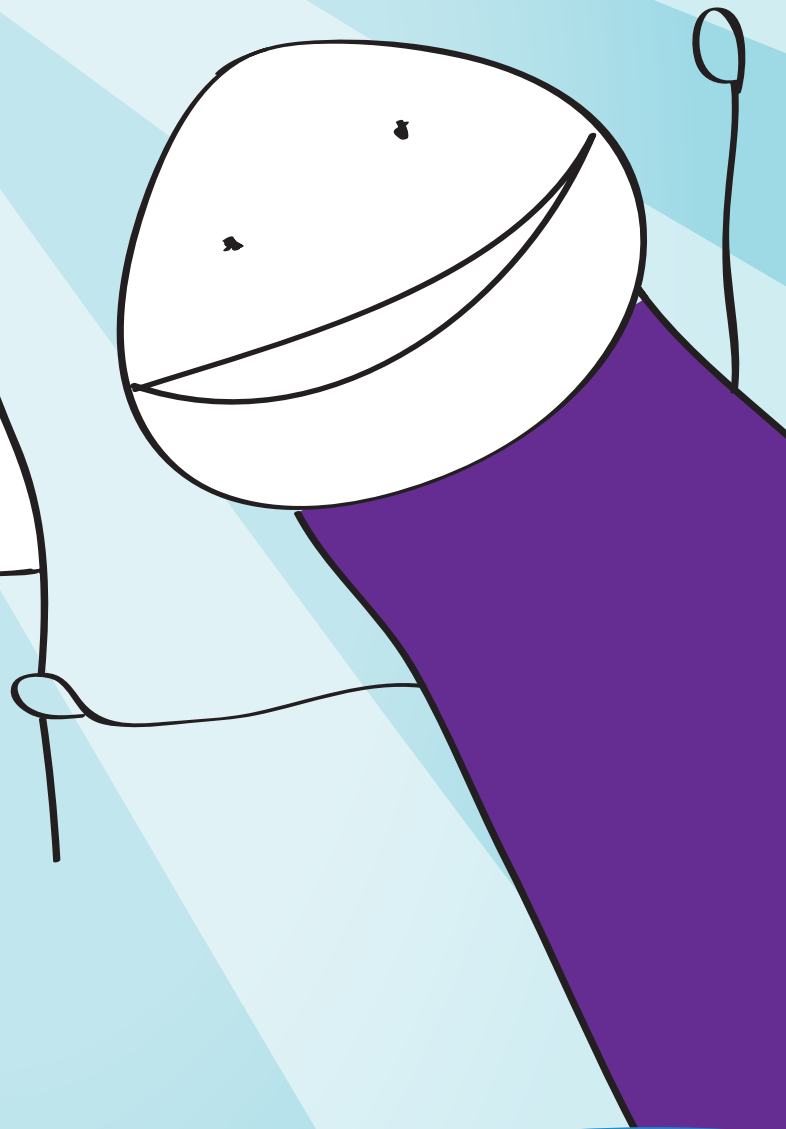


Deputy President
(Welfare)

Elections 2010

**Candidates
Pack**



Introduction

Run your Union

Imperial College Union is run by a team of student Officers working alongside a collection of full-time employees. Every year we hold a college-wide elections to democratically elect these Sabbatical Officers. We have so far elected 4 of the 5 Union Presidents, but we still have the following position outstanding:

- Deputy President (Welfare)

Any member of the Union can stand in this election, however, becoming Deputy President (Welfare) is not a decision to make lightly, but if you are successful you will be rewarded with a fantastic and unique opportunity. You will take on a role that is different with every day: you could be planning a campaign week, meeting with senior members of College, helping students through complicated issues, helping organise student social events and much more.

Being Deputy President (Welfare) requires you to demonstrate confident leadership abilities, to take the initiative and make big decisions with important repercussions, but it will also give you the opportunity to develop your skill set and learn to deal with challenging situations.

This role is a full-time, paid positions lasting for just under 13 months. Your salary will be £16,000 plus you can live in student accommodation for free (or you can opt to live outside of halls and we'll give you a housing allowance). To undertake the role, you will need to either take one year out during your studies, or you can start once you have completed your final year or if you are writing up your PhD.

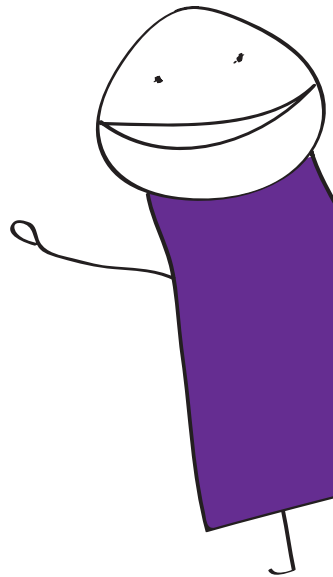
The rest of this pack will go into further detail about the position and then it will describe the election process and what you can expect if you stand.

The Position

The Sabbatical Officer positions include the Union President, the Deputy Presidents and the Felix Editor. Below you'll find a brief description of what the Deputy President (Welfare) role entails. For more information, head to the Union website: imperialcollegeunion.org/elections. Alternatively, you can get in touch with the current Union President, Ashley Brown, by sending him an email to president@imperial.ac.uk. Here's what you can expect to be doing next year should you win:

Deputy President (Welfare)

