

**Students' Association Elections Handbook 2017.**

Strategy and Operations



**FINAL**

# Elections Strategy/Handbook 2017

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## Executive Summary

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This document outlines all strategic decisions taken prior to the beginning of Students' Association elections in February 2017. It has been compiled by the Director of Representation, Jack Carr, who is serving as Senior Elections Officer. It has been written in consultation with the sabbatical team of the Students' Association and the Management Team. It outlines the operational decisions made prior to the beginning of Semester 2, particularly regarding the publicity for raising the profile of our elections. It also outlines our needs for the events which we intend to run in order to assist our candidates with their campaigns.

Furthermore, it is intended as non-binding guidance for the Elections Subcommittee of the Association, who will be responsible for the governance of the Elections Procedure and the discipline of candidates who violate any of the election rules, passed by the Association Councils. The creation of this document represents a departure from previous methods of administration over elections which has been more ad-hoc. Though that has not created too many problems in the past, it is the view of the Senior Elections Officer that a more it is important to provide an initial interpretation of the rules and the severity of those breaches prior to the beginning of the process in order to limit any accusations of bias or improper conduct. The Elections Committee is of course empowered to enforce penalty more harsh or more lenient than those suggested in this document, though it will be expected to provide justification for doing so in a manner which shall be made transparent to the electorate through the elections portal.

Finally it provides a framework through which we shall measure the success of our elections and allow us to report key data to the Students' Association Board of Trustees and the Association Councils at the conclusion of the election process.

Jack Carr  
Director of Representation

## Overarching Principles

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The Students' Association will operate the elections with the following main principles:

1. We will endeavour to improve our turnout to previous levels or surpass those records.
2. We will ensure that our elections are held in a fair and transparent manner.
  1. All Candidates will be treated equally. All ordinary members are eligible to stand and vote.
  2. A redacted copy of this document shall be public published prior to nominations. It shall be complete minus discipline procedures which shall be kept confidential in order to ensure that no candidate can game the system.
  3. An unredacted and final version shall be held by the Vice-Principal (Governance) and Vice Principal (Proctor) of the University, the Chair of the Students' Association Board, the General Manager of the Students' Association and his Deputy, and the Education Advocate of the Students' Association.
3. Campaigning should not cause a nuisance to voters or to members of the University nor Town communities.
4. We will endeavour to ensure that our elections are friendly and accessible to all.
5. We will have no tolerance for negative campaigning.
6. While the processes of the election must be carried out with utmost sincerity, the election campaign itself should remain enjoyable and lighthearted.
7. We shall have an elections committee comprising of a diverse group of students, particularly with members external to the Association Councils.

## Key Performance Indicators

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We shall measure the success of our elections using the following key performance indicators, which shall be reported to the Students' Association Board in the May meeting.

Number of Candidates.

Turnout of Electorate.

Number of warnings given to candidates. (From 2017).

Positions Contested. (From 2017).

Sabbatical Positions Contested. (From 2017.)

# Advertising Strategy

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Timeline.

## **January.**

### Pre-Sessional:

Create Role Descriptions.

Advertise Elections Committee external posts.

Jack to write elections pages for Semester 2 book.

Jack to create leaflet for Refreshers Stall with Rachel/Andy.

Elections Website page to be updated.

Organise changes to election portal to accommodate new positions.

Create elections countdown.

### Refreshers Week. Mon 23rd Jan.

Stall at Refreshers Fayre.

Re-Launch of Elections Facebook Page.

Halls to be requested to organise hustings.

Co-opt elections committee.

### Week 2. Mon 30th Jan.

Launch of nudge button. Sabbs to send anonymous nudges. Councils/Exec to be requested to do the same.

All student email to contain Elections information.

## **February**

### Week 3. Mon 6th Feb.

Election Countdown posters to go up in Halls/Union/athletic union/lib screens

### Week 4. Mon 13th Feb.

“Sabb Stories” campaign. Sabbs during week. SSC Sat, SRC sun.

Saint issue? Office Hour for our positions.

### Week 5. Mon 20th Feb. Nominations Open.

Jack to send all student email declaring nominations open.

Campaign not hard publicity. Design workshop.

## Advertising Strategy

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### Materials Required.

1. Elections Leaflet for Refreshers stall.
2. Elections Countdown Posters
3. General Election Posters
4. Get out the vote video
5. Positives about running a campaign - video.
6. Sabb Stories Graphics.
  1. Sabb Snapshots. (Individual) with ten achievements? One to go out each day, monday to friday.
7. Banners for Elections Office/Stall/Library.

## Elections Committee

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Composition of Elections Committee.

