

# Rules and Regulations on Elections and Referenda -



**Michaelmas Term 2018**

## What this document includes:

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## Section 1: Introduction

This guidance document exists to ensure the principles below are upheld throughout the elections period. Candidates and campaigners should make sure they have read and understood these rules before planning their campaign. Following these rules will ensure all participants in the elections have the most rewarding experience.

LSESU's elections and referenda are guided by the following principles:

- **Accessibility and Inclusivity**
- **Accountability**
- **Fairness**
- **Respect**
- **Transparency**

The guiding principles are in regards to the treatment of all students, candidates and staff members of LSE Students' Union and LSE.

# Glossary

In line with our commitment to make sure these elections are accessible we have provided this glossary to make our rules more understandable.

**Sabbatical Officers:** Sabbatical officer roles are paid and work for the union on a full or part-time basis to represent students on campus. For the purpose of this election, sabbatical officers means the following roles:

- **Postgraduate Students' Officer.**

**Non-Sabbatical Officers:** These roles are paid positions, elected to either represent a community/liberation group within LSE. For the purpose of this election, sabbatical officers means the following roles:

- **Disabled Students' Officer**
- **Mature & Part Time Students' Officer**
- **Postgraduate Research Students' Officer**

**All other elected positions:** The following roles are elected to represent the general student body on different functions of the LSE/LSESU decision making structure. For the purpose of this election, this means the following roles:

- **Democracy Committee**
- **General Course President**
- **Graduate Teaching Assistant Rep**
- **Member of Academic Board**
- **Member of Court of Governors**
- **Member of Trustee Board**
- **NUS Delegate**

**Campaign-free zones:**

Areas where candidates and campaigners are not allowed to campaign. For this election the campaign-free zones are:

- **Students' Union events not related to the elections**
- **All society events**
- **The promotional space (next to the ARC) during voting**

**Campaign team/campaigners:**

Anyone campaigning for any election candidate is deemed part of their campaign team.

**Hustings:**

An event where candidates are given an opportunity to address voters. They get a set time for a speech and receive questions from the audience. This is your chance to let students know why they should vote for you and what you plan to work on if elected.

This covers most of the terms which are discussed during the elections please check our nominations and campaigning FAQs for a more indepth answers to the most common queries.

## Timeline

- **Nominations Open:** Tuesday 9th October, 10am
- **Nominations close:** Tuesday 16th October, 3pm (*Candidates must not formally announce their candidacy before the start of campaigning.*)
- **Manifesto submission deadline:** Friday 19th October, 5pm
- **Hustings:** Monday 22nd October, 6pm - 9pm
- **Hustings:** Tuesday 23rd October, 6pm - 9pm
- **Campaigning Period:** Monday 22nd October, 12pm - Tuesday 30th October, 5pm
- **Voting Opens:** Friday 26th October, 10am
- **Voting Closes:** Tuesday 30th October, 5pm
- **The Election count:** Tuesday 30th October from 6pm
- **Results night event:** Tuesday 30th October from 8pm

## Section 2: Campaigning resources

### Manifestos

Manifestos are your opportunity to share your message to every member and it will be displayed on the website. To ensure every candidate is treated **fairly** there is a word limit for each role.

Full Time Officers: **200 words**

All other roles: **150 words**

### Campaign Materials

Candidates are allowed to spend their own money to provide campaign materials. The limits set are to ensure that no candidate can gain an **unfair** advantage due to the money they have available.

The spending limits are:

Full Time Officers: **£40**

Non-Sabbatical Officer: **£20**

All other roles: **£15**

The Students' Union provides free printing to you. All printing must be done in the ARC using an LSESU staff account. You cannot print in colour, and you cannot print outside the ARC. To ensure candidates are treated **fairly**, there is a printing limit based on the roles you are applying for:

Full Time Officers: **200 A4**

All other roles: **100 A4**

LSESU provides free campaign resources in the Activities Resource Centre including:

- Coloured paper
- Paint
- Banner Material
- Pens
- Pencils

You may also use any resource that can realistically be obtained for free by any other candidate, for example, cardboard.

All other materials must be deducted from your campaign spending limit at the price that anyone could reasonably buy it. Please see the [Frequently Asked Questions](#) document to see items we provide baseline costs for. If the item which you are enquiring about has not been costed then please speak to someone from the engagement team for a costing.

## Section 3: Campaigning

All candidates and campaigners are expected to act in line with the guiding principles of the elections. The codes of conduct that you sign up to as a student at LSE and a member of LSESU apply to you and your campaigns team. This includes, but is not limited to, the Student Charter found [here](#).

