

SurreyDecides | Candidates' Guide to the Election Rules 2019

THE FOLLOWING RULES MUST BE READ AND UNDERSTOOD BY ALL CANDIDATES.

Please sign the accompanying slip, or email surreydecides@surrey.ac.uk to confirm that you have read and understood these rules.

As a candidate, you are expected to follow the rules of the election. Not doing so will result in action being taken against you by the independent Returning officer. Rule breaks will risk your position in the election. Making vexatious complaints about other candidates can also result in action being taken against you. Focusing positively on your own campaign is the best way to win the election.

During the election the Students' Union will communicate with you via email on surreydecides@surrey.ac.uk. The Union's website also has a page of frequently asked election questions, which you may find it useful to read before sending your email. A link to the FAQ page will be sent round to all candidates. It's advisable to check your student email every day.

The Students' Union's Byelaws have a section (part 3) which describes the rules of all elections, and which should be read alongside these specific rules for Surrey Decides 2019.

Manifesto Submission

The Students' Union will produce an electronic manifesto guide, containing all the manifestos for this election, which will be published across the Student Union's communication channels. A limited supply of printed manifestos will be produced for Question Time.

Any manifesto which is not submitted to surreydecides@surrey.ac.uk in the correct format by the deadline (**9am on Monday 18th February**) will not be included in any Students' Union produced materials, only the candidate's name and the position they are running for will be displayed.

Election Budget

Candidates' campaign costs cannot exceed £70 for a full time officer and £35 for a part time officer candidate. The full amount of either £70 or £35 can be claimed back from the Students' Union. Candidates must supply receipts in order to prove their spending and claim campaign expenses.

Budget forms and receipts must be emailed to surreydecides@surrey.ac.uk by **7pm on Friday 1st March**. Candidates who are late risk being removed from the election count. Forms must be returned even if nothing was spent on the campaign. Supplying fraudulent financial information could result in your disqualification from the election.

Campaigning and Organising

For the purpose of Surrey Decides, 'campaigning' refers to actively soliciting votes from students. Campaigning for votes may begin from **midday on Monday 18th February**. Campaigning for votes is not allowed before this point, in person or online. The campaign period is stated on the election timetable.

Prior to the campaigning period, potential candidates may organise in the form of conducting research, gathering information, or assembling a team. In doing so, you should only focus on developing your campaign and/or team; directly advertising manifesto points or your intention to stand in the election may be interpreted as early campaigning.

Groups of potential candidates may jointly discuss possible manifesto points or campaign approaches before the campaigning period begins, provided that this is for the purposes of campaign development and not soliciting votes.

Any action that could be interpreted as early campaigning for votes will be investigated by the Returning Officer and action may be taken against you. If it is unclear whether preparation activity will be considered as early campaigning, please contact surreydecides@surrey.ac.uk.

Once the campaign period has begun, posters and other campaign materials are allowed throughout the University estate, **apart from the entire Library building** (including the ground floor area outside Simply Fresh). Candidates are permitted to walk through the ground floor foyer but must do so directly and must not campaign or leave any publicity in the building. Any reports of campaigning or advertising material left in any area of the Library building will be treated seriously.

Campaign publicity should not obstruct the normal workings of the campus, for example do not obstruct vision panels in doors or obscure a fire exit sign. Campaign materials must not be placed in hard to reach or dangerous areas. Candidates may not use stickers.

Those who are campaigning must not block access to University buildings, or otherwise disrupt the academic activities of the University.

All campaign material must be removed from campus before the votes are counted.

Question Time

Attendance at Question Time is advisable but not compulsory. Candidates who wish to be present and are unable to do so will be offered the opportunity to submit a video and have the option to answer questions via skype. There will be a Question Time briefing during the Candidate Academy event on **Saturday 16th February**.

Voting

It is against the election rules to cast a vote with another person's log in details. Every student has the right to vote secretly. Any evidence of candidates interfering with another student's vote will be taken very seriously by the Returning Officer and may result in disqualification from the election.

After the Election

Once the election period is finished you will be asked to give feedback based on your experience of being a candidate. This is valuable for us to be able to improve the experience of the elections in the future.

If you are successful you will begin your time in office on **Monday 8th July**.

The Students' Union provides training for all newly elected officers and it is very important that if you are standing as a candidate, you keep the following dates free and attend all of the training provided:

MONDAY 17TH JUNE – FRIDAY 21ST JUNE – TRAINING FOR ALL PART TIME OFFICERS
THURSDAY 4TH JULY – FRIDAY 5TH JULY – TRAINING FOR ALL FULL TIME OFFICERS

Any Questions?

Once you have read and understood these rules, please sign the accompanying slip and return it to an election official. **If you are reading these rules via email, please respond to surreydecides@surrey.ac.uk to confirm that you have understood.** If you have any further questions please contact us at the Surrey Decides email.