

HULL UNIVERSITY  
**UNION**

**CANDIDATE HANDBOOK  
HUU SPRING ELECTIONS 2018**

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# 1. What is the Students' Union?

Hull University Union (HUU) is the Students' Union of The University of Hull. We are a registered charity. To comply with Charity Law we need a constitution which confirms what the aims of HUU are. We have to stay within the parameters of the Constitution in everything we do.

The purpose of Hull University Union is to enhance the lives of every person studying at the University of Hull.

We will achieve this by:

- Bringing you together;
- Offering you opportunities to develop;
- Representing and empowering you to make change.

The objects do not cover the provision of commercial businesses that we run. Charities are not allowed to trade so our shop, bars and entertainments form part of a trading company (HUU Service Limited) which gives all its surpluses to HUU, the charity, to help us meet our objectives above.

The constitution can be viewed in more detail on our website:

<http://hullstudent.com/about-us/governance/articles-memorandum-of-association>

HUU is a separate entity from the University of Hull. We are led by students for students with the help of staff and selected trustees.

## 2. How does HUU operate?

### 2.1 Board of Trustees

Governance of HUU is carried out by a Board of Trustees. The composition of the Board includes **five Student Officers** (students) and **four external Trustees** selected for their skills and experience. There are also **four Student Trustees**, who are elected by the student body. The Board meets approximately six times per year at regular intervals to coincide with important times in the planning and reporting cycle (Annual Report and Accounts/Annual General Meeting/budgeting/Student Officer handover). The Chief Executive acts as advisor to this body.

The role of the Board of Trustees is detailed in the Constitution. The Board's **main duties** are:

- ensuring there are an appropriate mission, vision and values for HUU;
- approving strategy;
- meeting financial requirements of the Charity Acts and approving and monitoring planned income and expenditure; setting limits of monetary expenditure by individuals and committees;
- ensuring long term financial stability of HUU;
- ensuring resources are available to suitably staff HUU to meet the strategy;
- consulting regularly with the membership regarding strategy;
- reviewing regularly the performance of the Union Executive Committee and to act upon recommendations of Union Council;
- removing Trustees who contravene charity law;
- ensuring all recommended policy meets the objects of HUU, its strategic and financial plans and is not ultra vires.

### 2.2 Union Executive Committee

The Union Executive Committee (UEC), which consists of the 5 full time Student Officers, is responsible for implementing the vision, mission, values and strategy set by the Board of Trustees. The work of UEC focuses on representing students and offering organisational leadership.

The UEC will be expected to communicate progress with the strategy and plans and consult regularly with the Zones, Union Council and the membership.

The UEC meets regularly to monitor progress, agree plans and campaigns and deal with day to day issues of our members.

## 2.3 Student Officers

Student Officers are full-time Officers who are elected annually by the student body. They have either graduated or are taking a year out of their study to undertake a number of roles within HUU:

- **Trustee** – As a member of the Board of Trustees, they carry out the duties described above (see Role of the Board of Trustees).
- **Representative** – Each officer will contribute to the work of UEC in ensuring the collective voice of our student members is heard by the University, the local community and nationally. All positions involve representing students on University committees working with the University to improve our students' experience.
- **Leader** – Each Officer line-manages their zone (Governance, Education, Welfare & Community, Activities, Sport) within HUU and supports the part-time officers in achieving their goals.

## 2.4 Zones

To help them deliver their plans, each Student Officer has a committee called a Zone. For those students who want to take on a voluntary role within these areas, there are many positions within each zone which suit a variety of interests. There are 5 Zones in HUU: Governance, Education, Welfare & Community, Activities and Sport.

## 2.5 Union Council

Union Council acts as a scrutiny body and sounding board to discuss policy. In order to scrutinise the performance of the Student Officers and the individual members within their zones, the Union Council meets three times per semester and consists of the members of each zone, plus ten Councillors for Scrutiny and four Faculty Reps who sit on University Senate.

### 3. What positions are open for election for 2018-2019?

You can find detailed **role descriptions and further particulars** for all roles on our website at [hullstudent.com/elections18](http://hullstudent.com/elections18)

If elected, you will take office in the new academic year and be in post until the end of the academic year 2018/19. All Student Officers take office on Friday, 29 June 2018 and finish their **term of office** on 28 June 2019.