1. Five Sabbatical Officers - Carr, Andrew, Christie, Peddie, O'Connor
2. Three SRC Nominees - Bruce, Seckel, Allmark
3. Three SSC Nominees - Aston, Haswell-West, Bennet.
4. 1 Senior Academic Representative - Arts/Divinity - Schindler
5. 1 Senior Academic Representative - Science/Medicine - McCaul
6. 1 Representative of the Athletic Union. Allcock
7. 1 PG Student. - Frost
8. 2 subcommittee executive members. Carruthers, Holgersson
9. 4 Further Members external to the Association Councils, of which at least one should be a first year. Tantillo, Jujjavarapu, Maguire, Farrell

**The committee shall total twenty one in number.**

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**The committee shall have the following responsibility hierarchy:**

**Senior Elections Officer** - Jack Carr

The Senior Elections Officer shall act as Returning Officer for the Election. They have overall authority for the running of the election. They shall have overall responsibility for the discipline sub-committee. They shall have ultimate responsibility for overseeing distribution of elections publicity.

**Deputy Senior Elections Officer** (*Events*) -

The Deputy Senior Elections Officer shall have responsibility for organising the elections events and ensuring that they are operating smoothly. They shall organise the Hustings Rota.

**Deputy Senior Elections Officer** (*Administration*) -

The Deputy Senior Elections Officer shall have responsibility for ensuring accurate records are held for Elections Committee and Discipline meetings.

**Deputy Senior Elections Officer** (*Volunteers*) -

The Deputy Senior Elections Officer (Volunteers) shall have responsibility for the operation of the elections office, coordinating members of the committee attending events and publicising and monitoring the elections at the library.



## Elections Committee

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Duties of Elections Committee.

Elections committee will be requested to partake in the following before being formally co-opted to elections committee:

1. Remain impartial at all times, and show no bias toward or against any candidate.
2. Advertise the Elections.
  1. Share all elections publicity materials.
  2. Help nudge potential candidates into running anonymously.
  3. Be Democracy Panda and help campaign outside the library for the election.
3. Assist with staffing the elections office on the first floor of the Students' Association.
  1. Answer queries on the @saelect email account.
  2. Provide advice to candidates about how to run a campaign.
  3. Approve candidate nominations upon receiving them.
  4. Monitor and update the @SAelect Twitter account.
  5. Approve campaign materials which conform with the Election Rules
  6. Monitor campaign budgets for all candidates.
4. Keep all information obtained through Elections Committee confidential.
5. Attend evening meetings of the elections committee to discuss any potential rule infractions, and the penalties associated.
6. Help run the Elections Week Events.
7. Supervise hustings and ensure that they are run fairly and efficiently.

## Elections Events

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Sabbaticals/All Candidates Meetings.

The Sabbatical Candidate Meetings will be at: **Friday 24th February, 5.30pm.**

The All Candidate Meeting will be at: **Saturday 25th February, 11am.**

At both session, candidates and their campaign managers will be requested for their details including mobile phone number, and email address.

Candidates will be reminded of the following:

- The availability of the elections office.

- Importance of attending Hustings.

- (Sabbs) Importance of attending Debate/QT

- Budget Restrictions and reimbursement.

- Rules on Campaigning, incl. restrictions on locations and authorised materials.

- Saelect email address for any rule infractions.

- Speaking to the media.

- Endorsements.

- To have fun!

## Elections Events

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### Candidate Question Time

Date: Sunday 26th February, 8pm.

Location: The StAge, Students' Association.

#### Setup required:

Microphones will be required for candidates to stand behind. Lighting will be required for the stage, though in a less intense manner than last year. General ambient light will be fine. No spotlights. No sound effects. Table and microphone will be required for moderator selected from Elections Committee.

#### Media Required:

Photographer to provide official photos.

Live stream of event.

#### Format:

Candidates will stand if able. Candidates will be asked up to three questions each pre-chosen by the Elections committee, before the questions are opened to the floor for ten minutes per race. Additional Questions will be prepared by the Elections committee in case of a quiet audience. This anticipates a two hour question time event of twenty minutes per race.

## Elections Events

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### Debate

Date: Wednesday 1st March, 7.30pm.

Location: Parliament Hall, StAge if unavailable.

### Setup Required:

Microphones for a long table at the front of hall. Microphone for moderator at Lectern.  
Seating for as many potential attendees as manageable.

### Media Required:

Photographer to provide official photos.

Live stream of event.

### Format:

Candidates will be given the opportunity to debate policies proposed within various areas of their remit. Each race will debate for 30 minutes, for a three hour event total. Wine and Cheese at Union afterwards.

## Elections Events

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AU Candidate Husting.

Date: Wednesday 1st March, 5pm.

Location: StAge

Setup Required:

Microphones for a long table at the front of hall. Microphone for moderator at Lectern.

Format:

At least two delegates from each AU club will attend. Candidates will be given the opportunity to give a four minute speech and then answer questions for six minutes. Husting should last approximately one hour.

## Elections Events

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### Hall Hustings

Date: Sunday Afternoon, Monday and Tuesday evenings. 2 hours per hall.