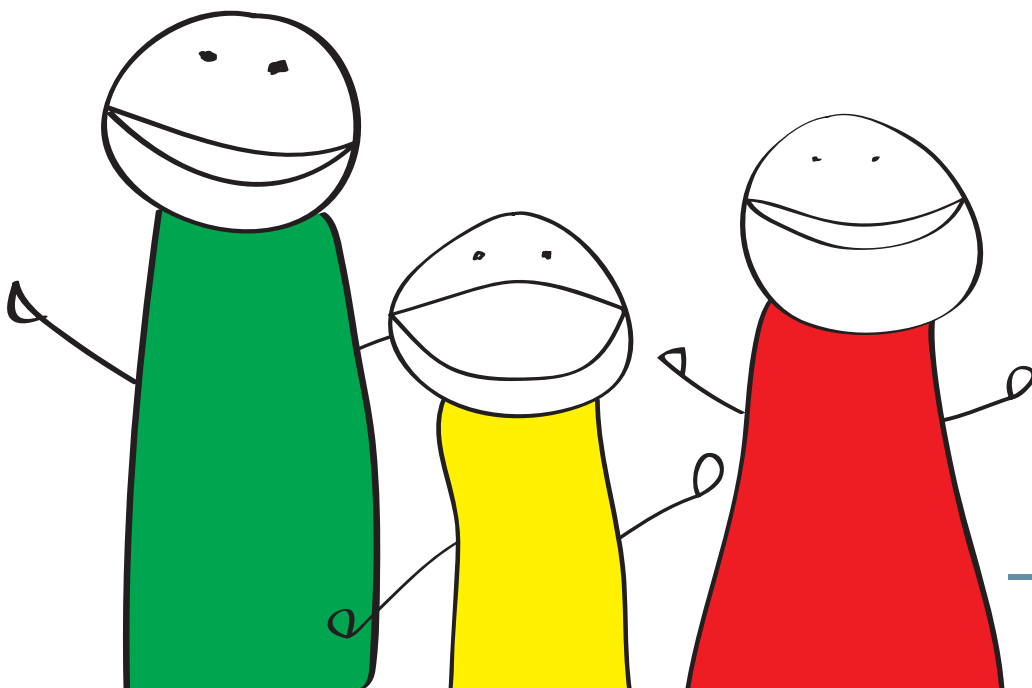
The DPW coordinates campaigns and information concerning student welfare, working closely with the Union's Student Adviser, student volunteers and the College's Welfare services. They represent students' welfare needs to College and external organisations, and sit on a number of College committees relating to welfare, accommodation, equal opportunities and the student experience. They are also responsible for the activities of the Union's Community Action Group and IC RAG.



Constitutional Job Description

The Deputy President (Welfare) shall:

- i. Uphold the policy and further the aims and objects of the Union,
- ii. Take on Presidential duties as appropriate,
- iii. Be responsible for identifying and informing College of student opinion on welfare issues and suggesting areas for development,
- iv. Be responsible for representing the welfare needs of all students, including minority or under-represented groups to the College,
- v. Be responsible for coordinating and publicising all campaigns concerning equal opportunities and welfare issues.
- vi. Be responsible for maintaining and running a Welfare Network for the Welfare Officers of the Faculty Unions and other student bodies,
- vii. Assist the President in enforcing the Union's Equal Opportunities Policy,
- viii. Liaise with Union and College staff as appropriate,
- ix. Attend the relevant Union Committees,
- x. Represent the Union on external committees as appropriate,
- xi. Report to Union Committees as appropriate, and
- xii. Negotiate other duties with the President.



The Timetable

Below is the timetable for the Deputy President (Welfare) election. Remember, you can only begin campaigning after Candidates Meeting has taken place on, otherwise you may be penalised for having an unfair advantage!

July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1			1	2	3	4
			Nominations Open 00:01			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		Nominations Close 23:59		Initial Candidates Meeting (Meeting Room 6, 18:00)		Voting Opens 00:01
19	20	21	22	23	24	25
Voting Closes 17:00 Final Candidates Meeting (followed by results) 18:00						
26	27	28	29	30	31	

The Campaign Process

Putting yourself forward for Nomination

To enter the election process, you first need to put yourself up for nomination. This is a simple online procedure that involves you logging into the Elections voting website using your College ID and then choosing the Deputy President (Welfare) position. The link for this is: imperialcollegeunion.org/vote.

Once you have put yourself forward for nomination, you require 20 people to log in to the site as well and second you. These seconders could be your friends, members of your campaign team, etc. The purpose of this seconding process is to ensure that you genuinely want to run for the role, and to minimise the number of people who might accidentally put themselves forward for nomination, or as a joke.

NB: International students can stand as they will be able to gain a visa extension for the year.

Nominations open at 00:01 on Monday 1 July and close at 23:59 on Sunday 14 July. Once the nomination period closes, there is a short Initial Candidates Meeting to explain the election rules. After this, the campaign process will begin in earnest!

Campaigning

To win an election, you need to run a successful campaign to convince the rest of the student body that you're up to the task. You need to outline what you think needs changing or improving in the Union and then come up with a campaign strategy that is going to get you and your ideas noticed and taken seriously by the electorate.

Top Tips for a Successful Campaign

Campaigning around campus is only allowed after the Initial Candidates Meeting otherwise you will have an unfair advantage over your rivals. Of course, you are free to tell your friends you are running but you are not allowed to stick up posters around campus, hand out fliers etc. Here are our top tips for campaign success:

- **Design some eye-catching posters:** this one almost goes without saying. Posters are an essential part of a campaign. There's going to be plenty of them, so make sure yours stand out.
- **Create strong, original policies:** this one definitely goes without saying. It's easy to say you're going to completely overhaul the Union, but that's not necessarily possible or even realistic. Think where you can improve something, how you can do it and whether the electorate is going to take the policy seriously.
- **Demonstrate your experience:** If you've been a welfare officer or sat one of the Union's executive committees, promote this to your advantage.
- **Use social networking and construct a website or blog:** Facebook and Twitter are great ways extending your campaign message. See Social media rules on the next page.
- **Come up with an imaginative slogan:** A witty slogan captures people's imagination and sticks in their mind.
- **Hand out freebies and use costumes and placards:** People might not remember your policies, but they'll remember your face if you give them a free sweet or two, or dress-up as a gorilla.
- **Get friends to campaign for you:** Get your buddies on the campaign trail to speak to as many members of the electorate as possible.
- **Talk to people:** Take the time to explain your policies to people and why you're the right person for the role. Answer their questions successfully and there's a good chance they'll head off to tell their friends to vote for you as well.
- **Be inventive!** Aside from the freshers, many people will have heard all the usual campaign spiels before. Come up with a unique, original campaign to capture those jaded minds.

