

ltsu

LEEDS TRINITY STUDENTS' UNION

A Guide for Candidate Rules

YOUR VOICE. YOUR POWER. YOUR VOTE.





ELECTIONS 2024

YOUR VOICE. YOUR POWER. YOUR VOTE.



CANDIDATE RULES

To ensure free and fair elections the following rules should be adhered to. Failure to do so may result in disqualification from the election.

Leeds Trinity Students' Union is committed to ensuring that elections are conducted in a fair and appropriate manner. All candidates should be provided with support and guidance so that the regulations and procedures of elections are understood.

We expect candidates to behave honestly and with respect, along with the campaign teams that support them. We ask that all candidates read and sign the following Candidate Conduct Policy before campaigning begins to show that you are aware you will be held responsible for your actions upon breaking any rules. This applies to anyone acting on your behalf as well.

1. All candidates must attend the mandatory candidates briefing on teams between 9-12 pm on 19th February 2024 this can be via Teams or send apologies to LTSUElections@leedstrinity.ac.uk
2. Candidates must take reasonable steps to ensure that their supporter's actions always comply with the campaign rules and must be able to demonstrate this in the event of a complaint against them.
3. If you are unsure if something will break the rules, please ask by emailing LTSUElections@leedstrinity.ac.uk for clarification or contact a member of LTSU staff at one of the polling stations situated around the campus.
4. Candidates should conduct themselves in a way that is respectful of other candidates, students, and staff at Leeds Trinity University.



ELECTIONS 2024

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Campaigning

1. Candidates may not campaign until after the final Candidates Briefing has taken place. This means no flyers, posters, wearable items associated with a candidate's campaign or other means of written publicity can be displayed before this time. All posters must be cleared and approved by LTSU before placement with a maximum of 5 posters per candidate. This also extends to any social media pages for your campaign and any other similar use of alternative social media channels. Please note that conversations are not included in this definition of campaigning and therefore are permitted.
2. Candidates may only alter, move, or remove their campaign materials. Any removal of other candidates' material will not be allowed. Any breach of this will then be referred to the deputy returning officer and will come under the Election Penalties procedure below.
3. Campaigners may only use mailing lists where lawful to do so. In most cases, this will require the consent of the members on the list to use their details for election purposes.
4. Students' Union student staff and Sabbatical Officers are not allowed to campaign for themselves or on behalf of any candidate whilst working for the Students' Union or wearing a Students' Union uniform.
5. The Union will not endorse a candidate and candidates must not state in election publicity that their policies have been endorsed by the Union or refer to individual members of staff. Union staff will not endorse candidates. Sabbatical Officers are not considered as Union Staff.
6. Candidates are not allowed to affix posters to the University reception, Atrium, painted walls, or other locations as directed by the Deputy Returning Officer.
7. The LTSU logo and Leeds Trinity University logo are not to be used in your campaigning publicity.



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Voting

1. Campaigners must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot.
2. Candidates are not allowed to use personal devices (including, but not limited to, phones, tablets, and laptops) to encourage or allow students to vote.

Budget & Expenses

1. Candidates may spend (no more) than £20 on campaign resources, this will be reimbursed (upon production of receipts) by the Students' Union.
2. Candidates must provide a clear, itemised breakdown of all costs associated to their campaign including all receipts to the Deputy Returning Officer within 2 hours of voting closing.
3. Candidates may not accept monetary or material sponsorship from any source to assist with their campaign.
4. Candidates in the NUS (National Union of Students) delegates election will receive no budget allocation from the LTSU for any materials used for campaigning.

Candidate Endorsement

1. Any current student can endorse and support a candidate's election campaign.
2. Students' Union societies or sports clubs that wish to endorse a candidate must ensure that this is done via a democratic decision of the committee. Guidelines on how to do so can be found in the Candidate Hub, including a form to complete declaring the societies' or club's support of a particular candidate.
3. Societies or Clubs wishing to promote a candidate must also include a link to the website www.ltsu.co.uk/studentvoice/elections where all other candidates' manifestos can be read.



ELECTIONS 2024



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4. Candidates are not allowed to be endorsed by an external company or promoted via a commercial company.

Campaign Teams

1. Candidates are responsible for any activities carried out by their campaign team. A risk assessment may need to be carried out please ensure you have spoken to an LTSU staff member BEFORE running any activities.
2. There must be no 'negative campaigning' such as candidates or their campaign team making unsupported attacks or challenges on another candidate's manifesto or personal nature. This includes but is not limited to social media, posters, and verbal communication.
3. Campaign team members will need to sign in daily if they intend to engage in the campaigning process. This will need to be done with a member of the LTSU staff.

Election Complaints

If you believe that an election rule has been broken, then you can raise an election complaint. Complaints against candidates will not be accepted after the close of voting. After voting has closed the only complaints that can be accepted are those about the count. Only students at Leeds Trinity University may submit a complaint and anonymous complaints will not be accepted.

To complete an elections complaint, you will need to fill in the complaint form, www.ltsu.co.uk/studentvoice/elections/complaints which will require the complaint to be based on fact and will require evidence. The complaint will then be considered by the Returning Officer, or their Deputy, who will decide to accept (uphold) or reject the complaint in writing. Any ruling of the Returning Officer shall be communicated to all candidates in the election. You have the right to appeal this decision.



ELECTIONS 2024



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To guarantee a fair hearing during Election Grievances, all communication between the parties involved (complainant and campaigner) must take place through the Deputy Returning Officer. For the parties involved in an Election Grievance, the following applies:

- a. **No contact:** you are not to communicate in any way with the respective parties listed regarding the complaint.
- b. **No recriminations:** you are not to complain about someone making a complaint, to strike down a complaint, nor are you allowed to gossip or spread rumours about a complainant to force them to withdraw a complaint.

You may face disciplinary action or be disqualified from the election if you are found to break either of the above rules for violating the fairness of the election grievance procedure.

Election Penalties

Three types of penalties can be applied to restore fairness following the violation of an election rule. These are not prescriptive penalties but indicate the type of action that is available to the Returning and Deputy Returning Officers.

- a. **Warning:** this is where you will be given a formal warning issued by the Deputy returning Officer which will be logged.
- b. **Campaign Ban:** this can be used to prevent a team from campaigning to remove any specific advantages gained from misconduct.
- c. **Disqualification:** this is applied only in the most serious of circumstances where no other penalty can redress the unfairness caused.



ELECTIONS 2024

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Declaration

Name:

Signature:

Position standing for:

Date:



ELECTIONS 2024

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Election Appeals

If you would like to appeal the decision made then a panel of three members, not connected to the complaint, the complainant or the subject of the complaint shall be convened at the earliest possible opportunity. They shall consider the appeal against the decision of the Returning Officer and decide either to uphold or overturn the decision. Requests for appeal can be on the following grounds:

- a. Review the procedures followed at the grievance stage.
- b. Consider whether the outcome was reasonable in context.
- c. New material evidence you were unable, for valid reasons, to provide earlier in the process.

You will be informed of any outcome in writing, the decision of the Returning Officer is final.

These rules should be read in conjunction with Bye Law 2 Elections and Referenda which can be found at www.itsu.co.uk/furtherinformation

I agree to abide by all the above rules of regulations and understand that any breach of the above by me or my campaign team, may result in sanctions.

Signature	
Name	
Date	
Position	