Location: Halls to be requested for a hustings slot.

### Setup Required:

None.

### Format:

Candidates will give a three minute speech, followed by five minutes of questions. Each hustings will be supervised by the Senior Elections Officer and/or deputies nominated from the Elections Committee. Hustings cannot last more than two hours.

If food is not provided by hall, we will provide food for candidates who have back-to-back hustings. Dietary Requirements can be taken at the Sabb-Candidates meeting.

## Elections Events

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Union Hustings.

Date: Sunday 12pm - Tuesday 10pm. Working hours 12pm - 10pm each day.

Location: Beacon Bar.

Setup Required:

None.

Format:

Every candidate will give a four minute speech, followed by six minutes of questions.

Each candidate will have ten minutes total. This allows for 180 candidates to receive a Union Husting.

Times can be adjusted if candidate numbers increase.

## Elections Events

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### Candidate Debrief - Sabbaticals

Date: Tuesday 28th February, 12pm.

Location: Sandys.

#### Setup Required:

Food for Candidates to be organised through Tony and Leslie.

#### Format:

Candidates will be informed that this event is mandatory in order to discuss how the week has been going so far. That will be literally true, but we will just intend to sit them down with food for an hour and get them to talk about how they are feeling.



## Elections Portal

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### Agreements with Stuart Purdie (15/12/16)

1. Specific individuals can be excluded from the portal easily.
  1. Not so with Senate Positions, for which Jack shall seek clarification.
2. Candidates can only nominate for one position at election level.
3. Tie breaker “Anyone but RON” will be introduced.
4. Election results will display even with zero turnout (Nothing to report).
5. Ability to add generic RON to all positions at election level.
6. End of day summary with 1) Total number of Nominations, 2) Total races with 0 nominations 3) Total uncontested positions report shall be generated.
7. Ability to export lists of successful candidates alongside email and position.
8. Ability to export lists of total candidates alongside email and position.

# Elections Portal

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## Special Elections Portal Features

### **Penalty Boxes**

Penalty Boxes will be applied to people who have been told after a hearing that their rule violation will be shown on the portal. It shall appear as follows.

This candidate has been deemed by the Elections Committee to have violated the following election rule/s.

*RULE NUMBER. RULE NAME. SEVERITY. Very short Description of Breach.*

### **Postgraduate Positions**

These positions may only be held by a matriculated postgraduate student who will be attending the University of St Andrews for the following academic year.

Masters Students who hold a PhD offer are eligible.

### **Senate Representative Positions.**

These positions will allow any matriculated student to cast a vote, but only members of the Students' Association may stand for election as they sit on the SRC. Non Members shall be disqualified as candidates during the nomination process.

## Definitions

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Good Standing.

A candidate will be deemed to be in Good Standing with the Students' Association if they have no financial debts to the association, no current bans and no current formal warnings from the discipline committee.

A candidate will be deemed to be in Good Standing with the University if they have had no recent disciplinary actions or formal warnings from the University. The Elections committee has discretion to decide whether an Academic Misconduct warning could compromise a candidates ability to carry out their post, I.E for academic representative positions. Candidates may not have large financial debts to the University, I.E. Tuition Fee debt. Candidates may not have recently been found guilty of breaking the Sponsio Academica.

Candidates will be given the chance to settle financial debts prior to disqualification from the nominations process if this has the possibility of causing a problem.

## Appendix A, The Rules

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### Important Dates

- **Nominations open:** 20<sup>th</sup> February 2017
- **Nominations close:** 24<sup>th</sup> February 2017
- **Sabbatical candidates' meeting:** Friday 24 February at 5.30pm
- **All candidates' meeting (incl. sabbatical candidates):** Saturday 25th February at 11am (Sandy's Bar)
- **Campaigning Starts:** Saturday 25th February - 12pm
- **General hustings:** Beacon Bar, 12 - 10pm, Sunday - Tuesday.
- **Athletic Union President Husting:** Wednesday 1st March, StAge, 5pm
- **Sabbatical Candidate Question Time:** Sunday 26th February from 8.00pm (The StAge)
- **Sabbatical candidates' debate:** Wednesday 1st March at 7.30pm (Parliament Hall)
- **Polls open:** Thursday 2nd March at 12 midnight
- **Polls close:** Friday 3rd March at 6pm (Online).
- **Results (School Presidents):** Friday 3rd March at 8pm (The StAge).
- **Results (All other posts):** Friday 3rd March at 8.30pm (The StAge).

