

ST ANDREWS STUDENTS' ASSOCIATION ELECTIONS RULES 2021

Updated 26th January 2021

IMPORTANT DATES

Nominations open: Monday 22nd February 2021 9am

Nominations close: Friday 26th February 2021 5pm

Sabbatical candidates' lunch with the Proctor: Thursday 25th February 12pm (via Teams)

Athletic Union Presidential candidates' lunch with Stephen: Wednesday 24th February 12pm (via Teams)

Sabbatical candidates' meeting: Friday 26th February 2021 5:30pm (via Teams)

All candidates' meeting (incl. sabbatical candidates): Saturday 27th February 2021 12pm (noon) (via Teams)

Campaigning Starts: Saturday 27th February 2021 - 1:00pm

Sabbatical Candidate Question Time: Tuesday 2nd March 2021 7.30pm (Online, via livestream)

Athletic Union President Husting: Wednesday 3rd March 5:30pm

Sabbatical candidates' debate: Wednesday 3rd March 7.30pm

Polls open: Thursday 4th March 00:01am

Polls close: Friday 5th March 6pm (Online).

Results (School Presidents): Friday 5th March 8pm.

Results (All other posts): Friday 5th March 8.30pm.

Note: Sabbatical positions begin on June 1st, 2021

IMPORTANT INFORMATION

The Elections Office will be open in Weeks 5 and 6, Monday to Friday, 10am-5pm online.

The Elections Committee will consist of 22 people:

- Six Sabbatical Officers (unless a Sabbatical is running for re-election)
- Three Student Representative Council (SRC) nominees
- Three Student Services Council (SSC) nominees
- 1 Senior Academic Representative - Arts/Divinity
- 1 Senior Academic Representative - Science/Medicine
- 1 Representative of the Athletic Union (AU)
- 1 Postgraduate (PG) Representative
- 2 Students' Association Subcommittee executive members
- 4 Further members external to the Association Councils, of which at least one should be a first year

You can email the Elections Committee at saelect@st-andrews.ac.uk and engage with the Committee on Twitter via [@saelect](https://twitter.com/saelect) and on Facebook at <https://www.facebook.com/saelectofficial>. [#saelect](https://twitter.com/saelect) is the designated elections hashtag. The official Instagram for elections will be [@stacouncils](https://www.instagram.com/stacouncils).

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.

If a member of the Elections Committee is found to be outwardly supporting or campaigning for a candidate or otherwise breaking their neutrality, they will be investigated by the discipline branch of the Elections Committee and subject to removal from the committee.

A note of COVID-19 Guidance: All candidates will be expected to adhere to current government guidelines surrounding coronavirus. The elections committee will keep an ongoing document on how this applies to the campaign rules, but please be aware that it will likely affect the guidelines and capability of in person campaigning.

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 matriculated student members on an equal basis.
- Information for voters should be full, transparent, and accurate.
- Campaigning should not cause nuisance to voters or to members of the University or town communities.
- Campaigning should not be conducted in a negative manner.

SECTION 1. ELECTED POSITIONS

We have created role descriptions for all positions elected in the Students' Association Elections 2021. 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 Wellbeing
- Director of Education
- 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 Officer
- LGBT+ Officer
- Lifelong and Flexible Learners Officer
- BAME 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
- Member for First Years
- Member for Gender Equality
- Disability Officer
- Employability Officer
- Member for Student Health (Wellbeing Committee)
- Member for Widening Access & Participation
- Member without Portfolio
- Postgraduate Academic Convener
- Postgraduate Development Officer
- Science/Medicine Faculty President

The academic reps (Faculty Presidents and Postgraduate Convener) 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)
- Member without Portfolio

There are two types of position 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 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
- 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 a matriculated student at the University of St Andrews
- Are an ordinary member of the Students' Association.
- Are of good standing for the Association, the Athletic Union (AU) and the University. This means a student with no debts to any of those bodies and no disciplinary measures in force from them (e.g., bans from the Union building).
- **(For Postgraduate Academic Convenor, Postgraduate Development Officer, 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 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.