If you have any questions, please contact the Assistant Returning Officer by e-mailing [elections@hull.ac.uk](mailto:elections@hull.ac.uk)

There will be an **information meeting for all candidates** after the close of nominations. Attendance at this meeting is compulsory for all Student Officer candidates and strongly encouraged for all other candidates.

Student Officer candidates must attend the meeting or send a delegate. If a Student Officer candidate (or their delegate) cannot attend the meeting, an apology and reason for absence must be sent to [elections@hull.ac.uk](mailto:elections@hull.ac.uk).

**Date:** Friday, 9<sup>th</sup> March 2018

**Time:** 3-5pm

**Venue:** MR 1, Student Central

Join our Facebook group "ELECTIONS 2018: Candidate Information Group" where we will share useful information throughout the election period.

## 3.1 Student Trustees

Student Trustees are important in ensuring that a wide cross section of student views and experience are represented on the Board of Trustees, to **support us in our governance** and develop HUU's future direction.

There are usually five Trustee Board meetings a year and an away day in the summer. The meetings start at 10.30 am and finish by 3 pm. Papers are sent out a week in advance and you should ensure you have time to study these prior to the meeting. Student Trustees are also invited to sit on the Board's two subcommittees – the Finance, Audit & Risk Committee and the Appointments & Governance Development Committee. All students at Hull University can nominate themselves as long as you will be studying in the academic year 2018/2019.

This is a **voluntary role** and you will not receive any payment, however expenses for travel will be made where appropriate.

As a Student Trustee **you will:**

- Contribute to the experience of your fellow students at the University of Hull;
- Gain experience in governing a rapidly changing environment;
- Have an opportunity to influence and implement change;
- Be part of an organisation that is a leader in the SU movement;
- Be able to put your skills and enthusiasm to good use in a new environment.

The **skills and requirements** for the role are as follows:

- Commitment to devote the necessary time to the role;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the role;
- Understanding of good governance practice;
- Ability to think strategically;
- Ability to exercise independent judgement;
- Ability to think creatively;
- Willingness to challenge and support others, working at the highest level;
- Ability to work effectively as a team.

**The nomination process is different for Student Trustee positions:**

Nominations open on 29 January 2018 and close on 9 February 2018.

Interviews will be held by the Appointments Panel w/c 12 February 2018.

Voting for the elections opens on 12 March and closes on 16 March.

**Please note:** You do NOT have to arrange publicity if you are a candidate running for Student Trustee.

## 3.2 Student Officers

*The following are full-time paid (£18,070 p.a.) Student Officer positions with a one year term of office starting on 29 June 2018. Candidates may take up this post as a year out of their degree or after graduation. In the case of the former, the University allows you to take a "sabbatical" year away from your studies.*

*For a detailed role description please visit <http://hullstudent.com/elections18/roles>*

**President:** The President is a Principal Officer of the Union; a Trustee of HUU and the Chairperson (casting vote only) of the Union Executive Committee. The President is responsible for Union representation and liaison between the Union, the University, the local community and national bodies. The President is head of the Governance Zone.

**Education Officer:** The Education Officer is a Principal Officer of the Union; a Trustee of HUU; and a voting member of the Union Executive Committee. The Education Officer is responsible for the academic welfare, support and representation of students at the University of Hull. The Education Officer is head of the Education Zone.

**Welfare & Community Officer:** The Welfare & Community Officer is a Principal Officer of the Union; a Trustee of HUU and a voting member of the Union Executive Committee. The Welfare & Community Officer is responsible for the policy, co-ordination and organisation of HUU's welfare & community services. The Welfare & Community Officer is head of the Welfare & Community Zone.

**Activities Officer:** The Activities Officer is a Principal Officer of the Union; a Trustee of HUU and a voting member of the Union Executive Committee. The Activities Officer is responsible for the internal community of HUU, including Societies, RAG and Student Media committees. The Activities Officer is head of the Activities Zone.

**Sports Officer:** The Sports Officer is a Principal Officer of the Union; a Trustee of HUU and a voting member of the Union Executive Committee. The Sports Officer is President of the Athletic Union. The Sports Officer is responsible for the management, provision and representation of Sport at University of Hull. The Sports Officer is head of the Sport Zone.