### Important Information

The Elections Office will be open in Weeks 5 and 6, Monday to Friday, 10am-5pm, in the Students' Association Advocacy Office (first floor of the Union)

The Elections Committee will consist of 21 people:

You can email the Elections Committee at [saelect@st-andrews.ac.uk](mailto:saelect@st-andrews.ac.uk) and engage with the Committee on Twitter via [@saelect](https://twitter.com/saelect) and on Facebook (<https://www.facebook.com/saelectofficial>). #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 matriculated student members 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.
- 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 2017. You can find them online on [yourunion.net/elections](http://yourunion.net/elections) or by emailing the Elections Committee on [saelect@st-andrews.ac.uk](mailto:saelect@st-andrews.ac.uk).

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
  
2. *Association Officer positions* — The following part-time Association-level positions are up for election:
  - Association Chair
  - Alumni Officer
  - Community Relations Officer
  - Environment Officer
  - Equal Opportunities Officer
  - LGBT+ Officer
  
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
  - Member for Age Equality
  - Member for Racial Equality
  - Member for Students with Disabilities
  - Member for Widening Access & Participation
  - Member for Mental Health Awareness
  - Member without Portfolio
  - Postgraduate Academic Convener
  - Postgraduate Development Officer
  - Science/Medicine Faculty President

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 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*.

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)
  - Employability Officer
  - 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 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.

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
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 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. No Sabbatical Officer can endorse, actively support, or campaign for any candidate in any of the races mentioned in Section 1 until the Results of the 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 20th February. Nominations will close at 5pm on Friday 24 February.

2.7. *Information meeting attendance* — Candidates are required to attend the All candidates meeting (Saturday 24th February at 11am in Sandy's Bar). In addition, candidates for Sabbatical positions are required to attend the Sabbatical candidates' meeting (Friday 23rd February at 7.00pm 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 hustings. 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. *Hall Events*— The Association requests that hall committees organise hall events, more conducive to student engagement. Candidates are expected to attend unless there are extenuating circumstances approved by the elections committee. A member of the elections committee will be present at each event, and the elections committee will be responsible for publishing the event schedule.

3.3. *Sabbatical debate* — The sabbatical debate will take place on Wednesday 1<sup>st</sup> March from 7.30pm in Parliament Hall. 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 hustings 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 hustling 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 hustling 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 25<sup>th</sup> February at 12pm) and ends when polls close at 6pm on Friday 4<sup>th</sup> 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.

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 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 (e.g., Facebook, Google Group), the candidate must ensure that the Senior Elections Officer and 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. 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.

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 townfolk, 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.

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 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.

5.13. *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. 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.

5.14. *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 two or three posters 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. The elections committee cannot guarantee that every poster will be put up, though the same number will be displayed per candidate.

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 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.

5.17. *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.

5.18. *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 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.

## 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.

This year, as an initiative to try and promote more creative campaigns and a more environmentally friendly election, we will 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@. 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.

Candidates are permitted to engage in 'slating' (or collaboratively campaigning under a single banner/joint campaigning) 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 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 must contain the date of the voting (10 & 11 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 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. 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. 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 Proctor on [proctor@st-andrews.ac.uk](mailto: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 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.

## **Appendix B: Laws of the Association**

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### 3.15 - Association Elections Committee

#### **3.15.1.Membership**

3.15.1.1.Senior Elections Officer (Convener & Chair)

3.15.1.2.Association Director of Representation

3.15.1.3.Association Director of Events & Services

3.15.1.4.Association Director of Student Development & Activities

3.15.1.5.Association President (Deputy Convener)

3.15.1.6.Three SRC Nominees

3.15.1.7.Three SSC Nominees

3.15.1.8.Other members as may be approved by SAB

There shall be a Senior Elections Officer chosen by the Elections Committee from among their own number, who shall also serve as secretary to the committee. Two Depute Senior Elections Officers shall also be chosen.

If, in the opinion of the Senior Elections Officer, there are insufficient elected Elections Officers, the committee may co-opt as many temporary elections officers as required, for the period of the elections concerned.

#### **3.15.2.Remit**

3.15.2.1.To make arrangements and regulations for the nomination, the heckling, the polling and the election of candidates to positions in the Students' Association.

3.15.2.2.To give public notice of such arrangements and regulations, in such places as shall be determined from time to time.

3.15.2.3.To supervise the conduct of all elections.

## Appendix B: Laws of the Association

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### Chapter Six: Elections

#### 1.General Elections

##### 1.1.Elected SRC, SSC, Senate and Association positions:

The following positions shall be put up for election in March of each year:

