



Summer Elections22

CANDIDATES' INFORMATION PACK

imperialcollegeunion.org/se22

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RETURNING OFFICER

Ashley Cory

Deputy Director of Marketing & Communications

DEPUTY RETURNING OFFICER

Cat Turhan

Representation & Advice Manager

elections@imperial.ac.uk

Welcome

Imperial College Union is a democracy, powered by the dedication, energy and skills of our thousands of volunteers. Every year, Imperial students combine their ideas and talent to support the delivery of a world class Imperial student experience.

Through Imperial College Union, thousands of active students take leadership roles each year. Many students take up volunteer roles alongside their studies, becoming Academic & Wellbeing Representatives, Constituent Union leaders, Liberation & Community Officers, or committee members of our 380+ Clubs, Societies & Projects. Each year in the Summer Elections, a full-time, paid role, Felix Editor, is elected to hold the College and Union to account through managing the publication of the Imperial student body newspaper.

The positions in these elections have one thing in common: they can all make Imperial a better place to be. Imperial College Union has a rich history of strong democratic engagement with hundreds of students elected each year to take charge of the student experience.

Taking up one of our volunteer or paid roles won't just put you at the heart of the Imperial student community - it will also give you skills and experiences that will boost your career and personal development before you have even left university.

We're proud of the difference we make to the skills and confidence of our volunteers. When you volunteer with us, you can access a wide range of skills development opportunities that will give you invaluable insights and experience, desired by employers across all sectors.

All of these opportunities are available to you now. By becoming a candidate, you are in the running to be Imperial's student leaders. We wish you all the best of luck, and thank you for taking part in the Summer Elections 2022!

Timetable

Nominations Open

12:00, Wednesday 1 June 2022

Nominations Close

14:00, Monday 13 June 2022

Manifestos Due

14:00, Monday 13 June 2022

Candidate Briefing

12:00, Tuesday 14 June 2022

Candidates Revealed / Start of Campaigning

14:00, Tuesday 14 June 2022

Voting Open

14:00, Tuesday 14 June 2022

Voting Close

12:00, Friday 17 June 2022

Complaints Deadline

14:00, Friday 17 June 2022

Authorisation to run results

16:00, Friday 17 June 2022

Results announced

17:00, Friday 17 June 2022

Positions

- The Summer Elections 2022 include the election for Felix Editor, positions within our Representation Networks, a Liberation and Community Officer post, Constituent Unions, and our Clubs, Societies & Projects (CSPs).
- One of the nine Liberation and Community Officer roles is included in this election - Gender Equality Officer.
- Every CSP who is yet to elect their 2022-23 committee is automatically included to ensure that all members have an equal chance to participate democratically.
- In the Rep Networks, the unfilled Undergraduate Wellbeing Departmental Representative and Academic Departmental Representative roles are available.

FELIX EDITOR

Felix is the weekly student publication of Imperial College London and was founded in 1949. Its role is to inform, entertain, and hold the College and the Union to account.

The Felix Editor oversees the production of the paper throughout the year and ensures that it goes to print every week; tasks include design, writing and photography.

The Editor seeks out contributors and editors for other sections, not to mention encouraging students to write!

Constitutional role description

The Felix editor shall:

- Be ultimately responsible for all matters pertaining to the operation and publication of Felix, both online and in print.
- Provide training and support to members of the Felix society.
- Endeavour to ensure standards of good journalism are upheld.
- Maintain and upkeep the Felix archive which they shall make accessible to students and the public.
- Be responsible, with the assistance of the Felix society committee, for the social maintenance and health of the Felix society.

REPRESENTATION NETWORKS

The Summer Elections 2022 include positions within our Representation Networks. In the Rep Networks, the remaining vacant Undergraduate Wellbeing Departmental Representative (Wellbeing Dep Reps) and Academic Departmental Representative (Academic Dep Reps) roles are available.

WELLBEING REP NETWORK

The Wellbeing Representation Network is a body of approximately 100 undergraduate student representatives who collect student feedback, identify issues, signpost students, and raise awareness on areas affecting students such as health, financial concerns, relationships, equality & diversity and personal safety.

