University of St Andrews Students' Association
Students' Representative Council

AGENDA

Tuesday 2 February 2016 - Committee Room - 6.00pm

1. **Adoption of the Agenda**

2. **Apologies for Absence**

3. **Adoption of the Minutes of the Previous Meeting**

4. **Matters Arising from the Minutes of the Previous Meeting**

5. **Open Forum**

6. **Reports of Sabbatical Officers**
   6.1. Report of the Athletic Union President
   6.2. Report of the Association President
   6.3. Report of the Association Director of Events & Services
   6.4. Report of the Association Director of Student Development & Activities
   6.5. Report of the Association Director of Representation

7. **Questions for Committees**
   7.1. Questions for Association Alumni Committee
   7.2. Questions for Association Community Relations Committee
   7.3. Questions for Association Environment and Ethics Committee
   7.4. Questions for Association LGBT Committee
   7.5. Questions for Rector's Committee
   7.6. Questions for SRC Accommodation Committee
   7.7. Questions for SRC Education Committee
   7.8. Questions for SRC Employability Committee
   7.9. Questions for SRC Equal Opportunities Committee
   7.10. Questions for SRC External Campaigns Committee
   7.11. Questions for SRC Wellbeing Committee
   7.12. Any Other Competent Questions

8. **Unfinished General Business**

9. **New General Business**
   9.1. J. 16-1- A Motion to Reform the Membership of the SRC
   9.2. J.16-2- Motion To Adopt The Rules for the 2016 Students' Association Elections

10. **Open Discussion**
11. **Any Other Competent Business**

SRC REPORTS

ARTS/DIVINITY FACULTY PRESIDENT & SCIENCE/MEDICINE FACULTY PRESIDENT

We recently submitted our semester report
which was quite comprehensive, or so we thought.
So far this semester things have not progressed far,
Although chasing up working groups and projects we are.
Louise is involved with her outreach programme
while Eleanor posts #louiseanor selfies on Instagram.
Just kidding; she's actually reorganising her Joint Honours Focus Group.
She needs three more members; rewards include cake and soup*.
Diversity of Assessment is proving quite tough,
Much like these couplets, of which we've probably had enough.
At the first Educom Louise was present
Unlike Eleanor, who was on a train, and thus absent.
Action points include
Writing papers and researching MEQs.
For now that's it from this Council's pair,
But if you want further information we will happily share.

Verbatim bit of conversation helpful to clarifying the content and form of our report:

Louise: Hang on. Researching MEQs?

Eleanor produces part of action point document pertinent to MEQs
Louise: Oh, I just didn't get from your wording

Eleanor: Dude this is more than wording. This is art. I thought about meter. I thought about rhyme. I thought about rhythm. I thought about stressed and unstressed syllables... and you can really tell that I had class today.

* The soup is a lie but I couldn't think of another rhyme. Suggestions welcome.

ASSOCIATION ALUMNI OFFICER

Last week marked the launch of the publicity for the Alumni Festival Weekend and the beginning of our outreach to alumni. New marketing materials have been created, the Facebook page and event have been adapted and an email went out to 28 000 alumni. We will also be looking for the next wave of events from societies and subcommittees to add to the current schedule soon.

ASSOCIATION COMMUNITY RELATIONS OFFICER

Happy second semester from the ComRel team!
Over the next week we will be analysing the data from our recycling survey before the holidays, which got 327 replies and many excellent comments on ways to improve waste management in the town. We are also putting together handover materials so that they are ready before the elections, and are looking into ways to more effectively structure our committee for the next officers' term. We will also be looking at areas of bad lighting within the town, and particularly in the North Haugh area, and hope to discuss this issue at the next Community Council meeting. We would encourage any students who have noticed any badly lit areas, especially areas where they feel unsafe, to speak to us so that we can make this known to the local authorities.

ASSOCIATION ENVIRONMENT & ETHICS OFFICER

NO REPORT SUBMITTED.