##### 1.1.1.Association President

##### 1.1.2.Association Director of Student Development & Activities Association

##### 1.1.3.Association Director of Events & Services

##### 1.1.4. Association Director of Education

##### 1.1.5. Association Director of Wellbeing

##### 1.1.6.Association Chair

##### 1.1.7.Association Alumni Officer

##### 1.1.8.Association Community Relations Officer

##### 1.1.9.Association Environment & Ethics Officer

##### 1.1.10.Association LGBT+ Officer

##### 1.1.11.Arts/Divinity Faculty President

##### 1.1.12.Science/Medicine Faculty President

##### 1.1.13.Postgraduate Convenor

##### 1.1.14.SRC Accommodation Officer

##### 1.1.15.SRC Equal Opportunities Officer

##### 1.1.16.SRC Employability Officer

##### 1.1.17.SRC Member for Mental Health Awareness

##### 1.1.18.SRC Member for First Years

1.1.19.SRC Member for Gender Equality

1.1.20.SRC Member for International Students

1.1.21.SRC Member for Mature Students

1.1.22.SRC Member for Racial Equality

1.1.23.SRC Member for Students with Disabilities

1.1.24.SRC Member for Widening Access and Participation

1.1.25.SSC Charities Officer

1.1.26.SSC Debates Officer

1.1.27.SSC Music Officer

1.1.28.SSC Performing Arts Officer

1.1.29.SSC Postgraduate Officer

1.1.30.SSC Societies Officer

1.1.31.SSC Volunteering Officer

1.1.32.SSC Broadcasting Officer

1.1.33.SSC Member without Portfolio

1.2.Conduct

1.2.1.All Association elections shall be conducted in accordance with the Constitution and Laws of the Association.

1.2.2.Elections to the Senatus Academicus shall be conducted in accordance with Senate regulations (presently Ordinance 111, page 124, section IV).

1.3.Eligibility

1.3.1.Only ordinary members of the Association shall be eligible as electors, proposers, seconders or candidates for election.

1.3.2.For Faculty President elections, electors, candidates, proposers and seconders must be members of the relevant faculties.

1.3.3. For Postgraduate elections, electors, candidates, proposers and seconders must be matriculated as postgraduate students.

1.3.4. No person shall stand for election to more than one Association position during the same election period.

1.3.5. No student may hold sabbatical office for more than two years in total.

1.3.6. No student may hold the same elected position on the SRC or SSC for more than two consecutive years.

#### 1.4. Dates of Elections

1.4.1. Voting shall not take place on a Saturday or Sunday.

1.4.2. Elections for SRC and SSC positions shall be held annually, during Semester Two.

1.4.2.1. Except as otherwise provided, the elected members shall take office at the start of Week Eight of Semester Two. The term of office shall include a period of training with the previous elected members during Semester Two.

1.4.2.2. The Association President and Directors shall take office on July 1st following their election. The term of office shall follow at least 2 weeks of training with their predecessors.

1.4.2.3. The Postgraduate Convenor, SSC Postgraduate Officer, Faculty Presidents, and School Presidents shall take office on July 1st following their election.

#### 1.4.3. Notice of Elections

Seven days notice of nomination and election arrangements and regulations shall be posted in places as the Elections Committee shall from time to time determine.

#### 2. SRC and SSC Co-options

2.1. The SRC shall have the power to co-opt any SRC position, and the SSC any SSC position, until the next relevant election if:

2.1.1. Insufficient nominations are received in the relevant elections.

2.1.2. A member should resign their post.

2.2. In the case of more than one candidate being co-opted at one meeting, successful candidates may not vote in following co-options.

### 3. Association Co-options

3.1. The positions of Association Chair, Association Alumni Officer, Association Community Relations Officer, Association Environment & Ethics Officer, and Association LGBT Officer shall be co-opted by both the SRC and SSC in successive meetings.

3.2. If in the case of a candidate for an Association position being co-opted by either the SRC or SSC, their co-option shall not be complete until the other of the SRC and SSC has agreed. If one rejects the candidate, they must re-apply for the approval of the other again if they wish to re-attempt co-option.

### 4. Method of Election for SRC, SSC and Association posts

#### 4.1. Duties of the Senior Elections Officer

The Senior Elections Officer shall:

4.1.1. Be the Returning Officer for all Association elections.

4.1.2. Supervise the conduct of the elections with the assistance of a scrutineer appointed by the University Court.

4.1.3. Submit a written report on the elections to the SRC and SSC.

4.1.4. Cast their vote before voting opens and place their vote in a secure and sealed location. This vote will not be counted except in the case of a draw, in which case it shall be the casting vote.

4.1.5. Be carved up from the Elections Committee.

#### 4.2. Restrictions on Elections Committee Members

4.2.1. The Elections Committee members shall not be eligible to propose or second candidates.

4.2.2.If an Elections Committee member nominates themselves for any position in the Students' Association Elections, proposes or seconds a candidate, or publicly endorses a candidate, they shall immediately cease to be a member of the Elections Committee.

4.2.3.The Senior Elections Officer shall not be eligible to vote in elections (save in the event of a tie).

4.2.4.An Elections Officer standing for election in any constituency shall from the time of their nomination, be relieved of all duties connected with the election in that constituency.

#### 4.3.Nominations of Candidates

4.3.1.Nominations of all candidates for election shall be made online according to the requirements set out in these Laws and in the election rules.