Wellbeing Dep Reps work with the Union's staff team, the Deputy President (Welfare), Faculty Reps, other Dep Reps, and high-level staff in their departments such as Senior Tutors and the Director of Undergraduate Studies to ensure student wellbeing is considered at the same level of importance as academic excellence. Wellbeing Dep Reps manage the Wellbeing Year Representatives in their department, organise community building events in their departments, lobby for positive changes, and act as the wellbeing voice of students in staff-student committees.

To learn more about the Wellbeing Representation Network, visit imperialcollegeunion.org/wbrn or contact the Union's Representation Coordinator at h.schofield@imperial.ac.uk

ACADEMIC REP NETWORK

Academic Dep Reps are key figures in the Union's Academic Representation Network, a system of 400+ student volunteers that spans all of College. These reps are responsible for collecting & collating student feedback, identifying issues, and making positive changes on areas such as assessment issues, the academic & learning experience, and resources.

Academic Dep Reps have close working relationships with high-level academic staff such as the Head of Department and the Director of Undergraduate Studies to ensure that the academic experience at Imperial is being continuously improved to provide the best outcomes for students. They also work with the Union's staff team, Faculty Reps, the Deputy President (Education) and other Reps on College-Wide issues. Academic Dep Reps manage the Academic Year Representatives in their department, lobby for positive changes, and act as the academic voice of students in staff-student committees.

To learn more about the Academic Representation Network, visit imperialcollegeunion.org/arn or contact the Union's Representation Coordinator at h.schofield@imperial.ac.uk

Liberation & Community Officers

Our Liberation & Community Officers work to build an inclusive, welcoming and sustainable culture at Imperial, ensuring that underrepresented voices are heard and empowering students to lead campaigns on the issues that matter most to them. They will also have the opportunity to lead the Union's campaigns on cultural and awareness periods such as Black History Month, LGBTQ+ History Month, Disability History Month, International Women's Day, and any other national campaigns related to their remit.

All Liberation & Community Officers shall:

All Liberation & Community Officers shall:

- Be the welfare representative to the Union and the College for the students that affiliate with their remit
- Co-ordinate the campaigns within their remit, working with Imperial College Union and Imperial College staff, students identifying in their remit, allies and elected student volunteers taking into account the involvement of students based at non-South Kensington campuses and adjusting plans accordingly
- Carry out such duties as may, from time to time, be laid down by the Union Council or the Community & Welfare Board
- Be responsible to the Union President, through the Deputy President Welfare

GENDER EQUALITY OFFICER

The Gender Equality Officer represents students with any gender-related equality issues at Imperial and works to improve the experience for those students at Imperial. They work with student groups such as FemSoc and Women in Science, as well as the Women at Imperial programme, to tackle barriers faced by women across the Imperial community.

To find out more about the role, contact the Union's Liberation & Campaigns Coordinator at s.van-der-ham@imperial.ac.uk



Clubs, Societies & Projects

There are many Clubs, Societies & Projects participating in this year's Summer Elections. There are thousands of positions available as committee members for each club, society or project. Each Club Society and Project will have its principal three roles, President (or equivalent such as Chair or Captain), Secretary and Treasurer. You can read about the principal roles at: eactivities.union.ic.ac.uk/training/articles/61

Along with the principal roles, each CSP may also have many others, from Web Masters to Events Officers etc. You can get in touch with the current committee to find out about other roles available for voting.

As a committee member for one of our CSPs you will:

- Manage the activities and finances of Clubs & Societies
- Help plan events, activities and projects
- Seek funding and grants from Imperial College Union
- Manage relationship with Imperial College Union on behalf of your members
- Support CSP elections to ensure a full committee
- Develop the CSP community whilst keeping members safe

The following Clubs, Societies & Projects will have one or more positions available in the Summer Elections 2022:

