

STUDENTS' UNION ELECTIONS



QM | Queen Mary
SU | Students' Union

Candidates Briefing

- The Candidates Briefing will cover the elections rules to ensure all candidates are aware of the rules.
- All candidates must follow the elections rules and behave in a respectful manner during all stages of the election.
- Not knowing the rules is not an excuse for breaking the rules.
- If there's something you're unsure about, please ask for clarification. 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 & Forms'.

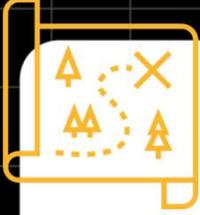




When are you allowed to campaign?

- You are permitted to start your campaign after the Candidates Briefing (so very soon).
- No votes can be cast until voting week (from 23rd March at 10am until 26th March at 4pm).
- You can campaign until the very last second of the voting period.
- During voting, you must not be present when a student is voting. If a student is using their phone, laptop or another device to vote, you must step away from them and allow them to cast their votes without you guiding them, touching their device or looking at their votes.





Where are you allowed to campaign?

- You must not campaign in the libraries, labs (including computer labs) or any other space that a staff member has instructed you to not campaign in.
- You must not block any doors or access ways.
- If you want to place any printed materials (such as leaflets or posters) anywhere on campus (apart from designated areas within SU spaces), you should get permission from the relevant building manager. Unauthorised materials may be removed.
- 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).





How are you allowed to campaign?

- All means of campaigning are allowed unless stated otherwise in the elections rules or in rulings issued by the Returning Officer or their deputy.
- You must not campaign in a way that brings the Students' Union into disrepute with students, the university or any external body.
- You must not use any electronic sound equipment such as loudspeakers or loud hailer when campaigning.
- 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).





And be nice! (Please)

- 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 do anything that could undermine the free, fair and democratic running of the elections.
- 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).
- Political debates are part of the elections and some people might not agree with you, but all forms of harassment and bullying are unacceptable. Please contact us on su-elections@qmul.ac.uk or use Report+Support if you experience any harassment or bullying.





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, family or friends outside QM.
- The actions of your supporters are directly attributable to you, and you have full responsibility for their actions. You must take reasonable steps to ensure that the actions of your supporters comply with the elections rules at all times, and you must be able to demonstrate this in the event of a complaint against them.





Support from other candidates and student groups

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- You may campaign together and endorse other candidates without forming an official slate. If you share promotional materials (including joint design, logos or team names), you must form an official slate.
- Student Media that is part of the Students' Union may choose to promote the elections. In this case the media will ensure fair coverage of all candidates for the same position. It's up to you to decide if you want to take part.
- Student groups that are part of the Students' Union (such as societies and sports clubs) cannot endorse candidates or groups of 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.





Staff and student staff

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- 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

- You must not exceed the allocated candidate budget. Not even if you are willing to pay more out of your own money. You must keep all receipts and be prepared to submit these on request.
- The maximum budget is £100 for Exec candidates and £50 for Trustee candidates (unless you are on a slate – you must tell us if that's the case, and then we'll confirm your budget).
- You must not hold prize draws or 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 & Forms') and submit evidence to support your complaint.
- Complaints should be submitted as quickly as possible and no later than Thursday 26th March at 5pm.
- 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.





PUBLIC SERVICE ANNOUNCEMENTS

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 4th March.

You can also submit your (optional) manifesto and plain-text manifesto until 12pm (noon) on Wednesday 4th March.

Want to kickstart your campaign? Come to the Campaigning Kick-Off on Thursday 12th March at 12-2pm at the Garrod Foyer (Whitechapel) and 3-6pm at the SU Hub (Mile End).



Support

- Read the information in the Candidates Hub on the Students' Union website – this briefing only covers essential information, and there's much more info and advice in the Candidates Hub
- Read the emails we send you (yes, really)
- Email us on su-elections@qmul.ac.uk (we work Monday-Friday, 9am-5pm)
- Book a drop in on MS Bookings
- During the voting period, we'll be available for in-person drop-ins twice a day (no need to book a slot)
- Reception staff are unable to help with elections issues



**APPLY BY MIDDAY
MON 2 MAR**



QMSU.ORG/ELECTIONS