



STUDENTS' UNION ELECTIONS

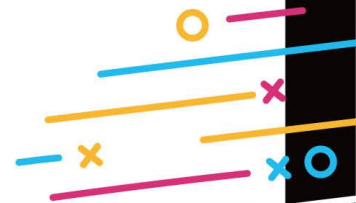
Candidate Briefing

Marianne Melsen (Head of Student
Voice and Insights)



This session

- The Candidate Briefing will cover the key elections rules to ensure all candidates are aware of the rules.
- Not knowing the rules is not an excuse for breaking the rules.
- If there's something you're unsure about, please ask for clarification. There's time for questions at the end, and you can contact us on su-elections@qmul.ac.uk at any point during the elections period.
- The slides will be available in the Candidates Hub under 'Resources to download'.





When are you allowed to campaign?

- You are welcome to begin your campaign immediately but keep in mind that students can't vote yet. Campaigning now can still be useful to raise awareness of yourself and the elections.
- Voting takes place Monday 13 October at 12pm (noon) until Thursday 16 October at 12pm (noon).
- You can campaign until the very last second of the voting period.
- The only exception is when students are voting – you must not be present when a student is voting. In this election, the majority of voting will be done at polling stations, and you are not permitted to campaign when there's a polling station operating (you can still campaign in other locations).





Where are you allowed to campaign?

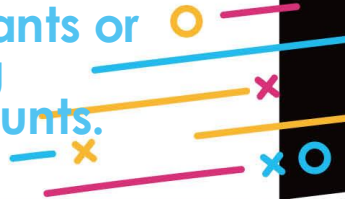
- You must not campaign in the libraries, labs (including computer labs), polling stations or any other space that a staff member has instructed you to not campaign in.
- You must not block any doors or access ways.
- You must not use glue, stickers or cello tape to fix promotional materials to buildings, furniture or any other items – always use blu tack.
- Your promotional materials must not cover any other promotional materials or signage (only put your promo up if there's a clear space for you to use).
- If you put up posters or leave materials in areas without permission, they may be removed without warning by cleaning staff.





How are you allowed to campaign?

- All **legal** means of campaigning are allowed, unless otherwise specified in the Students' Union bye-laws, rulings from the Returning Officer, the information for candidates or QMUL's rules for student conduct.
- You are welcome to use existing social media accounts (but it might be worth going through your old posts to make sure you're happy for everyone to see these).
- You must not use any electronic sound equipment such as loudspeakers or loud hailer when campaigning.
- Student groups that are part of the Students' Union (such as societies and sports clubs) cannot endorse candidates. This includes, but is not limited to, a student group using their grants or subs account to support candidates' activities, or endorsing candidate(s) through their mailing list or social media accounts.





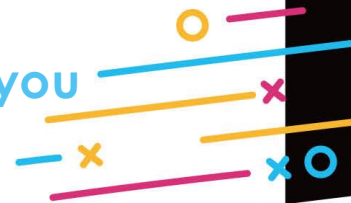
And be nice and respectful, please

- You must follow the elections rules and must behave in a respectful manner during all stages of the elections. Political debates are an important part of elections but bullying and harassment are not tolerated.
- You must not do anything that could undermine the free, fair and democratic running of the elections, or bring the Students' Union into disrepute with students, the university or any external organisation.
- All the rules set by QM and the Students' Union and any relevant legislation also apply during the elections and cover all your campaigning activities and promotional materials.
- You must not remove, damage or change promotional materials belonging to other elections candidates (for example, you must not draw on their materials or cause damage to their materials).



Rules for your supporters

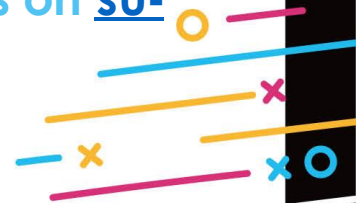
- You are welcome to have a group of supporters to help you with your campaign, but these must be full members of the Students' Union (so that means they must be current QM students).
- Your supporters can't be staff members or family and friends outside QM.
- If you have any supporters helping you with your campaign, it's your responsibility to tell them about the election rules (please get them to read this briefing), and it may have consequences for you if your supporters break the elections rules (even if you were unaware or didn't instruct them to break the rules).
- You're welcome to campaign with other candidates, but if you share promotional materials, you must declare a slate.