- | | | |
|-----------------------------|---------------------|---|
| • Football | • Yacht | • Conservative |
| • Badminton | • Kendo | • Environmental |
| • Basketball | • Riding & Polo | • Engineering Change |
| • Windsurfing | • Wushu | • Erasmus |
| • Cricket | • Bridge | • Finance |
| • Cross Country & Athletics | • Chess | • Hindu Society |
| • Fencing | • Dance Club | • Every Nation Christian |
| • Golf | • Gliding | • IQ (Imperial College LGBT+) |
| • Hockey | • Skydiving | • IQ (Imperial College LGBT+) |
| • Ju-Jitsu | • Photosoc | • Jewish |
| • Judo | • Outdoor | • Labour |
| • Karate | • Tabletop Gaming | • Rock and Metal |
| • Kung Fu | • Yoga | • Sikh |
| • Tennis | • Ice Hockey | • African Caribbean |
| • Rugby | • Wakeboarding | • Bangladeshi |
| • Sailing | • Poker | • Chinese |
| • Snowsports | • Alternative Music | • Chinese Students & Scholars Association |
| • Squash | • AnimeSoc | • Cypriot |
| • Swim & Waterpolo | • Artsoc | • Hellenic |
| • Volleyball | • Catholic | • Indian |
| • Wing Chun | • Christian Union | |

Clubs, Societies & Projects

- Italian
- Japanese
- Korean
- Lebanese
- Pakistan
- Scandinavian
- Singapore
- Spanish
- Taiwan
- Thai
- German
- Indonesian
- East African
- Iraqi
- Polish
- ICTV
- Radio
- Orchestra
- Big Band
- Cinema
- Live Music
- DJ & Production
- String Ensemble
- Aeronautics
- Chemical Engineering
- Electrical Engineering
- Civil Engineering
- Computing
- Mechanical Engineering
- Bio Engineering
- Motor (C&G)
- Racing
- Biology
- Biochemistry
- Chemistry
- Mathematics
- Physics
- Astronomy
- Materials
- Geology
- Rugby – Men's (RSM)
- Football - Men's (RSM)
- Hockey – Men's (RSM)
- Football – Men's (Medics)
- Boat (Medics)
- Hockey Womens (Medics)
- Dance – Funkology
- Students for Global Health
- Surf
- Gazette
- Dance Company
- Ahlul Bayt
- Mahjong
- Model United Nations
- Law
- Filmsoc
- Muay Thai
- Ahmadiyya Muslim Students Association
- Buddhist
- UNICEF
- Space Society
- Bike Users Group
- Fashion & Design
- Cheerleading
- Bruneian
- Russian Speaking
- Medical Education
- Obstetrics & Gynaecology
- General Practice (Medics)
- Psychiatry
- Paediatrics
- Oncology
- Neuroscience
- Gospel Choir
- Czech & Slovak
- Dance – Belly Dancing
- Synchronized Swimming
- Friends of Medecins Sans Frontieres
- Entrepreneurs
- Punjabi
- Parkour, Free Running and Gymnastics
- Women in SET
- American Football
- Handball
- Consultancy
- Christian Medical Fellowship
- BioMedical
- Geophysics
- Tea
- Book
- Dodgeball
- VegSoc
- Floorball
- Enactus
- Asian Medical Students Association
- Boxing
- GradMed (Medics)
- Pharmacology
- Robotics
- Romanian
- Triathlon
- Israeli
- Global Brigades
- A Capella
- Energy
- Soup Run
- Management
- Pole & Aerial
- Speakers
- Pilots
- Bulgarian
- Overseas Christian Fellowship
- Chamber Choir
- Project Nepal

Clubs, Societies & Projects

- Nigerian
- Ophthalmology
- Vision
- Feminist
- Student Action for Refugees
- Society of Research and Academia
- Right to Play
- Gaming and Esports
- Kabaddi
- Australian
- TedX
- Pint of Science
- Geology for Global Development
- Writers' Society
- Immunology
- Comedy Society
- Hungarian
- Acute Care Specialities
- Connect
- Cardiovascular
- Pathology
- Pre-Hospital Emergency Medicine
- Krav Society
- Vehicle Design
- Investment
- Badminton (RSM)
- Saudi
- Robotics Academy
- Design Engineering
- Data Science
- Dance Imperial
- Synthetic Biology
- Mentality
- Women in Business
- Sports & Exercise Medicine
- Magic
- Endocrinology
- Effective Altruism
- Football – Womens
- Left Forum
- Clinical Genetics
- MedTech
- History
- FinTech
- DroneSoc
- Medical Humanities
- Plastic Surgery
- Swiss
- Amnesty International
- Baking
- Gastroenterology & Hepatology
- Coding (Medics)
- Sign Language
- Jain
- Algorithmic Trading
- Golf (Medics)
- Indian National Student Association
- Hip Hop Society
- Computational Biology
- Welsh Society
- Infectious Diseases Society
- Benelux Society
- Radiology Society
- K-Pop Society
- Somali Society
- Harry Potter Society
- Northern Society
- South Asian Society
- Canadian Society
- Women in Healthcare Leadership
- Sexpression
- Street Doctors
- Tennis (RSM)
- Society of Fire Protection
- Southslav Society
- Retail Hospitality FMCG
- Healthcare Leadership
- Sensible Drug Policy
- Climate Entrepreneurs
- Widening Participation Medics Network
- Renal and Urology
- Sea Shanty
- Imperial Virtual and Augmented Reality
- 93% Club Imperial
- Lifestyle Medicine and Prevention
- Liberty in North Korea
- Marxist



