



THE UNIVERSITY *of* EDINBURGH
Sports Union

EDINBURGH UNIVREISTY SPORTS UNION
PRESIDENTIAL ELECTION RULES 2018

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.

Candidates for the position of President must subscribe to the following statement:

"I agree that if I should elect to take a Laigh Year I shall abide by the existing conditions for Laigh Year Office-Bearers as laid down by the Sports Union and the University Court."

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 (ross.simpson@ed.ac.uk) or the Sports Union (sports.union@ed.ac.uk).



THE UNIVERSITY *of* EDINBURGH

Sports Union

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1. Candidate Eligibility

Candidates for the position of Sports Union President must fulfil the following criteria:

1. Hold a current student membership of Edinburgh University Sports Union;

AND

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

OR

3. Two years as Club Captain/President;

OR

4. One year as Club Captain/President **and** one year in one of the following roles:

- Club Vice Captain/President
- Club Secretary
- Club Treasurer
- Ordinary Member on SU Finance Committee

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

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

In the event of duplicate proposers, the first nomination form received by the Sports Union will be that which is counted.

2. Meeting for Candidates

Please arrange a meeting with the President or the Returning Officer prior to submitting your nomination. During this meeting, the President or the Returning Officer will deal with any questions that you have regarding the Presidential role, the election campaign and the regulations governing the elections.



3. Nominations & Campaign Period

3.1. Nominations

No campaigning is to take place until the campaign period (3.2). Publicity material can be ordered during the Nomination Period but cannot be displayed until after the campaigning period begins.

Nominations will open from 1200 on Thursday 15th February 2018 and close at 1600 on Thursday 15th March 2018. Candidates are required to submit **two** forms;

1. One to be emailed to sports.union@ed.ac.uk as a word document without signatures (so that the text can be put into the AGM paper). This must also be accompanied by a photo (head shot only).
2. The second must be signed by those proposing and seconding the nomination, and then either brought into the SU Office, or scanned and emailed to sports.union@ed.ac.uk

The Returning Officer will review the Nominations as received to approve content of the application and each candidate's eligibility prior to successful submission of the nomination.

3.2. Campaign Period

The candidate and their team are to adhere to all regulations set out by the Sports Union and University from 1200 on the Thursday 15th February 2018 until the election.

The Campaign Period will start from 0900 on Tuesday 27th March 2018 until 1200 on Thursday 29th March 2018.

During this time, candidates can display 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. Election Address

Candidates running for the position of President may submit an election address. This will appear online on the Sports Union website.

The deadline for receipt of a candidates election address is 1200 on Monday 26th March 2018. The Election Address must be submitted, by email, to the Sports Union at sports.union@ed.ac.uk.

If a candidate fails to submit an election address by the deadline, it will be assumed that they do not require one.

Each candidate is allocated 500 words for their election address (please note that any election address which exceeds 500 words may be cut short), and may submit one photo with it. There should be no attachments or embedded material within the Election Address.

Candidates must read the Sports Union President's job description and consider this in their nomination and election address.

There shall be no canvassing for votes in the election address.

Once uploaded, these cannot be amended without the permission of the returning officer.

The election address will not be uploaded to the SU website until the campaign period has started (3.2).

5. 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 or 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.

The Returning Officer will send out the Election Address prior to the launch of the Campaign Period to all clubs. This will be the only e-mail communication permitted in relation to the campaign for candidates.



6. Publicity

6.1. Campaign Colour

Each candidate is allowed a campaign colour; if two candidates request the same colour, the candidate who handed in their nomination form earliest will be given priority. Please inform the Sports Union of your colour request at sports.union@ed.ac.uk.

6.2. Web Page

Candidates are allowed to use one web page to publicise their campaign.

Web pages must be submitted and approved by the Sports Union, by 1200 on the Monday 26th March 2018.

This must be hosted on a free server and must not be held on any Sports Union, University, or Club web space.

The Sports Union will provide a link to candidates' web pages from the Sports Union Election webpage. In addition to this, there will be a link from MyEd (once voting goes live at 0900 on Tuesday 27th March 2018).

There must be no other links to a candidate's web page from any Sports Union, University or Club web page. People must visit web pages of their own accord. The web pages may be designed in advance, but they must not be made 'live' until the official campaign launch date and time.

6.3. Social Media

Candidates are allowed to set up one public event or page to publicise their campaign.

These are solely to be used to inform social media followers of the election, candidate's experience, manifesto and ability to fulfil the job description. These must be shared with the Sports Union prior to the Campaign Period, by 1200hrs on Monday 26th March 2018.

Social media events or pages are allowed to be launched from the beginning of the Campaign Period - 0900 on Tuesday 27th March 2018.

Candidates should not refer to their opposing candidate(s) on any social media platform.

Candidates 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.



6.4 Allowance

Campaign publicity can take the form of production of flyers and posters. The budget for this is £20/candidate (this is the maximum spend per candidate).

