



Candidates' Pack

imperialcollegeunion.org/elections

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For more information about the Autumn Elections 2018/19
go online to:

imperialcollegeunion.org/elections

Introduction

Thank you for taking part in the Autumn Elections 2018.

I'm Deborah Evanson and I'm the Returning Officer for these Autumn Elections. That means it is my responsibility to ensure that the elections are run fairly and in line with the rules, as set out by the Union's constitution and bye-laws.

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 over 2,500 students elected each year to lead the Union.

You could be a candidate for Union Council, making policy decisions that affect the entire student body. You could stand to be an Academic Representative working to improve the student learning experience or one of the Wellbeing Representatives helping students access support and build communities. You might be running for LGBT+ Officer, one of the nine Liberation Officers at Imperial.

For Postgraduate students you can stand for one of the many positions on the Graduate Students' Union Committee, helping to add to the vibrant Postgrad community at Imperial.

We also have a range of positions available for Constituent Union committees, where you can be part of the active social scene on your course or faculty.

Deborah Evanson

Returning Officer
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This Candidates' Pack explains more about the positions, gives some helpful tips on campaigning and explains the all-important rules. Be sure to read them - when you become a candidate, you confirm that you have read and understood all of the rules - so no excuses.

I wish you all the best in your campaigning!

Standing

What positions are available?

Here is a list of the positions you can stand for and a short job description about what you'll be expected to do if you win, and how you can make a difference. You can read more about all the positions on our website at imperialcollegeunion.org/elections.

- **Representatives to Council**
- **LGBT+ Officer**
- **Academic Representatives – Departmental and Year:**

All Undergraduate Academic Reps are elected online in the Autumn Elections. Postgraduate Academic Reps are subject to department.

 - Aeronautics
 - Biochemistry
 - Bioengineering
 - Chemistry
 - Computing
 - Design Engineering
 - Earth Science & Engineering
 - Electrical and Electronic Engineering
 - Humanities
 - Joint Maths & Computing
 - Life Sciences South Kensington
 - Life Sciences Silwood
 - Materials
 - Mathematics
 - Mechanical Engineering
 - Medicine
 - Chemical Engineering
 - Civil and Environmental Engineering
 - Electronic and Information Engineering
 - Physics
- **Wellbeing Representatives - Departmental and Year:**
 - Aeronautics
 - Biochemistry
 - Bioengineering
 - Chemistry
 - Computing
 - Design Engineering
 - Earth Science & Engineering
 - Electronic & Electrical Engineering
 - Electrical & Information Engineering
 - Joint Maths & Computing
 - Materials
 - Mathematics
 - Mechanical Engineering
 - Medicine
- **Graduate Students' Union Committee:**
 - Treasurer
 - Events Officer
 - Events Coordinator
 - Marketing & Publicity Officer
 - Sports & Activities Officer (PG Welfare Officer)
 - Social Media Officer
 - Academic & Welfare Officer - 5 roles
- **City & Guilds College Union Committee:**
 - Events Officer
 - Bolt Editor
- **Royal College of Science Union Committee:**
 - Broadsheet Editor
 - RAG Champion/Officer
 - Science Challenge Chair

How do I stand?

To stand for election, nominate yourself by going to imperialcollegeunion.org/elections.

To become a candidate, you will need one 'seconder' – another Imperial student to support your nomination.

Once you have nominated yourself, you will be asked for the user name of another Imperial student to be your seconder. Your seconder will receive an email notification and won't need to take any further action if they're happy to support your nomination.

N.B. If your election is being held offline, please contact your course administrator for further details.

Timeline

Nominations open:

12:00, Saturday 29 September

Nominations close:

12:00, Wednesday 10 October

Candidates' Briefing:

13:00, Wednesday 10 October

Manifesto Deadline:

12:00, Thursday 11 October

Manifestos published/ Campaigning begins:

07:00, Friday 11 October

Voting opens:

12:00, Monday 15 October

Voting closes:

12:00, Friday 19 October

Please note that training for elected Wellbeing Representatives is compulsory, if you are standing for a position within the Wellbeing Representation Network. You will be able to book your place at a training session following the election results.

Campaigning

Campaigning is going out and telling students why they should vote for you. There are many different ways to campaign such as:

- Posters
- Leaflets
- Speaking in lecture theatres
- Facebook and Twitter
- Running around in a costume
- Getting your friends to help you
- Stickers
- Billboards and sandwich boards

Your campaign is up to you but make sure you read the rules.

Running a Successful Campaign

Campaigning around campus is only allowed during a short window (see the election timetable for exact dates). **You must not campaign before the close of nominations** 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.

Design some eye-catching posters: 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 club captain or sat on one of the Union's Management Group or Constituent Union committees, promote this to your advantage.

Use social networking and construct a website or blog: Facebook and Twitter are great ways to extend your campaign message.