ASSOCIATION LGBT OFFICER

•Queerfest is next week, we have an event every day: Friday February 5th is dRAG Walk, Saturday is the Pride Parade, Sunday is Queer Identity in Literature, Monday Film Screening of "But I am a Cheerleader", Tuesday is Backwards Broadway, Wednesday is Transgender speaker event with Grace Oni Smith, Thursday is Comedy night and Friday February 12th is Rainbow Bop! Please come to as many as you can!
•Last week we had another round of training for Open Door volunteers and it was a big success. There are now 7 members of staff from the school of IR volunteering for Open Door.
•IMPORTANT DATES: Glitterball is on Friday, March 4th! Get excited and get ready for absurd amounts of glittery Queer fun!

PRINCIPAL AMBASSADOR

NO REPORT SUBMITTED.

RECTOR'S ASSESSOR

NO REPORT SUBMITTED.

SRC ACCOMMODATION OFFICER

SRC EQUAL OPPORTUNITIES OFFICER

NO REPORT SUBMITTED.

SRC EMPLOYABILITY OFFICER

NO REPORT SUBMITTED.

SRC EXTERNAL CAMPAIGNS OFFICER

Contemplating tampons.

SRC MEMBER FOR RACIAL EQUALITY

NO REPORT SUBMITTED.

SRC MEMBER FOR FIRST YEAR

Report: As we're just back from break I'm going to start publicising elections and encouraging first years to get involved! Also looking at continuing feedback and welfare work from last semester.

SRC MEMBER FOR GENDER EQUALITY

NO REPORT SUBMITTED

SRC MEMBER FOR INTERNATIONAL STUDENTS

NO REPORT SUBMITTED

SRC MEMBER FOR MATURE STUDENTS

NO REPORT SUBMITTED.

SRC MEMBER FOR STUDENTS WITH DISABILITIES

Nothing to report.

SRC MEMBER FOR WIDENING ACCESS AND PARTICIPATION

NO REPORT SUBMITTED

SRC WELLBEING OFFICER

NO REPORT SUBMITTED.

J.16-1- A MOTION TO REFORM THE MEMBERSHIP OF THE SRC

THIS SRC AND SSC NOTE:

1. That the current "Member for" positions on the SRC also sit on the Equal Opportunities Committee.

2. The "Association" positions are intended to reflect the key long term strategic goals of the Student's Association as outlined in the 2014-17 Strategic Report.

3. The remit of the External Campaign Officer overlaps with that of the Association President.

4.The Senior Officers of the SRC and SSC were asked to consider reform of the Association Councils, and therefore SRC membership should be discussed.

THIS SRC AND SSC BELIEVE:

1. Given the nature of the changes made to the nature of SRC meetings, a smaller membership of the SRC will be beneficial.

2. Currently the "Members for" positions hear the same reports and have the same discussions in both the SRC meetings and the Equal Opportunities committee meetings.

3.The Member Without Portfolio position does not require an equivalent amount of work as other council positions, and its remit is not required on the SSC.

4. Representation of LGBT students also falls under the responsibilities of the Equal Opportunities Officer.

6. The Equal Opportunities Committee should exist as a support system for logistical and organizational plans of its members, as well as as a forum for representational concerns.

THIS SRC AND SSC RESOLVE:

1. To remove all "Members for" positions from the SRC, but still require them to be elected by the student body in the annual elections and serve on the Equal Opportunities Committee.

2. To make the 'Association LGBT Officer' the 'LGBT Officer,' removing its position on the SRC, but continuing its position on the Equal Opportunities Committee and the SSC.

3. To revise and clarify the responsibilities, purpose, and meeting requirements of the Equal Opportunities Committee.

4. To remove the positions of Member Without Portfolio and External Campaigns Officer from the SSC and SRC, respectively.

5. To make the Equal Opportunities Officer the Association Equal Opportunities Officer.

PROPOSED: Charlotte Andrew and Annie Newman, Omar Ali

SECONDED: Pat Mathewson, Sarah Thompson, Chris Macrae, Kyle Blain, Toby Emerson

LGBT Officer

Member without Portfolio

Member for External Campaigns

Equal Opportunities Officer

Other Equal Opportunities Positions

Chapter 1

Strike 2.2.5

Add 2.2.5.Association Equal Opportunities Officer

Replace 3.9.5. with "Represent LGBT issues to the Equal Opportunities Committee, and if necessary the SSC"

Strike 3.14

Strike 3.1.17.5

Remove in 3.10.2.6 "SRC External Campaign Committee"

Replace 3.4.12.6 with "Association Equal Opportunities Officer"