Constituent Union Committees

The following Constituent Union Positions will be elected in the Summer Elections 2022:

IMPERIAL COLLEGE SCHOOL OF MEDICINE STUDENTS' UNION

- ICSMSU: Academic Officer BSc Year
- ICSMSU: Management Group Treasurer
- ICSMSU: Welfare Vice Chair (BMB)

If you have any questions or would like more information on these roles, please contact the ICSMSU President at icsm.president@imperial.ac.uk

ROYAL SCHOOL OF MINES UNION

- RSMU Balls Officer
- RSMU Postgraduate Ordinary Member
- RSMU Sponsorship Officer
- RSMU Undergraduate Ordinary Member
- RSMU Website Officer
- RSMU Wellbeing & Events Officer

If you have any questions or would like more information on these roles, please contact the RSMU President at rsm.chair@imperial.ac.uk

ROYAL COLLEGE OF SCIENCE UNION

- RCSU: Broadsheet Editor
- RCSU: Publicity Officer
- RCSU: RAG Officer
- RCSU: Science Challenge Chair
- RCSU: Sponsorship Officer
- RCSU: Wellbeing Activities Officer

If you have any questions or would like more information on these roles, please contact the RCSU President at rctu.president@imperial.ac.uk

CITY & GUILDS UNION

- CGCU: Communications Chair
- CGCU: Education Officer
- CGCU: Guildsheet Editor

If you have any questions or would like more information on these roles, please contact the CGCU President at engineering.president@imperial.ac.uk



Top Campaigning Tips

Campaigning is only allowed during the campaigning period which begins at **14:00 on Tuesday 14 June 2022**. Of course, you are free to tell your friends you are running but you are not allowed to launch any campaign content until the campaign period starts. Here are our top tips for campaign success:

1. DESIGN SOME EYE-CATCHING CAMPAIGN VISUALS & LOGO

Posters, flyers and online posts are an essential part of a campaign. There's going to be plenty of them, so make sure yours stand out.

2. 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 about where you can improve something, how you can do it and whether the electorate is going to take the policy seriously.

3. DEMONSTRATE YOUR EXPERIENCE

If you've been a club captain, student rep, or sat on one of the Union committees, promote this to your advantage.

4. USE SOCIAL MEDIA TO YOUR ADVANTAGE

Facebook, Twitter, Instagram or TikTok are great ways of extending your campaign message. Remember to follow the social media rules.

5. COME UP WITH AN IMAGINATIVE SLOGAN

A witty slogan captures people's imagination and sticks in their minds.

6. GET FRIENDS TO CAMPAIGN WITH YOU, FOR YOU

Use your friends and contacts - create a campaign team! Make sure that your team understands your campaign aims and policies. Students will ask them why they should vote for you, and they need to be able to sell you as the best candidate.

7. MAKING SPEECHES IN LECTURES

Asking a lecturer before a lecture if you could have 2 minutes at the start can really get your message out there to a captive audience.

8. TALK TO PEOPLE

Explain your policies to people and why you're the right person for the role, but keep it friendly, engaging and short. Make sure they know who you are, and why you think you'd be the best person for the role. Answer their questions thoughtfully and they might tell their friends to vote for you as well.

9. BE INVENTIVE

Aside from the first years, many students will have heard all the usual campaign spiels before. Come up with a unique, original campaign to capture those jaded minds!

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 login and then choosing which position you would like to stand for. The link for this is imperialcollegeunion.org/vote.

