



HUU BY-ELECTION RULES & REGULATIONS OCTOBER 2018

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 must be submitted online via www.hulluniunion.com/nominatenow

- Nominations open for all candidates at 09:00 on Monday 17th September 2018
- Nominations close for all candidates at 15:00 on Friday 28th September 2018

2.4 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. If a candidate wishes to withdraw from the race once voting has commenced, they should contact the Returning Officer Team as soon as possible by email so that their name can be removed from the election as swiftly as is practical, and any votes for them reallocated to other candidates in accordance with voters' preference rankings.


2.5 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 1st October 2018. Voting closes at 15:00 on Friday 5th October 2018.

3.3 *Process.* No one may interfere in any way 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 17:00 on Friday 28th September.

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.* A designated space in Student Central will be allocated for the storage of publicity material. No other 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 election Facebook page. Candidates are not permitted to use their personal social media accounts for campaigning.

- If something unacceptable is posted online by the candidate or anyone associated with the campaign it must be removed within one 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 *Location.* Campaigning is permitted across campus, but is not allowed in any designated study areas.

4.11 *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 Monday 8th October 2018, 09:00. Candidates will be charged for any costs incurred if publicity is not removed by this deadline.


5.4 *Budget.* All purchases related to publicity material need to be recorded and counted towards each candidate's budget. 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 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 12:00 on Friday 5th October (the last day of voting).

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 dates of the voting period (1-5 October 2018)

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 third party endorsements 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 action through HUU's 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

7.3 *Timing*. Complaints ought to be made within 24 hours of the incident and submitted at the latest by 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
6 August 2018



APPENDIX 1. POSITIONS ELECTED

Part-time Officers

Councillors for Scrutiny (9)
Black, Asian and Minority Ethnic (BAME) Students Officer
Women's Officer
International Students Officer
Postgraduate Research Students Officer
Postgraduate Taught Students Officer
Part-time Students Officer
Mature Students Officer
Chair Societies Executive Committee (SEC)

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) Students Officer only) identify as a BAME student
- (For Women's Officer only) identify as a female 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
- (For Part-time Students Officer only) are registered as a part-time student
- (For Mature Students Officer only) identify as a mature 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) Students Officer only): Only students identifying as BAME 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 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
- (For Part-time Students Officer only): Only students registered as part-time students shall have a single transferable vote in this election

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- (For Mature Students Officer only): Only students identifying as mature students shall have a single transferable vote in this election