Chapter 2

Strike 1.1.9

Replace 1.1.11. with Association Equal Opportunities Officer

Strike 1.1.14

Strike 4.4

Strike 6.6

Replace 1.1.13 with Association Equal Opportunities Officer

Replace 4.2.4. "SRC Equal Opportunities Officer" with Association Equal Opportunities Officer

Replace 4.3 with Association Equal Opportunities Officer

Replace 4.3.1 "SRC Equal Opportunities Committee" with Association Equal Opportunities Committee

Replace 6.5.1.1 with Association Equal Opportunities Officer

Replace 6.5.4.1.3 with Association Equal Opportunities Officer

Strike 1.1.16 - 1.1.22

Add 6.5.2.4.Act as a logistical, operational, and financial support group for the events of its members

Move 6.5 to Chapter 1, 3.14

Chapter 3

Replace 1.1.9 with LGBT Officer

Strike 4.1.3

Strike 5.13

Chapter 6

Replace 1.1.9 with LGBT Officer

Remove "Association LGBT Officer" from 3.1

Strike 1.1.34

Strike 1.1.15

Replace 1.1.14 with Association Equal Opportunities Officer

J. 16-2- Motion To Adopt The Rules for the 2016 Students' Association Elections

This SRC & SSC Notes

1. The Students' Association Elections are happening in March.
2. The rules for the elections must be adopted by the Association Councils.

This SRC & SSC Believes

1. It is important to adopt the rules ahead of elections week so that candidates and voters have an opportunity to familiarise themselves with all regulations.

This SRC & SSC Resolves

1. To accept the elections rules for the 2016 Students' Association Elections.

PROPOSED:

THE ELECTIONS COMMITTEE

Students' Association Elections 2016
The Rules

Important Dates
- **Nominations open**: Monday 29 February at 9am (online)
- **Nominations close**: Friday 4 March at 5pm (online)
- **Sabbatical candidates' meeting**: Friday 4 March at 5.30pm (Sandy's Bar)
- **All candidates' meeting (incl. sabbatical candidates)**: Saturday 5 March 11.00 am (Sandy's Bar)
- **Campaigning Starts:** Saturday 5 March 12.00 noon
- **General hustings**: Monday-Tuesday 7-8 March from 5.30pm (Beacon Bar)
- **Sabbatical Candidate Question Time:** Sunday 6 March from 8.00pm (The StAge)
- **Sabbatical candidates' debate**: Tuesday 8 March at 8.00pm (The StAge)
- **Polls open**: Thursday 10 March at 12 midnight
- **Polls close**: Friday 11 March at 6pm (Online).
- **Results (School Presidents)**: Friday 11 March at 8pm (The StAge).
- **Results (All other posts)**: Friday 11 March at 8.30pm (The StAge).
- **New SRC & SSC Mixer**: Tuesday 29 March at 7pm (Sandy's Bar).

Important Information
The Elections Office will be open in Weeks 6 and 7, Monday to Friday, 10am-5pm, in the Students' Association Beacon Bar (top floor of the Union)

The Elections Committee will consist of 11 people:
- Joe Tantillo <dorep@st-andrews.ac.uk> [Senior Elections Officer]
- Kyle Blain <dosda@st-andrews.ac.uk> [Deputy Senior Elections Officer]
- Sarah Thompson <president@saints-sport.com>
- Anna Kennedy-O'Brien <ako@st-andrews.ac.uk>
- Alyssa Muzyk <am297@st-andrews.ac.uk>
- Bao-Chau Pham <bcp@st-andrews.ac.uk>
- Robert Dixon <hrd2@st-andrews.ac.uk>
- Naomi Boon <nb65@st-andrews.ac.uk>
- Charlotte Mattocks <cam55@st-andrews.ac.uk>
- Michael Thadani <mct4@st-andrews.ac.uk>
- Fiona Woodhall <fmw2@st-andrews.ac.uk>

You can email the Elections Committee at saelect@st-andrews.ac.uk and engage with the Committee on Twitter via @saelect and on Facebook (link). #saelect is the designated elections hashtag.

The Elections Committee reserves the right to make changes to the rules but will ensure that all candidates are informed of any alterations by email. New rules will come into effect immediately, unless otherwise stated.

