

Students' Association Elections Rules 2017.



**Final**

## 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 25th 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 hustings 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 8pm) 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.