

CANDIDATE'S HANDBOOK

INCLUDING ELECTION
RULES & REGULATIONS



Elections
ST ANDREWS STUDENTS' ASSOCIATION

Important Dates.

Annual General Meeting of the Students' Association
— Sunday, 23 February at 18.30 (Venue 2)

Candidates' Mixer (optional)
— Sunday, 23 February at 21.00 (Venue 2)

Nominations open (all elections)
— Monday, 24 February at 09.00 (Online)

Nominations close (AU President, DoES, DoRep, DoSDA, SA President only)
— Wednesday, 26 February at 17.00 (Online)

Sabbatical Candidates' Meeting
— Wednesday, 26 February at 17.30 (Venue 1)

Nominations close (all other elections)
— Friday, 28 February at 17.00 (Online)

All Candidates' Meeting (incl. sabbatical candidates)
— Friday, 28 February at 17.30 (Venue 1)

Sabbaticals' Hall Hustings
— Saturday-Tuesday, 1-4 March at TBC (TBC)

General Hustings
— Monday-Tuesday, 3-4 March at TBC (Venue 2)

Sabbatical Candidates' Debate
— Wednesday, 5 March at 19.30 (Venue 1)

Polls open
— Wednesday, 5 March at 23.00 (Online)

Polls close
— Friday, 7 March at 18.00 (Online)

Results (School Presidents)
— Friday, 7 March at 21.00 (Venue 1)

Results (All other posts)
— Friday, 7 March at 21.30 (Venue 1)

SRC Handover & Mixer (all SRC positions): Tuesday, 11 March at 19.00 (Venue 2).

Important Information.

The Elections Office will be open from Monday, 24 February in the Students' Association Committee Room for: Monday to Friday, 10.00-16.00, and Sunday (2 March), 13.00-16.00.

The Elections Committee will be 9 people:

- Teddy Woodhouse (Senior Elections Officer)
- Daniel Palmer (Deputy Senior Elections Officer)
- Chloe Hill
- Kelsey Gold
- Five further nominees, to be confirmed.

You can email the Elections Committee at saelect@st-andrews.ac.uk and engage with the Committee on Twitter via @saelect. We aim to uphold the tradition to use #saelect as the designated elections hashtag.

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

General Principles.

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

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

Section 1. Positions Elected.

1.1. *Sabbaticals* — The following sabbatical (full-time) positions are up for election:

- Association President,
- Athletic Union President,
- Director of Events & Services,
- Director of Representation, and
- Director of Student Development & Activities.

1.2. *Association Officer positions* — The following part-time Association-level positions are up for election:

- Association Chair,
- Community Relations Officer,
- Environment & Ethics Officer, and
- LGBT Officer.

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

- Accommodation Officer,
- Member for Private Accommodation,
- Member for University Accommodation,
- Education Officer,
- Postgraduate Convenor,
- Employability Officer,
- Equal Opportunities Officer,
- Member for Students with Disabilities,
- Member for Ethnic Minorities,
- Member for Gender Equality,
- Member for International Students,
- Member for Mature Students,
- Member for Widening Access & Participation,
- External Campaigns Officer,
- Wellbeing Officer, and
- Member for First Years.

There are two types of positions on the SRC:

officers and members. Officers chair their own respective subcommittees of the SRC, and members will form part of those subcommittees but do not chair a subcommittee.

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

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 two current convenor roles are the Design & PR Team Convenor and the Ents Convenor.

- Broadcasting Officer (St Andrews Radio),
- Charities Officer (Charities Campaign),
- Debates Officer (Union Debating Society),
- Music Officer (Music is Love),
- Performing Arts Officer (Mermaids),
- Volunteering Officer (SVS),

Section 1. Positions Elected.

- Postgraduate Society President (Postgraduate Society)
- Societies Officer,
- External Funding Officer, and
- Member without Portfolio.

1.5. *Academic Representatives* — The following positions are up for election on the School Presidents' Forum:

- 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,
- Arts/Divinity Faculty President, and
- Science/Medicine Faculty President.

Remember the Senate Reps? We've merged that role with the new Faculty Presidents to bring academic representation into a singular system and better integrate the Senate Reps into the Association's activities.

Section 2. Nominations.

Section 2. Nominations.

2.1. *Eligibility* — An individual can run for any position listed above, as long as s/he is:

- Is matriculated St Andrews student,
- Is not currently banned from the Union Building,
- Has not outstanding personal debts to the Association,
- (For Postgraduate President only) is a postgraduate student,
- (For AU President only) is a committee member of one of the Athletic Union's constituent clubs and be in good standing with the Athletic Union and the University,
- (For School Presidents only) be entering into an Honours year of study within the relevant School as a Single Honours or Joint Honours student, and
- (For Senate Reps/Faculty Presidents only) be a student enrolled in one of the relevant constituent Faculties.

2.2. *Limitation* — No one may run for more than one position within the Students' Association elections.

2.3. *Process* — Each nomination must be self-nominated and seconded by another two matriculated students who are not banned from the Union Building. 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:

For sabbatical (Section 1.1) candidates only:

- 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 (optional),
- Mobile phone number and SaintMail address, and
- Some optional additional information 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 100 words) explaining why people should vote for you,
- Photograph of your likeness,
- A list of any relevant positions previously held or student group memberships (optional), and
- Mobile phone number and SaintMail address.

Section 3. Hustings & Debates.

