



AUTUMN ELECTION PACK

GUIDELINES FOR CANDIDATES

1. CONTACTS

Returning Officer: Drew McConnell

SRC President: Lauren McDougall

Tel: 0141 330 5360 **Email:** elections@src.gla.ac.uk or president@src.gla.ac.uk

2. OVERVIEW

Be in the right spirit for the Elections: Be committed, be responsible, be fair, and enjoy it – if you follow these guidelines, then most problems will be avoided.

Contact current and former Council members for advice on positions, campaigning and any other aspect of the election you might be unsure of.

Please make sure that you read Schedule 2 of the SRC Constitution¹, which outlines the full rules for elections, as well as the guidelines below.

Bear in mind that you could end up working with some people that you are standing against, now or in the future, so be polite and considerate of other candidates.

3. SCHEDULE OF EVENTS

Nominations Close	Friday 28 th September 4pm, Welcome Point, McIntyre Building
Candidates' Meeting	Thursday 4 th October 1pm, Williams Room, McIntyre Building
Hustings	Tuesday 9 th October 6pm, Room 201, McIntyre Building
Polling Opens:	Thursday 11 th October at 9am
Polling Closes:	Thursday 11 th October at 5pm
Voting:	www.glasgowstudent.net
Results:	Thursday 11 th October ~ Approx 6.30pm – Room 201, McIntyre Building

¹ www.glasgowstudent.net/about/publications/constitution

4. QUESTIONS

If you have any questions about the Elections please speak to Lauren McDougall or Drew McConnell or alternatively, raise them at the Candidates' Meeting on Thursday 4th October at 1 p.m. in the Williams Room.

5. ELIGIBILITY

- i. Only a fully registered student of the University of Glasgow, (as defined in paragraph 2 of the SRC's Constitutionⁱ), may stand for election to the Council.
- ii. No member can stand for more than one position on the Council at the same election.
- iii. No member can hold more than one position on the Council at the same time.
- iv. No member is eligible for election to a Sabbatical seat which they have already occupied or where they have been a Sabbatical Officer or paid elected Union Officer at the University for two years.
- v. All members are eligible to stand for a post in the Welfare and Equal Opportunities or General Student constituencies. Members should only stand for a post with which they can identify.
- vi. No member is eligible for a seat in the College Convenor constituency unless they are a student in the College to which the seat relates.
- vii. No member is eligible for a seat in the School Representative constituency unless they are a student in the School to which the seat relates.
- viii. Only Postgraduate students are eligible to stand for Postgraduate Representative positions. Only Postgraduate Research students are eligible to stand for Postgraduate Research Convenor.

6. NOMINATIONS

- i. The procedure for nominations will be made by Executive Standing Order subject to the following basic requirements.
- ii. Nominations will be made on a prescribed form by candidates who must show their student ID card to the Returning Officer, or authorised depute. The prescribed form must be signed by the candidate and the Returning Officer, or authorised depute, before it can be accepted. The candidate will then be issued with a receipt.
- iii. Nomination forms must be submitted by **4 p.m. on FRIDAY, 28th September 2018 at the latest**. Submission of nominations will remain open for ten consecutive days from 9.00 a.m. on the first day to 4.00 p.m. on the tenth day. The Returning Officer will declare any nominations received after this time invalid.
- iv. Nominations for the following seats will be signed by the following number of members who will append their matriculation numbers to the nomination form:
 - Undergraduate College Convenors and Welfare and Equal Opportunity Officers: fifteen members;
 - Postgraduate Convenors: six members
 - All other seats: six members.
- v. Each member must be eligible to vote for the seat for which he or she is making a nomination. The decision of the Returning Officer regarding the validity of a nomination is final.
- vi. The procedure for election publicity will be made by Executive Standing Order subject to the following basic requirements.
- vii. Candidates must, before close of nominations, submit an electronic copy of their manifesto and a clear photograph of themselves to elections@src.gla.ac.uk. Manifestos must be no more than:
 - **500 words** in any sabbatical constituency
 - **200 words** in all other constituenciesCandidate photos must be submitted in either JPEG, PNG format and should include only the candidate with no other individuals.
- viii. It shall be the duty of each candidate to ensure that the submitted manifesto does not contain any offensive or factually inaccurate material and does not exceed the prescribed length. Should this occur the Executive Committee will report the matter to the Returning Officer who may, at his or her discretion, request the candidate to amend the manifesto accordingly or direct that it be displayed subject to the deletion of any infringing materials.