### 3.3 Union Council Officers

**Environment & Ethics Officer:** Your role will be to educate students at the University of Hull on environmental and ethical issues. You will also work closely with the Welfare & Community Officer in helping HUU lead the Student Union movement in both innovation and participation in environmental and ethical campaigns.

**Part-Time Students Officer:** Your role will be to raise awareness of the issues facing part-time students and to ensure the needs of part-time students are known and represented through the Education Zone and Union Council. The Education Officer and relevant student officers will help you to coordinate activities and campaigns relating to part-time students. You must be a part-time student studying in the academic year 2018/2019 to run for this position.

**Mature Students Officer:** Your role will be to support and raise awareness of the issues facing mature students and to ensure the needs of mature students are known and represented through the Education Zone and Union Council. The Education Officer and relevant student officers will help you to coordinate activities and campaigns relating to mature students. You must be a mature student studying in the academic year 2018/2019 to run for this position.

**International Students Officer:** Your role will be to support and raise awareness of the issues facing international students and to ensure the needs of international students are known and represented through the Education Zone and Union Council. The Education Officer and relevant student officers will help you to coordinate activities and campaigns relating to international students. You must be an international student studying in the academic year 2018/2019 to run for this position.

**Postgraduate Research Students Officer:** Your role will be to support and raise awareness of the issues facing postgraduate research students and to ensure the needs of these students are known and represented through the Education Zone and Union Council. The Education Officer and relevant student officers will help you to coordinate activities and campaigns. You must be a postgraduate research student studying in the academic year 2018/2019 to run for this position.

**Postgraduate Taught Students Officer:** Your role will be to support and raise awareness of the issues facing postgraduate taught students and to ensure the needs of these

students are known and represented through the Education Zone and Union Council. The Education Officer and relevant student officers will help you to coordinate activities and campaigns. You must be a postgraduate taught student studying in the academic year 2018/2019 to run for this position.

**BAME (Black, Asian, Minority Ethnic) Students Officer:** Your role will be to ensure the needs of BAME students are known and represented through the Welfare & Community Zone and Union Council. The Welfare & Community Officer and relevant student officers will help you to coordinate activities and campaigns relating to BAME students. All candidates must self-define as a BAME student.

**Disabled Students Officer:** Your role will be to support students at Hull and raise awareness of the issues facing students with disabilities. You will ensure the needs of these individuals are known and represented through the Welfare & Community Zone and Union Council. The Welfare & Community Officer and relevant student officers will help you to coordinate activities and campaigns relating to disabled students. All candidates must self-define as a disabled student.

**LGBT+ (Lesbian Gay Bisexual Transgender+) Officers:** (Two positions available) Your role will be to support students at Hull and raise awareness of the issues facing students who are lesbian, gay, bisexual or transgender or those who may be confused about their sexuality. You will ensure that the needs of these individuals are known and represented through the Welfare & Community Zone and Union Council. The Welfare & Community Officer and relevant student officers will help you to coordinate activities and campaigns relating to LGBT+ Students. All candidates must self-define as a LGBT+ student.

**Women's Officer:** Your role will be to raise awareness of the issues facing women. You will ensure the needs of these individuals are known and represented through the Welfare & Community Zone and Union Council. The Welfare & Community Officer and relevant student officers will help you to coordinate activities and campaigns relating to gender issues. All candidates must self-define as female.

**Chair Raising and Giving (RAG):** You will chair the RAG committee, which is responsible for facilitating student fundraising at the University, with the aim of raising as much money as possible by legitimate means for the benefit of selected local, national and international charities.

**Chair Societies Executive Committee:** This position is also referred to as the Societies Officer and is a voluntary opportunity to chair the Societies Executive Committee. You

will be responsible for representing the interests and the supervising of Societies at Hull University Union.

**Councillors for Scrutiny:** (Ten positions available.) A voluntary opportunity to bring concerns from the wider student body to the attention of Union Council. You will have the opportunity to get involved with HUU by also sitting on an assigned Union Zone – promoting the issues which are important to Hull students and representing the student body in a scrutiny role. With voting membership on Union Council and a respective Zone, as a Councillor you will have the opportunity to work with and scrutinise full- and part-time student officers.

## 4. Reasons to stand

### Take action.

Be the change you want to see. Not happy with the provision of study spaces or sports facilities? Think the University could do more for part-time or mature students? Run for the position you are passionate about and implement changes to improve the student experience at HUU and the University.