Staff and student staff

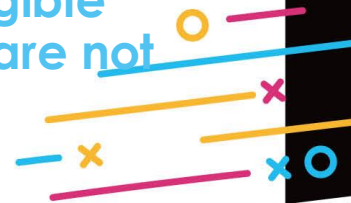
- Staff must remain neutral. Don't waste your sweets and leaflets on us :)
- Student staff members employed by the Students' Union (for example, students that work in Ground or Qmotion) and Students' Union Executive Officers must not campaign during working hours and must not use any resources provided by the Students' Union (such as uniforms, access to printing or mailing lists) for the purpose of campaigning.
- If you are employed by the Students' Union, we are very happy to explain the rules in more detail – book a drop-in or email us on su-elections@qmul.ac.uk.





Budgets

- The maximum budget is £50 for each candidate (unless you are on a slate – tell us if that's the case).
- You must not exceed the allocated candidate budget. Not even if you are willing to pay more out of your own money or have pre-owned items that you can use. You must keep all receipts and be prepared to submit these on request.
- You must not hold prize draws or use giveaways (regardless of whether these items are pre-owned, donated or purchased for the purpose of elections) to incentivise voting in general, or incentivise votes for a specific candidate. Giveaways of items of negligible value (such as sweets) is permitted, as long as these items are not given away in exchange for votes.





What happens if someone breaks the rules?

- If you think someone has broken the rules, you can contact us on su-elections@qmul.ac.uk to discuss the situation and get advice.
- You can submit a formal complaint to be considered by the Returning Officer or their deputy. You must use the complaints form (available in the Candidates Hub under 'Resources to download') and submit evidence to support your complaint.
- Complaints must be submitted as soon as practically possible, and no later than one hour after voting closes. Complaints about the count must be submitted within one working day of the announcement.
- If a formal complaint is upheld, the outcome will depend on the nature and severity of the offence. Outcomes normally range from reminders about the rules to permanent exclusion from the elections.
- Where relevant, action may also be taken under the Code of Conduct and the University's processes.



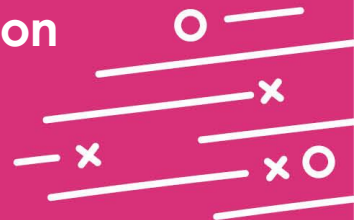
PUBLIC SERVICE ANNOUNCEMENT

Don't forget to complete your nomination if you still want to be a candidate.

You **MUST** submit your photo and 50-word statement by 12pm (noon) on Wednesday 1st October.

You can also submit your (optional) manifesto and plain-text manifesto until 12pm (noon) on Wednesday 1st October.

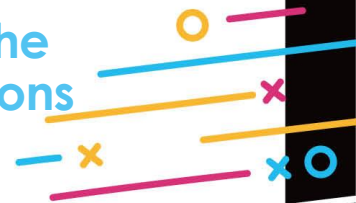
There's information and guidance about the requirements for photos, statements and manifestos in the Candidates Hub on qmsu.org/elections.

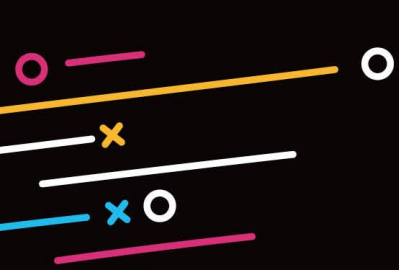




Support

- Read the information in the Candidates Hub on the Students' Union website (qmsu.org/elections - click on 'Candidates Hub')
- Read the emails we send you (yes, really)
- Campaigning kick-off – Thursday 9th October at 3.30-6pm (SU Hub)
- Email us on su-elections@qmul.ac.uk (we work Monday-Friday, 9am-5pm)
- Book a drop in on MS Bookings (link on the website)
- Please note that the SU Reception isn't directly involved in the elections, so they are unlikely to be able to help with elections queries





 QMSU

 @QMSU

 Queen Mary Students' Union (QMSU)

QMSU.ORG/ELECTIONS