Campaign Material

One of the most contentious points between candidates during an election can be campaign material. In order for this election to be successful, we have to lay down some ground rules that everyone must follow:

- The election publicity rules are formed from the standard ICU publicity rules plus additional rules imposed by the Returning Officer.
- **All campaign material** must first be approved by the Returning Officer before it can be used to campaign with. Email a copy of your material to the Returning Officer at elections@imperial.ac.uk.
- All campaign material must not use any College or Union insignia, including crests and logos.
- All campaign material must be in English only or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.
- No part of the Union, be it an officer or group, may express any opinion on any part of the election in their official capacity. Current officers are not allowed to endorse you or your campaign.
- Spamming is forbidden. No use of email lists (either college or union) or any mass emailing of any form is allowed. If a candidate, or a member of their campaign team, sends an email and the receiver does not know the sender who then lodges a complaint, the candidate may be penalised and/or disqualified.
- All campaign material must not contain offensive language, contain implied offensive language, or be libelous in nature.
- Campaign material must not be placed over other candidates' material. Nor should other candidates' material removed.
- Posters must be no bigger than A2 in size.
- Posters must not be placed on open brickwork.
- Posters must be at least 6 metres apart (within line of sight).
- On the Sheffield Main Walkway, you may place posters on the pillars and may not place posters on any two adjacent side-wall poster boards which are facing each other.
- Posters must be put up using blu-tack or drawing pins (as appropriate) – do not use sticky tape.
- Mail dropping in departmental or hall pigeonholes is forbidden.
- There must be no publicity in halls of residence unless express permission has been given by the Wardens or Sub-wardens for the posters to be placed in any designated areas.
- Campaigning is allowed in lecture theatres only with the permission of the lecturer.

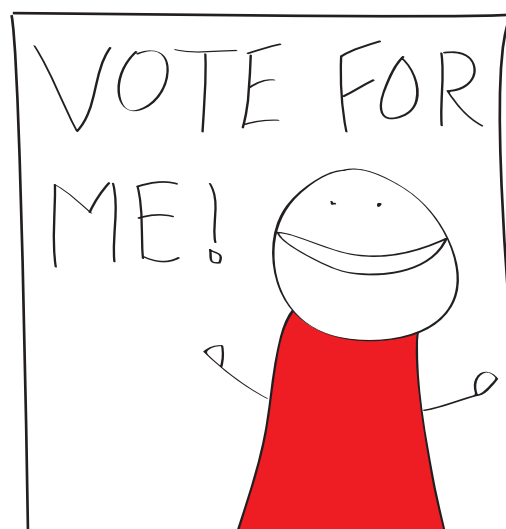
Social media rules:

- Candidates may create Facebook groups. Members of a Facebook group will not be considered activists if they do nothing more than join the Facebook group.
- Candidates' Facebook groups shall be considered election material and are as such bound by all the other rules relating to electoral material. Candidates should remove any comment posted on their Facebook group "wall", which contravene these rules. Candidates should remove any such posts within 24 hours of them being posted.
- A Facebook message is governed by the same rules as with an email.
- Any candidate using Twitter must inform the Returning Officer of the Twitter name they will be using. All tweets by candidates and their campaign team must include the hashtag #voteicu.

You can only place posters in the following places:

- The Union Building (except da Vinci's, dB's and the Union Bar).
- Student common rooms.
- Departmental student notice boards (where it is clear they are for general student notices).
- Notice boards along the Walkway.

If all of the candidates follow these rules, then the elections will be more enjoyable for everyone.



Campaigning cont...

Manifestos

Manifestos give you the chance to show and convince the electorate why you are the best candidate for the role. Written versions will be displayed on the Union elections website. Manifestos often say more about a candidate if they are not submitted in time. Any manifestos submitted after the deadlines below will not be published at all. Other Union student media may also use the submitted manifesto text or contact you to submit a further manifesto.

Please note, all campaign material is bound by the Student Staff Protocol. These regulations are contained within the Code of Practice. In a nutshell, the SSP states that you cannot comment on the performance of a Union Staff member or their department if they are the sole member of that department.

Medium	Submit to	Maximum Word Count	Photo Needed	Deadline
Union Elections Website	elections@imperial.ac.uk	250 words submitted in .doc format	Yes, .jpg or .tiff	12:30 – 15/07/10

Campaign Budget

Candidates may spend up to £150 on whatever you require for your campaign. This can include both travel to the outlying campuses, as well as anything that can be construed as campaigning. You must ensure that for all elements of your campaign that you get a VAT receipt. It is a requirement that you declare your spending at the close of voting, and that you show proof of this to the Elections Committee.

The Union will subsidise 50% of your legitimate campaign expenditure, approved by the Returning Officer, who will want to see evidence of your campaigning. You will receive a cheque payment for your subsidy, after you have submitted your receipts. Please ensure that you collect VAT receipts so the Union can reclaim tax. Irrecoverable VAT may be deducted from your reimbursement entitlement.

You may solicit sponsorship for your campaign. Any sponsorship income (or benefits in-kind) must be accounted for within your overall budget.

Paper printing of posters (in College departments, at home, etc.) shall be accounted for at the lower of the following rates or the actual cost:

	A2	A3	A4
Monochrome	9p	5p	3p
Colour	£1	55p	30p

Deposit

You will be required to pay a deposit of £50, in cash or a cheque made payable to Imperial College Union, handed in to Union reception before the Initial Candidates Meeting on Monday 15 July. This is to give the Elections Committee some middle ground between allowing a breach to stand, or disqualifying a candidate. Should you follow the rules of the election, you will get your cash back or your cheque uncashed and intact. Should you or your campaigners not follow the rules, the Elections Committee may decide to withhold either part, or the full amount of your deposit. If you are disqualified, the entirety of your deposit may be withheld.