### Represent students.

The University has a diverse student body and we need you to represent those diverse opinions, concerns and bring your experience as a student here to your role. HUU is run by students for students because you know best what matters and how to make a difference.

### Be part of a dynamic and unique organisation.

HUU is an exciting and dynamic organisation that you can be a part of whether that be as a volunteer on one of the zones or leading the organisation as one of the Student Officers.

### Develop your skills.

Employers are always looking for those extra skills that set you apart from other applicants. As an elected officer you will have the opportunity to deliver campaigns, work with Senior University staff, line-manage other volunteers, organize events, chair meetings, work as part of a team and much more.

### Experience the excitement of campaigning.

There is nothing just like the buzz on campus during elections. You will get to chat to students about their experience at the University, to other candidates who are just as passionate as you about representing students and you will campaign together with your team. Regardless of whether you win or lose, the campaign period will be a great experience to remember.

### Experience a job unlike any other.

Any volunteer role in the Union provides unique opportunities that you would not experience otherwise. Especially for Student Officer roles, every day in your job will be different and bring new challenges – from running WelcomeFest over representing students on University Senate to supporting our many societies and sports clubs - you will have the chance to have a positive impact on the student experience every day.

## 5. Officer wins 2017/18 – this could be you!

- Change of Mitigating Circumstances Policy
- Lobbying the University to put on free buses to exams at the Lawns
- Lobbying the University to sign up to #weareinternational
- Campaign to keep Wednesday afternoons free off lectures
- Working with the University on the new Race Equality Charter
- Welfare Wednesdays to showcase work of the Welfare & Community Zone
- Black History Month
- Mental Health Campaign
- Consent Campaign
- Lobbying the Sports Centre to introduce one semester passes
- Supporting sports clubs by trying new approaches such as crowdfunding
- Improving the promotion and digital presence of Sport in the Students' Union
- Improving the awareness of Intramural Sport

## 6. FAQs

### How do I nominate myself for a position?

Nominations are open **online** via [hullstudent.com/nominatenow](http://hullstudent.com/nominatenow) from **Wednesday, 28 February 2018, 9am until Wednesday, 7 March 2018, 3pm**. You must submit your nomination within this timeframe. Nominations submitted past the deadline will not be accepted so make sure you don't wait until the last minute.

### I am an international student – can I run for a Student Officer position?

Yes! If you are elected to a Student Officer position, the University enrolls you on a one-year course which means that you can apply for an extension of your Tier 4 visa. If you have any questions about the process just get in touch with us.

### I am a postgraduate student – can I run for a Student Officer position?

Yes! Every student can run for a Student Officer position and that includes both taught and research postgraduates. Many other Unions have Student Officers who have graduated from their postgraduate degree or are taking a break from their studies – so why shouldn't you go for it too?

### I am not in my final year of study yet – can I run for a Student Officer position?

Yes! If you haven't graduated by the time you start your term as Student Officer, the University allows you to take a "Sabbatical" from your studies. Have a chat with your School if you are unsure about any academic implications.

### Do I have to write a manifesto?

As part of your online nomination you will be submitting your "**Reasons for Standing**". You have **1500 characters including spaces** to explain to students why they should vote for you. Try to be as concise as possible and make sure you only promise realistic goals that you can achieve when elected. You will also be asked to submit a "blurb" which appears as tag line next to your name during voting and is 100 characters in length.

### Is there an information meeting for candidates?

The information meeting will take place on Friday, 9 March 3-5pm in MR 1, Student Central. All **Student Officer candidates must attend** or send a delegate and all other candidates are strongly encouraged to attend as well. We will give you tips on campaigning, run through the election process and answer any of your questions.

### When can I start campaigning?

Campaigning officially starts after the close of the All Candidates meeting on **Friday, 9 March at 5pm**. Make sure to plan in advance when and where you want to campaign – it's a marathon and not a sprint. Campaigning ends with the close of voting on Friday, 16 March at 5pm and all publicity must be removed by 6pm on the same date.

### How much money can I spend on my campaign?

If you are a Student Officer candidate you can spend up to £75 on your campaign. All other candidates may spend up to £15. All candidates are entitled to a full reimbursement of their allocated budget by HUU. All candidates must keep within their budget and bring all receipts to the ARO before **3pm on Friday 16 March**.