Once you have put yourself forward as a candidate, you will be asked for the username of a fellow student to 'second' or support your nomination. Your 'seconder' will receive an email notification and won't need to take any further action if they're happy to support your nomination. Nominations open at **noon, 01.06.2022** and close at **14:00 13.06.2022**. Once the nomination period closes, there will be a period in which campaigning is not permitted - Candidates are encouraged to review this Candidate Pack and other training material.

CANDIDATE BRIEFING

All candidates, excluding CSP candidates, will need to attend a compulsory candidate briefing session before they can begin campaigning. This will take place on **Tuesday 14 June at 12:00 via Teams**. Candidates will be sent an email with the Teams link after submitting their nomination, and prior to the session.

CAMPAIGNING

Campaigning begins at 14.06.2022 14:00

No campaigning is permitted before this time. 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 or College and then come up with a campaign strategy that is going to get you and your ideas noticed and taken seriously by the electorate.

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 Imperial College Union publicity rules plus additional rules imposed by the Returning Officer.
- 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.
- All campaign material must include the predesigned Summer Elections banners available at imperialcollegeunion.org/elections. Other use of the Union or College logo on campaign material is prohibited.
- 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, then lodges a complaint, the candidate may be penalised and/or disqualified.
- Campaign material must not contain offensive language, implied offensive language, or be libellous in nature.
- There must be no publicity in halls of residence.
- You are not allowed to use adhesive stickers as campaign materials.

Social Media Rules

Candidates may create social media groups or channels, such as Facebook groups or Whatsapp groups. However, candidates are not permitted to use for the purpose of campaigning any social media group created for any purpose other than the current election.

- All social media messages are governed by the same rules as email. Unsolicited messages and excessive sending of invitations are not permitted and will be considered spamming by the Returning Officer and Deputy Returning Officers.
- Any candidate using Twitter or Instagram must enter their Twitter/Instagram handle at **imperialcollegeunion.org/vote** when entering their manifesto.
- All social media posts by candidates and their campaign team must include the hashtag **#icuElections**.
- Please note that these rules are enforceable by the Returning Officer and Deputy Returning Officers

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 deadline 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 (SSP). 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.

Manifestos and your photo must be uploaded to **imperialcollegeunion.org/vote** by **Monday 13 June 14:00**. There is a **250-word limit** for all manifestos.

SPREADING YOUR MESSAGE IN STUDENT MEDIA

All student media is open to candidates to advertise in and spread their campaign message. If you wish to advertise in any of the different student media, then you should contact them directly at one of the following addresses:

- Felix: **felix@imperial.ac.uk**
- IC Radio: **info@icradio.com**
- ICTV: **ictv@imperial.ac.uk**



Campaign Budgets

Candidates for Felix Editor may spend up to £50 inc VAT on whatever they require for their campaign. This covers anything that can be construed as campaigning. For all elements of your campaign, you must ensure that that you get a VAT receipt. It is a requirement that you declare your spending **using this form** by 14:00 on Friday 17 June 2022 and send it to elections@imperial.ac.uk, including receipts, for 100% reimbursement. Please ensure that you collect VAT receipts so the Union can reclaim tax.

You may solicit sponsorship and receive good-in-kind for your campaign; however, this does not increase the amount of money you can spend on your campaign, which will remain £50 no matter how much money is donated to you. Any sponsorship income or goods-in-kind must be accounted for within your overall budget. The Deputy Returning Officers will determine a fair market value for any goods or services that are donated to you and subtract them from your budget. You must submit a Sponsorship Agreement/Contract to the DRO in advance of placing any company logos on campaign materials.

Candidates running Academic & Wellbeing Departmental Reps, Liberation & Community Officers, Constituent Union committees, Clubs, Societies & Projects Committees, and all other voluntary positions may spend up to £25 on their campaign. No reimbursement from the Union will be given, but you will still need to declare your spend using this form and send it to elections@imperial.ac.uk. It is a requirement that you declare your spending by 14:00, 17 June 2022 to elections@imperial.ac.uk, including receipts.

In this election the Union will not be providing printed materials to candidates as per the publicity policy. Instead, candidates will need to include any printing costs in their campaign budget. Printing costs will follow the standard College prices, which you can find at: imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing-photocopying-and-scanning/cost.

The Voting System

The voting system that the Union uses is Alternative Vote (AV) for elections with one position and Single Transferable Vote (STV) with Quota for elections with multiple positions. 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 to state who they prefer to be in the position. 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. AV and STV ensures that the person with the largest base of support among the student body gets elected.