Please note, you will not be able to enter in to hustings if this deposit has not been submitted.

Hustings

Hustings will take place in the form of an online hustings session. Students will be asked to submit questions to Deputy President (Welfare) candidates about their campaigns by 00:01 on Sunday 14 July. These questions will be answered by candidates during the Initial Candidates Meeting, then published on the Union website before voting opens on Tuesday 16 July.

Breach of Rules

The elections regulations contain a section on unfair practices. This is designed to stop you from doing anything that would give you an unfair advantage over any of the other candidates. There are a number of very important concepts within the regulations, of which the most important is conceivably the concept of "Agent's Actions". This is basically the idea that you are responsible for everything carried out in your name, whether you know about it or not. This is normally a difficult concept for people to grasp fully, but we urge you to ensure that everyone who campaigns on your behalf knows the rules, not just you.

Another difficult problem is when someone is trying to sabotage your campaign. This may include people putting up materials that seem to form part of your campaign in a deliberate attempt to get you disqualified. The best way for you to remedy this is to constantly keep an eye on your campaign material. If you see material where it shouldn't be, report this to the Returning Officer at **elections@imperial.ac.uk**. If you see material that you haven't produced for your campaign, again, take down the material and report the incident to the Returning Officer by emailing elections@imperial.ac.uk. We take the issue of someone trying to sabotage your campaign very seriously, and will investigate it fully.

The President may also take disciplinary action against any student (candidate or otherwise) who interferes with the electoral process. Such action shall be taken under the College Disciplinary Procedure and will appear on their College record.

Should you be the complainant, or the defendant in any action, you have a right to appeal any decision of the Elections Committee. In the first instance, this will be heard by the Union's Court, who shall then make a ruling. All appeals should be lodged via the President.

Voting

Voting System

The voting system that the Union use is the "Single Transferable Vote with Quota System," sometimes referred to as STV. This enables students to list their preferences for a position, using numbers, with 1 for the first choice, 2 for the second and so on. This means that students whose first choice is not elected still get a chance on stating who they prefer to be in the position. This also has the benefit of opening up the position to other students. It makes it possible that, while a student may not have much immediate support, they may have a larger base of support among the wider student body and still be elected. STV ensures that the person with the largest base of support among the student body gets elected.

The Union's online voting system will be used as in previous elections. This year we are promoting the use of voting by using your mobile phone. As any Union pedant worth his/her/its salt will tell you, section K.85.10 of Regulation Four of the Constiitution states: "It is unfair to loiter within ten metres of any ballot box during voting." As a mobile phone now constitutes a ballot box we will be monitoring every vote cast and highlighting any unusual patterns in votes cast from a mobile phone.

Re-Open Nominations (RON)

RON is a virtual candidate that stands for every post. RON's purpose is to give the electorate a chance to say that they believe no candidate is suitable for the post. The RON campaign is limited to the same budget as that of the real candidates and is also bound by the same publicity rules. You are also able to abstain from voting for a position if you wish. This option is given once you log in to cast your vote.

Close of Voting

Candidates will be required to attend a final candidates meeting on Friday 19 July which will take place in Meeting Room 6 in the Union at 18:00. You will be required, under the Union's Constitution, to sign a declaration saying that you are happy with the way that the election has been run, bar the counting procedure, and that you will not launch a complaint about any point before the count. The count cannot actually start until this declaration has been signed by all of the candidates.

Also, at this meeting, you will be required to declare that should you win, you shall be an officer elect from 22 July 2010 and serve your term in office from 1 August 2010 to 31 July 2010, provided that you reach the required academic standard to pass your year.

