



The University of Edinburgh Sports Union Presidential Election Rules 2017

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, and their election team 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 Sports Programme Manager, Ross Simpson, email: ross.simpson@ed.ac.uk; and President, Robin Drummond, e-mail: sports.president@ed.ac.uk

CONTENTS:

- Section 1: Candidate Eligibility
- Section 2: Meeting with President
- Section 3: Nomination and Campaign Period
- Section 4: Election Address
- Section 5: Use of E-mail
- Section 6: Publicity
- Section 7: Election Hustings
- Section 8: Election Procedure
- Section 9: Complaints, Conduct and Appeals

1. Candidate Eligibility

1.1 Candidate must be an:

1. Ordinary Student Member of Edinburgh University Sports Union.

AND

2. Candidates must also have served either one year on the Executive Committee

OR

3. One year as Club President plus one year in a senior position in their Club (President/Vice President/Secretary/Treasurer) or on the Finance Committee.

Similarly, proposers and seconders must be an Ordinary 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 will be that which is counted.

2. Meeting for Candidates

2.1 Please arrange a meeting with the President prior to submitting your nomination. During this meeting, the President 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 1200hrs on Thursday 16th March and close at 1600hrs on Thursday 13th April. 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 an photo (head shot only)
2. The second must be signed by the people proposing and seconding the nomination, and then either brought into the SU Office, or scanned and emailed to sports.union@ed.ac.uk

The President 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 Campaigning Period

The candidate and their team are to adhere to all regulations set out by the Sports Union and University from noon on the 16th March until the election.

The 'Campaign' period will start from 1200hrs on Monday 24th April until the 1200hrs on Thursday 27th April.

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 President and Sports Programme Manager by email using only your '@ed.ac.uk' account.



4. Election Address

Candidates running for the position of President may submit an election address. This will appear online at www.ed.ac.uk/sports-union.

- The deadline for receipt of these is Monday 24th April at 1200hrs. The Election Address needs to be submitted by email to the President at sports.president@ed.ac.uk.
- If a candidate fails to submit an online election address by the deadline, it will be assumed that he/she does not require one.
- Each candidate is allocated 500 words for his/her election address (please note that any election address with more than the maximum words as indicated may be subject to the election address being cut short), and may submit one photo with it. There should be no attachments or embedded material within the Election Address.
- Candidates should read the Sports President job description and consider this in their address.
- There shall be no canvassing for votes in the Election Address.
- Once uploaded, these cannot be amended without the permission of the Sports Union President and the Sports Programme Manager.
- 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 and clubs officials may not use their official club e-mail accounts (and Exec accounts) and/or e-mail club distribution lists to endorse candidates.
 - There will be no e-mails to be 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 Election candidates (spamming) will constitute a breach of these Regulations and will result in action being taken, as well as the sender being subject to University discipline.
 - The President 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.
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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 President of your colour request.

The options are as follows:

- Blue
- Orange
- Green
- Red
- Yellow

6.2 Web Pages

- Candidates are allowed to use one web page to publicise their campaign.
- Web pages must be submitted and approved by the President and the Sports Programme Manager, by 9am on the 24th April.
- This must be hosted on a free server and must not be held on any SU, University, or SU Club web space.
- The SU will provide a link to any candidate's website from the SU Election web pages. In addition to this there will be a link from MyEd (once voting goes live at 9am on Tuesday 25th April).
- There must be no other links to a candidate's web site from any SU or University web page. People must visit websites on their own accord. The web pages can 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 to publicise their campaign. These are solely to be used to inform social media followers of the election, candidate's experience and manifesto. These must be shared with the Sports Union prior the campaigning period, by 9am on 24th April.
- Social media pages are allowed to be launched from the start of the Campaigning Period (1200hrs on Monday 24th April until the 1200hrs on Thursday 27th April).
- Candidates should not refer to their opposing candidate(s) on any social media platform. Nor should candidates post or request others to post in any group they are not a member of.
- Candidates are only allowed to use their personal social media platforms to promote their campaign.
- There should be no direct contact with clubs or individuals via these platforms.



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.
- All posters that are to be placed around the University must be stamped by the EUSA Office.
- No other homemade publicity will be allowed throughout the entire campaign.

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 form of publicity. Polls open 9am on 25th April, and polls close 12 noon on 27th April.
- Candidates must refrain from chalking, painting, and/or defacing any areas during the Election period.
- Posters may be placed on all official University and Students' Association notice-boards, in George Square and King's Buildings for that purpose. These notice-boards are the only place where posters may be posted; posters must not be posted anywhere else. Candidates are reminded that all posters should be stamped with the Students' Association stamp or they will be removed from notice boards by University Servitors.
- Candidates are not permitted to place posters out with the University buildings.
- Candidates are not permitted to place posters or flyers in the Sports Union or Sport & Exercise premises.
- Defacing, destruction or removal of other candidates' publicity, by candidate or campaign team is not permitted.
- Flyering and election campaigning is strictly prohibited in university halls of residence, including Pollock Halls. Candidates are allowed to submit posters to the Reception Centre at Pollock Halls that have been stamped by the Students' Association, and these will be erected on the candidates' behalf.
- Candidates are responsible for removing all campaign material after elections.

