



EDINBURGH UNIVERSITY SPORTS UNION

EXECUTIVE COMMITTEE ELECTION RULES 2021

Candidates are responsible for reading all of the information contained in this document. This is for the benefit of the candidates. The regulations will be strictly adhered to.

These are the election rules for the following roles on the Edinburgh University Sports Union Executive Committee:

Vice President - Inclusion
Vice President - Intramural Sport
Honorary Treasurer
Honorary Secretary
Intramural Sport Coordinator
Media Officer
Wellbeing Officer
Alumni & Partnerships Officer
Inclusion Officer – International Students

Failure to comply with these regulations may lead to disqualification. Any questions concerning these regulations must be referred in the first instance to the Returning Officer (eve.oloan@ed.ac.uk).



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KEY DATES

Nominations Open: 9am, Thursday 18th – 5pm, Thursday 25th February 2021

Manifesto, Video & Social Media Page Review: by 12 noon, Friday 5th March 2021

Campaign Period: 12 noon, Monday 8th – 12 noon, Thursday 11th March 2021

Voting Period: 9am, Tuesday 9th – 12 noon Thursday 11th March 2021



1. Candidate Eligibility

Candidates for the positions of the Sports Union Executive Committee must hold a current UoE student membership of Edinburgh University Sports Union.

Candidates for the positions of Vice President – Inclusion, Vice President – Intramural Sport and Honorary Treasurer must fulfil additional the criteria outlined below:

Vice President – Inclusion

- i. Have served one year on the Sports Union Executive Committee;

OR

- ii. Have served one year on the Sports Union Finance Committee;

OR

- iii. Have served one year in one of the following roles:
 - Club Captain/President
 - Club Vice Captain/President
 - Club Secretary
 - Club Treasurer

Vice President – Intramural Sport

- i. Must have experience of being part of an Intramural Sport team or recreational sport offering.

Honorary Treasurer:

- i. Have served one year as Club Treasurer;

OR

- ii. Have served one year on the Sports Union Finance Committee

Similarly, proposers and seconders must be a UoE student member of Edinburgh University Sports Union.

No student member may propose or second more than one candidate. Candidates are advised to check with their proposers and seconders that they have not signed another candidate's nomination form.

In the event of duplicates, the first nomination submission received by the Sports Union will be that which is counted.



2. Meeting with Candidates

Please arrange a meeting with the Returning Officer (eve.oloan@ed.ac.uk) prior to submitting your nomination. During this meeting, the Returning Officer will address any questions that you have regarding the position, the election campaign, and the Regulations governing the elections.

3. Nominations and Campaign Period

3.1 Nominations

Nominations will open from 0900 on Thursday 18th February 2021 and close at 1700 on Thursday 25th February 2021. Candidates are required to submit nominations via the Sports Union website (www.eusu.ed.ac.uk/elections). By completing the online nomination form you are agreeing to these Sports Union Election Rules.

When submitting a nomination, candidates are asked to write an Election Address, see 5.1, and upload a photo themselves for their candidate profile.

Candidates should read the role description of the position for which they are being nominated and consider this in their nomination. The Returning Officer will review the nominations as received to approve content and each candidate's eligibility prior to successful submission of the nomination.

Candidates will receive confirmation of successful submission from the Returning Officer.

3.2 Campaign Period

The candidate and their team are to adhere to all regulations set out by the Sports Union and the University. There should be no campaigning or canvassing for votes prior to the beginning of the Campaigning Period as detailed below.

The Campaign Period will start from 1200 on Monday 8th March 2021 until 1200 on Thursday 11th March 2021.

During this time, candidates can publish publicity material and canvass as outlined in these regulations.

Campaigning is defined as any means of public declaration or publicising of your candidacy in the current elections.

3.3 Withdrawals

Withdrawals must be submitted to the Returning Officer by email using only the candidate's University of Edinburgh student email account.



4. Voting Procedure

4.1. Eligibility of Voters

Only matriculated students at The University of Edinburgh who hold a live membership of Edinburgh University Sports Union are eligible to vote in the Sports Union Executive Committee elections.

4.2. Method of Voting

As prescribed by the Sports Union Executive and General Committees, the method of voting in all elections is that of the single transferable vote. This means that voters are allowed to record their order of preference by number when voting.

4.3 Voting Period

Voting will open from 0900 on Tuesday 9th March and close at 1200 on Thursday 11th March 2021.

Votes are to be cast through the Sports Union Elections voting platform which is accessible by current UoE student members of Edinburgh University Sports Union through the Sports Union website.



