round, it will be decided by drawing lots.

12. RECYCLING DURING ELECTIONS

- i. Campaigning can create a lot of waste and mess across campus. As a candidate you are responsible for ensuring that all your campaign materials are removed from campus before the results are announced. Please encourage your voters and fellow campaign team to recycle any used materials.

13. RESULTS

- i. The results of the election will be supervised by the Returning Officer.
- ii. The declaration of results shall take place after the election ends at around 6pm on Thursday 17th October (location will be publicised on SRC media platforms).
- iii. In the event of a tie, a by-election will be held for the seat in question. All questions relative to the validity of an election must be submitted to the Returning Officer within 48 hours of announcement of the result. Decisions on any such questions shall be made by the Returning Officer, who may consult with the Secretary of the University Court. If any election is declared invalid, a by-election will be held.