General Principles

The rules and regulations for the Students' Associations elections are designed as guidance on how to stand as a candidate and get involved. We have developed these rules with the ambitions that:

- Our elections should be open to all students on an equal basis;
- Information for voters should be full, transparent, and accurate; and
- Campaigning should not cause nuisance to voters or to members of the University or town communities.

Section 1. Elected Positions

We have created role descriptions for all positions elected in the Students' Association Elections 2016. You can find them online on yourunion.net/elections or by emailing the Elections Committee on saelect@st-andrews.ac.uk.

1.1. *Sabbaticals* — The following sabbatical (full-time, paid) positions are up for election:
- Association President
- Athletic Union President
- Director of Events & Services
- Director of Representation
- Director of Student Development & Activities

1.2. *Association Officer positions* — The following part-time Association-level positions are up for election:
- Association Chair
- Alumni Officer
- Community Relations Officer
- Environment & Ethics Officer
- LGBT Officer

1.3. *SRC positions* — The following part-time positions are up for election on the Students' Representative Council:

- Accommodation Officer
- Art/Divinity Faculty President
- Employability Officer
- Equal Opportunities Officer
- External Campaigns Officer
- Member for First Years
- Member for Gender Equality
- Member for International Students
- Member for Mature Students
- Member for Racial Equality
- Member for Students with Disabilities
- Member for Widening Access & Participation
- A Postgraduate Position TBC
- Science/Medicine Faculty President
- Wellbeing Officer

There are three types of positions on the SRC: officers, members, and academic reps. Officers chair their own respective subcommittees of the SRC, and members will form part of those subcommittees but do not chair a subcommittee.

The academic reps (Faculty Presidents and Postgraduate Convenor) are members of the Students' Representative Council, the Education Committee, and represent students in their respective constituencies to the Academic Council and *Senatus Academicus*.

1.4. *SSC positions* — The following part-time positions are up for election on the Student Services Council:

- Broadcasting Officer (St Andrews Radio)
- Charities Officer (Charities Campaign)
- Debates Officer (Union Debating Society)
- Music Officer (Music is Love)
- Performing Arts Officer (Mermaids)
- Postgraduate Society President (Postgraduate Society)
- Societies Officer (Societies Committee)
- Volunteering Officer (SVS)
- External Funding Officer
- Member without Portfolio

There are two types of positions on the SSC: officers and convenors. The officers are the elected heads of the SSC subcommittees, while convenors are appointed heads of SSC subcommittees where that role requires an extraordinary amount of specialist knowledge. The three current convenor roles are the Design & PR Team Convenor On The Rocks Convenor, and the Ents Convenor.

1.5. *School Presidents* — The following positions are up for election on the Education Committee:
- Art History School President
- Biology School President
- Chemistry School President
- Classics School President
- Computer Science School President
- Divinity School President
- Earth Sciences & Geology School President
- Economics & Finance School President
- ELT (English Language Teaching) School President
- English School President
- Film Studies School President
- Geography & Sustainable Development School President
- History School President
- International Relations School President
- Management School President
- Mathematics & Statistics School President
- Medicine School President
- Modern Languages School President
- Philosophy School President
- Physics & Astronomy School President
- Psychology & Neuroscience School President
- Social Anthropology School President

1.6. *Departmental Convenors* – The following positions are up for election in the School of Modern Languages:
- Arabic/Persian Convenor
- Comparative Literature Convenor
- French Convenor
- German Convenor

- Italian Convenor
- Russian Convenor
- Spanish Convenor

The Departmental Convenors act as the link between students and staff in their respective Departments within the School of Modern Languages, chair the relevant Student Staff Consultative Committees (SSCC), and coordinate their activities with the Modern Languages School President, who represents students in the School to the University and the Students' Association.