Useful Contacts

Returning Officer

Alex Kendall
elections@imperial.ac.uk

Union President

Ashley Brown
president@imperial.ac.uk

Union Reception

020 7594 8060
union@imperial.ac.uk

If You Win

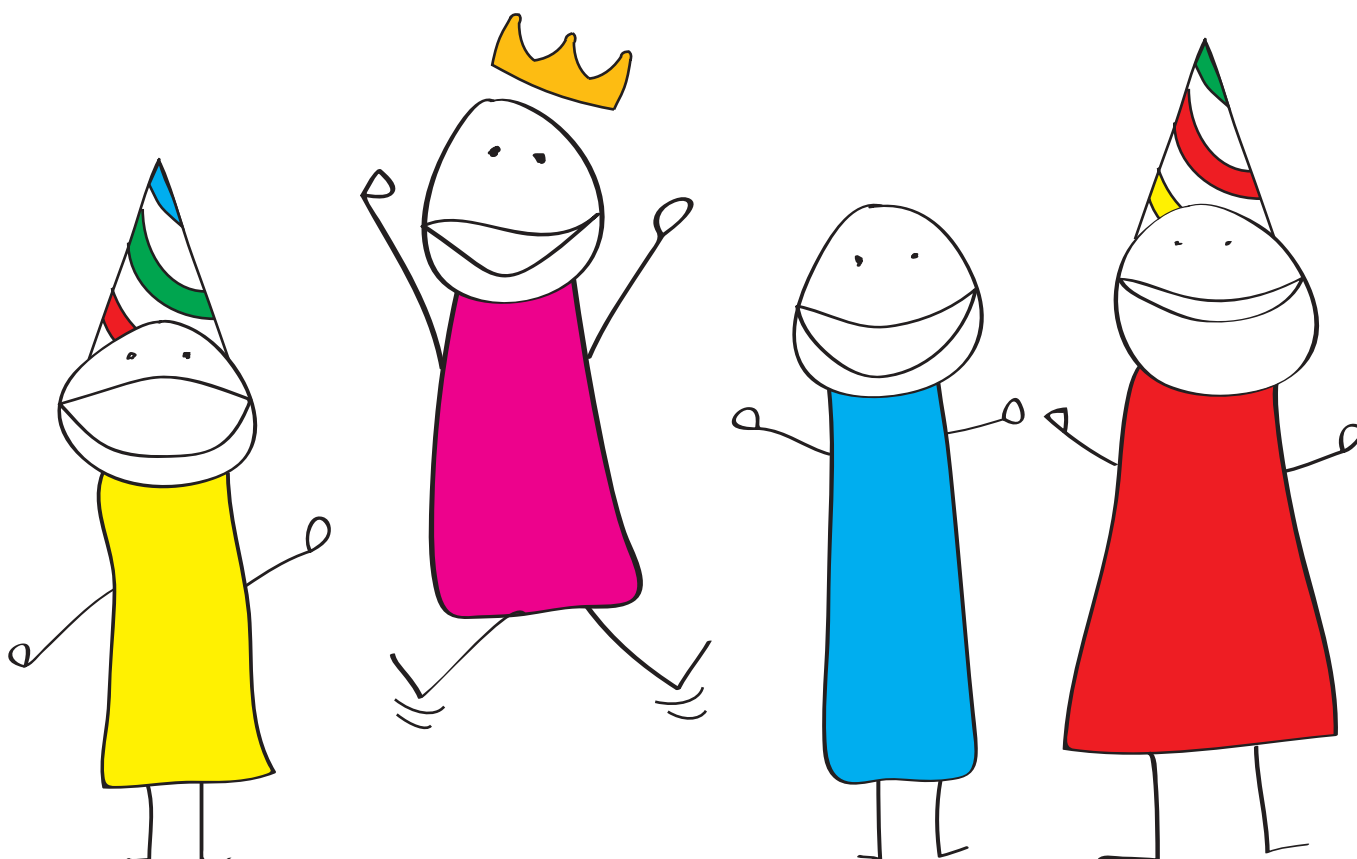
What is expected of you

If you win, you will be expected to abide by the following:

- To serve your term in office from 1 August 2010 to 31 July 2010.
- To work no less than 40 hours per week.
- To be present on campus from 10am–4pm, Mondays to Fridays, unless you are attending away days etc.
- Some out of hours commitments are expected, including work at weekends.
- No holiday in the last two weeks of September due to the start of the new academic year. Similarly, no holiday in July during handover.
- No external employment.
- Must obey the Union's Constitution: imperialcollegeunion.org/representation/governance/structure. A hard copy will be given out at the Candidates Meeting

What you will get from working with us:

- An annual salary in the region of £16,000 plus a living allowance or free accommodation in a student hall of your choice.
- 25 days holiday per year, plus College holidays.
- Full Officer training. You will be trained how to best do your role.
- A lively, vibrant working environment where no day is the same.
- Access to the Senior Common Room.
- Free Union branded clothing.
- A summertime Union staff day out.
- Free access to Union events.



The Rules (From Regulation Four of the Constitution)

A. General provisions

- 8 All elections in Imperial College Union, Faculty Unions, outlying campuses affiliated to the Union, clubs and societies shall be held according to these regulations.
- 9 In any Union rule, the word "election" or any derivative thereof shall mean an election under these regulations.
- 10 Only Full Members of the Union may participate or vote in any part of an election, though Life Members may act as returning officer.
- 11 All elections and referenda shall be conducted by secret ballot, except that an election held at a meeting with a single candidate (apart from New Election) may, if no elector dissents, proceed to elect summarily the person to office.
- 12 All elections shall be determined by Single Transferable Vote with Quota System as defined by the Electoral Reform Society.
- 13 The candidate 'New Election' stands fully nominated for every post.
- 14 The President is responsible to the College Council to ensure elections are fairly and properly conducted under the terms of the Education Act 1994.
- 15 In these regulations, "constituent part" means any committee (except the Council), Faculty Union, club or society.

B. Eligibility to participate

- 16 All Full Members of the Union may stand and vote in an election unless otherwise prescribed. All Full Members of the Union may vote in a referendum.
- 17 No person holding sabbatical office may propose or second a candidate in an election, though all other Full Members of the Union may propose or second a candidate in an election, unless limited under sections 10 or 11.
- 18 The right to stand, nominate and vote in elections for the officers of the Faculty Unions, the Graduate Students' Association, clubs and societies may be restricted to their full members only.
- 19 Silwood and Wye may restrict eligibility to stand, nominate and vote to those students on courses of study predominantly at those campuses.

C. Nominations and Timetable

- 12 All elections require nominations to be publicised one week in advance and be placed on a public notice-board for at least one week, with the name, department, year and signature or College identification number ("CID") of the candidate, proposer and seconders.
- 13 Nomination papers shall include the name and contact details of the returning officer.
- 14 Elections for Officers of the Union, Felix Editor, any position granting membership of the Council or Executive Committee and other posts as determined by the Executive Committee or Council have additional requirements:
 - 1 Notice and publicity for the election should produced five College days in advance of nomination papers being placed up,
 - 2 Nomination papers should be up for at least ten College days for Sabbatical and Felix Editor elections and at least five College days for other elections, and
 - 3 Twenty seconders are required for Sabbatical Officer and Felix Editor elections and at least four seconders are normally required for other elections.
- 15 Elections during the first Council of the academic year require nomination papers to be up within the first ten College days of term, notwithstanding section 14.2.
- 16 The election shall be held within ten College days of nomination papers coming down.
- 17 The Council may by two-thirds majority suspend time limits in this part for particular elections, with a separate resolution required for each election.
- 18 In the event of a vacancy, nomination papers shall go up within ten College days of the vacancy occurring.

D. Sabbatical elections

- 19 The Sabbatical Officers and Felix Editor shall be elected by a College-wide secret ballot. All Full Members are entitled to stand and vote for these positions.
- 20 The election shall normally be held in the Spring Term on dates approved by the Council.
- 21 The Council shall determine whether the elections are to be held by paper ballot or electronic voting.
- 22 In a paper ballot, voting will be permitted between 10.00 and 17.00 on two consecutive College days, though the Elections Committee may extend these hours. The positions of the ballot boxes shall be at the discretion of the Elections Committee.

