

# University of South Wales Students' Union

## Election Regulations 2024/25 Academic Year



**Undeb Myfyrwyr**  
Prifysgol De Cymru  
University of South Wales  
**Students' Union**

**Returning Officer (RO) : Peter Robertson** National Union of Students Charity (NUS)

**Deputy Returning Officer (DRO) : Mark Cadwallader** Chief Executive Officer

These regulations are implemented for use in any election administered in the 2024/25 Academic Year.

## Overview of Document

The following are the approved regulations for the election of Executive Officers, Part-Time Officers and Student Voice Representatives for the academic year 2025/2026 and should be read in conjunction with the Union's Articles of Association and Standing Orders.

In the event of challenged disputes, the ruling of the Returning Officer shall be final. The elections, whilst hard work, should be enjoyable and candidates and their campaigners are charged with acting in a civil and honest manner; instances of offence, aggression and intimidation, etc., of other candidates/campaigners and/or the electorate will not be tolerated.

Proven cases will result in instant disqualification from the election process. The rule of thumb is to act in the way that you wish to be treated. Failure to agree to abide by the regulations or breach of them will result in disqualification from the election process. If you have any questions about the regulations, please feel free to contact the Student Voice Team at: **SUStudentVoice@southwales.ac.uk**

## Nominations

- 1.1** At the time of nomination, students must be enrolled on a full or part time course at the University of South Wales. Student status will be confirmed with Student Registry. Discrepancies will render a nomination invalid.
- 1.2** Current full-time officers who have completed no more than one year in office, will also be eligible to stand in the election and must follow the procedures and regulations set out for the election.
- 1.3** Students, part-time or full-time sabbatical officers who are involved in a Union Disciplinary matter or licensee ban at the close of nominations are not eligible to stand for election.
- 1.4** Students may be nominated for both Student Council and Student Voice Forum positions in the same election.
- 1.5** The name that the candidate wishes to appear on the voting ballot MUST be shown on the nomination form and will be displayed as such.
- 1.6** Changes to the candidate's nomination can not be made once nominations close in conjunction with regulation **1.12**
- 1.7** In order to be nominated as a candidate for a full-time position in this election, the nominee must be proposed as a candidate by 1 student, followed by an additional 5 students who will be 'seconders'. This shall be done by completing the relevant forms which can be found at [www.uswsu.com](http://www.uswsu.com). Nominations for part time positions do not require proposers or seconders.
- 1.8** Students who have been nominated for positions in the election may not propose, second or endorse any other candidates.
- 1.9** All proposers and seconders must be currently enrolled at the University of South Wales and cannot be current or previous elected or co-opted officers of the Union. It is the responsibility of the prospective candidate to ensure that all their supporters are current students at the University of South Wales. Student status will be confirmed with Student Registry. Discrepancies will render a nomination invalid.
- 1.10** Students currently enrolled on a full or part time course at the University of South Wales who identify as women are only entitled to vote in the Women's Officer category.
- 1.11** Paid representatives of the Union are not permitted to propose or second any nomination.
- 1.12** All nominations must be complete and submitted no later than 13:00 GMT on 28th February 2024.
- 1.13** No nominations will be accepted after the time stated in regulation **1.12**
- 1.14** The time will be determined by the University networked computer clock.
- 1.15** To be accepted as a complete nomination, all submissions MUST include: Form 1 – Nomination Form (completed by Candidate), Form 2 – Supporters Form (completed by 6 students – 1 proposer / 5 seconders Full-Time Positions Only) Form 3 – Campaign Team, Form 4 – Trustee Declaration Form (Full-Time Positions Only)
- Candidates who are standing for a Full-Time Position MUST provide: Proof of Identity, Rights to Work and Visa Status (International students standing for Full-Time Positions Only) documentation prior to OR at Candidates Briefing on the 3<sup>rd</sup> of March 2025. It is the responsibility of the candidate to provide all required documentation otherwise it will render the candidate ineligible to stand in the election.