Section 2. Nominations

2.1. *Eligibility* — An individual can run for any position listed above, as long as they:

- Are matriculated student at the University of St Andrews
- Are of good standing for the Association, the AU and the University. This means a student with no debts to any of those bodies and no disciplinary measures in force from them (eg bans from the Union building).
- (For Postgraduate SRC Role and Postgraduate Society President only) are a postgraduate student
- (For School Presidents only) are entering into an Honours year of study within the relevant School as a Single Honours or Joint Honours student
- (For ELT President only) are a ELT alumnus
- (For Departmental Convenors only) are entering into an Honours year of study within the relevant Department in the School of Modern Languages as a Single Honours or Joint Honours student
- (For Faculty Presidents only) are an undergraduate student enrolled in one of the relevant constituent Faculties
- (For AU President only) have been a committee member for at least one year of an AU-affiliated club or have served as an officer of the Athletic Union for at least one year, and are in good standing with the Athletic Union and the University

2.2. *Limitation* — No one may run for more than one position. In addition, no one may run for a position that they have held twice previously. Existing sabbatical officers may not run for any sabbatical post if they have previously held any sabbatical offices for a total of two years.

2.3. *Process* — Each candidate must be self-nominated and seconded by other two matriculated students who are in good standing with the Association, the University and the Athletic Union. No member of the Elections Committee (listed on the first page) may propose, second, actively support, campaign against someone, or run as a candidate in any of the races mentioned in Section 1 until the results of the first election are announced.

2.4. *True candidacy* — Nominations will only be accepted by candidates making a true reflection of their own character. Nominations on behalf of other students or as impersonations of another individual will not be accepted.

2.5. *Supplementary information* — Nominations must include the following.

For sabbatical (Section 1.1) candidates only:

- Statement (up to 350 words) explaining why people should vote for you
- Photograph of your likeness
- A list of any relevant positions previously held or student group memberships
- Mobile phone number and SaintMail address
- Some optional additional information (including name and email address of your campaign manager) that may be required as part of the Elections Committee's voter information services. This information will be made clear to you at the close of nominations for sabbatical candidates.

For all other candidates:
- Statement (up to 250 words) explaining why people should vote for you,
- Photograph of your likeness
- A list of any relevant positions previously held or student group memberships
- Mobile phone number and SaintMail address

2.6. *Timing* — Nominations will open for all candidates from 9am on Monday 29 February. Nominations will close at 5pm on Friday 4 March.

2.7. *Information meeting attendance* — Candidates are required to attend the All candidates meeting (Saturday 5 March at 11.00pm in Sandy's Bar). In addition, candidates for Sabbatical positions are required to attend the Sabbatical candidates' meeting (Friday 4 March at 5.30pm in Sandy's Bar). If a candidate cannot attend the meeting, the candidate must inform the Elections Committee before the start of the meeting and, for Section 1.1 candidates, must send a named campaign delegate.

2.8. *Withdrawal* — A candidate may withdraw from the race at any time up until the start of voting by notifying the Elections Committee by email.

Section 3. Hustings & Debates

3.1. *General hustings* — All candidates are expected to participate in their husting. Sabbatical candidates are asked to provide a 4-minute speech, followed by 6 minutes of questions. All other candidates are asked to prepare a 2-minute speech, followed by 3 minutes of questions.

Hustings are important, because they give voters the chance to compare candidates and you the chance to prove yourself. The chair of the hustings is responsible for encouraging lively and good-humoured debate, though they can rule out irrelevant questions and ask someone in the audience to leave if necessary.

Hustings for all candidates will be on Monday and Tuesday of Elections Week. All candidates will find out their designated husting time by Friday evening at the end of nominations. If you cannot make your time, please inform the Elections Committee to make alternative arrangements.

3.2. *Halls hustings* — All sabbatical candidates are encouraged to participate in the hustings held in the halls of residence around town. An elections officer will be present at these hustings to ensure fair play.

3.3. *Sabbatical debate* — The sabbatical debate will take place on Tuesday 8 March from 8.00pm in the StAge. The debate will consist of a separate debate for each position, with candidates being given 2 minutes for an opening speech. The debates can feature the candidates standing behind their podiums, or in conference tables with the moderator on the other side. Depending on the agreed format, either the moderator or an audience member can be the one to ask questions.

A coin toss determines who gets to answer the first question and each candidate will get alternate turns. Once a question is asked, the candidate has 2 minutes to answer the question. After this, the opposing candidate has around 1 minute to respond and rebut her/his arguments. At the moderator's discretion, the discussion of the question may be extended by 30 seconds per candidate. The debate concludes with a 1 minute closing speech.

3.4. *School President hustings* — Hustings for School Presidents are organised by the outgoing School President, unless that individual is running for re-election, in which case the husting will be organised by the Elections Committee. Candidates will be informed of the alternative arrangements.