- 23 In electronic voting, the Elections Committee will determine a period of time during which votes may be cast, including two consecutive College days between 10.00 and 17.00, and not exceeding five days.
- 24 In the event of a vacancy in mid-session, an election shall take place within twenty College days of the vacancy occurring.

E. Elections for non-sabbatical posts

- 25 Elections for all non-sabbatical Union Officers except for officers of the Faculty Unions and Chairs of the Club and Society Committees shall be by and from the Full Membership at Council or by College-wide secret ballot as may be prescribed.
- 26 Elections for Faculty Union Presidents shall be by secret ballot in the relevant departments, by and from all full members of the respective Faculty Union. Other Faculty Union posts shall be elected at a meeting or by departments-wide secret ballot as may be prescribed.
- 27 Elections for Chairs and other officers of the Club and Society Committees shall be by the committee and from the Full Membership. The Graduate Students Association Chair shall be elected by the Full Membership from amongst those Full Members who are graduate students.
- 28 Elections for club and society officers shall be at a general meeting of the club or society by and from all full members of the club or society.
- 29 Elections for the Student Trustees and ordinary members on the Council shall be by College-wide secret ballot by and from the Full Membership. Student Trustees shall be elected concurrently with the sabbatical elections, and ordinary members of the Council at the start of the academic year.
- 30 The Council or relevant policy-making body may prescribe that an election is held by electronic ballot or departments-wide secret ballot notwithstanding any rule to the contrary. This does not change the composition of eligible candidates or electors in it.
- 31 The Union's delegates for University of London Union Committees will be the President and those Deputy Presidents whom Council request to go. The remaining delegates shall be elected by and from the Full Membership by College-wide secret ballot at the start of the year. The Union's delegates for the National Union of Students' ("NUS") National Conference shall be the President and other delegates elected by and from the Full Membership by College-wide secret ballot during the Spring Term on dates approved by the Council. Should a delegate resign ten or more College days in advance of the NUS National Conference or any ULU Council meeting then the President shall appoint a replacement and report his or her decision to the following Council Meeting. The Council may appoint an observer to attend the NUS National Conference and report on its outcomes and the conduct of Union delegates to the first Union Council meeting of the Summer Term.

F. Referenda

- 32 The Constitution provides for the elementary rules of referenda. Other parts of these regulations only apply to referenda where specifically provided for.
- 33 Upon receipt of a petition through the President, the Court shall consider its constitutionality and that of the subject matter of the referendum. The Court may make orders to require further steps to be taken to complete a petition, or quash an unconstitutional petition or proposed policy.
- 34 The Court shall determine the wording of the referendum question. In doing so it may, with the approval of those the Court deems responsible for organising the petition and as an alternative to quashing a proposed policy, amend it to the extent that it becomes constitutional.
- 35 Once constitutionality is resolved, the Executive Committee shall authorise notice to be given of the referendum within five College days.
- 36 The referendum shall be held between twenty and twenty-five College days of notice having been given. If notice has been published within twenty College days of the end of a term other than the Summer Term, the Executive Committee may direct the holding of the referendum in the first twenty College days of the next term.
- 37 A referendum committee shall act as the equivalent of the elections committee. The referendum committee shall initially be the Executive Committee, and the President the returning officer. Individual members may recuse themselves from membership or be removed by the Court. The referendum committee or the Council may appoint new members or a returning officer with the approval of the Court.
- 38 The referendum committee may appoint campaign managers for each side, who shall be responsible for their campaigns, and may make rules for the running of the referendum.
- 39 All College and Union media must be equally available to both sides of the referendum.

The Rules (From Regulation Four of the Constitution) cont...

G. Campaigning and Publicity

General publicity

- 38 The returning officer is responsible for ensuring the election is publicised in advance of nominations.
- 39 In any election or referendum publicity including, but not limited to Felix, Media Group media, Faculty Union newsletters, club and society newsletters shall be equally available to all candidates. All media conducting interviews or discussions must notify all candidates in writing three days before the interview or discussion is due to take place.
- 40 All media or newsletter reports or comments must mention the names of all candidates standing for a post within the body of the report, in the case of elections, or attempt to produce a balanced debate on both sides of the argument in the case of referenda. In any case reports and comments should be fair and accurate.

Candidates' publicity

- 41 No candidates' campaign publicity may appear prior to the close of nominations, in the case of elections, or before notice of a referendum is published, in the case of a referendum.
- 42 All publicity material is to be covered by a suitable receipt. The maximum amount that may be spent on an election or referendum campaign will be decided by the returning officer or elections committee and notified to the candidates at close of nominations.
- 43 No form of Union or College insignia shall appear on any candidate's publicity material.
- 44 Campaign publicity, including flyers, shall be removed from the line of sight and six metres of all ballot boxes.