**1.16** In addition to the requirements in regulation **1.15**, Candidates may wish to submit:

- A. Personal Profile using the approved template.
- B. Photograph (head and shoulders against a neutral background)

**1.17** Responsibility will not be taken for Candidates who are disadvantaged through non submission of the optional forms or other Union promotion of the elections.

## Candidates

**2.1** At the close of nominations, students who fulfil the election criteria and eligibility will become election Candidates.

**2.2** Candidates who become subject of any Union Disciplinary actions (including Licensee Action) or University Disciplinary procedures during the election period which runs from the time that nominations open until the close of voting shall be withdrawn from the election.

**2.3** During the 'Election Period', (defined as the period from open of nominations to the close of voting), Candidates who are current full-time Sabbatical Officers or Union employees (Student Workers) are not permitted to campaign during working hours.

**2.4** Candidates must uphold the Articles of Association, Standing Orders, Election Regulations and all other policies of the Union at all times, alongside the Student Codes of Conduct of the University of South Wales, which include social sessions within the Union and on University Premises (All Campuses) The behaviour of candidates may directly affect their continuing eligibility to be a candidate in the election.

**2.5** Candidates are only permitted to campaign both online and in person with their 'Campaign Team' and not with other candidates nor their proposers or seconders in this election.

**2.6** Candidates are not permitted to run as a 'slate' in any form for the elections.

**2.7** 'Running as a slate' or 'Slating' or 'Slate' is the term for a group of candidates running as a group, this can include individuals running for various available positions in order to all be elected and to increase their chances of being elected.

## Campaigning

- 3.1** The 'Campaigning Period' which runs from is defined as the period where candidates are only permitted to Campaign within the election. Candidates are not permitted to campaign in any format outside of this period.
- 3.2** Campaigning shall be defined as any action which is designed to affect the outcome of the election and shall include, but is not limited to, the use of verbal, electronic and hard copy publicity promotion and communication
- 3.3** Campaigns must be based on the positive impact that a candidate intends to make if elected.
- 3.4** Candidates are permitted to question the policies or ideas of other candidates and/or the status quo but must not comment negatively about other candidates and their proposals.
- 3.5** Candidates are not permitted to 'Universally Campaign' in this election.
- 3.6** Universal campaigning refers to the act of campaigning for students to engage in the Elections without promoting a specific candidate, instead the aim of campaigning is to get the students to vote in the election
- 3.7** Candidates are only permitted to campaign both online and in person with their Campaign Team and not with other candidates nor their proposers or seconders in this election.
- 3.8** Candidates are not permitted to access lists or student data that other candidates may not have access to which would disadvantage them in the election.
- 3.9** Candidates are not permitted to campaign within Union Spaces (Treforest Campus Students' Union Building, Cardiff Campus Zen Bar, Glyntaff Student Box or Newport SU Pod) or any other spaces that the Union holds and operates. This includes the distribution, promotion or displaying of campaign materials and/or verbal campaigning. The Union reserves the right to remove candidate materials (if found) and candidates will not be reimbursed for it but may be sanctioned against the election regulations.
- 3.10** In exception to **3.9** the Union may host election related events such as Hustings in Union spaces, where candidates have a fair opportunity to campaign in the election. These will be the only opportunities for candidates to campaign in within Union. The Union will not be responsible for candidates who are disadvantaged for their choice to not to participate or engage in any promotions or content creation that the Union make for the election.
- 3.11** Candidates cannot mislead, force, or harass students into voting or having any participation in the election. This includes their campaign materials such as dates and times of key election dates.
- 3.12** Candidates cannot campaign within 15 meters of a 'Polling Station' used in the elections. A list of polling station locations shall be made available to candidates before the start of the 'Campaigning Period'. This includes Mobile Polling Stations, where members of Union Staff will be on campus roaming to engage more voters.