#### 4.4.Election Campaign Expenses

4.4.1.The Elections Committee shall determine financial limits and rules for the election expenses of candidates for each campaign, subject to ratification by the SRC and SSC.

4.4.2.All expenses shall be dealt with internally by the Elections Committee.

4.4.3.The Election Rulebook, dealing with financial matters, shall be available from the Elections Office during Nominations Week.

#### 4.5.Heckling of Candidates

4.5.1.All candidates shall be given written notice of, and be required to attend, hecklings.

4.5.2.Each candidate for election shall be present for heckling at the appropriate meeting.

4.5.3.Any candidate who fails to attend the appropriate heckling meeting shall be declared not eligible for election, provided always that the Elections Committee may waive this requirement in the case of illness certified to their satisfaction or on other grounds approved by them.

4.5.4. Hecklings shall take place during the week before (but not the night before) the polling date.

4.5.5. The Chair shall rule out of order any question which does not bear directly upon the bona fide working of the SRC, SSC or Association, and shall have the power to require any person who persists in asking such questions to withdraw from the meeting.

#### 4.6. Re-Open Nominations

4.6.1. All candidates shall be required to stand again R.O.N. (Re-Open Nominations) except in the case of co-options.

4.6.2. If R.O.N. wins, then another election will be organised as soon as may be conveniently arranged, in which the defeated candidate(s) may stand again.

#### 4.7. Voting

4.7.1. In all elections, voting shall be by secret ballot.

#### 4.8. Validity of Elections

4.8.1. Any question relating to the validity of elections on any grounds, other than in terms of paragraph 4.8.4. of this chapter, shall not be considered unless it has been submitted in writing to the Senior Elections Officer not later than 48 hours after the declaration of the result of the election.

4.8.2. No question relating to the validity of elections in terms of paragraph 4.8.4. of this chapter shall be considered unless it has been submitted to the Senior Elections Officer within nine days of the date of election.

4.8.3. On receipt of a question relating to the validity of the elections, the Senior Elections Officer shall organise a meeting of the Elections Committee within two working days.

4.8.4. If the Committee is satisfied that there has been a breach of the regulations concerning an election for a position, it shall have the power to declare that election null and void. A fresh election shall then be held as required. If the Committee is satisfied that an objection is invalid or trivial, it



shall have the power to dismiss that objection and uphold the result of the election.

#### 4.9.Code of Conduct

4.9.1.The Code of Conduct for elections (the Election Rulebook), as ratified by the SRC and SSC, shall detail the rules and regulations of all Association elections and shall be binding on all parties, and shall be permanently in effect.

4.9.2.This Code of Conduct shall override the relevant parts of the Laws until such a time as the Laws can be amended.

4.9.3.The Elections Committee reserves the right to make changes to the rules but will ensure that all candidates are informed of any alterations.

#### 4.10.Appeal

4.10.1.The decision of the Elections Committee shall be binding upon all parties and shall be final unless an appeal is submitted to the Chair of SAB within seven days of the committee's decision. The decision of the Appeal Committee shall be final.

4.10.2.No election shall be considered completed while any objection is outstanding.

## Appendix B: Ordinances

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Applicable to Faculty President, PG Academic Convenor and President.

### **THE ACTS, ORDINANCES AND RESOLUTIONS AFFECTING THE UNIVERSITY OF ST ANDREWS, p. 87.**

#### **Ordinance 123.**

IV. (1) There shall be four student members of the Senatus.

(2) The President of the Students' Representative Council shall be a student member of the Senatus.

(3) The matriculated students of the University shall elect from their own number three persons to serve as members of the Senatus.

(i) Of these three persons, one shall be an undergraduate student in either the Faculty of Arts or the Faculty of Divinity, one shall be an undergraduate student in the Faculty of Science (including Medical Science) and one shall be a postgraduate student in any one of the above-mentioned Faculties.

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(ii) Elections shall be held annually on a date to be fixed by the Senatus to fill vacancies for student members occurring in the normal course.

(iii) Elections shall be conducted by the Students' Representative Council under the general supervision of the Clerk of Senate in accordance with the Constitution and Laws of the Students' Association of the University of St Andrews.

(iv) An elected student member shall serve for a period of one year from the first day of August of the year of election and shall be eligible for re-election for the same period; provided that -

(a) a student member shall demit office on ceasing to be a matriculated student

of the University,

(b) a student member may resign membership at any time.

(v) In the event of a casual vacancy among the elected student members

(a) if the term remaining to be served is not less than four calendar months, a by-election shall be held forthwith and the person elected shall serve for the unexpired portion of the predecessor's term; provided, however, that if a casual vacancy shall occur during, or less than one month before the commencement of, the University's summer vacation, the Senatus shall have power to postpone the election until not later than the thirty-first of October immediately following;

(b) if the term remaining to be served is less than four calendar months, the vacancy shall be left unfilled until the next election in terms of subsections (ii) and (iii) of this section.