**MANIFESTOS AND PHOTOS WILL BE ACCEPTED NO LATER THAN:
4P.M. FRIDAY, 28th SEPTEMBER 2018.**

7. CANVASSING

- i. It is not permitted for candidates to permanently affix campaign material; all campaign material must be able to be taken down at the close of polls. Please do not affix any campaign materials to handrails. Failure to do so may result in disqualification in accordance with paragraph 6. Campaign material which contradicts this paragraph and SRC Election Guidelines are likely to be removed. The SRC bears no liability for them.
- ii. Candidates are not allowed to be canvassed for or financed by persons other than registered students of Glasgow University, who have not opted out of SRC representation for this academic year under Schedule 1.
- iii. Canvassing is not permitted in the Gilbert Scott Building, Fraser Building, the University Library and in areas deemed Polling Stations (University computing clusters) or any other areas deemed Polling Stations in the SRC Election Guidelines.
- iv. Canvassing using 'mobile polling stations' via technology owned by the candidate or any person canvassing on their behalf is not permitted. This includes smartphones, laptops and other web enabled devices.
- v. With the exception of bought photocopying services, candidates are not permitted to use SRC facilities, including intellectual property, for the furtherance of their campaign.
- vi. The use of loudhailers/megaphones on Gilmorehill campus is prohibited by order of the University Court.
- vii. The use of unsolicited email correspondence via non-personal mailing lists (e.g. college/school email lists) by or on behalf of the candidate are not permitted. The use of other University administered IT platforms e.g. Moodle, StudentVoice etc is also not allowed by or on behalf of the candidate.
- viii. Only fully registered students of the University of Glasgow may contribute at the official heckling meetings organised by the SRC
- ix. Only candidates standing for Postgraduate positions are allowed to canvass in the Gilchrist Postgraduate club
- x. The Returning Officer will arbitrate on any matters arising from canvassing.

8. SPENDING LIMITS

SABBATICAL POSITIONS

Candidates must submit receipts, for any spending on their campaign before 4pm the day after the close of polling.

Candidates must not spend more than £200.

NON SABBATICAL POSITIONS

Candidates are encouraged to keep receipts, for any spending on their campaign made within the campaign period should any allegations of overspend arise.

Candidates must not spend more than £50

These are absolutely not targets or guidelines for what candidates should spend but are an upper limit of what is permitted. Candidates should feel no pressure to spend to the limit as campaign spend and electoral success do not correlate. Candidates are encouraged to think creatively about how they are engaging with students during the campaign period.

Only members may make an allegation of overspend by a candidate. Any allegation must be made in writing to the Deputy Returning Officer (elections@src.gla.ac.uk). No allegations received 48 hours after the announcement of results will be investigated or considered.

The Returning Officer shall decide whether to investigate any allegations of overspend and retains the right to invalidate the nomination of the offending candidate, or disqualify a successful candidate subject to their discretion.

If it is not possible to produce receipts of spending on campaign materials, then materials will be counted at the average cost of comparable material purchased by other candidates.

9. INFRINGEMENTS

Any malpractice leading to an infringement of these or other rules governing an election should be reported to the Deputy Returning Officer or SRC President, who will immediately inform the Returning Officer. The Returning Officer retains the right to invalidate the nomination of the offending candidate, or disqualify a successful candidate subject to their discretion.

10. POLLING

- i. All elections will be held by secret ballot which will normally be online and will be decided by the following single transferable voting system:
 - Online ballot papers will be marked in order of preference
 - Voters will have the option to spoil their ballot paper by clicking on the appropriate box
 - In the Spring elections, all sabbatical positions and uncontested positions will allow students to vote to “Re-Open Nominations”
 - The number of votes required to secure election shall be:

$$\frac{\text{Total No. of Votes Cast} - (\text{Total No. NTS}) + 1}{\text{Number of Vacancies} + 1}$$

Number of Vacancies +1

This figure will be referred to as the quota.

NTS = Non-Transferable and spoilt votes.

- If a candidate receives more than the quota, all that candidate's votes will be split according to the next available voting preference.
- If no candidate in any count fulfils the quota the votes cast for the bottom candidate in the count will be divided according to the next available candidate. If more than one candidate ties for bottom place in the count, the candidate with fewest first preferences will be eliminated. If this occurs in the first round, it will be decided by drawing lots.

11. RECYCLING DURING ELECTIONS

Campaigning can create a lot of waste and mess across campus. As a candidate you are responsible for ensuring that all of your campaign materials are removed from campus before the results are announced. Please encourage your voters and fellow campaign team to recycle any used materials.

12. RESULTS

- i. The results of the election will be supervised by the Returning Officer.
- ii. The declaration of results shall take place in Room 201, McIntyre Building after the election ends at around 6.30 p.m. on Thursday 11th October 2018.
- iii. Candidates who are present at the declaration shall be informed of the result of the election by the Returning Officer beforehand if they chose to be.
- iv. In the event of a tie, a by-election will be held for the seat in question. All questions relative to the validity of an election must be submitted to the Returning Officer within 48 hours of announcement of the result. Decisions on any such questions shall be made by the Returning Officer, who may consult with the Secretary of the University Court. If any election is declared invalid, a by-election will be held.

ⁱ www.glasgowstudent.net/about/publications/constitution