



LANCASTER UNIVERSITY STUDENTS' UNION

ELECTIONS RULES 2023/2024

1. NOMINATIONS

- 1.1 Only full members of Lancaster University Students' Union are eligible to nominate themselves for elected Union positions – be sure of your eligibility before submitting a nomination. Membership terms are as defined in Section 9 of the Union's Articles of Association.
- 1.2 A nomination must be submitted before the close of the nominations period, as specified in the elections notice, for a candidate to be considered. The DRO may consider late nominations in extenuating circumstances.
- 1.3 Candidates' manifestos must be completed by the close of nominations unless otherwise specified by the DRO. From that point, manifestos will be considered final.

2. CANDIDATE BRIEFING

- 2.1 All Candidates must undertake a candidates' briefing. This can be done either electronically or in person.
- 2.2 The candidate must ensure that information from the briefing is provided to any individual campaigning on their behalf.

3. CAMPAIGNING

- 3.1 Campaigning is defined as any activity designed to raise an individual's profile as a candidate amongst the whole or part of the electorate.
- 3.2 Individuals campaigning for a candidate with their consent are subject to the elections rules set out in this document, and the candidate takes responsibility for their actions.
- 3.3 Campaigning, both physically and digitally, may not begin until the start of the official campaigning period.
- 3.4 Candidates are encouraged to source and engage student opinions in developing a manifesto in advance of campaigning periods opening, but should register this with the Deputy Returning Officer.
- 3.5 Any social media groups and pages that candidates create must include the following disclaimer within the description: "If you have any concerns about the contents of this page, please contact the Deputy Returning Officer on elections@lancastersu.co.uk."
- 3.6 Campaigning methods should be checked with the DRO or a nominated member of SU staff before being used.
- 3.7 Campaigners should not undertake campaigns activity which others could not also do.
- 3.8 Campaign materials should not damage or unduly mark property, e.g. chalk.
- 3.9 Campaigners may only alter, move or remove their own campaign materials. Interfering with another candidate's materials will be considered a breach of campaigning regulations.
- 3.10 Campaigning must not disturb any academic area, e.g. Library, Learning Zone, Study Spaces.



- 3.11 Campaigners must not harass, intimidate, or otherwise coerce voters, nor must they interfere with a student at the point of them casting their vote.
- 3.12 Candidates should respect the University campus as a learning and living space, and make no unreasonable noise near university buildings.
- 3.13 Candidates cannot run on a slate. i.e. Candidates may not campaign as a team or endorse another candidate.
- 3.14 Candidates must adhere to the Union's Code of Conduct.
- 3.15 No campaign may use official mailing lists to communicate to voters. Examples include union committee mail outs or members who have purchased a Totum Card. The Union will send out emails to voters as approved by the RO.

4. ENDORSEMENTS

- 4.1 Candidates cannot be endorsed by Student Trustees or Full Time Executive Officers.
- 4.2 Individual students may publicly endorse candidates, but student groups as a collective will not be permitted to.
- 4.3 Candidates can be endorsed by individual Student leaders of affiliated student groups - e.g. committee members of societies, sports clubs, Colleges and volunteering projects
- 4.4 Student leaders can reference their role and leadership of a group, but may not endorse on behalf of the whole group.
- 4.5 Candidates may be publicly endorsed by other Students' Union Officers (LCOs, Faculty and Academic Reps, JCR officers).
- 4.6 Candidates cannot be publicly endorsed by non-members of Students' Union (including but not limited to staff members of the University, Students' Union staff, representatives of commercial organisations, political parties etc.) and external organisations.
- 4.7 Candidates are not permitted to self-proclaim endorsements without any evidence of the original endorsement. For example, a candidate may reshare a social media post endorsing their campaign, but they cannot simply post themselves that they have been endorsed by X.
- 4.8 Endorsements must be positive and affirm a specific candidate. Candidates should not re-share endorsements that could be reasonably construed as a personal 'anti-endorsement' of a fellow candidate (e.g. "I'm voting for X because Y is rubbish")
- 4.9 Content in Student Media publications must be impartial and not express a preference for any candidate in Union elections.

5. BUDGET

- 5.1 Candidates must stick within their prescribed budget limit, where a budget has been agreed for specific elections in advance by the Democracy Committee.
- 5.2 Fixing and Marking materials shall not be considered in the budget when used for their intended purpose.
- 5.3 Any materials received for free, for example from a candidate's workplace, shall be considered in the budget at their market value.
- 5.4 All campaigners must submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer (DRO or equivalent) no later than 1 hour after polls close. If candidates do not spend any money during the course of their campaign this must be made clear on the submission.
- 5.5 If a candidate exceeds their budget limit, they may be penalised.



- 5.6 Candidates may only claim reimbursement upon production of receipts.

6. GUIDING PRINCIPLES:

- 6.1 All candidates are expected to adhere to the above core election rules and comply with the following guiding principles:
 - 6.1.1 Candidates must treat other candidates, students and members of the public with respect.
 - 6.1.2 Candidates must respect the campus environment and the local area they live in.
 - 6.1.3 Candidates will not act in such a way as to bring the elections process, the Union or the University into disrepute.
 - 6.1.4 Candidates' campaigns should be fully transparent and accountable to the Union.
 - 6.1.5 Candidates must not do anything to gain an unfair advantage.
 - 6.1.6 Candidates must not undermine the fair and democratic running of elections.
 - 6.1.7 Candidates must not use electronic devices when soliciting votes and voters should vote on their own devices.
 - 6.1.8 Candidates must not break any general union and University rules and regulations. This also includes the Law.
- 6.2 Any breach of these rules will result in sanctions and/or disqualification.
- 6.3 If a sanction can be applied that redresses the balance within the election, then it should be. Any sanction should aim to redress the balance of the election, not to punish the electorate, and must be proportional to the offence.

Approved by Trustee Board:	09/11/2023
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