### Will there be hustings?

There will be a **Question Time** for all Student Officer candidates which will take place in the form of a debate on **Monday, 12 March** at 6pm in MR1.

### How does the voting process work?

Voting takes place **online** between **Monday, 12 March, 9am** and **Friday, 16 March, 5pm** on [hullstudent.com/votenow](http://hullstudent.com/votenow).

The voting system is a **transferable** or preference **voting system**. This means that students can rank the candidates in order of preference. If no candidate gets 50% of the total votes, then the candidate with the lowest numbers is eliminated. This process carries on until a candidate gets 50% of the votes. So being someone's second preference might still mean you win your election.

All positions will have the option to vote for 'RON', which means **Re-open Nominations**. If RON wins, then the election will be run again at a future date.

### When will results be announced?

Results will be announced on **Friday, 16 March** in Sanctuary from 7pm and subsequently be published online.

Bring your campaign teams along and enjoy the end of a fantastic campaign period.

### Who do I contact if I have any further questions?

You can find detailed role descriptions for every position, the Rules & Regulations and other **resources for candidates on our website** [hullstudent.com/elections18](http://hullstudent.com/elections18)

For any further questions, **get in touch with our Assistant Returning Officer (ARO)** on [elections@hull.ac.uk](mailto:elections@hull.ac.uk) or by calling 01482 46 6246.



## 7. Get started on your campaign

### Make a list or mind map.

Start writing down ideas of what you think needs changing in the area you are running for and think about how you can achieve these goals.

### Be precise.

Be clear in what you want to achieve and how you want to achieve it so your fellow students can easily understand it.

### Less is more.

Limit yourself to three or four key goals that you want to campaign on. Remember there is also a limit of 1500 characters for your "Reasons for Standing" on your nomination form.

### Use your friends.

Even though you are not allowed to campaign until after the All Candidates Meeting (9 March), you can start preparing your campaign and discussing ideas with your friends/campaign team. Find out how they respond to your slogans and goals and use them as a brainstorming pool.

### Find out more about your role.

Don't worry if you have never sat on Union Council or been involved otherwise. You can still come up with great policy ideas to campaign on. Chat to the current office holder to get an idea about the role and have a read through our role descriptions online on <http://hullstudent.com/elections18/roles> that provide more details about each position.

### Use a theme.

Stick to a theme during your campaign in terms of colour, slogans and overall design so people can easily remember and associate your campaign with you.

### Don't spam people.

Think about when and where you will be campaigning and how you would feel in that particular situation if you were to be approached by a candidate. Don't disturb your fellow students during their lunch breaks or when they are in a hurry to get to their next lecture. If you plan to go out in the evenings to campaign, stay sober because nobody likes drunk candidates.

## 8. How to make it through elections

### Plan ahead.

It's a marathon and not a sprint. Have a look at your academic deadlines and make sure you have plenty of time to meet them before or during campaigning. Schedule in time for any other commitments you usually have, even time for doing your laundry and shopping is important. 😊

### Be creative.

Campaigning usually includes posters, stickers, banners, t-shirts and the use of social media. However, the more imaginative the better! You will want to stand out from the crowd. Plus, spending more money doesn't always get you more votes.

### Engage others.

The main reason people vote for a candidate is because the candidate has spoken to them about their goals. Go out and chat to students of all subjects, years, or level of study and find out what is important to them. Even if you cannot convince them to vote for you, get them excited about elections and voting and share your personal message of why getting involved in the democratic process is so important.

### Everyone can win.

You don't need to have been a member of a political party or previously involved with the Union to run a successful campaign. What matters is that you are passionate about student democracy and the goals you want to achieve in your role. Be realistic and don't promise anything that you cannot live up to if elected.

### Take care.

Include breaks for yourself and your team to do some fun stuff or something completely unrelated to elections. And most importantly – don't forget to eat plenty and get a good night's sleep.

If you are struggling at all during elections, get in touch with the [Health and Wellbeing Service](#) located on the 2<sup>nd</sup> floor of Student Central. They operate a daily drop in service (Monday-Friday) and there will usually be a member of the team available to see you that day. The team recommend you telephone 01482 462 222, or visit the AskHU desk on the 2nd floor of Student Central, to enquire about the specific availability for any given day, as the drop-in appointments often get busy. The drop-in appointments are

up to 30 minutes long to discuss your immediate needs. Further appointments of up to 50 minutes can then be made as appropriate.

