

## Election Rules - Big Student Elections 2021

If you are in any doubt about the meaning of any of the rules listed in this document then you should contact the Deputy Returning Officer, Sinead McKenna, at [sinead.mckenna@cityofglasgowcollege.ac.uk](mailto:sinead.mckenna@cityofglasgowcollege.ac.uk).

Candidates who fail to abide by these rules may be disqualified from the election.

### Nominations

1. All candidates must submit their nomination form and manifesto by the deadline for nominations.
2. Photographs submitted as part of nominations should be a portrait shot of the candidate on a neutral background. A photograph of each candidate will be taken at the Candidate Briefing which is recommended for use.

### Candidate Briefing

1. All candidates must attend the Candidate Briefing, failure to engage with this session may see candidates disqualified from the running.

### Conduct

1. Paid Students' Association officers who wish to campaign, either for themselves or for someone else, must take holidays, TOIL or unpaid leave to do so.
2. Paid SA Officers and voluntary Executive Officers who are campaigning;
  - Cannot use any Student Association offices or office equipment for the purposes of their or someone else's election campaign - this includes storing or displaying all types of publicity materials.
  - Cannot use existing platforms that other students do not have access to, to promote candidates. This includes the SA Facebook, Twitter.
3. Due to Covid 19 restrictions Candidates **should not** complete campaigning whilst on campus including approaching students on breaks or entering classrooms to complete "class shout outs". Instead, Candidates are encouraged to utilise social media to campaign remotely.

4. Where Candidates are only able to engage with students online (eg Due to Covid 19 Restrictions) then Conduct Rule 1 is no longer applicable. Additionally, endorsements or campaign support from SA Officers/Conveners, not running in the election, is no longer permitted.
5. All candidates must abide by the College's relevant college policies including: *Equality, Diversity and Inclusion Policy* and *Social Media Policy*. A full policy list is available from the College website.
6. Bribes may not be offered in any form to any person associated with the elections. This includes any kind of gift to students such as sweets, stickers or badges.
7. No candidate may use Students' Association offices, meeting rooms, computers or any other SA resources for the purposes of their campaign.
8. Tampering with other candidate's promotional materials is strictly forbidden.
9. No sponsorship is allowed. This includes the use of commercial premises for publicity.
10. Candidates and their representatives must conduct themselves appropriately at all times, and must treat other candidates and their representatives, and all staff with respect and dignity, including within online spaces.

### Campaigning

1. Formal campaigning will commence on Monday 15<sup>th</sup> of March and will continue until polls close at 5pm on Thursday the 25<sup>th</sup> of March.
2. All campaigning should be completed remotely, due to Covid-19 restrictions, no campaigning should take place on college premises.
3. Candidates will be held responsible for the conduct of their campaign teams. Candidates must ensure their campaign teams follow these rules.
4. It is prohibited to make reference to City of Glasgow College staff members or use or make reference to the college or Students' Association branding in any campaign (eg logo, stock photos).
5. Any campaigning not in the positive spirit of the elections will be dealt with at the discretion of the Deputy Returning Officer.
6. No campaigning may take place where there are communal computers or other areas set-up specifically for student voting.

7. Campaigners must not intimidate, 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.

### **Promotional Methods**

1. Candidates can utilise as many social media platforms as they wish but may only provide up to two campaign links for sharing by CitySA.
2. All Social Media Posts should be in line with the College's Social Media Policy as well as the Election Rules.
3. Candidates are permitted to share posts within SA ran online Groups (eg Class Rep Forum or Society Pages) providing they have the permission of the group owners.
4. Where a SA Group owner grants permission for a candidate to share content within their group they must allow all other candidates of that position to also share their content.
5. Paid for ads on Social Media are permitted but only up to the total elections budget value which is £20 (see below).
6. Candidates must remove all publicity within one day of the polls closing.
7. The only name that candidate's publicity may mention is that of the candidate, unless approved by the Elections Committee.

### **Campaign Materials**

1. In addition to the free publicity provided by the Students' Association, all candidates may spend up to £20 on their campaign.
2. This amount cannot be "topped up" by the candidate or anyone else.
3. This money can be reclaimed from the Students' Association at the end of the voting period.
4. Receipts must be produced for all materials used in your campaign.
5. Where you have obtained something for free or at a reduced cost, the full value of the item will count against your spending limit.

## Complaints

1. Any complaints regarding the conduct of any candidate or a member of their campaign team should be made to the Deputy Returning Officer by email - using the standard complaints form available on request from the Deputy Returning Officer.
2. Any complaint should detail what election regulation has been broken and evidence of rule breaking included with the complaint.
3. The deadline for submitting complaints is one hour after the close of polls.
4. Complaints will be dealt with at the discretion of the Returning Officer. If candidates are in any doubt about the interpretation of these rules they should ask the Deputy Returning Officer for clarification or someone acting on his/her behalf.