Section 4. Budget

4.1. *Allocation* — All purchases related to publicity material need to be recorded and counted towards each candidate's budget. Sabbatical candidates may spend no more than £100. All other candidates may spend no more than £35.

4.2. *Authorisation* — The authority to authorise any purchase lies with the Elections Committee. Candidates should provide a receipt to the Election Committee for reimbursement and authorisation. Candidates will be penalised for unauthorised spending.

If you cannot afford the budget to run a campaign, we will help with the costs. Candidates in this position are encouraged to contact Iain Cupples (Student Advocate [Education]) for a confidential discussion about their eligibility. Evidence of financial hardship will be required.

4.3. *Reimbursement, sabbatical candidates* — All sabbatical candidates are entitled to 50% reimbursement of the amount spent. Any sabbatical candidate who participates in their general husting and in the sabbatical debate (or provides prior notice with a good reason for absence) will be reimbursed their full authorised campaign expenditure, regardless of first preference votes won.

4.4. *Reimbursement, all other candidates* — All other candidates will have 50% of their authorised expenditure reimbursed, if they have participated in their general husting or given prior notice with a good reason for absence.

4.5. *Reimbursement, time limit* — Budgets will be repaid for up to one calendar month after the election results are announced.

Section 5. Campaigning

5.1. *Time period* — Campaigning starts at the designated end of the All candidates meeting (Saturday 5 March at 12 noon) and ends when polls close at 6pm on Friday 11 March. Campaigning outside of this time period is not allowed.

5.2. *Definition* — Campaigning is understood as any public activity by a candidate or an individual on their team relating to the elections, which is aimed at persuading someone to vote one way or another. The exact enforcement of this definition in rules arbitration lies with the Elections Committee. References in the rules to activities that a candidate may not do apply to their entire team.

While campaigning is prohibited outside of the designated period, you can start to prepare your campaign and assemble a campaign team in advance if you want. You can also print your materials in advance, although they must be stored with the Elections Committee until the start of campaigning.

5.3. *Campaign team, eligibility* — Only ordinary, life, and honorary members of the Students' Association are allowed to campaign for any candidate. (All matriculated students are automatically ordinary members.) Staff at the University of St Andrews and Union staff are not allowed to campaign. Students who also work for the University or the Union can campaign only when off duty.

5.4. *Campaign team, size* — Until the start of campaigning, campaign teams may not be larger than thirty people, not including the candidate themselves.

5.5. *Campaign team, online groups* — If a candidate maintains a private online group (e.g., Facebook, Google Group), the candidate must ensure that the Senior Elections Officer or Deputy Senior Elections Officer is invited as a member of said group by no later than 12 hours after submitting their nomination to the Elections Committee, or 12 hours after the creation of the group, whichever is later. Access is treated confidentially and used only to ensure rule compliance.

There is a lot you're not allowed to do as a candidate, but there's even more that you are allowed to do. If you have any doubt about any aspect of your campaign activity or campaign team, the Elections Committee is here to provide guidance and to support candidates as best as possible to ensure a fair and thriving elections process.

Any questions, contact any member of the Elections Committee or email saelect@.

5.6. *Unfair advantages prohibited, personal contacts* — No candidate may use personal or work contacts to gain an unfair financial or other advantage over other candidates.

5.7. *Unfair advantages prohibited, positions held* — No candidate may use any position of responsibility (e.g., society positions) to actively advertise their campaign but may continue to serve in their role without referencing the elections.

5.7. *Unfair advantages prohibited, endorsements* — No subcommittees of the Students' Association or Athletic Union club may officially endorse any candidate.

5.8. *Prohibited activity, antisocial behaviour* — Candidates should be aware that, when campaigning, they are not just representing themselves but also the Association, the University, and its students. No candidate should engage in a conflict with a competitor or with the townfolk, play unsociably loud music or other disturbances, pester people, or be abusive to other candidates.

5.9. *Prohibited activity, personal attacks* — Candidates are encouraged to share and debate ideas related to the positions up for election, using constructive criticism where relevant. No candidate may use a personal attack on any other candidate for any reason.

