

BYE-LAW 8 –Union Election Rules, Regulations and Procedure

See also Section 12 (Elections) of the LUSU constitution.

- B8.1** Election Rules
- B8.1.1 Any contravening of the election rules shall be judged by the CRO who may make any fines or disqualifications. Candidates/complainants have the right of appeal to the Elections Sub-Committee, and then through the Complaints procedure detailed in Section 21 of the LUSU Constitution.
- B8.1.2 Any complaints after polling has closed shall be made in writing to the CRO not later than noon three working days after the end of the count.
- B8.1.3 Election Ballot Papers shall be kept for twenty-one days after the close of polling.
- B8.2** Nominations
- B8.2.1 A nomination form for each post shall be displayed in the LUSU building from the opening of nominations. This will include a space for the names of the candidate, the nominator, the seconder, and a space for the candidate's signature. It will also detail any criteria for nominations.
- B8.2.2 Anyone wishing to stand must complete the nomination form. Upon signing the form, candidates are bound by the terms and conditions of the election rules and regulations.
- B8.2.3 Candidates and their nominators/seconders must conform to the criteria specified for certain positions.
- B8.2.4 Compliance with these criteria shall be checked by the Elections sub- committee before the start of hustings. Failure to meet such criteria shall result in a voiding of nominations. An official list of candidates shall be posted prior to hustings.
- B8.2.5 All candidates must collect and sign for an 'Elections Pack' from the CRO or the General Secretary. This shall include copies of relevant regulations and other relevant material.
- B8.2.6 Candidates shall leave their contact details with the CRO or the General Secretary.
- B8.2.7 Candidates will be asked the form in which they prefer their name appears on the ballot paper. Nicknames may be included at the discretion of the CRO.
- B8.3** Manifestos
- B8.3.1 All candidates shall submit a typed, camera-ready A4 election manifesto to the CRO before hustings commence.
- B8.3.2 Any candidate standing for more than one post is allowed a manifesto for each post.
- B8.3.3 The Elections sub committee shall produce a manifesto booklet (which may take the form of a Scan supplement) and distribute copies widely as soon as is practicable.

- B8.3.4 Copies of the manifesto booklet shall be available at polling stations on the day of polling and shall be placed on the LUSU webpage.
- B8.3.5 Election details shall also be posted on the LUSU webpage. These shall include the times and locations of polling, hustings, nomination forms, the voting system, a transcript of the hustings event, and job descriptions for all posts.
- B8.4** Hustings
- B8.4.1 Candidates are required to attend the Hustings event. See bye-law 10 for hustings regulations.
- B8.5** Election Material
- B8.5.1 Only election material authorised by the CRO is allowed to be used by candidates. This shall normally be photocopies of camera-ready artwork submitted to the CRO.
- B8.5.2 All election posters must include the LUSU webpage address, www.lusu.co.uk/elections, conforming to a size 20 Arial font along the bottom edge.
- B8.5.3 A candidate's election material shall not contain the name of any other candidate.
- B8.5.4 Candidates shall sign for all election material they receive, and clear records of this shall be kept by the CRO.
- B8.5.5 The Elections sub committee will provide the resources, and must oversee the production of all election material.
- B8.5.6 The Elections Sub-Committee shall decide the amount of money to be used by candidates in any election.
- B8.5.7 Any candidate standing for more than one post is allowed 50% extra money per post.
- B8.5.8 The CRO or General Secretary shall oversee the stamping of all election material with an official stamp after its production.
- B8.5.9 Election campaign material shall give no more than fifty-percent prominence to supporting a referendum. Candidates' Election Campaign Material shall offer no electoral advice with regard to referenda taking place in the same time period as an election campaign. It may state that they support a side in a referenda, but only if they are part of the campaign group. Election campaign material shall give no more than fifty-percent prominence stating their support.
- B8.5.10 Referendum Campaign Material shall offer no electoral advice with regard to elections taking place in the same time period as a referendum campaign. It may state that a candidate supports a side, but only with the consent of that candidate. Referenda campaign material shall give no more than fifty-percent prominence to stating a candidate's support.
- B8.5.11 In the distribution of election material, candidates shall follow the Poster Code (bye-law 36) and the rules of individual colleges on postering and flyering. Any damages caused by candidates will be their own responsibility.