Campaigning on the record

- 48 Candidates are permitted to refer to other candidates in their publicity only to the extent permitted below:
- 1 Statements made by candidates,
 - 2 Conduct by candidates previously or currently in office, related to their office,
 - 3 A disciplinary hearing in relation to a candidate.
- 49 Any reference must fulfil the following conditions:
- 1 A reference must be relevant to a candidate's integrity or ability,
 - 2 No reference may be made which is merely scandalous or intended only to vilify, insult or annoy,
 - 3 No reference may be made to any personal trait of character, except in so far as it is clearly demonstrated by other statements or conduct,
 - 4 No reference may made to another candidate's political views, except in so far as they relate to students in their interests as students,
 - 5 No reference may be made to another candidate's religious views.
- 50 Any reference to a statement or fact must be supported by substantial and independent evidence, for example meeting minutes, publications, reports, written publicity or hustings comments. The burden of proof is upon the person seeking to assert the facts or statements, to the extent that the returning officer or elections committee must be sure that they are true.
- 51 Reference may only be made to a disciplinary hearing and charges made in it if the candidate was found guilty of misconduct, censured or dismissed and no appeal is outstanding. The returning officer must deem it in the student interest for it to be revealed, and may make any restriction on revelation of detail about it.
- 52 If a candidate referred to in any publicity disputes the truth of such a statement and provides evidence or an explanation which results in the burden of proof no longer being met, or demonstrates that the other regulatory restrictions applied, the publicity may then be disallowed. A returning officer may choose to hear both candidates' arguments in any fair way he or she wishes.
- 53 Publicity which is disallowed must be removed within 24 hours. If it involved any comment in a publication, it must be retracted or correcting comment put in within 24 hours, or in the next publication.
- 54 No new publicity referring to other candidates may be authorised within 48 hours of ballot boxes opening. This advance time may be extended by the returning officer or policy.

H. Hustings and debates

- 55 There shall be hustings in all Union elections, to which all candidates are invited to speak and answer questions.
- 56 The returning officer (or elections committee if there is one) shall determine the date and format of hustings, which shall be chaired by the returning officer or a nominee. In sabbatical elections, the returning officer shall appoint another independent person to chair hustings.
- 57 The chair of hustings shall ensure that each candidate is treated equally in the proceedings, and that questions are directly or indirectly relevant to the potential performance of the candidate in the post being elected.
- 58 In referenda, the referendum committee shall organise at least one public, fair and balanced debate which shall take place not less than two and not more than five College days prior to the vote.

I. New Election

- 59 The returning officer shall appoint a New Election campaign manager and allocate a budget (as permitted within budgetary policy) up to the same level as the other candidates.
- 60 In the event of:
- 1 New Election winning, or
 - 2 a decision to re-run the entire election including nominations, nominations shall be re-opened within ten College days and the election repeated.
- 61 In the event that New Election commits an unfair practice as described in section 87 it may be additionally ordered that the election is re-run without recourse to new nominations within five College days of reaching such a conclusion.

J. Supervision of Elections

Returning Officer

62. There shall be a Returning Officer for each election who shall be responsible for the fair and efficient conduct of that election. The Returning Officer shall maintain neutrality at all times, and may not participate in the election in any manner except as Returning Officer.
63. The Returning Officer shall be:
1. In elections at a committee, the chair of the committee or nominee, unless otherwise prescribed,
 2. In elections held during the Council, Executive Committee or Clubs and Societies Board, the President or a nominee,
 3. For Sabbatical Officer and Felix Editor elections, a nominee of the Court, and
 4. For Faculty Unions, clubs and societies, their President or Chair, unless otherwise prescribed.

Supervisory authorities

- 64 Supervisory authorities oversee elections and step in, in exceptional circumstances, to ensure an election is run fairly.
- 65 A supervisory authority may impose an elections committee or scrutineer or fill a vacancy in the post of returning officer for any election in the Union.
- 66 In all elections except for Union Officers or positions deriving membership or permanent observer rights upon the Trustee Board, Council, Executive Committee or Court, the supervisory authority may also replace a returning officer (even if ex officio), member of an elections committee or scrutineer, and is the only body entitled to do so over the objections of the person being removed. The Court may act to remove and replace any person involved in the administration of any election in the Union.
- 67 In this regulation, the term "supervisory authority" shall refer to, in increasing order of seniority:
- 1 the committee or senior policy-making body of the constituent part of the Union in which the election is held, or officer with their delegated powers,
 - 2 the President, and
 - 3 the Court (whose decision is final).
- 68 An authority is exercisable as a standing order or policy (though not in the case of the Court), or just invoked for a particular election. A more senior supervisory authority may amend the decision of a junior one, and may act whether or not it has previously acted.
- 69 If the President is the returning officer, a candidate or otherwise not impartial, his position as an authority in 67.2 shall be struck out for that election.

The Rules (From Regulation Four of the Constitution) cont...

J. Supervision of Elections cont...

Elections Committees

70 In Sabbatical Officer, Felix Editor and Student Trustee elections, and other elections as may be prescribed or ordered, an elections committee shall supervise the elections and reserve certain duties of the returning officer to itself, including:

- 1 counting the votes,
- 2 ratifying an election,
- 3 ordering a re-run, and
- 4 disqualifying a candidate.

An elections committee may also over-rule any decision of the returning officer.

71 The returning officer shall convene and chair the elections committee, which shall meet regularly during the course of the elections. The elections committee shall review all progress and decisions of the returning officer each meeting.

72 For Sabbatical Officer and Felix Editor elections, the elections committee shall consist of the returning officer and four other members of the Council, who are not members of the Executive Committee, chosen at random by the Court.

73 In any non-sabbatical election, the supervisory authority may require an election committee to be convened. It shall have two, four or six members (excluding the chair) appointed in such manner as the supervisory authority determines.

Observers and scrutineer

74 A candidate has the right to send an observer, or at the discretion of the returning officer be present himself at the count.

75 The supervisory authority may request a completely independent observer (who does not need to be a member of the Union) as scrutineer to oversee any part of the election proceedings. Sabbatical elections shall normally have a scrutineer appointed by the College.

Delegation

76 The returning officer (or elections committee if there is one) may appoint deputies or assistants and allocate duties to them.

77 In Sabbatical Officer and Felix Editor elections, any deputy or assistant returning officer shall be permanent observers but not members of the elections committee.

Restriction of rights

78 The Returning Officer, any deputies or assistants and members of an elections or referendum committee may not vote or participate in any part of the election except in furtherance of their duties, notwithstanding section 8.

79 People employed under the direction of the Returning Officer may not participate or influence the result of the election, apart from actually voting.

K. Objections and Unfair Practices

80 Objections should be dealt with at the earliest possible opportunity and every effort made by the returning officer or election committee to resolve the dispute.