The **HUU Advice Centre** (1st floor Student Central) is open Monday, Tuesday, Thursday and Friday 9:30am-3pm and Wednesday 12-3pm offering free, confidential and impartial advice. Drop in to see the team or email [hUU-advice-centre@hull.ac.uk](mailto:hUU-advice-centre@hull.ac.uk).

### **Have fun.**

Enjoy yourself during campaigning. You will meet great people that are just as passionate about student democracy as you are. Have fun and make it a time to remember.

## 9. Important dates & times for your diary

When?	What?	Where?
28 February, 9am	<b>Nominations open</b>	Online: <a href="http://www.hullstudent.com/nominatenow">www.hullstudent.com/nominatenow</a>
7 March, 3pm	<b>Nominations close</b>	Online
9 March, 3-5pm	<b>All Candidates meeting</b> (compulsory for those running for Student Officer positions)	MR 1
9 March, 5pm	<b>Start of campaigning</b>  From this point on publicity can be displayed on campus and Social Media pages can go live.	Campus/Online
12 March, 9am	<b>Voting opens</b>	Online: <a href="http://www.hullstudent.com/voteno">www.hullstudent.com/voteno</a>
12 March, 6pm-8pm	<b>Question Time</b>	MR 1
16 March, 3pm	<b>All receipts</b> must be handed in to the Returning Officer Team.	Membership Services Area, 1 <sup>st</sup> floor of Student Central
16 March, 5pm	<b>Voting closes</b>	Online: <a href="http://www.hullstudent.com/voteno">www.hullstudent.com/voteno</a>
16 March, 6pm	<b>All publicity removed</b> from campus.	Campus
16 March, 7pm	<b>Results announcement</b>	Sanctuary

# 10. Rules & Regulations

## Section 1. General Principles.

The rules and regulations for the HUU elections are designed as guidance on how to stand as a candidate and get involved. We have developed these rules with the ambitions that:

- Our elections should be open to all students on an equal basis;
- Our information for voters should be full, transparent, and accurate; and
- Campaigning should not cause nuisance to voters or to members of the University or local community.

## Section 2. Nominations.

2.1 *Eligibility.* Any student may nominate themselves for a position as long as they are a registered student at the University of Hull and a full member of Hull University Union. For exceptions see Appendix 2.

2.2 *Limitations.* No one may stand for more than one position.

2.3 *Timing of nominations.* Nominations have to be submitted online via: [www.hullstudent.com/nominatenow](http://www.hullstudent.com/nominatenow).

- Nominations open for all candidates at 09:00 on Wednesday 28<sup>th</sup> February 2018.
- Nominations close for all candidates at 15:00 on Wednesday 7<sup>th</sup> March 2018.

2.4 *Candidates' Meeting.* All candidates standing for a position are encouraged to attend the Candidates' Meeting, 15:00 to 17:00, Friday 9<sup>th</sup> March 2018, in MR 1. Student Officer candidates must attend the meeting or send a delegate. If a Student Officer candidate (or their delegate) cannot attend the meeting, an apology and reason for absence must be sent to [elections@hull.ac.uk](mailto:elections@hull.ac.uk).

2.5 *Withdrawal.* A candidate may withdraw from the race at any time up until the start of voting by notifying the Returning Officer Team by email.

2.6 *Conflict of interest.* Members of University staff and permanent HUU staff who are also registered as a student may not stand for any position due to a conflict of interest.

## Section 3. Voting.

3.1. *Voting method.* Voting shall be conducted online. Each student shall have a single transferable vote for every election with the exception of the races listed in Appendix 3.

Voters will rank the candidates in order of preference according to STV. Voters will have the option to vote for 'Re-Open Nominations'. If 'Re-Open Nominations' wins, the election may be re-run at a future date.

Candidates require 50% + 1 of the first preferences to win. If no candidate reaches this threshold, the candidate with the lowest number of first preferences is eliminated. The process continues until one candidate achieves the 50% + 1 threshold.

3.2. *Timing.* Voting opens at 09:00 on Monday 12<sup>th</sup> March 2018. Voting closes at 17:00, Friday 12<sup>th</sup> March 2018.

3.3. *Process.* No one may interfere in anyway with the voting process of another student.

3.4. *Results.* Results will be published on the HUU website.

