

## Election Rules - Big Student Elections 2024

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, Lucy Treasure, at [lucy.treasure@cityofglasgowcollege.ac.uk](mailto:lucy.treasure@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, as stated on the CitySA website.
2. Photographs submitted as part of nominations should be a portrait shot of the candidate on a neutral background.
3. All candidate profiles are reviewed by the elections committee prior to approval.

### 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 all SA social medias.
3. 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](#).

4. 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.
5. No candidate may use Students' Association offices, meeting rooms, computers or any other SA resources for the purposes of their campaign.
6. Tampering with other candidate's promotional materials is strictly forbidden.
7. No sponsorship is allowed. This includes the use of commercial premises for publicity.
8. Candidates and their representatives must conduct themselves appropriately at all times (in line with the college [Student Code of Conduct](#)), and must treat other candidates and their representatives, and all staff with respect and dignity, including within online spaces.

### Campaigning

1. On site campaigning will commence on Monday the 18<sup>th</sup> of March. All campaigning will end when the polls close at 4pm on Thursday the 21<sup>st</sup> of March.
2. Candidates will be held responsible for the conduct of their campaign teams and ensuring their teams follow these rules.
3. It is prohibited to be or appeared to be endorsed by City of Glasgow College staff members.
4. Candidates must not use or make reference to the branding of the college or Students' Association 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 these cannot be made public until they are approved as a candidate.
2. All Social Media Posts should be in line with the College's Social Media Policy as well as the Election Rules.
3. Candidates should seek permission from group admins when sharing in closed online spaces e.g. teams channels.
4. Paid for ads on Social Media are permitted but only up to the total elections budget value.
5. Candidates must remove all publicity within one day of the polls closing.
6. The only name that candidate's publicity may mention is that of the candidate, unless approved by the Elections Committee.

### Campaign Materials

1. All candidates will be eligible to a campaign budget, the minimum of which will be £20 per candidate.
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. In line with NUS recommendations we will strive to resolve election concerns informally in the first instance (eg by speaking to relevant parties involved)
2. In instances where a formal complaint is warranted, this should be made to the Deputy Returning Officer by email - using the standard complaints form available on request from the Deputy Returning Officer.
3. Any complaint should detail what election rule has been broken and evidence of rule breaking included with the complaint.
4. The deadline for submitting complaints is one hour after the close of polls.

5. 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 their behalf.