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 to be shown on the voting portal.

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 University email 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 University email address.

2.6. Timing

Nominations will open for all candidates from 9am on Monday 22nd February. Nominations will close at 5pm on Friday 26th February.

2.7. Information Meeting Attendance

Candidates are required to attend the All candidates meeting (Saturday 27th February 12pm, via Teams). In addition, candidates for Sabbatical positions are required to attend the Sabbatical candidates' meeting (Friday 26th February 5:30pm, via Teams). If a candidate cannot attend the meeting, the candidate must inform the Elections Committee before the start of the meeting and, for sabbatical 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. SRC & SSC Hustings

See COVID Guidance for full information on the removal of in-person SRC and SSC Hustings this year due to COVID-19.

3.2. Sabbatical Debate

The sabbatical debate will take place on Wednesday the 3rd March 7.30pm (Livestreamed). The debate will consist of a separate debate for each position, with candidates being given 2 minutes for an opening speech.

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 their 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.

3.3. 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 at inc@st-andrews.ac.uk (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 hustling and in the sabbatical debate (or provides prior notice with a good reason for absence) will be reimbursed their full authorized campaign expenditure, regardless of votes won.

4.4. Reimbursement, All Other Candidates

All other candidates will have 50% of their authorized expenditure reimbursed, if they have participated in their general hustling or given prior notice with a good reason for absence.

4.5. Reimbursement, Time Limit

Budgets will be repaid for up to two calendar months after the election results are announced.

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 at inc@st-andrews.ac.uk (Student Advocate [Education]) for a confidential discussion about their eligibility.

Evidence of financial hardship will be required.

SECTION 5. CAMPAIGNING

5.1. Time Period

Campaigning starts at on Saturday 27th February at 1pm and ends when polls close at 6pm on Friday 5th March. Campaigning outside of this time period is not allowed and may result in a penalty applied to the candidate at the discretion of the Elections committee.

Before the campaign period begins, candidates may only interact with student publications that have been pre- approved by the Senior Elections Officer. Pre-campaigning can be defined by the candidate (or a member of their campaign team) actively trying to gain votes or discourage others from running.

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.

With regards to the announcement of nominations on social media, the following stance shall be taken by the Elections committee:

- The Elections committee encourages the sharing/ retweeting of those posts.
- The Elections committee encourages the 'liking'/ 'reacting' of these posts.

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.

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 unless they have opted out.) 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 or group chat (e.g., Facebook group, Facebook chat, Google Group, etc.), the candidate must ensure that the elections committee 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. The elections committee can be added as the communal account under the Senior Elections Officer's name (in this case "Emma Walsh").

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 via Facebook 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. This extends to members of a campaign team as well.

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. Candidates may not use media (eg. photos or videos) which have been used for the purpose of a different group (internal or external to the University), such as society events, nor may they use media illustrating roles previously held. Additionally, current sabbatical officers are prohibited from endorsing, supporting, assisting, or campaigning for any candidate.

5.8. Unfair Advantages Prohibited, Endorsements

No subcommittees of the Students' Association, Affiliated Societies, Student Groups, or Athletic Union Clubs may endorse any candidate using any official website, social media page, mailing list, or general meeting. No merchandise/clothing associated with a society or sports team may be used in a campaign. Generic AU sports clothing, which all students can purchase, may be used. Candidates may use the University crest in their campaign. AU President candidates may use the Saints Sport logo.

5.9. 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 residents of the town, play unsociably loud music or other disturbances, pester people, or be abusive to other candidates.

5.10. 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, or orchestrate one from another source. This extends to members of a campaign team as well.