### **Be Inclusive and Accessible**

LSESU believes that any and every student should be able to participate in the elections. To ensure that our elections are **accessible** for all candidates. Campaigning can be an extremely busy time on campus, your fellow students have the right to have space where elections and campaigning will not impact their day to day lives. The following spaces are reserved as campaigns free spaces:

- The Library
- The Campaigns Freezone during voting
- Events organised by societies and sports clubs
- Peacock Theatre
- Within 2 metres of a polling station

Be mindful of your own and others wellbeing. Take advantage of the free breakfast vouchers, use the campaigns freezone and be nice to your fellow candidates.

### **Be Accountable**

Each candidate is responsible for the behaviour of their campaigns team, make sure they know and are abiding by the rules laid out in this document. If a member of your campaigns team breaks a rule then it does not reflect well on you as a candidate.

You are accountable for all your actions whilst campaigning, make sure you know the rules and don't forget to ask questions. If you are confused about anything speak to the engagement team.

## **Be Fair**

Manifestos, campaigning and hustings are your chance to persuade the student body they should vote for you. The misuse of power to gain an advantage over other candidates is in contradiction to these principles. Candidates should not force or provide students with the means to vote.

You must not campaign within 2 metres of a polling station.

## **Be Respectful**

Candidates and campaigners are reminded to ensure they are respecting others and themselves during the elections period.

Campaigners must not campaign by canvassing or knocking door-to-door in student accommodation.

Candidates should ensure they are campaigning in a respectful manner to all staff, students and the environment. Get creative with your campaigning! But remain respectful.

## **Be Transparent**

In order to ensure elections are run fairly, LSESU asks all candidates to ensure their campaign is transparent. Ensure you and your campaigns team are following all the rules outlined in this document.

When asked please provide staff and the returning officer with all relevant information on your campaigning this includes, submitting budgets before the close of voting and submitting evidence for a complaints procedure.

## **Section 4: Societies**

LSESU expects all societies and clubs to adhere to the principles and rules of this document. Society committees are responsible for ensure there society is following the correct procedures put into place to support candidates, students and staff at LSESU. If you are a member of a society and you're running for a position in the elections please ensure you are following the rules and principles of the elections in regards to fairness and transparency.

### **Endorsements**

Clubs and societies who wish to endorse a candidate must submit an interest to endorse form by Sunday 21st October.

In order to ensure your endorsement is valid someone from the committee must attend a hustings and register with a staff member.

If a committee member is running in the election, they cannot take part in the discussions when an endorsement is being decided.

Societies and sports clubs must submit the final list of endorsement by 12pm, Thursday 25th October. If an endorsement form is completed after this time it is subject to staff availability when it will appear on the website.

## Section 5: What to do if someone isn't upholding these principles.

LSESU's elections complaints process exists to ensure the guiding principles are upheld and that any candidate and student can be a part of ensuring our elections are **fair, inclusive, accessible, and respectful**.

The Returning Officer is elected every year from the Democracy Committee and is not allowed to support any candidate or run for a role when in position.

All complaints must be made in writing to the Returning Officer by emailing [su.returningofficer@lse.ac.uk](mailto:su.returningofficer@lse.ac.uk).

You must submit evidence of how these principles have not been upheld in this email. The returning officer will reply within one working day. This does not include weekends. Any complaints submitted without evidence will mean a delay in a ruling being made.

The deadline for submitting complaints is the close of polling **Tuesday 30th October at 5pm**.

If the complaint is about the elections count then this must be made no later than 5pm the day after the count.

If the complaint is upheld, the students' union returning officer will apply appropriate measures to ensure the principles continue to be upheld for the remainder of the election period.

**LSE Students' Union believes that vexatious and frivolous complaints do not align with the election's guiding principles especially in relation to respecting your fellow candidates.**

You can appeal the decision made by the returning officer by emailing the democracy committee ([su.democracy@lse.ac.uk](mailto:su.democracy@lse.ac.uk)) within 1 working day of the ruling being published. Any member of the democracy committee who is standing as a candidate, or who is supporting any candidate in the election must step down for the duration of the election.

The Students' Union will be responsible for appointing members of the Students' Union in leadership positions to ensure Democracy Committee remains quorate as an appeals body. Questions about this process should be directed to the Engagement Team ([su.engagement@lse.ac.uk](mailto:su.engagement@lse.ac.uk).)