All printing must be done at the Sports Union Office.

No other homemade publicity will be allowed throughout the entire Campaign Period.

6.5 General Regulations

All publicity must clearly state the individual candidate's name and nominated position.

Candidates are asked to highlight the dates of online voting on all forms of publicity. Polls open at 0900 on Tuesday 27th March and close 1200 on Thursday 29th March 2018 via MyEd.

Candidates must refrain from chalking, painting, and/or defacing any areas during the Campaign Period.

Posters may be displayed **only** on official University and Students' Association notice boards. Posters must not be displayed anywhere else.

Candidates are not permitted to place posters or flyers in the Sports Union or Sport & Exercise premises.

All posters should be stamped with the Students' Association stamp or they will be removed from notice boards by University Servitors.

Flyering and campaigning is strictly prohibited in university halls of residence including the vicinity of Pollock Halls.

Defacing, destruction or removal of other candidates' publicity, by any candidate or campaign team is not permitted.

Candidates are responsible for removing all campaign material after the elections.



7. Election Hustings

Election Hustings will take place at 1800 on Monday 26th March 2018, in George Square Lecture Theatre. Two members from each Club must attend the Hustings.

Each Candidate and their proposer will be required to speak. If the proposer is unavailable then the seconder may speak in place of the nominator. This request must be made in writing by 1200 on March 26th March 2018.

The Presidential Candidates will be asked to speak for **five** minutes and the proposers for **two** minutes. The Returning Officer will act as time keeper and will warn speakers when there is 30 seconds left on their time.

The order of speeches is determined by the order of nominations received by the Returning Officer.

The running order of speakers will be proposer, followed by their candidate.

Candidates are required to take into account all the election rules when giving their address.

The Hustings will immediately follow the speeches. Candidates are asked to keep answers concise to a maximum of one minute per question and bear the job description in mind at all times.

The Returning Officer will chair the Hustings, time-keep, and intervene if any questions or answer are too long or inappropriate.

The Returning Officer will randomly allocate the order in which candidates are to answer the questions. The first round of questions will be general questions which all Candidates shall answer. The second round of questions can be directed to a single candidate.

All questions asked by the audience must refer to the candidates' manifestos and may not be personal attacks/criticisms.

Candidates may ask the other candidates one question with regards to their manifesto. No personal questions are allowed.

Presidential speeches and Hustings may be live streamed and made available on the Sports Union website and social media during the election week.



8. Election Procedure

8.1. Eligibility of Voters

Only matriculated students at The University of Edinburgh are eligible to vote in the Sports Union Presidential elections.

8.2. 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.

9. Complaints, Conduct and Appeals

9.1. Election Complaints

9.1.1. Submitting an Election Complaint

Any student who wishes to complain about an issue relating to EUSU elections (including the conduct of candidates) must do so via e-mail to the Returning Officer.

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.

9.1.2 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 0930 on the next working day).

The response will provide details of the evidence considered when reaching a decision and information about 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 9.2.1 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.

9.1.3. 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 0930 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.

9.2 Conduct of Candidates

9.2.1. Misconduct

An investigation into a complaint against an election candidate may provide evidence of misconduct by the candidate. Examples of such misconduct include:

- Violation of any part of these Regulations
- Bribery
- Multiple voting
- Interference with the actual voting
- Conspiracy by the candidate acting in concert with others to commit any of the offences mentioned in (b) to (d)
- Any offence listed in section 12 of the University of Edinburgh's Code of Student Conduct, if committed during the Campaign Period (see section 9.2.3 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.



9.2.2. 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 sanctions listed below:

- Verbal Warning
- Written Warning
- Removal of Printing Allowance
- Confiscation of Campaign Materials
- Removal of online publicity
- Make a retraction statement
- Exclusion from the Hustings Debate
- Requirement to make good any costs incurred as a result of damage caused by the candidate
- Disqualification of candidacy
- Referral to the University for a disciplinary investigation (see 9.2.3)

9.2.3. 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 9.2.2 of these Regulations.

Where EUSU 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.

9.3 Appeals Against Sanctions

9.3.1 Grounds for Appeal

Where a candidate has been issued with a sanction under section 9.2.2 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:

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



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9.3.2 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:

- Details of the decision the candidate is appealing against
- On what grounds the candidate is basing their appeal (see 9.3.1.)
- An explanation of how the appeal meets this ground/s
- What outcome the candidate is seeking as a result of the appeal

9.3.3 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 Elections Appeals Committee consists of a minimum of three external members.

The Elections 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:

- The appeal is not upheld; any sanctions stand
- The appeal is upheld; any sanctions are removed
- The appeal is upheld; any sanctions are reduced or varied

Decisions of the Elections Appeal Committee are final.

Candidate Name & Signature: _____

Date: _____

(Please submit a signed copy to the Sports Union office with your nomination)

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 ross.simpson@ed.ac.uk.