For Sections 5.11-5.15, please refer to the separate document on COVID Guidance

5.11. Prohibited Activity, Halls Of Residence

Halls of residence are people's homes, and candidates should not intrude or annoy students in their own homes. Candidates are not allowed to disturb residents at dinner or request that they are allowed to address the dining hall. Candidates should not try to contact Residence Managers or Wardens individually for information. Candidates are allowed to display publicity (e.g., posters, etc.) in halls of residence, but are not allowed to leave them in individual rooms or flats.

5.12. Prohibited Activity, Academic Venues

No candidate may campaign inside an academic building. No candidate may campaign in lectures, seminars, tutorials, or lab classes. No candidate should ask to speak before or after the lecture, or any other part of the academic building as a vehicle for the campaign. Candidates may display posters in academic venues if they are approved by elections committee and are displayed at the discretion of the School.

5.13. Prohibited Activity, University Libraries

No candidate may campaign actively inside any of the University Library's sites (including leaving items on 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. 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.

5.15. Prohibited activity, Barron Theatre

No candidate may campaign in or around the Barron Theatre. This includes putting up posters on the theatre doors.

5.16. 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 organizing.)

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 who has run before can use a pre-existing elections Facebook page. No

candidate may use any pre-existing social media group, group chat, page, or website to promote their candidacy or to recruit people to their campaign team. This includes submitting posts to anonymous Facebook Pages for the purpose of campaigning, including, but not limited to: St Andrews Crushes V, St Fessdrews, St Polldrews, St Andrews Anonymous

- Candidates must ask someone's permission privately before adding them to a group designed for campaigning.
- Any group chat used to promote or organize a campaign must include the Elections Committee Account.

5.17. Prohibited Activity, Public Property

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

5.18. Prohibited Activity, Motor Vehicles

No candidate may use a car or any other vehicle to promote their campaign.

5.19. Prohibited Activity, Et Cetera

No candidate may engage in blackmail, bribery, and harassment (online or in person) 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.

5.20. Prohibited Activity, Discounted or Free Alcohol

No candidate may supply discounted or free alcohol or illegal substances as a way of promoting their campaign.

5.21. Prohibited Activity, Joint Campaigning

Candidates are not permitted to engage in collaboratively campaigning under a single banner/ joint campaign in our elections. Whilst candidates may agree on policies, their campaigning should only discuss the policy and not the fact it is a joint policy with anyone in particular.

Specifically, Candidates may not:

- Refer to other candidates who share their policies in publicity
- Host campaigning events showcasing multiple candidates (eg. Pub Meetup with candidates X + Y) unless approved by the Elections Committee in advance.

Candidates may:

- Share policies, and share the wording of those policies

SECTION 6. PUBLICITY

6.1. Budgeting Compliance

All publicity, online or physical (including baked goods), 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. Any publicity for which receipts are not available, or for which the elections committee find the provided receipt unacceptable for any reason, may be charged against the candidate's budget at an amount determined by the Elections Committee.

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.

To try and promote more creative campaigns and a more environmentally friendly election, we do not allow the use of flyers as a means of publicity.

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@](mailto:saelect@st-and.ac.uk). 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.

6.3. Students' Association and Athletic Union Resources

No candidate may use any Students' Association or Athletic Union resources to help their campaign unless explicitly arranged by the Election Committee for the benefit of all candidates.

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 must contain the date of the voting (5th and 6th March) and an encouragement to recycle. Posters 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. 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 Discipline Branch 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. If the elections committee deems there to have not been due diligence, the candidate may face a penalty.

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 (email ds285@st-andrews.ac.uk).

Appeals must be made on the basis of:

- Bias or prejudice,
- Information not known at the time, or
- Procedural irregularity.

7.7. 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 the chair of the AU Board, the Proctor on proctor@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 will be publicized by the elections committee for the information of voters on the voting portal and online.

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 Academic Convenor, Postgraduate Development Officer, Postgraduate Society President:** Only matriculated postgraduate students shall have a single transferable vote in the race for Postgraduate Academic Convenor, Postgraduate Development Officer, and Postgraduate Society President.
- **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.
- **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**.