Imperial College Union's online and mobile-friendly voting system, eVoting, will be used as in previous elections.

RE-OPEN NOMINATIONS (RON)

Re-Open Nominations is an option available for every position. The purpose of this option is to give the electorate a chance to say that they believe no candidate is suitable for the post. There will be no formal campaign to Re-Open Nominations.

CLOSE OF VOTING

After the close of voting on Friday 17 June 12:00, complaints will be received and heard by the Returning Officer until Friday 17 June at 14:00. No complaints will be heard by the Returning Officer after this deadline; Cases will be resolved before the results are released - however in the rare case that a candidate is disqualified on the last day of voting, they will still be able to exhaust their appeal and results for that position will be delayed pending the outcome.

The results of The Summer Elections 2022 will be announced via an article on the Imperial College Union website at 17:00 Friday 17 June.

CSP VOTING ELIGIBILITY REQUIREMENTS

If you purchase membership in a CSP after nominations close, you will not be eligible to vote in the current elections.

Bye-laws for Major Elections

APPLICATION

1. These Bye-Laws shall apply for all elections conducted by cross-campus ballot, and for all elections of Officers of the Union other than
 - 1.1. Management Group Chairs and Treasurers
 - 1.2. Representatives to Council

THE RETURNING OFFICER

2. The Governance Committee will, at least once per academic year, appoint an appropriately qualified person to act as the Returning Officer, who may not be a current Member of the Union and whose appointment must be ratified by the Board of Trustees.
3. The Returning Officer shall:
 - 3.1. Be the final interpreter of the Major Elections Bye-Laws.
 - 3.2. Appoint (and dismiss if necessary) deputy returning officers and other officials to ensure the good conduct and administration of the elections.
 - 3.3. Oversee the count and declare the results of the elections.
 - 3.4. Set rules, regulations and guidelines other than these election Bye-Laws to govern the conduct of the election.
 - 3.5. Seek legal advice if they believe that statements made or the contents of publicity could leave the Union open to legal action.
 - 3.6. Rule out of order any statement or the content of any publicity which in the Returning Officer's view is in breach of the constitution, the law or any other appropriate rules and guidelines.
 - 3.7. Be empowered to issue warnings to candidates in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above
 - 3.8. Be empowered to issue fines to candidates up to a maximum set by the Governance Committee, in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
 - 3.9. Deliver, or ensure the delivery of, appropriate training to all election candidates.
 - 3.10. Make available an information pack to potential candidates for each election outlining relevant rules and procedures.
4. The following powers shall be reserved by the Governance Committee having taken advice from the Returning Officer:
 - 4.1. Disqualifying a candidate,
 - 4.2. Ordering a re-run, and
 - 4.3. Setting aside ballot papers.

COMPLAINTS

5. The Returning Officer shall deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.
6. Complaints regarding the conduct of the Returning Officer shall be referred to the Board of Trustees. The onus is on the complainant to set out such complaints in writing for the Board of Trustees consideration. The Board of Trustees may order a re-run of the whole or part of the election should the complaint be upheld.
 - 6.1. Complaints regarding the conduct of the Returning Officer must be submitted within 10 College days of the close of voting

THE PROCESS OF ELECTIONS

7. The Returning Officer shall produce an election timetable which shall outline:
 - 7.1. The process for nomination
 - 7.2. Details for the submission of manifestos
 - 7.3. Arrangements for the ballot
8. The Returning Officer shall produce details of the arrangements for balloting and for complaints procedures, and ensure that they are publicised to all Members eligible to stand, and or vote.
9. The election will be conducted in accordance with the rules outlined by the Electoral Reform Society for running elections by the Single Transferable Vote system for elections with more than one position available, and the Alternative Vote system for elections with one position available.
10. The Returning Officer shall ensure that any additional details, or amendments to the arrangements, are publicised to all students in a timely fashion.
11. The Returning Officer shall ensure that all candidates sign a statement of intent that they will take up the position, and that they are satisfied the election has been run fairly before the count.
12. No candidate may challenge the result of the election once the count has been held

NOMINATIONS

13. Nomination forms will be available to all Members eligible to stand.
14. It shall be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline.
15. Nomination forms shall require 1 seconder.
16. Any Member of the Union eligible to vote in the election may second a candidate.
17. The Returning Officer shall have the sole responsibility for declaring a submitted nomination form valid.
18. When the Returning Officer is satisfied, all valid nominations shall be confirmed with the candidates and published.