7. Election Hustings

- Election Hustings will take place on Monday 24th April, in George Square Lecture Theatre. Two members from each Club will be expected to attend the Hustings.



- Each Candidate and his/her 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 4pm Wednesday 26th April.
 - The Presidential Candidates will be asked to speak for FIVE Minutes and the proposers for THREE Minutes. The President will act as time keeper and will warn speakers when there is half a minute left on their time.
 - The order of candidates speaking is determined by the order of nominations received by the Sports Programme Manager. The candidate nominated first will speak first. The proposer will always speak before the 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 a minute per question. The President will chair the Hustings, will time-keep and will intervene if any questions are inappropriate or any answers are too long or inappropriate.
 - The President will randomly allocate the order in which candidates are to answer the questions. The first round of questions should 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/candidate with regards to their manifesto. No personal questions are allowed.
 - Presidential speeches will be filmed and made available on the Sports Union website during the election week.
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8. Election Procedure

8.1 Eligibility of Voters

Matriculated student at Edinburgh University

8.2 Method of Voting

As prescribed by the Sports Union Executive and General Committees, the method of voting in all Association Elections is that of the online 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 President and Sports Programme Manager. 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 Sports Programme Manager and President will consider the evidence provided and may seek to gather additional evidence in order to reach a decision on how to proceed.

The Sports Programme Manager and President will provide a written response to the complainant within one working day of receipt of the complaint (complaints submitted after 5pm on a weekday, or over the weekend, will not be received until 9.30am on the next weekday).

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 Sports Programme Manager and President may find that there is no action to be taken. Where there is evidence of misconduct by a candidate for election, the Sports Programme Manager and President may take action under section 9.2.1 of these regulations. The Sports Programme Manager and President may also refer a conduct issue involving a candidate or student to the University for consideration under the Code of Student Conduct (see 9.2.3 of these regulations).

Where a Conduct investigation is initiated against a candidate or student, the complainant will be informed of this, but will not be entitled to receive detailed information about any action taken against the other student.

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 Sports Programme Manager and President. 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 both the Sports Programme Manager and President.

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

The Sports Programme Manager and President will provide a written response to the complainant within one working day of receipt of the complaint (requests submitted after 5pm on a weekday, or over the weekend, will not be received until 9.30am on the next weekday).

The Sports Programme Manager and President's response 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 President and Sports Programme Manager'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:

- (a) Violation of any part of these Regulations
- (b) Bribery
- (c) Multiple voting
- (d) Interference with the actual voting
- (e) Conspiracy by the candidate acting in concert with others to commit any of the offences mentioned in (b) to (d)
- (f) Any offence listed in section 12 of the University of Edinburgh's Code of Student Conduct, if committed during an election campaign (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 Sports Programme Manager and President will decide whether one of the following actions should be taken:

- a) The Sports Programme Manager and President may apply one or more of sanctions i. to ix listed below.

The range of sanctions which may be applied are the following:

- i. Verbal Warning
- ii. Written Warning
- iii. Removal of Printing Allowance
- iv. Confiscation of Campaign Materials
- v. Removal of online publicity
- vi. Make a retraction statement
- vii. Exclusion from the Hustings Debate
- viii. Requirement to make good any costs incurred as a result of damage caused by the candidate
- ix. Disqualification of candidacy

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 Sports Programme Manager and President may refer the matter to the University for consideration under that Code. If the offence took place during the course of campaigning, the Sports Programme Manager and President 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 campaigning, 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:

- a) Relevant new information is provided, which for good reason was not available to the Sports Programme Manager and President when their decision was taken;
- b) Evidence of irregular procedure or improper conduct in the election or in the investigation of the candidate's conduct.

9.3.2 Submitting an Appeal

Where a candidate wishes to appeal, they should send an email stating their intention to appeal to the Sports Programme Manager and President before the end of the voting period. Emails must be sent from a University email account (e.g. s1111111@sms.ed.ac.uk). The candidate must then submit their full appeal in writing to the Sports Programme Manager and President within 24 hours of stating their intention to appeal. The full appeal should include the following information:

- 1. Details of the decision the candidate is appealing against
- 2. On which ground (a or b, above) the candidate is appealing
- 3. An explanation of how the appeal meets this ground (or grounds)
- 4. What outcome the candidate is seeking as a result of the appeal

9.3.3 Consideration of Appeals

When an appeal is received, the Sports Programme Manager and President will collect the available evidence and submit this for consideration by the Elections Appeal Committee. The Elections Appeal Committee consists of a minimum of three external members.

The Elections Appeal 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:

- a) The appeal is not upheld; any sanctions stand
- b) The appeal is upheld; any sanctions are removed
- c) 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 it might breach any of the rules, please e-mail the Sports Programme Manager, Ross Simpson, email: ross.simpson@ed.ac.uk and President, Robin Drummond. e-mail: sports.president@ed.ac.uk