81 Objections may be based on unfair practices by candidates or the unconstitutional running of the election by the returning officer.

82 Depending on the type of objection, they are dealt with in the following manner:

- 1 objections to the administration of the election are dealt with under part J (supervision of elections).
- 2 objections to all other matters are dealt with in the remainder of this part.

Statements of intent

83 After voting has ceased and before the count has started, the returning officer shall require candidates to declare that they have no recourse to complaint against the actions of the returning officer or elections committee for the fair and constitutional running of the election.

84 In sabbatical elections, the above declaration shall be made in writing and include a statement of intent stating that should they win the election, they shall take up that position, providing they achieve the academic requirements of the College.

Unfair practices

85 It is an unfair practice to:

- 1 infringe the Union Constitution, regulations, elections or referenda policy,
- 2 disobey instructions of the returning officer, elections or referendum committee or Court in carrying out their duties under 85.1,
- 3 take unfair advantage of any publication or other publicity that is not contained within the allotted budget,
- 4 do permanent damage to any Union or College area as a consequence of a campaign,
- 5 make any attempt to influence the impartiality of the returning officer, elections committee, referendum committee, Court or Union staff,
- 6 deliberately sabotage any campaign other than one's own,
- 7 infringe College rules,
- 8 intimidate any participant in the election,
- 9 overspend the allotted campaign budget, or not produce suitable receipts,
- 10 loiter within ten metres of any ballot box during voting, or
- 11 tamper with any ballot box used in the election or with the submission of electronic votes.

86 An unfair practice may result in action being taken under the Disciplinary Regulation or Policy as well as action within the terms of this regulation. Unfair practices in referenda or sabbatical elections may also be referred by the President directly to the College Discipline Committee.

87 A candidate is wholly responsible for any act or omission made by another on his or her behalf.

Deposits

88 The elections committee in Sabbatical Officer, Felix Editor and other elections as authorised by the Court may require a cash deposit (up to a maximum set by the Council) from each candidate in security for fair behaviour during the elections.

89 The cash deposit as authorised shall be required from each candidate at the close of nominations.

90 The deposit may be partially or totally withheld by the elections committee for unfair practices detailed in section 85.

Enforcement and remedies

91 In the event of an objection to any part of the election except the count, the count shall not begin until the objection has been resolved.

92 The returning officer (or the elections committee if there is one) shall be able to:

- 1 ratify the election or referendum,
- 2 order the election or referendum to be re-run,
- 3 partially or totally withhold a candidate's deposit (see section 90),
- 4 disqualify a candidate (subject to appeal as in sections 96-98 below), or
- 5 disregard all the papers in a ballot box, or submission of electronic votes from a particular source (this decision must be taken before the count commences).

93 The election or referendum may be re-run (under section 92.2) if the election has been run unconstitutionally, if it is in the interests of justice to do so. If a breach during an election occurred during nomination papers being up, the papers may be placed up again for between two and five College days after they would have normally been taken down. No new nominations shall be sought if the breach occurred after nomination papers were taken down.

94 If ballot boxes or the submission of electronic votes were tampered with, the returning officer may disregard the entire ballot box, or submission of electronic votes, as long as the number of affected votes does not exceed one-fifth of all votes cast.

95 The returning officer may (and must if the votes affected exceed one-fifth of all ballots cast) order the election or referendum to be re-run under section 92.2.

Appeals panel

96 In the event of an objection not being resolved by action of the returning officer, elections or referendum committee, the matter may be referred to the Court.

97 If the election is held by a Faculty Union, committee, club or society, the Court may delay involvement until any internal appeals process is exhausted.

98 The Court may replace the decision of the returning officer, elections or referendum committee, or internal appeal process with any other decision.

Setting aside election or referendum results

99 The Court may, if satisfied there were serious irregularities or that confidence in the propriety of an election or referendum was gravely diminished, set aside the result of a completed election or referendum and order that any or all parts of it be repeated, including nominations or the count.

The Rules (From Regulation Four of the Constitution) cont...

K. Objections and Unfair Practices cont...

100 An application to the Court to set aside such an election or referendum must be made within three weeks of the election results being declared, or the end of the Summer Term following it, whichever is sooner. No application may relate to an issue that was materially resolved by the Court in an earlier hearing.

Disqualification

101 A candidate who is disqualified from an election is automatically further disqualified indefinitely from being elected to or holding any elected or unpaid appointed office in the Union. Such a candidate is also disqualified from acting as a returning officer, scrutineer, observer, member of an elections or referendum committee, or supervisory authority.

102 A person who acts as an agent for a candidate who is disqualified from the election as a result, or partly as a result of the person's misconduct may be similarly disqualified.

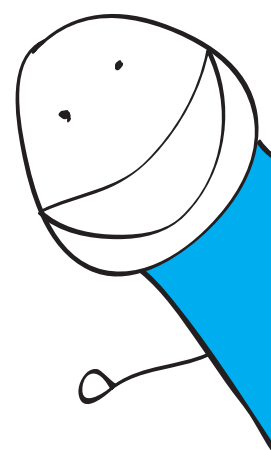
103 A person (including those administering the election) whose misconduct in an election results in or contributes to a re-run, or which would have resulted in or contributed to the disqualification of a candidate, had the misconduct been upon a candidate's behalf may be similarly disqualified.

104 A person guilty of misconduct in a referendum may be similarly disqualified.

105 An order to disqualify any person except an election candidate may only be made by the Court. The returning officer, a Sabbatical Officer, elections, referendum, internal appeals, Disciplinary or Appeals committees may refer any case to the Court for this purpose.

106 No disqualification will act to remove a person from a post he or she already holds, unless that of returning officer or member of an elections or referendum committee. The Council may remove an indefinite disqualification.

107 The President shall maintain a register of people subject to a disqualification under the preceding paragraphs, and any returning officer or the Court in imposing a disqualification must notify the President of the same.



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