- B8.5.12 There shall be no use of chalk, paint, paste, or stickers on any surface.
- B8.5.13 No election material shall be placed in University House or the LUSU Building. This also applies to the Library and the sugarhouse unless specified by the Elections Sub Committee
- B8.6** Campaigning
- B8.6.1 Candidates shall abide by the LUSU Equal Opportunities Policy at all times. Racism, sexism, or homophobia will not be tolerated in postering or campaigns.
- B8.6.2 Candidates, and those campaigning for a candidate, shall use no personal derogatory or abusive references towards other candidates, or existing LUSU officers and staff.
- B8.6.3 Candidates shall not approach LUSU staff or current Sabbatical Officers to assist in any campaign.
- B8.6.4 Candidates shall not mention LUSU 'restricted business' as defined by the Union Council.
- B8.6.5 No unauthorised electronic or computer canvassing may take place, especially on e-mail, Radio Bailrigg, and disco services. A JCR Chair may authorise the use of PA systems to address an audience at JCR Meetings, as long as this resource is available to all candidates.
- B8.6.6 There shall be no campaigning within the immediate area of the polling stations nor by amplified means within hearing of persons within a polling station on the day of polling. On the day of polling, all election material in or visible from polling stations shall be removed by the CRO or a nominated alternative before voting commences.
- B8.6.7 During polling times, candidates may only enter a polling station three times for a maximum of 5 minutes each time. This shall be recorded by the issuing officer at each polling station.
- B8.7** Polling
- B8.7.1 Ballot boxes, college rolls, and any additional information shall be collected from the Union no later than 9.30am on the day of polling. This is to be organised by election sub committee.
- B8.7.2 Polling shall take place between 10:00am and 6:00pm, in the Colleges, and from 6:00pm to 8:00pm at a central point set by the Elections Sub- Committee, which shall normally be the foyer of the LUSU building.
- B8.7.3 A Polling Station shall be staffed by no less than two people, appointed by the Elections Sub-Committee throughout the day, one of which will be from an alternative JCR. Each Undergraduate JCRs shall be twinned with another in order to facilitate this. They shall be twinned thus:
- B8.7.3.1 Lonsdale – Cartmel;
- B8.7.3.2 Grizedale – Pendle;

B8.7.3.3 Furness – Fylde;

B8.7.3.4 Bowland – County.

B8.7.4 The Library shall be staffed by one Graduate College representative and one other, appointed by the Elections Sub-Committee. The Library will act as the polling station for Graduate College.

B8.7.5 For JCR elections held at a time other than that of a Union election, the Elections Sub-Committee will provide an independent appointee upon the request of the Acting Returning Officer. This independent appointee will be in addition to the two JCR appointees.

B8.8 Voting

B8.8.1 Voters shall sign next to their names on the electoral roll. Appropriate forms of identification, as defined by the Elections sub-committee must be checked if the identity of the voter is unknown. This will usually be a library card.

B8.8.2 Each person voting shall be issued ballot papers for all election posts, except for those of the Sabbatical or Non-Sabbatical Women's Officer which should only be issued to female students, and Postgraduate Students' Representative which should only be issued to Postgraduate students.

B8.8.3 The issuing officers shall fill in the name of the College being voted in, the number of the paper, and their signature on all ballot papers before they are issued.

B8.8.4 Issuing officers shall not give advice to voters or make any remarks about any of the candidates. If a voter asks for information they should be shown a manifesto booklet.

B8.8.5 Ballot boxes and college rolls shall be promptly returned to the Union after the close of polling.

B8.8.6 A notice informing people of the time of polling and the location of the central ballot box shall be displayed in the Colleges upon the close of College Polling Stations.

B8.8.7 Members shall have access to postal and proxy voting for all elections under the regulations laid out in Bye Law 9.

B8.9 The Count

B8.9.1 JCR election counts shall take place at a central location from just after 8.00pm on the day of Polling. JCRs shall conduct the counting, with Union officials overseeing.

B8.9.2 For JCR elections held at a time other than that of a Union election, the count shall be overseen by an appointee of the Election Sub-Committee

B8.9.3 Union election counts shall take place just after 8:00pm on the day of polling. Each JCR shall provide at least two people to conduct the counting.

B8.9.4 All Colleges' votes shall be counted, and recorded individually, except for multiple place STV counts. In such elections, the first round only shall be counted in Colleges.

Subsequent rounds, if necessary, shall be counted on a Union-wide basis.

- B8.9.5 The votes for standard counts and multiple place STV counts may be counted in separate locations in order for the counts to be conducted more efficiently.
- B8.9.6 An official form shall be provided to record each College's results, and these shall be kept as a record of proceedings. From these forms, the full result can be calculated.
- B8.9.7 Only authorised counters and nominees of the candidates shall be allowed in the count room, and may only leave after clearance from the CRO.
- B8.9.8 Each candidate shall be allowed one nominee to oversee the count. These nominees may only observe proceedings to ensure correct running, and shall not interfere with the count in any way. Any comments they wish to make shall be made to the CRO. Nominees who disrupt proceedings can be removed from the count room, and further action may be taken.