MANIFESTOS

19. Manifestos must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the Returning Officer.
20. The Returning Officer will ensure that manifestos are available to voters at the point of ballot.

CAMPAIGN PUBLICITY

21. The Returning Officer will determine the allowance for publicity available to each candidate for each election.
 22. The Returning Officer shall stipulate a maximum amount that candidates may spend on their own election.
 23. All candidates in each election shall have an equal publicity allowance.
 24. The Returning Officer shall draw up regulations for the conduct of candidates' campaigns.
- Any breach of these regulations could lead to disqualification from the election.

HUSTINGS

25. The Returning Officer may arrange a hustings for the candidates in an election.
26. Candidates will be informed of the format of any hustings at the initial candidates' meeting.

WITHDRAWAL

27. Any candidate may withdraw from the election at any point by informing the Returning Officer.
28. If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the Returning Officer will ensure that the voters' next preferences are counted in accordance with the principles of the Electoral Reform Society

VOTING

29. The Returning Officer will ensure that all eligible members of the Union can vote.
30. The Returning Officer shall decide the method of voting and publicise it appropriately.
31. The Voters shall be able to express preferences for as few or as many candidates as they wish subject to the instructions on ballot papers.
32. Ballots shall bear the chosen name of each candidate, and of the position being contested.
33. The order of names on the ballot shall be decided by the drawing of lots or by using an electronic system which ensures the order of names on the ballot is chosen at random.
34. There will be a facility for voting for "Re-Open Nominations".
- 34.1. For positions which require more than one candidate to be elected, if Re-Open Nominations receives the most votes, nominations must be re-opened for all positions.
35. Voting shall be by secret ballot.

DECLARATION

36. Results of the election shall be declared by the Returning Officer when the count for each post has been successfully completed.
37. A list of successful candidates will be published within 1 clear day of the declaration of the results.

BY-ELECTIONS AND CO-OPTIONS

38. If any Union Office falls vacant, Governance Committee shall determine if and when a byelection should be called, except the Officer Trustees and elected Student Trustees, in which case the vacancy will be resolved in accordance with the Constitution & Bye-Laws. This timeline should be ratified by the Union Council



Key Information for Summer Elections 2022

A. GENERAL

1. All rules listed are in addition to the rules set out in Union Bye-Laws: Section J. Major Elections.
2. The Elections timeline outlines all deadlines for these Summer Elections and it is the candidate's responsibility to know these. All deadlines are final.
3. General feedback on the Election process can be made using **this online form**

B. THE RETURNING OFFICER

1. The Returning Officer's duties are set out in Union Byelaws: Section J. 2-4
2. The rules of the elections will be interpreted and enforced by the Returning Officer (RO) and Deputy Returning Officers (DROs).
3. Rulings made by the RO or DROs will be communicated to all candidates and as such become rules for that election. It is up to candidates to ensure that they are aware of the latest rules and rulings.
4. All candidates must attend meetings as requested by the RO and DROs.

C. NOMINATIONS

1. Nominations open at 12:00, Wednesday 1 June 2022 and close 14:00, Monday 13 June 2022
2. Nominations must be made online at **imperialcollegeunion.org/vote**
3. Nominations require one seconder

D. EXPENDITURE

1. Campaign expenditure is defined as expenditure in pursuit of promoting a candidate as further determined by the Returning Officer.
2. Any expenditure must be both that which all candidates have had the opportunity to carry out, and must be replicable by all other candidates in a given election.
3. Where there is a question as to the extent to which it is reasonable to believe that the use of a tactic or resource is open to all, the Returning Officer's decision is final and so advice should be sought first.

