

Clubs & Societies January By-Election Regulations 2023

In order for all SUBU elections to be free and fair there are a number of regulations must be followed.

This document outlines the regulations for clubs and societies elections.

There are 6 guiding principles to ensure fairness and transparency for everyone involved.

It is the responsibility of the candidate to ensure that they take reasonable steps to understand the election regulations before the election commences.

Any reference to candidates equally applies to others campaigning on their behalf. All campaigns should act within the spirit of the election, if candidates are in any doubt about the interpretation of these regulations, please contact the Returning Officer.

Breaches of these rules may result in sanctions including disqualification.

1) Principles

- a) The law, University Policies and Union Regulations are all in full force and shall apply to SUBU elections
- b) Students must be free to cast their vote without undue pressure or influence
- c) Candidates must treat other candidates, students, staff and members of the public with respect
- d) Candidates must not undermine the fair and democratic running of elections
- e) Candidates must not do anything to gain an unfair advantage
- f) Candidates must respect the campus environment and the community

2) Election Officers

- a) Returning Officer
 - i) This election is overseen by the Returning Officer who is responsible for the good conduct of the election and interpretation of the regulations of the elections. They will also determine complaints about the election, candidates and campaigns. They are the first point of contact, responsible for candidate engagement, day to day supervision and management of the election. The Returning Officer may be contacted by email at suclubs@bournemouth.ac.uk

3) COVID-19 Regulations

- a) In order to ensure the safety of all candidates, voters and the wider BU community during these elections, certain COVID specific regulations must be followed.
- b) The Returning Officers reserve the right to make amendments to these rules, or provide further guidance, in the potentiality that there is a vast change in national guidance. If this does happen the Returning Officers shall communicate this with all candidates and shall be publicised to the wider student body.

1) Roles, Voting and Participation

- a) Once the nomination period has closed, no new nominations can be added to the election.
- b) Once the voting period has commenced, no new nominations can be added to the election.
- c) Voting shall take place on the SUBU website via secret ballot using Alternative Vote for single-seat and Single Transferable Vote for multi-seat positions.

- d) Those who are elected shall take up their role from the 27th January 2023 for the remainder of the 2022/23 academic year.
- e) In order to be eligible to contest one of the roles you must be eligible at the point of election and for the remainder of the 2022/23 academic year.
- f) There shall also be a 're-open nominations' candidate for all roles.
- g) Should there be a tie the Returning Officer for the election shall conduct a coin toss to determine the outcome.
- h) Clubs and Societies:
 - i) Mandatory Roles: must be filled by a Club and Society Member who is also Student Members of the Union:
 - (1) President
 - (2) Treasurer
 - (3) Secretary
 - ii) Non-Mandatory Roles: must be filled by a Club and Society Members who is either an Affiliate or Student Members of the Union
 - (1) Health and Safety Officer
 - (2) Equipment Officer
 - (3) Any Additional Positions that relate to the club or society, that were submitted by the deadline outlined in pre-elections communication. There may be no more than 8 roles total, including 5 Non-Mandatory Roles.
 - iii) Candidates can only contest one mandatory committee position per Club and Society.
 - iv) Only Student Members of the Union who are also paid members of the Club or Society shall be able to vote.
 - v) For the avoidance of doubt memberships may be purchased during the election period and Clubs and Societies may not alter their membership fee during the election period.
 - vi) This is the last opportunity to elect committee members for the academic year. If a post does not receive any votes or the candidate for this post is disqualified or steps down, the post will remain vacant and the society will be deemed inactive for the remainder of the academic year.

4) Expenses

- a) Candidates may not spend anything or use resources that others would not have access to as a part of their campaign.

5) Conduct and Campaigning

- a) Offensive language of any kind will not be tolerated.
- b) Candidates are encouraged to participate in healthy debate but should only criticise manifesto points and not candidates personally.
- c) Campaigners must not cheat, lie or defame other candidates or campaigners.
- d) It is strictly prohibited for candidates to supply electronic devices or to handle voter's devices.
- e) Candidates and supporters of candidates who have an official role within SUBU or BU, whether this be permanent staff, student staff, volunteers (including trustees and Part-Time Officers) may continue to act in this role but must not abuse their position including: endorsing candidates in an official capacity, campaigning while on duty or utilising resources that others do not have access to.
- f) Clubs and Societies may not endorse specific candidates for any Clubs and Societies roles.

- g) Candidates must not campaign in any form before campaigning has officially opened. This includes social media.
- h) Candidates must not run on a slate, including running on joint platforms, manifesto promises or branding.
- i) Candidates must not split/pool resources with other candidates.
- j) Candidates are responsible for their own campaign material. Any material left unattended is done so as the candidate's own risk, this includes posters. The students' union will not deal with complaints about campaign material being removed, other than in exceptional circumstances.
- k) All campaign materials must be thoroughly removed before the announcement of the election result.
- l) Candidates must only use white tac or cable ties to secure items and no campaign material which is deemed to be semi-permanent by the Returning Officers may be used, this includes but is not limited to, stickers, cellotape and chalk.
- m) Campaign materials that pose a health and safety risk will be removed.
- n) Candidates may only campaign in spaces created by their club and society such as closed group chats, social media pages, club or society meetings, activities or socials.

6) Complaints and recounts

- a) Clubs and Societies complaints;
 - i) All complaints will be investigated by the Elections Returning Officer and dealt with in a reasonable and proportionate manner.
 - ii) Complaints should be made as soon as possible, and no later than one hour prior to the commencement of the count. Complaints cannot not be made after this time.
 - iii) Only complaints made in writing, via the complaints form will be considered.
<https://www.subu.org.uk/represented/dandc/regulationsandcomplaints/>
 - (1) Complaints must have the following information:
 - (a) Name and contact details of person making complaint (anonymous complaints will not be accepted)
 - (b) Name of person being complained about
 - (c) Details of incident (including time and date)
 - (d) Details of any witnesses/ evidence v) Details of which rule has been broken
 - (e) Details of the action requested
 - iv) The Returning Officer shall review, determine and communicate the outcome of a complaint to the complainant and anyone to be sanctioned no later than 24 hours after receipt of the complaint. This may only be departed from where complaints are of a complex nature, at the sole discretion of the Elections Returning Officer.
 - v) The decision of the Returning Officer is final and there shall be no opportunity to appeal the decision of the Returning Officer.

If you have any questions about the rules regulating the election, please contact the Returning Officers at suclubs@bournemouth.ac.uk