## Campaign Team

- 4.1** Other than the recruitment of 'Campaign Teams', there shall be no campaigning until the official start of the 'Campaigning Period'.
- 4.2** The 'Campaigning Period' starts on Tuesday 4<sup>th</sup> March 00:00 and will end at the same time as the 'Voting Period' which is Friday 14<sup>th</sup> March 17:00
- 4.3** Campaign Teams will comprise of **1** 'Campaign Manager' and up to a maximum of **3** Campaign Team Members; these will be the only people who can actively campaign with and for a candidate in the election.
- 4.4** Campaign Team Members and Managers cannot appear on more than **1** Candidate's Campaign Team.
- 4.5** It is the responsibility of the Candidate to ensure that their Campaign Team is aware of and abides by the election regulations as outlined in this document.
- 4.6** Candidates are not permitted to recruit to their Campaign Team nor get support from past or current Full-Time Executive Officers of the Union, Part-Time Officers including those from Student Council, Student Voice Forum and Student Trustees, Union or University of South Wales Staff or Departments, non-students or any paid representative of the Union.
- 4.7** All communications from Campaign Team members must clearly state which Candidate they are representing.

## Campaign Materials

- 5.1** Candidate Profiles shall comprise of the following
- a) The candidate's personal skillset and experience
  - b) Suitability to the role and their key priorities the candidate wishes to focus on if elected
- These must not contain planned changes or work plans the candidate might wish to make to Union policy.
- 5.2** Campaign Material (including profiles) must not contain references to other candidates, their supporters, current or previous Union officers / members of staff or current / previous members of University of South Wales Staff. Similarly, verbal campaigning must not reference other candidates, their supporters, current / previous Union officers or members of staff (including in the University)
- 5.3** Candidates shall be held accountable for all campaign/publicity material bearing their name, unless proven otherwise.
- 5.4** Removal or defacement of other Candidates' campaign material is strictly forbidden.
- 5.5** Publicity material may appear only on the nominated notice boards within the Union and in areas of the University once permission has been granted by the relevant department.
- 5.6** Personal expenditure on campaign materials and/or campaigning methods is restricted to £50.00. Candidates should keep all receipts for expenditure, as they may be asked to justify their spending. This expenditure will NOT be reimbursed by the Students' Union.
- 5.7** The use of donated items/services/sponsorship from Union/University suppliers is forbidden unless the same donation/service/sponsorship is made available (and communicated as such) to all Candidates.

**5.8** Other than opportunities available through the election process, campaigning via academic e-mail, Union and/or University websites, SMS, radio stations etc., by the Candidate and/or their Campaign Team is forbidden.

**5.9** Candidates may use social networking sites for campaigning if they wish. However, the Union is not in a position to monitor this and will only rule on complaints arising from this use where breaches of these regulations can be proven.

**5.10** 'Endorsements' from Celebrities, well-known figures, previous or current University Staff / Departments, Union Staff / Elected Officers or paid representative of the Union is prohibited.

**5.11** All communications from Campaign Team members must clearly state which Candidate they are representing.

**5.12** Candidates are not permitted to use any variation of the University of South Wales logo or University of South Wales Students' Union logo on any campaign or related materials for use in the elections.

**5.13** Candidates must ensure that all campaign/publicity material is removed immediately following the close of voting.

**5.14** Candidates are not permitted to place or leave their campaign materials at Polling Stations.

## Complaints and Appeals

Complaints regarding candidate conduct or breaches to the regulations must be submitted no later than 2 hours after the close of voting (Friday 14<sup>th</sup> March 19:00) this will be determined by the University networked computer clock. Any breaches to the Election Regulations will be based on the evidence provided, the Deputy Returning Officer does not have the ability to investigate outside of evidence.

Appeals can only be made and submitted by the candidate and must be received no later than 19:00 on Friday 14<sup>th</sup> March (as determined by the University networked computer clock) than who shall refer it to the Returning Officer (RO) for a final ruling, and it is the decision of the RO to either uphold the decision or overrule.

All complaints and appeals must be sent via email to the Deputy Returning Officer at:  
**Mark.Cadwallader@southwales.ac.uk**

## Glossary of Terms

**University** - University of South Wales

**SU, Union or Students' Union** - University of South Wales Students' Union

**Candidate** - A person who has completed the necessary steps in order to stand in the election

**Returning Officer (RO)** - The person who has a final ruling in all election matters

**Deputy Returning Officer (DRO)** - The person who oversees the running of the election and handles disputes