## Appendix D: Press Agreement

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The Students' Association and the Publication ..... have come to the following agreements for the 2017 election cycle.

The Students' Association will:

1. Agree not to penalise any sabbatical candidates for 'pre-campaigning' should they give information to the above publication about their campaign during the nomination period. (20th - 25th February 2017).
2. Encourage sabbatical candidates in their confirmation email to give information such as their manifesto to the above publication for analysis, and to make themselves available for an interview with that publication prior to the campaign period.
3. Guarantee access for a reasonable number of journalists from the publication to any elections week event.

..... will:

1. Take a neutral stance in all election races.
2. Not use more than one journalist for analysing the manifestos from each individual election race.
3. Not publish any information about candidates prior to the beginning of the campaign period on Saturday 25th February 2017.

Signed

Director of Representation

Editor, .....

## Appendix E: Acceptance Email for Sabbaticals

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This email is to confirm that your nomination for POSITION has been approved.

We would like to take this opportunity to remind you that our elections are governed by the [Rules & Regulations for the Students' Association Elections 2017](#). As a candidate in the elections, the actions of any student campaigning on your behalf are ultimately your responsibility.

All candidates, including School Presidents, are expected to attend the **All Candidates' Meeting at 11am on Saturday 25 February in Club 601** in the Students' Association. Key information relating to the elections will be explained at that meeting.

All sabbatical candidates are required to attend the **Sabbatical Candidates' Meeting at 5.30pm on Friday 24 February in Sandy's Bar**. At this meeting, we will explain what we expect from sabbatical candidates and go over the schedule of halls and Union hustings. We will also discuss the [Sabbatical Candidate Debate](#). Please come prepared with as much of the following information as possible: a preferred website/link, a description of your candidacy in one sentence, a mobile phone number to contact you, and contact details of your Campaign Manager. All of this optional. Information collected be used in the Students' Associations official voter information guides and relate to the administration of the elections. Your photograph will also be taken at the meeting (optional).

### **Elections Office**

The **Elections Committee** is here to help oversee and facilitate the elections process. The Elections Office will be open 10am-5pm each weekday throughout nominations and campaigns week in the Advocacy Office (First floor, Students' Association). At the office, you can have your publicity stamped and your budget updated. As a reminder, you have £100 to spend in your budget. We recommend that you check your publicity meets our acceptance criteria prior to purchasing. These are detailed in the rules.

### **First Steps**

You are also encouraged to add yourself to the [Facebook group for candidates](#) in order to receive news from us quickly.

If you have an online group for organising your campaign volunteers, please add [Jack Carr](#) (Senior Elections Officer) as soon as possible. This is a temporary account and is separate from Jack's personal account. If your group is organised on a platform other than Facebook, please inform the Elections Committee as quickly as possible so that we may create a corresponding account.

If you have any queries relating to the elections or would like to report what you believe may be a rule violation, please email [saelect@](mailto:saelect@) or visit the Elections Office.

### **Pre-Campaigning Embargo**

Please remember that you cannot campaign or share your manifesto outside your campaign team until after the All candidates' meeting on Saturday 25 February. Facebook pages and other outlets must remain unpublished until after that time.

However, we have signed an embargo agreement with **The Saint** allowing you to share your manifesto (if you wish) with this media outlets prior the All candidates' meeting. The Saint has agreed to keep your manifestos and consequent articles/interviews embargoed until after the All candidates' meeting. Furthermore, they have agreed to use the same reporter per sabbatical race in order to ensure analysis remains as fair as possible.

You are welcome to share your manifesto and take part in interviews with other media once the campaigning period officially starts.

If you have any questions or concerns, do not hesitate to contact the Elections Committee.

### **Withdrawal**

If you no longer wish to stand for election, you can withdraw your nomination by emailing [saelect@](mailto:saelect@) any time before the start of voting at 00.00 on Thursday 2 March.

**Good luck and happy campaigning!**

## Appendix F: Acceptance Email for other Positions

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This email is to confirm that your nomination for POSITION has been approved.

We would like to take this opportunity to remind you that our elections are governed by the [Rules & Regulations for the Students' Association Elections 2017](#). As a candidate in the elections, the actions of any student campaigning on your behalf are ultimately your responsibility.

All candidates, including School Presidents, are expected to attend the **All Candidates' Meeting at 11am on Saturday 25 February in Club 601** in the Students' Association. Key information relating to the elections will be explained at that meeting.

### **Elections Office**

The **Elections Committee** is here to help oversee and facilitate the elections process. The Elections Office will be open 10am-5pm each weekday throughout nominations and campaigns week in the Advocacy Office (First floor, Students' Association). At the office, you can have your publicity stamped and your budget updated. As a reminder, you have £35 to spend in your budget. We recommend that you check your publicity meets our acceptance criteria prior to purchasing. These are detailed in the rules.

