

# LEADERSHIP RACE REGULATIONS

## OVERVIEW

The following are the approved regulations for the election of Student Trustees, Executive Officers, Student Council Officers and Student Voice Representatives for the academic year 2023/2024 and should be read in conjunction with the Union's Articles of Association and Standing Orders. The election process will be governed by the Elections Committee which comprises:

- Sue Hayes: Co-opted Trustee
- Sofia Soberon: Student Voice Forum
- Chidi Obeka: Student Council
- Elections Support Officer, NUS

In the event of challenged disputes, the ruling of the Appeals Committee shall be final. The committee will comprise:

- 3 individuals from outside the University of South Wales Students' Union

It is expected that all those involved in the elections conduct themselves in an appropriate manner. 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 Returning Officer who can help you with your query. Emails should be sent via [rhiannon.jones@southwales.ac.uk](mailto:rhiannon.jones@southwales.ac.uk)

## 1 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.
- 1.3 Students/full-time 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 nominated as Student Trustees may not be nominated for any other role in the same election. Candidates standing for Student Trustee are not permitted to have any other paid role within the Students' Union.
- 1.5 Students may be nominated for both Student Council and Student Voice Forum positions in the same election.
- 1.6 The name that the candidate wishes to appear on the voting paper MUST be shown on the nomination form and will be displayed as such. No changes can be made once nominations close.

- 1.7 In order to be nominated, a student must be proposed as a candidate by a fellow student. This proposal must then be seconded by an additional 10 students. This is done by completing the relevant forms which can be found at [www.uswsu.com](http://www.uswsu.com)
- 1.8 Students who have been nominated for other positions in the election may not propose or second any other candidates.
- 1.9 All proposers and seconders must be currently enrolled at the University of South Wales. It is the responsibility of the student who is proposing the candidate to ensure that all their supporters are holders of 2022/23 enrolment cards. Student status will be confirmed with Student Registry. Discrepancies will render a nomination invalid.
- 1.10 For the Pontypridd Campus positions, all nominees, proposers and seconders must be based on the Trefforest Campus or Glyntaff Campus or Sport Park as their primary place of study (as determined by Student Administrative Services).
- 1.11 For the Newport Campus positions, all nominees, proposers and seconders must be based at the Newport City Campus as their primary place of study (as determined by Student Administrative Services).
- 1.12 For the Cardiff Campus positions, all nominees, proposers and seconders must be based at the Cardiff Campus as their primary place of study, (as determined by Student Administrative Services).
- 1.13 For the 'Women's Officer' position, all nominees, proposers and seconders must be women students currently enrolled on a full or part time course at the University of South Wales. Only women students are entitled to vote in the Women's Officer category.
- 1.14 Paid representatives of the Union are not permitted to propose or second any nomination.
- 1.15 All nominations must be submitted no later than 1pm on Thursday 2.March.23.
- 1.16 No nominations will be accepted after the time stated in 1.15. The time will be determined by the University networked computer clock.
- 1.17 To be accepted as a complete nomination, all submissions MUST include:
- A Nomination Form
  - 10 Supporter Forms
  - A Trustee Declaration Form (Student Trustees and full-time positions ONLY)
  - Proof of Identity (Student Trustee and full-time positions ONLY)
  - Visa Status (International students standing for full-time positions ONLY)

In addition, Candidates may wish to submit:

- A Personal Manifesto
- A Photograph (head and shoulders against a neutral background)
- Campaign Team Forms

Responsibility will not be taken for Candidates who are disadvantaged through non-submission of the optional forms.

## 2 CANDIDATES

- 2.1 At the close of nominations, students who fulfil the election criteria will become election Candidates.
- 2.2 Candidates who become involved in any Union disciplinary actions (including Licensee action) during the election period will be withdrawn from the election.
- 2.3 During the election (defined as the period from close of nominations to the close of voting), Candidates are not permitted to campaign during working hours (current full-time Executive Officers and Union student staff).
- 2.4 Candidates must uphold the Articles, Standing Orders, EEDI Policy and all other policies of the Union at all times, which includes social sessions in the Union (all campuses). The behaviour of candidates may directly affect their continuing eligibility for the election.

## 3 CAMPAIGNING

- 3.1 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.
- 3.2 Other than the recruitment of Campaign Teams, there shall be no campaigning before the close of nominations.
- 3.3 The campaign period starts at the close of nominations and ends at the end of the voting period.
- 3.4 Campaign Teams will comprise one Campaign Manager and as many team members as the candidate requires; these will be the only people who can actively campaign for a candidate. It is the responsibility of the Candidate to ensure that their Campaign Team is aware of the regulations.
- 3.5 Candidates are not permitted to recruit to their campaign team, past full-time Exec Officers, current Union or University staff, non-students or any paid representative of the Union.
- 3.6 All communications from Campaign Team members must clearly state which Candidate they are representing.
- 3.7 Campaigns must be based on the positive impact that a candidate intends to make if elected. Candidates are permitted to question the policies of other candidates and/or the status quo, but must not comment negatively about other candidates.
- 3.8 Candidate manifestos shall be based on the skill set, experience and suitability of the Candidate to their chosen role. It must not contain any reference to a work plan or changes that the Candidate might wish to make to Union policy.
- 3.9 Campaign material (including manifestos) must not contain references to other candidates, their supporters, existing/previous Union officers or members of staff. Similarly, verbal campaigning must not reference other candidates, their supporters, existing/previous Union officers or members of staff.
- 3.10 Candidates shall be held accountable for all campaign/publicity material bearing their name, unless proven otherwise.