## Section 4. Campaigning.

4.1. *Definition.* Campaigning is understood as any activity or action that is used to promote the candidate.

4.2. *Positive Campaigning.* Campaigning is limited to positive use only. Candidates may question and criticise other candidates' policies but must not refer to their personality or character. Campaigning must be undertaken in a responsible and respectful manner as defined by the Returning Officer Team.

4.3. *Timing.* Candidates must not campaign, including online, before the close of the Candidates' Meeting on Friday 9<sup>th</sup> March 2018.

4.4. *Liability.* Candidates are liable for their campaign and publicity. Candidates must not bring Hull University Union or the University of Hull into disrepute.

4.5. *HUU premises.* No union offices may be used for the storage, assembly or display of publicity material or for campaign meetings.

4.6. *Slates.* A candidate may endorse other candidates during their campaign and share campaign activities. However, campaign materials and budgets must be clearly assigned to one candidate only and cannot be shared. Penalties against one candidate will not affect other candidates on the same slate.

#### 4.7 Campaign Teams.

- Anyone distributing publicity or campaign material, or actively encouraging other students to vote for a candidate, will be classed as a campaign team member.
- Candidates are responsible for the conduct of their campaign team.
- Candidates are responsible for briefing their campaign team on the rules.
- Campaign team members must be full members of HUU.
- Breaches of the rules by campaign team members will be treated as breaches by the individual and the candidate.

#### 4.8 Campaigning Online.

- Campaigning online is subject to the same rules as any other campaigning activity.
- No candidate or member of a campaign team may use any society, departmental, or any other mailing list to harvest email addresses, phone numbers, or any other data for campaign purposes.
- No candidate or member of a campaign team may use existing closed groups on Social Media for campaigning purposes. Campaigning on Social Media is restricted to platforms specifically created for the purpose of the campaign, such as a candidate's Facebook page.
- If something unacceptable is posted online by the candidate or anyone associated with the campaign it must be removed within 1 hour. Failure to remove the offending material may result in the disqualification of the offending candidate from the election.

4.9 *Unfair advantages prohibited.* Candidates may not use any campaign material which is unavailable to the other candidates and gives them an unfair advantage. No candidate may use any position of responsibility (e.g., society positions) to actively advertise their campaign.

4.10 *Question Time.* All Student Officer candidates or their designated delegate are invited to take part in the Question Time to debate their manifestos. This event will take place on Monday, 12<sup>th</sup> March 2018.

4.11 *Location.* Campaigning is permitted across campus, but is not allowed in any designated study areas.

4.12 *Neutrality.* All HUU employees (including Student Officers) and volunteers must remain neutral throughout the elections period whilst performing their duties. This includes student staff while on shift, student volunteers when acting in an official capacity and Student Officers. Societies, Sports Clubs and Standing Committees must remain

neutral and cannot endorse candidates as a committee/group. However their members may take a stance as an individual.

## Section 5. Publicity.

5.1 *Definition.* Any material that is used to promote a candidate is understood as publicity.

5.2 *Display.* Candidate publicity can be displayed on any public noticeboard across campus. No student is to interfere with any candidate publicity without the candidate's approval.

5.3 *Removal of publicity.* All publicity must be taken down by Friday 16<sup>th</sup> March 2018, 6pm. Candidates will be charged for any costs incurred.

5.4 *Budget.* All purchases related to publicity material need to be recorded and counted towards each candidate's budget. Student Officer candidates may spend no more than £75. All other candidates may spend no more than £15. The budget allocated to each candidate may only be used for publicity for that candidate. Failure to record all expenses or to keep within the budget may result in the disqualification of the candidate.

5.5 *Reimbursement.* All candidates are entitled to a reimbursement of their full expenses. All candidates must declare all their expenses, with accompanying receipts, to the Returning Officer team before 3pm on Friday, 16<sup>th</sup> March 2018 (the last day of voting). Candidates running to be a Student Officer may request their campaign budget from the HUU Cash office in advance rather than being reimbursed after the elections period.

5.6 *Content.* No publicity shall contain any reference to another candidate. No publicity shall contain any offensive or threatening language or content. The Returning Officer team reserves the right to remove any offensive publicity. Each printed poster and flyer must contain the date of the voting period (12<sup>th</sup>-16<sup>th</sup> March).