5.10. *Prohibited activity, halls of residence* — Halls of residence are people's homes, and candidates should not intrude or annoy students in their own homes. Candidate are not allowed to disturb residents at dinner or request that they are allowed to address the dining hall. Hall hecklings for sabbatical candidates will be organised centrally by the Elections Committee; candidates should not try to contact Residence Managers or Wardens individually for information. Candidates are allowed to display publicity (e.g., flyers, posters, etc.) in halls of residence, but are not allowed to flyer individual rooms or flats.

5.11. *Prohibited activity, academic venues* — No candidate may campaign in lectures, seminars, tutorials, or lab classes. No candidate should ask to speak before or after lectures, or use the lecture theatre as a vehicle for campaigning.

5.12. *Prohibited activity, University Libraries* — No candidate may campaign actively inside any of the University Library's sites (including flyering desks or handing out publicity material), namely – the Main Library, St Mary's and King James Library, JF Allen Library, Purdie Library, and Martyrs Kirk. Candidates may hand in one poster to the library staff for display in the Main Library. Posters can be hung on the old railings

on the southeast corner of the Main Library building but not on the railings opposite the main entrance. Any posters put up by students must be removed at the end of campaigning. Candidates may campaign outside the Main Library by keeping to the gravel, but noise must be kept to a minimum and no music should be played during campaigning. Candidates should not block the entrance to the building.

5.13. *Prohibited activity, Union Building* — No candidate may campaign if causing a disruption to the Union's commercial services or nuisance to paying customers. No candidate may campaign in the Elections Office. Candidates may submit one poster to the Elections Committee to be posted in the Students' Association: candidates are not permitted to put up any other posters inside the Union Building.

5.14. *Prohibited activity, online campaigning* — No candidate may engage in any online campaigning that automatically includes an individual without their consent to be a part of it. Specifically, Facebook groups are prohibited. (Facebook groups may be used for private campaign organising.) No candidate may use any society, School, or any other mailing list to harvest email addresses, phone numbers, or any other data for campaign purposes. No candidate may use any pre-existing social media group, page, or website to promote their campaign.

5.15. *Prohibited activity, public property* — No candidate may mark or deface any public property (e.g., pavements, walls) with chalk or anything else. Candidates may only post publicity where they have received explicit permission to do so from the relevant person or body.

5.16. *Prohibited activity, motor vehicles* — No candidate may use a car or any other vehicle to promote their campaign.

5.17. *Prohibited activity, et cetera* — No candidate may engage in blackmail, bribery, and harassment in relation to their campaign. No candidate should break the law (e.g. flyposting) or do anything that would bring the candidate or the Students' Association into disrepute while campaigning. Candidates should be mindful to ensure their safety and the safety of their team members.

5.18 *Prohibited activity, discounted or free alcohol* – No candidate may supply discounted or free alcohol as a way of promoting their campaign.

Section 6. Publicity

6.1. *Budgeting compliance* — All publicity, online or physical, must be budgeted and, as a part of this, matched to receipts as relevant. As such, all publicity should be validated by the Elections Committee. Unauthorised publicity is prohibited and subject to penalty.

Candidates are encouraged to be innovative and creative with their publicity tactics. Posters, stickers, banners, campaign websites, paid web ads, and social media profiles/pages are all common forms of publicity – subject to the rules in this section.

While your publicity must be budgeted, the materials to create your publicity are not required to be declared. This includes pens, paper, glue, scissors, glitter, string, tape, paint, and face paint. Recycled items that candidates acquire for free, such as cardboard boxes, may not be charged either – subject to the discretion of the Elections Committee.

If you have any questions on compliance with this section, please contact the Elections Committee or email saelect@. In particular, we encourage candidates to 'preview' printed materials with the Elections Committee digitally before printing to ensure your stuff meets the standard.

6.2. *Budget limitation* — The budget allocated to each candidate may only be used for publicity for that candidate.

We now permit candidates to engage in 'slating' (or collaboratively campaigning under a single banner) in our elections. However, to ensure a fair and equal elections process, there are some rules for paid publicity: if a candidate wishes to refer to a slate of candidates to which they belong, they must include their own name and cannot name other candidates. Free online publicity may refer to multiple candidates, as long as it complies with other rules within this booklet (e.g. no personal attacks or offensive references to other candidates). As always, we recommend submitting your publicity in advance to the Elections Committee for approval to ensure it complies with the rules.