5. Election Address, Manifesto and Video

Candidates should read the role description of the position for which they are being nominated and consider this in their election address, manifesto, and video.

5.1 Election Address

Candidates are asked to submit an Election Address with their nomination. This will appear online on the Sports Union Election webpage.

The election address should introduce the candidate, outline their experience, and provide detail on their skills and motivations. There shall be no canvassing for votes in the election address.

Each candidate is allocated 150 words for their Election Address. There should be no attachments or embedded material within the election address.

The Election Address will be uploaded to the SU website when the campaign period has begun, see 3.2. Once uploaded, an election address cannot be amended without the permission of the Returning Officer.

5.2 Manifesto

Candidates may write a manifesto which should outline their key intentions and aims should they be elected. This will appear online on the Sports Union Election webpage.

Manifestos must be shared with the Returning Officer for discussion and review by 1200 on the Friday 5th March 2021.

Candidates' Manifestos will be uploaded to the SU website when the campaign period has begun, see 3.2. Once uploaded, a Manifesto cannot be amended without the permission of the Returning Officer.

5.3 Election Video

Candidates have the opportunity to submit a video (maximum 2 minutes) introducing themselves and detail why they are running in this election for their nominated position. Candidates are required to take into account these Regulations and the relevant role description in the video.

Videos will be published on the Sports Union social media when the Campaign Period has begun, see 3.2. This allows members the opportunity to hear from candidates prior to voting.

Election Videos must be shared with the Returning Officer for discussion and review by 1200 on Friday 5th March 2021.



6. Campaigning

6.1 Online Campaigning

All campaigning is to be carried out on social media only. No print or physical materials should be distributed to publicise your candidacy in these elections.

As all campaigning is online, candidates may use any colour they wish (this may be the same as other candidates).

6.1.1 Social Media

Candidates may set up one public event and one page on social media to publicise their campaign. Candidates' social media pages may be designed in advance but not be made 'live' until the campaign period has begun, see 3.2.

Candidates' social media pages must be shared with the Returning Officer for review by 1200 on Friday 5th March 2021.

Social media pages are solely to be used to inform social media followers of the election, candidate's experience, manifesto, and ability to fulfil the role description. Candidates should not refer to their opposing candidate(s) on any platform.

The Sports Union will provide a link to candidates' social media pages from the Sports Union Election webpage.

Candidates and their campaign team should not post, or request others to post, on any social media page of opposing candidates. Candidates are only allowed to use their personal social media platforms to promote their campaign.

6.2 General Regulations

All publicity must clearly state the individual candidate's name and nominated position. Candidates are asked to highlight the dates and details of online voting on all forms of publicity, see 4.3.

Candidates are reminded that they should observe the University Code of Student Conduct at all times during this election.

6.3 Use of Email

The use of e-mail is prohibited for campaigning purposes.

Candidates, Club Office Bearers, and Executive Committee members may not use any official e-mail accounts to endorse candidates.



There will be no e-mails sent to clubs or the University (e.g. schools/departments, class distributions lists) for candidate endorsement by the candidate, the campaign team, or clubs.

Unsolicited use of University email accounts to promote candidates will constitute a breach of these Regulations and will result in disciplinary action being taken.

7. Complaints, Conduct and Appeals

7.1 Election Complaints

7.1.1 Submitting an Election Complaint

Any student who wishes to complain about an issue relating to these elections including the conduct of candidates, must do so via email to the Returning Officer (eve.oloan@ed.ac.uk).

Complaints may not be made anonymously, but will be handled confidentially where possible; effective investigation may not be possible without revealing the identity of the complainant.

To be considered as an election complaint, a complaint must be submitted within 24 hours of the alleged incident having occurred, or come to light, and no later than one hour before voting closes in the relevant election period, unless in exceptional circumstances.

7.1.2 Handling of Election Complaints

On receipt of an election complaint, the Returning Officer will consider the evidence provided and may seek to gather additional evidence in order to reach a decision on how to proceed.

The Returning Officer will provide a written response to the complainant within one working day of receipt of the complaint (complaints submitted after 1700 on a weekday, or over the weekend, will not be received until 0900 on the next working day).

The response will provide details of the evidence considered when reaching a decision and outline any actions already taken, or to be taken, in the future to address any issues raised in the complaint. The Returning Officer may find that there is no action to be taken.

Where there is evidence of misconduct by a candidate for election, the Returning Officer may take action under section 7.2 of these regulations. The Returning Officer may also refer a conduct issue involving a candidate or student to the University for consideration under the Code of Student Conduct, see 7.2.3.