5.7 *Unfair advantage prohibited.* Candidates may not use any publicity material which is unavailable to the other candidates and gives them an unfair advantage. This includes the reuse of any publicity material from previous years. No sponsorship or 3<sup>rd</sup> party endorsement is allowed on any publicity or campaign material.

5.8 *Illegal activity.* Candidates must, under no circumstances, illegally 'fly-poster'. Hull University Union accepts no responsibility for the distribution of publicity.

5.9 *Edible Goods.* All costs of production and/or purchase of any edible goods (e.g., cakes or sweets) must be deducted from the candidate's budget. No candidate is permitted to give out free or discounted alcohol as a way of promoting their campaign.



## Section 6. Welfare.

6.1 *Zero tolerance policy.* HUU has a zero tolerance policy regarding bullying, harassment or threatening behaviour.

6.2 *Disciplinary action.* If anyone is found to be bullying, harassing or threatening another student, they may be removed as a candidate, and referred to the Union for further disciplinary action through HUU's disciplinary procedure.

## Section 7. Complaints and Appeals.

7.1 *Rule compliance.* By electronically submitting the online nomination form, candidates agree to comply with the Elections Rules.

7.2 *Submission.* Complaints must be submitted in written form by the candidate to the Returning Officer team by emailing [elections@hull.ac.uk](mailto:elections@hull.ac.uk).

7.3 *Timing.* Complaints ought to be made within 24 hours of the incident, and submitted at the latest by the close of voting, and must be supported by evidence.

7.4 *Discretion.* The Returning Officer team has complete discretion over any actions they wish to take.

7.5 *Appeal.* The decisions of Assistant Returning Officers can be appealed to the Returning Officer in writing. The decision of the Returning Officer is final.

The Returning Officer Team

8 December 2017

## Appendix 1. Positions Elected.

### *1.1 Student Officers*

- President
- Education Officer
- Welfare & Community Officer
- Activities Officer
- Sports Officer

### *1.2 Part-Time Officers*

- Environment and Ethics Officer
- Councillors for Scrutiny (2x for each zone)
- Black, Asian and Minority Ethnic (BAME) Officer
- LGBT+ Officer (2)
- Women's Officer
- Disabled Students Officer
- Mature Students Officer
- Part-Time Students Officer
- International Students Officer
- Postgraduate Research Students Officer
- Postgraduate Taught Students Officer
- Chair RAG
- Chair Societies Executive Committee

### *1.3 Student Trustees*

## Appendix 2. Nominations.

*Eligibility.* Any student may nominate themselves for a position as long as they:

- Are a registered student at the University of Hull and a full member of Hull University Union.
- (For Black, Asian and Minority Ethnic (BAME) Officer only) identify as a BAME student.
- (For LGBT+ Officer only) identify as an LGBT+ student.
- (For Women's Officer only) identify as a female student.
- (For Disabled Students Officer only) identify as a disabled student.
- (For Mature Students Officer only) identify as a mature student.
- (For Part-Time Students Officer only) are registered as a part-time student.
- (For International Students Officer only) identify as an international student.
- (For Postgraduate Research Students Officer only) are registered as a postgraduate research student.
- (For Postgraduate Taught Students Officer only) are registered as a postgraduate taught student.

## Appendix 3. Voting.

*Voting method.* Voting shall be conducted online. Each student shall have a single transferable vote for every election with the exception of the following races:

- (For Black, Asian and Minority Ethnic (BAME) Officer only): Only students identifying as BAME shall have a single transferable vote in this election.
- (For LGBT+ Officer only): Only students identifying as LGBT+ shall have a single transferable vote in this election.
- (For Women's Officer only): Only students identifying as female shall have a single transferable vote in this election.
- (For Disabled Students Officer only): Only students identifying as disabled shall have a single transferable vote in this election.
- (For Mature Students Officer only): Only students identifying as mature students shall have a single transferable vote in this election.
- (For Part-Time Students Officer only): Only students registered as part-time students shall have a single transferable vote in this election.
- (For International Students Officer only): Only students identifying as international students shall have a single transferable vote in this election.
- (For Postgraduate Research Students Officer only): Only students registered as postgraduate research students shall have a single transferable vote in this election.

- (For Postgraduate Taught Students Officer only): Only students registered as postgraduate taught students shall have a single transferable vote in this election.