- 3.11 Removal or defacement of other Candidates' campaign material is strictly forbidden.
- 3.12 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.
- 3.13 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.
- 3.14 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.
- 3.15 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.
- 3.17 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.
- 3.18 Celebrity 'endorsements' are prohibited.
- 3.19 Candidates must ensure that all campaign/publicity material is removed immediately following the close of voting.

## **4 CANDIDATES' QUESTION TIME**

- 4.1 All Candidates MUST attend a Candidates' Question Time (CQT) to answer questions put by student voters.
- 4.2 Candidate Question Time will take place as follows:
- Monday 6.March.23 - Student Trustees and Full-time Officers
  - Tuesday 7.March.23 - Student Council
  - Wednesday 8.March.23 - Student Voice Forum

Each CQT will take place online and will start at 6.30pm.

- 4.3 Candidates unable to attend CQT MUST send written apologies to the Returning Officer, no later than 1.00pm on the day that CQT takes place.

## **5 VOTING**

- 5.1 Voting for elections will take place from Monday 13.March.23 until Thursday 16.March.23.
- 5.2 Voting will commence at 9.00am on the first day and run continuously until 6.00pm on the last day.
- 5.3 Voting will take place online at [www.uswsu.com](http://www.uswsu.com)
- 5.4 In the event of technical difficulties, the Union will look to resolve the issue as quickly as possible. If the problem persists, students may be offered the option of a paper ballot in order to vote.

- 5.5 In the event that an enfranchised student cannot get access to the online voting system they must contact rhiannon.jones@southwales.ac.uk via academic email address, who will be able to make a paper ballot available.
- 5.6 Every student (unless subject to a Union disciplinary/licensee ban) currently enrolled at the University of South Wales, is entitled to vote in the election.
- 5.7 Each current full-time Executive Officer of the Union is entitled to vote in the election. These votes will be cast on a paper ballot and added to the count totals.
- 5.8 Candidates are not permitted to establish voting/ballot 'stations', whether static or mobile, to encourage students to vote. This includes (but is not limited to) the use of laptops and smartphones. Ballot stations, which give all candidates the same opportunities to gain votes, may only be set up by Students' Union members of staff
- 5.9 The voting system will be Single Transferable Vote, allowing voters to 'rank' their votes for each position. The choice a voter ranks as number 1 will be their preferred choice in this election.
- 5.10 The voting list for each available position will also include Re-Open Nominations (RON), which allows the voter to express dissatisfaction with the other candidates. RON is counted as a candidate. If elected, in the case of the full-time officer positions, the nominations will re-open immediately after the election and be open for at least 14 days after this date.
- 5.11 In the event the result is RON for a part-time position, this election will be re-opened during a period of by-elections. If Re-open nominations occur during a by-election, the same procedure as stated for full-time officers will apply.
- 5.12 At the close of voting, the automatic count will commence.
- 5.13 Requests for a supporting paper count must be submitted, in writing, prior to the start of the count.

## **6 RESULTS**

- 6.1 A quota for becoming elected is determined from the valid votes cast. The quota will be 50% of the valid votes cast plus 1.
- 6.2 Subject to the conclusion of the count, the results will be announced from 9.00pm on the last day of each voting period on [www.uswsu.com](http://www.uswsu.com). Candidates may also be invited and informed of alternative results events prior to the close of voting.
- 6.3 Candidates wishing to appeal against the result of an election must do so, in writing (giving reason for the appeal), within 24 hours of the result being announced. The Elections Committee will determine whether a re-count is justified.

## **7 COMPLAINTS AND APPEALS**

- 7.1 All allegations of misconduct during the election process must be received by the Returning Officer in writing. Complaints that are anonymous and/or verbal will not be investigated. All complaints must be evidence based.
- 7.2 Complaints made by Candidates/Campaign Managers must be submitted on the Complaints Form and must clearly state the Regulation(s) contravened.

- 7.3 Written complaints received from members of the electorate and University members of staff (in relation to behaviour and placement of publicity) will also be considered.
- 7.4 The Returning Officer has the authority to rule on clear breaches of the Regulations. All other complaints (or where there is ambiguity) will be referred to the Elections Committee.
- 7.5 The Elections Committee shall investigate referred complaints and shall rule accordingly.
- 7.6 Challenges to the ruling of the Returning Officer must be made, in writing, within 24 hours of the ruling. All challenges will be referred to the Elections Committee.
- 7.7 Challenges to the ruling of the Elections Committee must be made, in writing, within 24 hours of the ruling. All challenges will be referred to the Appeals Committee.
- 7.8 The ruling of the Appeals Committee will be final.