

UPSU Election Rules

UPSU is a democratic organisation with elected representatives at all levels of its decision making; these reps are elected from the student body, by students at key points throughout the academic year. UPSU promotes the nominations and voting processes along with showcasing the elections generally, it remains impartial and does not promote individual candidates. UPSU supports candidates by offering training on key campaigning skills, offering advice and guidance on manifestos and campaigns ideas, and communicates the rules.

These rules apply to all UPSU run elections and all candidates, anyone acting on behalf of candidates must also abide by them. Candidates are expected to attend all relevant training and events and to promote themselves and the UPSU elections generally. It remains the responsibility of candidates to ensure that they clarify any queries prior to carrying out any elections activity.

If you would like any further information about the UPSU elections or have a specific query please contact studentvoice@su.plymouth.ac.uk or call into the office in the Hive, Students' Union building.

What is campaigning?
Physical Campaigning means flyers, posters, banners, badges, campaign clothing, installations, events, stalls etc.
Non-physical campaigning methods include social media and websites.
Face to face (verbal) campaigning is classed as being non-physical for the purpose of these rules.
The aim of your campaign
Should be to engage with students to encourage them to vote for you based upon your manifesto.
All nominations will need to be made under the name you used to register with the University so we can verify you are a student; you will need to notify UPSU as soon as possible if you wish to use an alternative name.
You must develop and submit a manifesto, failure to do so will result in your nomination being withdrawn. UPSU will assist in the development of your manifesto ideas and will have final authorisation prior to publication on the UPSU website.
Who can stand for a position within the election?
Full members of the UPSU provided neither of the two conditions below apply.
Students who have been found guilty of an offence under UPSU's disciplinary procedures, either as a member of staff or as a student, will need to submit their nomination to of a panel comprising of the Deputy Returning Officer (DRO), the Lead Sabbatical Officer and a Student Trustee. The panel will decide if the nomination can go forward based upon the severity of the issue and the disciplinary decision made. If the DRO has been directly involved within the disciplinary process UPSU's Chief Executive will replace the DRO as a member of the panel.
This also applies in the case of co-option of roles.
Students who are currently suspended or interrupted from their studies are unable to stand for an elected position with UPSU.
When can I campaign?
Non-physical methods of campaigning may be used at any time.
Physical campaigning methods may only be used during the voting period.
Where can I campaign?
<u>In the Students' Union</u>

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Campaigning is not permitted in the main entrance by reception, the Hive and Hive offices, any toilets, the lift and stairwells, the first and second floors, the Lounge (Costa), the food area of the Big Room. Also placing posters on any screens, notices and painted walls.

You are allowed to campaign in all other student spaces on the ground floor of the students' union.

Please use blu-tack to secure your posters. Stickers are not allowed.

Outside the Students' Union

If you want to display your materials or carry out any campaigning activity outside of the SU building, other than just speaking to students, you will need to ask permission from the relevant people.

- Ask at the building reception or School/Faculty Office regarding putting up posters in buildings around campus.
- If your enquiry is regarding putting a banner on the outside of a university building, you will need to contact the estates department – contact details will be provided by the Student Voice team.

Candidates will receive free entry to official UPSU partner nightclubs, on the associated partner club night only. This is non-transferable and all permissions are given at the discretion of the venue. Promotional posters, flyers and stickers are not permitted in other venues at any time.

You are not allowed to campaign in the library, in any open access computing areas or halls of residence around the campus.

You can only campaign within the campus boundaries and within the official UPSU partner nightclubs. You cannot campaign outside of the campus boundaries (including North Hill). You may campaign in University buildings located off-campus such as John Bull Building, Plymouth Allied Health Centre and Partner Institutions (however, you must ask permission from relevant staff – the Student Voice Team can share this information with you).

Make sure you tidy up after campaigning; failure to do so may result in UPSU withholding elections expenses (if applicable) until you have done so.

Who can campaign?

Student staff are not allowed to campaign whilst they are on duty, either for themselves or another candidate. This includes but is not limited to: wearing campaign clothing, handing out flyers, verbally endorsing a candidate. Student staff may fully participate in the elections when they are off duty.

Full time members of UPSU staff cannot campaign at any time. Sabbatical Officers that are re-running can campaign at any time, but are not able to work for UPSU or undertake any Union/University business and a period of holiday must be taken for the campaigning period. Sabbatical Officers that are not re-running may support candidates whilst not working and must take leave to do so.

Only registered students of Plymouth University can campaign. Anyone helping you is bound by the elections rules - they are acting for you and you will be accountable for their actions.

How can I campaign?

You may not use UPSU resources without prior permission; this includes but is not limited to; laptops, cameras, printers, office space or any promotional materials or photographs that belong to UPSU.

You may not use any personal data you may have access to, by virtue of your role or position within UPSU; for example, email or phone numbers from groups such as Clubs, Societies or course lists, this list is not exhaustive, and you must check with the Student Voice Team before using any data. Use of University email is not permitted for campaigning purposes.

You may post to any social media apps such as Facebook or Twitter. You may also post from any accounts, pages or groups you have admin rights for, with the exception of any UPSU run applications or . Where this is a shared admin responsibility, permission must be given from other administrators.

Student groups such as Clubs and Societies may, with the majority agreement of the committee, endorse candidates. If a candidate is part of the Committee, the decision should be made without the presence or influence of the candidate in question. This includes using the group logo, posting from any social media accounts or using group activities as a campaigning opportunity.

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Candidates are not allowed to use the UPSU logo or straplines in their campaign.
Full-time Candidates may spend up to £70 on their campaign. You may be reimbursed up to £30 on production of relevant receipts. Part-time Candidates may spend up to £20 on their campaign. You may be reimbursed up to £10 on production of relevant receipts. UPSU must have receipts to refund candidates.
If you are using materials you already have you must allocate them a realistic value. Some things that all candidates have access to do not need to be accounted for, such as an oven to bake cakes or device to play music. Any 'freebies' must be readily available to all candidates.
If you or your campaign team choose to comment on or discuss another candidate's campaign, you must ensure you objectively question their manifesto ideas and do not make any derogatory personal remarks.
It is your responsibility to ensure that anyone acting on your behalf adheres to the rules, failure to do so may result in the sanction of the candidate in question.

What to do if you have an issue
Contact the Student Voice Team studentvoice@su.plymouth.ac.uk ASAP. All complaints to the Returning Officer or their Deputy must be raised through this e-mail address.
Formal complaints may not be raised anonymously, although candidates may informally discuss issues at any time with the Student Voice Team who may then seek the advice of the Deputy Returning Officer as appropriate.
It is each candidate's responsibility to raise any issues before the close of voting, all issues will need to be resolved prior to the count.
Once the result has been counted and announced, no new issues will be heard unless they are in relation to the count of the vote.
The range of sanctions for infringement of the rules may include; a formal warning, deduction of votes, removal from the ballot paper for a specified period of time, and ultimately withdrawal from the election.

All candidates are expected to abide by the Election Rules, UPSU Memorandum & Articles of Association and its By-laws and all University of Plymouth regulations and policies. These Election Rules are the headline principles and will be explained in more detail at candidate training. If at any time you are in doubt, please ask for clarification.