6.3. *Students' Association and Athletic Union resources* — No candidate may use any Students' Association or Athletic Union resources to help their campaign.

6.4. *Poster sizes* — Posters for sabbatical candidates may not exceed the size of an A3 sheet of paper. Posters for all other candidates may not exceed the size of an A4 sheet of paper.

6.5. *Required elements* — Each printed poster and flyer must contain the date of the voting (10 & 11 March) and an encouragement to recycle. Posters and flyers for AU President candidates must also contain the Saints Sport logo.

6.6. *Regulation of banners* — Banners must be properly secured when put up, and no candidate may use any hanging weights (e.g., water bottles) as they pose a safety risk. The Elections Committee reserves the right to ask candidates to move or take down any banners.

6.7. *Offensive material* — No publicity should contain anything offensive. The Elections Committee retains the right to define what qualifies as offensive.

Section 7. Rule Breaking

7.1. *Rule compliance* — By electronically signing the online nominations form, candidates agree to comply with the Elections Rules.

7.2. *Rule monitoring* — It is the responsibility and authority of the Elections Committee to ensure a fair elections process by monitoring compliance and deciding when rule breaking occurs. With exception of the right to appeal mentioned in 7.6 and 7.7, the decisions of the Elections Committee are final.

7.3. *Notification limit* — The Elections Committee should be informed of any alleged rule breaking within 48 hours of the alleged infraction. Any individual may submit a report of rule breaking, and the Elections Committee may ask for further information and information of any witnesses to help reach a decision. The final deadline for complaints about rule breaking is 5pm on the Tuesday following the elections results.

7.4. *Result notification* — The Elections Committee will notify the informant of Section 7.3 of the Elections Committee's judgement by the end of the day of the submitted report. In the event of an affirmative decision by the Elections Committee that rule breaking occurred, the Elections Committee will separately notify the candidate in question.

7.5. *Rule breaking by team member* — If someone other than the candidate or their campaign manager has broken a rule, the candidate or campaign manager must have taken every reasonable step to prevent it and should attempt to rectify and compensate for rule breakings.

7.6. *Right to appeal* — Any candidate (except a candidate for AU President, see 7.7) found guilty of rule breaking by the Elections Committee may appeal that decision by submitting their case, in writing, to the Chair of the Students' Association Board, David Scott. Appeals must be made on the basis of:
- Bias or prejudice,
- Information not known at the time, or
- Procedural irregularity.

7.7. Right to appeal, AU President — Any candidate for AU President found guilty of rule breaking by the Elections Committee may appeal that decision by submitting their case, in writing, to Vice Principal (Enterprise & Engagement) on vpenterprise@st-andrews.ac.uk. Appeals must be made on the basis of:
- Bias or prejudice,
- Information not known at the time, or

- Procedural irregularity.

7.8. *Penalties* — In response to rule breaking, the Elections Committee may, depending on the severity of the case, issue punishments such as written warnings, fines, disqualification of part or all of budget reimbursement, or disqualification from the election. Rules breaches may be publicized by the elections committee for the information of voters.

Section 8. Voting & Results

8.1. *Voting method* — Voting shall be conducted online. Each student shall have a single transferable vote for every election with the exception of the following races:

- Arts/Divinity Faculty President, Science/Medicine Faculty President: Only matriculated undergraduate students in the respective faculties shall have a single transferable vote in the race for the respective Faculty President.
- Postgraduate SRC Role, SSC Postgraduate Officer: Only matriculated postgraduate students shall have a single transferable vote in the race for Postgraduate Convenor and SSC Postgraduate Officer.
- School Presidents: Only matriculated students taking credits in the respective School/Department shall have a credit-weighted single transferable vote in the race for the respective School President.
- ELT President: Only matriculated students in the ELT department shall have a single transferable vote in the race for the ELT President.
- Departmental Convenors: Only matriculated students taking credits in the respective programme shall have a credit-weighted single transferable vote in the race for the respective Departmental Convenor.

8.2. *Results Verification* — Results are subject to verification by a nominee of the Students' Association Board and of the University Court that the process was fair. Candidates may challenge the results if they believe they were unfair by submitting an appeal according to the process detailed in sections 7.6 and 7.7.