



# ELECTION

## REGULATIONS FOR CANDIDATES

### 1. CONTACTS

Returning Officer: Drew McConnell

SRC President: Ella McCabe

**Email:** [elections@src.gla.ac.uk](mailto: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 Constitution<sup>1</sup>, 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

<b>Nominations Open</b>	<b>Monday 20<sup>th</sup> September</b>
<b>Nominations Close</b>	<b>Friday 1<sup>st</sup> October, 12pm online nominations close</b> <b>Friday 1<sup>st</sup> October, 4pm Manifestos, photos &amp; sponsors must be submitted</b>
<b>Pre-Hustings Meeting</b>	<b>Tuesday 5<sup>th</sup> October 6pm</b>
<b>Candidates' Meeting</b>	<b>Friday 8<sup>th</sup> October 12pm</b>
<b>Hustings</b>	<b>Wed 13<sup>th</sup> October 6pm</b>
<b>Polling Opens:</b>	<b>Thursday 14<sup>th</sup> October 9am</b>
<b>Polling Closes:</b>	<b>Thursday 14<sup>th</sup> October 5pm</b>
<b>Results:</b>	<b>Thursday 14<sup>th</sup> October approx. 6pm</b>

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

***\*Hustings provides 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 get two minutes 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.***

***For students running for election that have never experienced Hustings before, the SRC President will be holding a pre-hustings session before Hustings take place for all candidates to ask questions about what to expect and to run through how the evening works.***

## **4. QUESTIONS**

If you have any questions about the Elections please speak to Ella McCabe or Drew McConnell or alternatively, raise them at the Candidates' Meeting on Friday 8<sup>th</sup> October 12pm (Location/link to be confirmed to candidates when nominations are confirmed).

## **5. ELIGIBILITY**

- i. Only a fully registered student of 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 Convenor.

## 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 must be submitted by **12pm on Friday, 1st October 2021, and manifestos, photos and sponsors received by 4pm on Friday, 1st 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. 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](mailto:elections@src.gla.ac.uk). Manifestos must be no more than:
  - **500 words** in any sabbatical constituency
  - **200 words** in all other constituencies

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.

- vi. 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.

**MANIFESTOS AND PHOTOS WILL BE ACCEPTED NO LATER THAN:**

4pm FRIDAY, 1<sup>st</sup> of October 2021

## 7. HUSTINGS

- i. Hustings meetings 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 should prepare a speech of up to 2 minutes and sabbatical candidates should prepare a speech of up to 3 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 the SRC President by noon on the day of the hustings meeting. This video must adhere to the time limits specified above.

## 8. CANVASSING

- i. In the interest of fairness, given that only some are able to be on Campus, all aspects of **the Autumn 2021 election, including campaigning, will be online only. No in-person or physical campaigning of any kind** may be conducted on campus. This includes posters, leaflets, tables, banners and chalking (this list is not exhaustive). **The only exception to this is that students can do 'shout-outs' in physical (and online) lectures as long as they have the lecturer's permission.**

In the event of circumstances enabling any changes to the above then all candidates will be advised.

- ii. Only registered students at the University of Glasgow (who have not opted out of SRC representation) may canvas online on behalf of or finance any candidate. It is the candidate's responsibility to ensure compliance.
- iii. Only fully registered students at the University of Glasgow may contribute at the official Hustings meetings organised by the SRC.
- iv. Candidates are not permitted to use SRC facilities, including intellectual property, for the furtherance of their campaign.

- v. The use of personal social media platforms to promote candidates' campaigns is permitted. A social media account may be created specifically for the campaign but should not be named in such a way as to imply endorsement by the SRC or the University of Glasgow.
- vi. The use of paid advertising on social media platforms is prohibited.
- vii. The use of unsolicited email correspondence via non-personal mailing lists (e.g., college/school email lists) by or on behalf of the candidate is not permitted.
- viii. The use of University administered notice boards and digital signage is prohibited.
- ix. The use of other University administered IT platforms e.g., Moodle, Student Voice etc. by or on behalf of the candidate is not permitted. This includes the use of University administered social media accounts.
- x. The use of promotional backgrounds in video conferencing platforms e.g., Zoom or Teams is permitted as long as the background does not imply endorsement by the SRC or the University of Glasgow.
- xi. Promoting the voting platform via <https://glasgow.ac.uk/vote> is permitted on any non-university platform e.g personal Facebook, Instagram, Twitter etc.

The Returning Officer will arbitrate on any matters arising from the above

## **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](mailto:elections@src.gla.ac.uk)

**Candidates must not spend more than £200.**

### **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 £50**

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](mailto: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 or 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:

*Total No. of Votes Cast - (Total No. NTS) +1*

*Number of Vacancies +1*

This figure will be referred to as the quota.

NTS = Non-Transferable and spoilt votes.

- If a candidate receives more than the quota, all that candidate's votes will be split according to the next available voting preference.
- 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 14<sup>th</sup> October (location/links 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.