2.6. *Timing* — Nominations will open for all candidates on Monday, 24 February at 9.00. Nominations will close for all Section 1.1 positions on Wednesday, 26 February at 17.00. Nominations for all other positions will close at Friday, 28 February at 17.00.

2.7. *Information meeting attendance* — Candidates are required to attend the Sabbatical Candidates' Meeting (sabb candidates only – Wednesday, 26 February at 17.30) and All Candidates' Meeting (all candidates – Friday, 28 February at 17.30). 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. Sabbatical candidates are asked to provide a 4-minute speech, followed by 6 minutes of questions. All other candidates are asked to prepare a 2-minute speech, followed by 3 minutes of questions.

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

3.2. *Halls hustings* — All sabbatical candidates are encouraged to participate in the hustings held in the halls of residence around town. Candidates are expected to participate in at least half of the organised hustings, unless prior notice is given to the Elections Committee for inability to attend for a good reason.

INFO BOX: Timings for halls hustings will be given to sabbatical candidates at the Sabbatical Candidates' Meeting. Candidates will be informed of speech length and amount of time for questions will also be determined at that meeting, according to the number of candidates and time availability.

3.3. *Sabbatical debate* — The sabbatical debate will take place on Wednesday of Elections Week in Venue 1 on Wednesday, 1 March at 19.30. The debate will consist of a separate debate for each position, with candidates being given 2 minutes for an opening speech, followed by questions from the floor to be answered by all candidates, concluding with a 1 minute closing speech.

Section 4. Budget.

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

Section 4. Budget.

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

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

If you can't afford the budget to run a campaign, we will help with the costs. Candidates are encouraged to let Iain Cupples (Student Advocate [Education]) or Jillian Cowan (Management Accountant) know as soon as possible. Evidence of financial hardship will be required, and this will be handled in complete confidence.

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

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

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

Section 5. Campaigning.

5.1. *Time period* — Campaigning starts at the designated end of the All Candidates' Meeting and ends when polls close at 18.00 on Friday, 7 March. Campaigning outside of this time period is not allowed.

5.2. *Definition* — Campaigning is understood as any public activity by a candidate or an individual on his/her team relating to the elections where one could reasonably expect a student who is not a member of the candidate's campaign team to hear or witness said activity. The exact enforcement of this definition in rules arbitration lies

Section 5. Campaigning.

with the Elections Committee. References in the rules to activities that a candidate may not do apply to his/her whole 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.) Members of University or Union staff are not allowed to campaign. Students who also work for the University or the Union can campaign only when off duty.

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.

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

5.5. *Campaign team, online groups* — If a candidate maintains a private online group (e.g., Facebook, Google Group), the candidate must ensure that the Senior Elections Officer or Deputy Senior Elections Officer is invited as a member of said group by no later than Sunday of Elections Week, 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 advantage over other candidates.

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

5.7. *Unfair advantages prohibited, endorsements* — No affiliated societies or subcommittees may officially endorse any candidate.

5.8. *Prohibited activity, antisocial behaviour* — Candidates should be aware that when campaigning, they are not just representing themselves but also the Association, the University, and its students. No candidate should engage in a conflict with a

Section 5. Campaigning.

competitor or with the townfolk, play unsociably loud music or other disturbances, pester people, or be abusive to other candidates.

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

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

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

5.12. *Prohibited activity, University Libraries* — No candidate may campaign actively inside any of the University Library's sites (including flyering desks or handing out publicity material), namely – the Main Library, St Mary's Library, JF Allen Library, Purdie Library, and Martyrs Kirk. Candidates may hand in one poster to the library staff for display in the Main Library. Posters can be hung on the old railings on the southeast corner of the main Library building but not on the railings opposite the main entrance. Any posters put up by students must be removed at the end of campaigning.

Candidates may campaign outside the Main Library by keeping to the gravel, but noise must be kept to a minimum and no music should be played during campaigning. Candidates should not block the entrance to the building.

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

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

Section 6. Publicity.

for campaign purposes. No candidate may use any pre-existing social media group or website to promote his/her campaign.

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

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

5.17. *Prohibited activity, et cetera* — No candidate may engage in blackmail, bribery, and harassment in relation to his/her 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.

Section 6. Publicity.

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

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

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

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

Section 7. Rule Breaking.

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

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

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

6.5. *Required elements* — Each printed poster and flyer must contain the date of the election and an encouragement to recycle. Posters and flyers for AU President candidates must also contain the Saints Sport logo.

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

6.7. *Edible goods* — All costs of production and/or purchase of any edible goods (e.g., cakes or sweets) must be reported to the

Elections Committee and deducted from the candidate's budget. No candidate is permitted to give out free or discounted alcohol as a way of promoting his/her campaign.

6.8. *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

Section 7. Rule Breaking.

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 Team 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 his/her campaign manager has broken a rule, the candidate or campaign manager must have taken every reasonable step to prevent it and should attempt to rectify and compensate for rule breakings.

7.6. Right to appeal — Any candidate (except a candidate for AU President, see 7.7) found guilty of rule breaking by the Elections Committee may appeal that decision by submitting his/her case, in writing, to the Chair of the Students' Association Board, Kevin Dunion. 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 his/her case, in writing, to Malcolm MacLeod, Vice-Principal (Enterprise & Engagement). 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.

Section 7. Rule Breaking.

Section 8. Voting & Results.

8.1. *Voting method* — Each student shall have a single transferable vote for every election. Voting will be conducted online.

8.2. *Public polling station* — A polling station shall be made available in the front reception of the Union Building on Friday of Elections Week.

8.3. *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.