7.1.3 Complaint Review

Where a complainant is dissatisfied with the response they have received to their complaint, they may request a review of the handling of the complaint by the Returning Officer. In order to request a review, the complainant must send a written statement explaining why they feel their complaint has been improperly handled, or what new information has come to light, to the Returning Officer.

Any such request must be submitted within 24 hours of issue of the original response to the complaint.

The Returning Officer will provide a written response to the complainant within one working day of receipt of the complaint review request (requests submitted after 1700 on a weekday, or over the weekend, will not be received until 0900 on the next working day).

The Returning Officer will either confirm the validity of the original response, or provide details of any further action taken, or to be taken, in the future to address any issues raised in the complaint.

The Returning Officer's response is final.

7.2 Conduct of Candidates

7.2.1 Misconduct

A complaint against an election candidate may provide evidence of misconduct by the candidate. Examples of such misconduct include:

- i. Violation of any part of these Regulations
- ii. Bribery
- iii. Multiple voting
- iv. Interference with the actual voting
- v. Conspiracy by the candidate acting in concert with others to commit any of the offences mentioned in (i) to (iv)
- vi. Any offence listed in section 12 of the University of Edinburgh's Code of Student Conduct, if committed during the Campaign Period (see section 7.2.3 of these Regulations)

Candidates are regarded by this procedure as responsible for the conduct of their campaign teams; candidates may, therefore, be subject to conduct investigation and potential sanctions if a member of their campaign team commits an act of electoral misconduct.

7.2.2 Sanctions

Where there is evidence of misconduct, the Returning Officer will decide whether one of the following actions should be taken and may apply one or more of the sanctions listed below:

- i. Verbal Warning
- ii. Written Warning
- iii. Removal of online publicity
- iv. Make a retraction statement
- v. Exclusion from the Open Q&A
- vi. Disqualification of candidacy
- vii. Referral to the University for a disciplinary investigation (see 7.2.3)



7.2.3 Relationship with the University of Edinburgh Code of Student Conduct

Where a candidate is suspected of having breached the University's Code of Student Conduct, the Returning Officer may refer the matter to the University for consideration under that Code.

If the offence took place during the course of the Campaign Period, the Returning Officer may also apply a sanction under section 7.2.2 of these Regulations.

Where the Sports Union receives a complaint or report of a potential breach of the University's Code of Student Conduct by a student who is not an election candidate during the course of the Campaign Period, the matter may be referred to the University for consideration under that Code.

7.3 Appeals against Sanctions

7.3.1 Grounds for Appeal

Where a candidate has been issued with a sanction under section 7.2.2 of these Regulations, they have the right to appeal against this. Appeals will only be accepted if they meet one or both of the following grounds:

- i. Relevant new information is provided, which for good reason was not available to the Returning Officer when their decision was taken;
- ii. Evidence of irregular procedure or improper conduct in the election or in the investigation of the candidate's conduct.

7.3.2 Submitting an Appeal

Where a candidate wishes to appeal, they should send an email stating their intention to appeal to the Returning Officer before the end of the voting period. Emails must be sent from their University student email account.

The candidate must then submit their full appeal in writing to the Returning Officer within 24 hours of stating their intention to appeal.

The full appeal should include the following information:

- i. Details of the decision the candidate is appealing against
- ii. On what grounds the candidate is basing their appeal (see 7.3.1)
- iii. An explanation of how the appeal meets this ground/s
- iv. What outcome the candidate is seeking as a result of the appeal



7.3.3 Consideration of Appeals

When an appeal is received, the Returning Officer will collect the available evidence and submit this for consideration by the Elections Appeals Committee. The Election Appeals Committee consists of a minimum of three members external to the Sports Union staff and Executive Committee.

The Election Appeals Committee will communicate their decision to the candidate within five working days of receipt of the full appeal, and will provide a written explanation as to how they reached their decision. The Committee may call for a hearing where applicable.

The decision will be one of the following:

- i. The appeal is not upheld; any sanctions stand
- ii. The appeal is partially upheld; any sanctions are reduced or varied
- iii. The appeal is upheld; any sanctions are removed

Decisions of the Election Appeals Committee are final.

Candidate Signed: _____

Date: _____

(Please email a signed copy to sports.union@ed.ac.uk)

If a candidate is unsure about any of the information enclosed, or if they might be in breach any of the rules, please e-mail the Returning Officer at eve.oloan@ed.ac.uk.