4. Candidates in all elections have a maximum amount they can spend on their campaigns once the nomination has been confirmed. All campaign material must be covered by a suitable receipt.
5. All campaign material for Felix Editor candidates must cost no more than £50 of which the Union will refund, providing the candidate has completed the Campaign Spending Declaration form and sent receipts to **elections@imperial.ac.uk**.
6. All campaign material for all other volunteer positions (unpaid) must cost no more than £25 of which the Union will not refund and must be covered by the candidate.
7. Receipts for monies spent on all campaign material must be submitted using the campaign spending declaration form before the deadline stated at **imperialcollegeunion.org/elections**

E. CAMPAIGNING

1. Candidates are responsible for all those acting in support of them, on behalf of them, as part of their campaign team or distributing their campaign material where the candidate may be deemed by the RO or DROs to have been in a position to control that individual's actions.
2. Candidates running a joint campaign are liable for any breaches to rules on either campaign and will be sanctioned accordingly.
3. If a candidate is in any doubt as to any campaigning activity that they intend to undertake, they are advised to speak to the RO or DROs before undertaking the activity in order to obtain a formal ruling. This may be done by emailing **elections@imperial.ac.uk**.
4. Candidates' manifestos and photos must be submitted online at **imperialcollegeunion.org/vote** by the deadline stated in the Elections timeline. Manifestos may be no more than 250 words long. Any words over 250 will be removed before the manifestos are published.

F. COMPLAINTS

1. Any complaint must be submitted using the online Elections Complaint Form available at imperialcollegeunion.org/elections/complaint
2. Only completed Elections Complaint Forms will be considered by the RO or DROs
3. Complaints should be submitted within 24 hours of the incident in question or at the earliest possible moment
4. Complaints cannot be anonymous and the ruling by the RO or DROs regarding any complaint may be communicated to all candidates within the election
5. Complaints involving severe breaches of the rules will be dealt with by the RO. The RO may choose to allow the DROs to rule on all other complaints
6. The RO will define to the DROs their interpretation of severe and non-severe breaches of the rules
7. The RO or DROs may make a ruling including, but not limited to, the following sanctions. Depending on the severity of the breach, any or all of these steps may be by-passed when making a ruling.
 - I. Warning
 - II. Suspension of campaigning
 - III. Indefinite suspension of campaign pending disqualification
8. All complaints must be received by the complaints deadline stated in the Elections timeline.
9. The RO's decision on all complaints is final, except for disqualifications which are decided by the Governance Committee on the RO's recommendation.

G. THE COUNT

1. Results of the election shall be announced once the count has been made within one (1) College day and the results published.

Rules for Summer Elections 2022

1. Any activity that is illegal, breaches College rules, policies and codes or Union bye-laws, regulations, policies or constitution or GDPR is deemed to be in breach of the election rules.
2. The College is still a place of work for students and staff alike during the election period. Candidates must not do anything to disrupt the normal operations of College or the Union during campaigning.
3. Lecture shout outs are prohibited unless permission is provided by the lecturer.
4. Lecture chat functions must not be used for campaigning without permission of the lecturer or organiser.
5. Any expenditure must be both that which all candidates have had the opportunity to carry out, and must be replicable by all other candidates in a given election.
6. All campaign material, including any paid for social media advertising, must be accounted for and spend declared, with a suitable receipt.
7. No candidates' publicity may appear before the beginning of campaigning as stated in the Elections timeline.
8. All campaign material must comply with the Union's Publicity Policy at imperialcollegeunion.org/dbfile/pbf/17
9. Any campaign material must include the Summer Elections banner available at imperialcollegeunion.org/elections. Other use of the Union or College logo on campaign material is prohibited.
10. Candidates and their campaign team may not harass, coerce, bribe or use intimidation to persuade someone to vote or whom to vote for.
11. Candidates must not obscure, tamper with or remove the publicity of any other candidates
12. Permission must be sought when posters are placed on non-designated poster boards as set out in the Union's Publicity Policy (imperialcollegeunion.org/dbfile/pbf/17)
13. Campaign material and activities must not cause damage to College or Union property.
14. All candidate websites and social media pages must contain a link to the elections website imperialcollegeunion.org/elections
15. All Twitter, Instagram and Facebook accounts used for campaigning must follow [@icunion](https://twitter.com/icunion).
16. All campaigning done through Facebook, Instagram and Twitter must contain the hashtag '#icuElections'.
17. Candidates are allowed to use Facebook groups, WhatsApp group chats, mailing lists and other forms of group communication only if they have collected consent to be contacted from those individuals during the campaign period and the group was formed for the sole purpose of campaigning in this election.



Summer Elections22