



ELECTIONS RULES & REGULATIONS 2025



Full-Time Officer Leadership Elections 2025

Rules and regulations for all candidates to read and understand.

This document sets out the specific details which candidates need to be aware of during the Full-Time Officer Leadership Elections 2025. We suggest you give copies to your campaign team.

The success of the 2025 SU elections is down to you, the candidates. Your ability to successfully promote yourself, engage students with your ideas, and convince them to vote is key. The ideal election is exciting, good-natured, and leads to a high turnout at the polls of well-informed, engaged voters.

These rules are designed to make this possible and are based on two overarching principles:

- The elections process must be fair and properly conducted
- The success of the elections is based on the participation of candidates and accessibility of the process for voters

Candidates Briefing

Please note that you cannot start campaigning until you have attended the compulsory candidates briefing on Wednesday, 12th March 2025, 10:30 AM - 3:00 PM. This session will go over the rules and regulations of campaigning in more detail, so it is mandatory.

Elections Rules

1. Do not do anything that another candidate cannot do.
2. Treat all other students and staff with respect.
3. Candidates will be held responsible for the conduct and management of their own campaign and campaign team (if you have one).
4. Do not campaign before you have been briefed at Candidates Briefing (12th March, 10:30 AM - 3:00 PM).
5. In order to make a complaint regarding candidate behavior and rules, please ensure you fill out the complaints form and email it to the Returning Officer at ldavies39@glos.ac.uk before the close of voting (21st March, 1 PM).
6. You must declare who is on your campaign team, and they must attend training. You will be held liable for any election rules they break.
7. You are not allowed to run if you have not submitted your manifesto by the deadline (7th March 2025, 12 PM).
8. You must attend the training day (Candidates Briefing on 12th March 2025). Otherwise, you will not be eligible to run.
9. Expenses must be submitted by 12 PM on the day of the count (21st March 2025). If you have overspent, you will be disqualified.

Campaigning

This can only start after Candidates Briefing (after 9am on the 14th March).

- Candidates must not enter halls of residence, either to put up posters or canvass voters. Entering halls of residence is against Elections regulations.
- Candidates must not deface or remove any campaign materials belonging to other candidates.

- Candidates should ask prior permission from the lecturer if they wish to do a 'lecture shout'. As most lectures are online now, it is unlikely you will be able to access lectures that you are not already in.
- No campaigning of any nature is allowed in the Libraries or within 3 metres of a university pc.
- Candidates must not 'bulk email' students or request that a member of SU or UoG staff should bulk email on their behalf.
- Candidates must not be seen to be close to students who are trying to vote using online devices (including computers and phones). Any candidates suspected of coercion, or putting pressure on students to vote, will be at risk of being disqualified.
- You may not actively campaign within 3 metres of a student who is voting.
- Candidates may promote their campaign on the social network pages of other candidates, providing they have their permission to do so. Any negative or defamatory statements will be investigated.
- You must not copy another candidate's campaign.

Where to put Materials

1. Candidates may place posters or flyers on GLASS AREAS ONLY at teaching campuses, using ONLY white tac.
2. Please see the additional sheet for where you are NOT allowed to put posters and flyers.
3. Posters must NOT be placed on door vision panels, and cellotape must NOT be used.
4. You can ONLY hang banners in the campaign zones below.

Social Media Campaigning

1. You are entitled to promote your campaign through social media after after 9am on the 14th March.
2. You must not:
 - Conduct yourself in a manner that is detrimental to the University or the Students' Union.
 - Make offensive or defamatory statements.
3. You will be held responsible for false or offensive words spoken or written by you and your campaigners. Any assertions you make must always be backed up by evidence, so better to focus on your positives rather than your perception of a fellow candidate's negatives.

Examples:

A club or society account cannot promote an individual, but they can promote the election.

However, an individual or personal account can promote a certain individual and the election.

Front-facing Students' Union affiliated social media accounts cannot promote a specific individual, but they can promote the election.

A closed/members-only group can promote an individual and the elections.

If the Returning Officer or Deputy Returning Officer deems that you, or your campaigners, have defamed a fellow candidate or their supporters or broken an election rule in any medium, the Returning Officer will investigate.

Elections Videos

Candidates are encouraged to make videos for campaigning purposes, which may be in the language of their choice.

Two videos per candidate may be submitted to be uploaded to the Students' Union YouTube channel. Videos should be emailed to ldavies39@glos.ac.uk

- One video of 30 seconds, which can be used across social media.
- One video that must be no longer than two minutes in length, which will be used on UOG SU YouTube.
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If your video is a large file, we suggest using One Drive or WeTransfer. Candidates are not required to submit videos if they do not wish to. However, bear in mind that even if all candidates do not submit videos, any submitted videos will be uploaded to UOG SU YouTube/social media.

Materials

1. Each candidate will be given the following:
 - Campaign T-shirt
 - £30 allowance for materials to be reimbursed by SU (keep receipts)
 - Bed Sheet to create campaign banners
 - White Tac
2. Candidates must not organise any activity, event, or campaign that has an inherent financial value, even if the service/event has actually cost them £0.

Examples of breaches:

- Your sister owns a fancy dress shop and donates some costumes free of charge for you and/or your campaigners.
- You have a friend who agrees to give you digitally/screen-printed clothing for your campaign free of charge.

All of the above would be considered breaches.

Examples of acceptable campaigning:

- Your friend plays an instrument and follows you around on foot, playing while you campaign. This would not put you at an unfair advantage and realistically would not cost you anything.

Complaints

The Students' Union has great experience in running elections and is confident that its processes and guidance are effective in assisting all candidates and associated campaigners to be able to participate in a fair and appropriate manner. There are, however, occasions where candidates, their supporters, or individual students feel it appropriate to raise a complaint about the conduct of candidates or the management of the elections process.

These procedures must be followed by students or candidates submitting an election-related complaint during a formal University of Gloucestershire Students' Union election:

Complaint Form:

A student or candidate wishing to submit a complaint must do so using the Students' Union Election Complaint Form, noting the below:

- a) All fields (excluding 'For staff use only' section) on the Election Complaint Form are required from the complainant. Anonymous complaints will not be considered.
- b) The complainant may use additional pages to continue with the 'Details of Complaint' section.

c) The completed Election Complaint Form must be emailed to the Deputy Returning Officer (ldavies39@glos.ac.uk) – please note we cannot accept hard copies unless the complainant has a registered disability that may make submitting the form electronically difficult.

d) On receipt of an Election Complaint Form, the Deputy Returning Officer shall respond by email to the complainant to confirm it has been received and accepted by the end of the next working day.

e) Evidence shall be requested (if not already provided) in support of any complaint. Evidence can include (but is not limited to) details of any witness(es) and/or witness statements, video recordings, photographs, computer screenshots, and emails.

Complainants should try to ensure they provide evidence which clearly supports their complaint – e.g., if a student is providing a screenshot of something from social media, then the student should try to include the date & time.

If a complaint is submitted without evidence, it is likely to be dismissed.

f) When a complaint is received, as part of the investigation, all parties involved will be fully informed about the complaint.

NB: Complaints will not be accepted unless submitted using the official Complaint Form

Information Sharing:

All SU Election complaints and appeals, including the circumstances of the complaint or appeal and the names of those involved, will be made public through the Students' Union website.

If a person believes this should not be made public, notification should be given at the time of the complaint submission, with stated reasons why, and will be considered by the Elections Committee.