



HULL UNIVERSITY UNION BY-ELECTION RULES & REGULATIONS OCTOBER 2019

SECTION 1. GENERAL PRINCIPLES

The rules and regulations for the Hull University Union 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 16th September 2019
- Nominations close for all candidates at 15:00 on Friday 4th October 2019

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. Permanent members of University staff and Hull University Union staff who are also registered as a student may not stand for any position due to a conflict of interest. All members who nominate themselves for a position must declare any conflicts of interest prior to the close of nominations at 15:00 on Friday 4th October 2019.



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' (RON). If 'Re-Open Nominations' wins, the election may be re-run at a future date.

Candidates must reach the quota, or threshold, of votes in order to be elected. The quota is worked out based on the number of vacancies for a position and the number of votes cast. E.g. for an election with one vacancy, 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. Their second preference votes will be allocated to the remaining candidates. The process continues until one candidate achieves the required number of votes to meet the threshold.

3.2 *Timing.* Voting opens at 09:00 on Tuesday 8th October 2019. Voting closes at 15:00 on Friday 11th October 2019.

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 Hull University Union website.

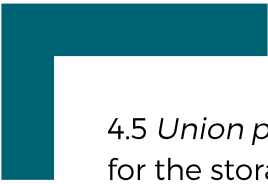
SECTION 4. CAMPAIGNING

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 Monday 7th October.

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 *Union 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:*

- Candidates' campaign team members are anyone who distributes publicity or campaign material, or actively encourages other students to vote for a candidate
- 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 Hull University Union
- 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.
- Candidates can 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 or in the Membership Services areas on the 2nd floor of Student Central (Welcome Desk, Advice Centre, Presidents or Student Voice and Opportunities offices).

4.11 *Neutrality.* All Hull University Union employees (including the President team) 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 the President team. 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 14th October 2019, 09:00. Candidates may 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 16:00 on Friday 11th October (the last day of voting). If candidates make use of small items of stationery that they already own, for example blue-tack, drawing pins or pens, they do not need to declare this as an expense.

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 (8-11 October 2019)



5.7 *Images*. There are no restrictions on the clothing candidates can wear in their publicity and campaigns materials, with the exception of slogans or images which may be deemed offensive. Hull University staff uniform may not be worn.

5.8 *Previous activity and experience*. Candidates can make reference to existing or previous roles, skills and experience which are relevant to the role for which they have nominated themselves.

5.9 *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 in any format, including digital and physical materials. No sponsorship or third party endorsements is allowed on any publicity or campaign material.

5.10 *Illegal activity*. Candidates must, under no circumstances, illegally put up posters or distribute publicity materials in unauthorised places. Hull University Union accepts no responsibility for the distribution of publicity,

5.11 *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*. Hull University Union has a zero tolerance policy regarding bullying, harassment or threatening behaviour.


6.2 *Behaviour/conduct*. If anyone is found to be bullying, harassing or threatening another student, or to have been in breach of the Members' Code of Conduct for any other reason, they may be removed as a candidate, and will be referred to the Union for further action.

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 16:00 on Friday 11th October 2019, 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
September 2019

APPENDIX 1. POSITIONS ELECTED

Part-time Officers

Governance Zone

- Councillor for Scrutiny

Inclusivity & Diversity Zone

- Councillors for Scrutiny x2
- LGBT+ Representative
- Disabled Students' Representative
- Social Mobility & Class Representative

Education Zone

- Councillor for Scrutiny x2
- Mature Students Officer
- Part-Time Students Officer
- International Students Officer
- Postgraduate Research Students Officer
- Postgraduate Taught Students Officer
- HYMS Students Officer
- Foundation Students Officer

Activities Zone

- Councillor for Scrutiny
- HYMS Societies Representative
- Chair RAG

Sport Zone

- Councillor for Scrutiny x2
- Representative for Women in Sport
- Representative for Disabilities in Sport
- Representative for International Students in Sport



Academic Representation Roles

Course Rep Leader roles in the following areas:

Faculty of Arts, Culture and Education

- Department of Criminology and Sociology
- Department of English and American Studies
- Department of History
- Department of Languages and Philosophy
- School of the Arts
- School of Education

Faculty of Business, Law and Politics

- Accounting and Finance Subject Group
- Department of Politics
- Economics Subject Group
- Law School
- Logistics and Systems Subject Group
- Marketing and Business Strategy Subject Group
- Organisational Behaviour and Human Resource Management Subject Group

Faculty of Health Sciences

- Department of Biomedical Sciences
- Department of Midwifery and Child Health
- Department of Nursing
- Department of Paramedical and Perioperative Practice
- Department of Psychological Health, Wellbeing and Social Work
- Department of Psychology
- Department of Sport, Health and Exercise Science

Faculty of Science and Engineering

- Department of Biological and Marine Sciences
- Department of Chemical Engineering
- Department of Chemistry and Biochemistry
- Department of Computer Science and Technology
- Department of Engineering
- Department of Geography, Geology and Environment
- Department of Physics and Mathematics

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 LGBT+ Representative only) identify as an LGBT+ student

- (For Disabled Students' Representative only) identify as a student who has a disability
- (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
- (For HYMS Students Officer only) are registered as a HYMS student
- (For Foundation Students Officer only) are registered as a foundation programme student
- (For HYMS Societies Representative only) are registered as a member of a HYMS society
- (For Representative for Women in Sport only) identify as a female student
- (For Representative for Disabilities in Sport only) identify as a student who has a disability
- (For Representative for International Students in Sport) identify as an international student
- (For all Course Rep Leader roles) are registered on a programme within the academic unit for that role

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 LGBT+ Representative only) Only students identifying as LGBT+ shall have a single transferable vote in this election
- (For Disabled Students' Representative only) Only students identifying as having a disability 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

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- (For HYMS Students Officer only) Only students registered as HYMS students shall have a single transferable vote in this election
 - (For Foundation Students Officer only) Only students registered as foundation programme students shall have a single transferable vote in this election
 - (For HYMS Societies Representative only) Only students registered as members of a HYMS society shall have a single transferable vote in this election
 - (For Representative for Women in Sport only) Only students identifying as female shall have a single transferable vote in this election
 - (For Representative for Disabilities in Sport only) Only students identifying as having a disability shall have a single transferable vote in this election
 - (For Representative for International Students in Sport) Only students identifying as international students shall have a single transferable vote in this election
 - (For all Course Rep Leader roles) Only students registered on a programme within the academic unit for that role shall have a single transferable vote in this election