



SPRING ELECTION PACK

GUIDELINES FOR CANDIDATES

1. CONTACTS

Returning Officer: elections@src.gla.ac.uk

SRC President: president@src.gla.ac.uk

Tel: 0141 330 5360

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 22nd February 4pm, Welcome Point, McIntyre Building
Candidates' Meeting	Thursday 28 th February 1pm, Williams Room, McIntyre Building
Non Sabb Hustings	Monday 4 th March 6pm, Room 201, McIntyre Building
Sabb Hustings	Tuesday 5 th March 6pm, Room 201, McIntyre Building
Voting Opens:	Wednesday 6 th March at 9am
Voting Closes:	Thursday 7 th March at 5pm
Voting:	www.glasgowstudent.net
Results:	Thursday 7 th March approx. 6.30pm, 201 McIntyre Building

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

4. QUESTIONS

If you have any questions about the Elections please speak to the SRC President, the Returning Officer or alternatively, raise them at the Candidates' Meeting on Thursday 28th February 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 Constitution), 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

The procedure for nominations will be made by Executive Standing Order subject to the following basic requirements.

- i. 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.
- ii. Nomination forms must be submitted by **4 p.m. on FRIDAY, 22nd February 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.
- iii. Nominations for the following seats will be signed by the following number of members who will append their matriculation numbers to the nomination form:
 - Sabbatical Officers; 30 members
 - Undergraduate College Convenors and Welfare and Equal Opportunity Officers: 15 members
 - Postgraduate Convenors: 6 members
 - All other seats: 6 members.
- iv. 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.

The procedure for election publicity will be made by Executive Standing Order subject to the following basic requirements.

- v. 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.
- vi. 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 Returning Officer 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, 22nd February 2019.**

7. HUSTINGS

- i. Hustings meetings give candidates the opportunity to address voters and are a key part of the election process.
- ii. There are separate meetings for non-sabbatical candidates and sabbatical candidates. Any fully registered student at the University of Glasgow can attend the meetings and ask questions of the candidates.
- iii. Candidates for non-sabbatical positions should prepare a speech of up to 2 minutes and sabbatical candidates should prepare a speech of up to 3 minutes. Candidates may use this speech as an opportunity to expand on their manifesto and express why people should vote for them.
- iv. All candidates for each position are encouraged to attend and participate in the hustings. Following the delivery of speeches this the chair (SRC President) will open the floor to questions from the audience.
- v. If a candidate cannot attend their hustings meeting they may submit a video by email to the SRC President by noon on the day of the hustings meeting. This video must adhere to the time limits specified above.

8. 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. Failure to do so may result in disqualification. Please do not affix any campaign materials to handrails. Campaign material which contradicts this paragraph 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 University of Glasgow, who have not opted out of SRC representation for this academic year under Schedule 1.

Canvassing is not permitted in the Gilbert Scott Building, Fraser Building, McIntyre Building, the University Library and in areas deemed Polling Stations (University computer clusters)

- iii. The use of University administered notice boards and digital signage is prohibited.
- 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.

The use of unsolicited email correspondence via non-personal mailing lists (e.g. college/school/University email lists) by or on behalf of the candidate are not permitted. The use of other University administered IT platforms e.g. Moodle, My Class Reps etc is

also not permitted by or on behalf of the candidate. This includes the use of University administered social media accounts.

- vii. Only fully registered students of the University of Glasgow may contribute at the official hustings meetings organised by the SRC
- ix. Only candidates standing for Postgraduate positions are permitted to canvass in the Gilchrist Postgraduate club
- x. The Returning Officer will arbitrate on any matters arising from canvassing.

9. SPENDING LIMITS

These limits are not targets or guidelines for what candidates should spend but are an upper limit of what is permitted. Please note you cannot reclaim these costs and 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.

SABBATICAL POSITIONS

Candidates must submit receipts for any spending on their campaign before 4pm on the 2nd working day after the close of polling. This is to verify that you have not exceeded the spending limit.

Candidates must not spend more than £200.

NON SABBATICAL POSITIONS

Candidates must keep receipts, for any spending on their campaign made within the campaign period should any allegations of overspend arise. These receipts should be kept for 10 working days after the close of polling in case an allegation of overspending is made.

Candidates must not spend more than £50

10. 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.

11. 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:

Total No. of Votes Cast - (Total No. NTS) +1

Number of Vacancies +1

This figure will be referred to as the quota.

NTS = Non-Transferable and spoilt votes.

- If an eliminated 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.
- In the event of a late withdrawal of a candidate, any votes for that candidate are passed over during the count and the remaining preferences on the voter's ballot are redistributed. If no further preferences have been made the vote will be deemed spoilt.

12. 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.

13. 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 7th March 2019.
- iii. Candidates who are present at the declaration shall be informed of the result of the election by the Returning Officer beforehand if they choose.
- iv. 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