### **First Steps**

You are also encouraged to add yourself to the [Facebook group for candidates](#) in order to receive news from us quickly.

If you have an online group for organising your campaign volunteers, please add [Jack Carr](#) (Senior Elections Officer) as soon as possible. This is a temporary account and is separate from Jack's personal account. If your group is organised on a platform other than Facebook, please inform the Elections Committee as quickly as possible so that we may create a corresponding account.

If you have any queries relating to the elections or would like to report what you believe may be a rule violation, please email [saelect@](mailto:saelect@) or visit the Elections Office.

### **Pre-Campaigning Embargo**

Please remember that you cannot campaign or share your manifesto outside your campaign team until after the All candidates' meeting on Saturday 25 February. Facebook pages and other outlets must remain unpublished until after that time.

However, we have signed an embargo agreement with **The Saint** allowing you to share your manifesto (if you wish) with this media outlets prior the All candidates' meeting. The Saint has agreed to keep your manifestos and consequent articles/interviews

embargoed until after the All candidates' meeting. Furthermore, they have agreed to use the same reporter per sabbatical race in order to ensure analysis remains as fair as possible.

You are welcome to share your manifesto and take part in interviews with other media once the campaigning period officially starts.

If you have any questions or concerns, do not hesitate to contact the Elections Committee.

### **Withdrawal**

If you no longer wish to stand for election, you can withdraw your nomination by emailing saelect@ any time before the start of voting at 00.00 on Thursday 2 March.



## Appendix G: All Student Email

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Dear Students,

Nominations for all elected positions within the Students' Association opened this morning at 9am. They will remain open until 5pm on Friday. This is your chance to take your place in our Student Government with one of our many positions on either the Students' Representative or Services Councils, or run for a paid Sabbatical Office.

This year, we will be electing six sabbaticals to jointly lead the Students' Association and Athletic Union. These positions are:

Association President

Athletic Union President

Director of Education

Director of Student Development and Activities

Director of Events and Services

Director of Wellbeing

There are over 40 other positions being elected alongside these, covering a diverse range of remits such as academic representation, equality, societies and subcommittees.

Next week, the candidates will be permitted to campaign for your support. Voting will be open on Thursday and Friday, with results to be announced that night.

For four years running, St Andrews had the highest democratic engagement in the UK. That unfortunately dropped last year and I would really like to see it increase once more. High voter turnout gives the Students' Association's representatives more legitimacy and ensures that your voice becomes a genuine force for improvements within the University. At the very least, please do vote for those you want to represent you next year.

For all informations on the elections, either drop by the elections office on the first floor of the Students Association between 10 - 5 each weekday or visit [yourunion.net/election](http://yourunion.net/election)

We will be posting updates on twitter (@saelect) and on Facebook.

Thank you,

Jack Carr

Director of Representation and Senior Elections Officer

Appendix H, Second All Student Email

Dear Students,

Nominations for all elected positions within the Students' Association close at 5pm tonight.

This is your chance to take your place in our Student Government with one of our many positions on either the Students' Representative or Services Councils, or run for a paid Sabbatical Office.

This year, we will be electing six sabbaticals to jointly lead the Students' Association and Athletic Union. These positions are:

Association President

Athletic Union President

Director of Education

Director of Student Development and Activities

Director of Events and Services

Director of Wellbeing

There are over 40 other positions being elected alongside these, covering a diverse range of remits such as academic representation, equality, societies and subcommittees. Some remain uncontested or vacant.

Next week, the candidates will be permitted to campaign for your support. Voting will be open on Thursday and Friday, with results to be announced that night.

For four years running, St Andrews had the highest democratic engagement in the UK. That unfortunately dropped last year and I would really like to see it increase once more. High voter turnout gives the Students' Association's representatives more legitimacy and ensures that your voice becomes a genuine force for improvements within the University. At the very least, please do vote for those you want to represent you next year.

For all informations on the elections, either drop by the elections office on the first floor of the Students Association between 10 - 5 each weekday or visit [yourunion.net/elections](http://yourunion.net/elections)

We will be posting updates on twitter (@saelect) and on Facebook.

Thank you,  
Elections Committee

Jack Carr

Director of Representation and Senior Elections Officer

## **Appendix I: So you think you can approve a candidate?**

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Please follow the steps below prior to approving a candidate.

1. Check that the picture displaying correctly?
2. Check that the candidate statement is appropriate?
3. Have you fixed the apostrophes?
4. Check that they are seconded?

Following this, press approve candidate and;

5. Send the appropriate approval email to the candidate.
6. Send a tweet from the Saelect twitter account. Remember the hashtag!
7. Write the candidates name on the public candidate list.

8. Enter the candidate details into the candidate spreadsheet.
9. If a sabbatical candidate, email Iain Cupples (INC) to request a good standing check.

## Appendix J : Notes.

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