Come up with an imaginative slogan: A witty slogan captures people's imagination and sticks in their mind.

Get creative

People might not remember your policies, but they'll remember your face if you deliver the message in a creative way - put your thinking caps on!

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 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.
- 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 be removed.
- Posters must be no bigger than A2 in size.
- Posters must not be placed on open brickwork and non-designated poster boards.
- Posters must be at least five metres apart.
- Posters must be put up using blu-tack or drawing pins (as appropriate) – do not use sticky tape.
- 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.

Social media rules

- Candidates may create Facebook groups.
- Candidates are not permitted to use, for the purpose of campaigning, any Facebook group created for any purpose other than the current election.
- A Facebook message is governed by the same rules as 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.
- Candidates must invite Imperial College Union Returning Officer (facebook.com/icureturningofficer) to any Facebook groups used for campaigning.

You can only place posters in the following places

- On Union Building poster boards with the exception of the bar area, the Union Dining Hall, and those covered in glass
- The Junior Common Room pillars, but not glass, in the Sherfield Building.
- Stairway noticeboards at St. Mary's, on each floor.
- Glass notice boards at SAF and in UMO student post room.
- Reynolds First floor walls and basement walls

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 12:00, Thursday 11 October. There is a 250 word limit for all manifestos.

Budget

Representatives to Council and GSU Committee candidates can spend up to £30 on their campaign, whereas Year (or Course) Reps can spend £10. **These costs will not be refunded.**

You must provide all receipts to the Returning Officer upon request before the results are announced. This is to ensure fairness and to stop people 'buying' the election.

Paper printing of posters (in College departments, at home, etc.) shall be accounted for at the costs below, regardless of where and for how much they were printed. Posters and flyers will be charged at the cost of the size of the distributed media; not the printed size.

Prices for printing are calculated at the College prices:

	A2	A3	A4
Monochrome	12p	6p	3p
Colour	£1	24p	12p

Top Ten Campaign Tips

Campaigning around campus is only allowed after the close of nominations. You must not campaign before then 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 put up posters around campus, hand out flyers, etc.

Here are our top tips for campaign success:

1 Design some eye-catching posters:

Posters 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 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 or sat on one of the Union's Executive Committees, promote this to your advantage.

4 Use social networking and construct a website or blog:

Facebook and Twitter are great ways of extending your campaign message. (See Social media rules further along in the Candidates' Pack).

5

Come up with an imaginative slogan:

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

6

Make speeches in lecture theatres:

Giving a quick shout-out to a lecture theatre is a daunting prospect, but a deeply rewarding way of canvassing hundreds of voters at once. You might even receive an applause!

7

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.

8

Get friends to campaign for you:

Get your buddies on the campaign trail to speak to as many members of the electorate as possible.

9

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.

10

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.

Voting

The Voting System

All voting will be done online. The voting system that the Union uses 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.

The result of this system is that students whose first choice is not elected can still get a chance to state further preferences.

Furthermore it makes it possible that, whilst an individual student may not be the most popular, if they have a larger base of support among the students they typically will be elected.

For every position, voters can choose to ‘re-open nominations’, also known as RON. If you don’t support any of the candidates, you can select RON as one of your preferences. You can also choose to abstain from the election.

Rules & Regulations

The Rules (From the Bye-Laws)

Application

1. These Bye-Laws shall apply for all elections conducted by cross-campus ballot, and for all elections of members referred to in the Constitution other than Management Group Chairs and Treasurers.

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 he/she believes 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 President, 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 Process of Elections

7. The Returning Officer shall produce an election timetable, not less than five (5) clear College days in advance of nominations opening which shall outline:
 - 7.1. The process for nomination, with nominations open for at least three (3) College days.
 - 7.2. Details of candidates' meetings
 - 7.3. Details for the submission of manifestos
 - 7.4. Details of any hustings
 - 7.5. Arrangements for the ballot, with voting open for at least two (2) College days.
 - 7.6. Arrangements for the count
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 one (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 campaigns.
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".
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 one (1) clear day of the declaration of the results.

By-Elections and Co-Options

38. If any Union Office falls vacant, Union Council shall determine if and when a by-election should be called, except the Officer Trustees and elected Student Trustees, in which case the vacancy will be resolved in accordance with the Constitution.

The Rules (for Your Reps & Council Elections 2018) as set by the RO

A. General Rules

1. All rules listed here are in addition to the rules set out in the Union Bye-Laws Section F. Major Elections.
2. The rules of the elections will be interpreted and enforced by the Returning Officer (RO). Rulings made by the RO 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 which will be available at imperialcollegeunion.org/elections/rules. The latest and correct version of the rules will always be in the downloadable Candidates' Pack available from imperialcollegeunion.org/elections.
3. 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 to have been in a position to control that individual's actions.
4. Any activity that is illegal, breaches College rules, policies and codes or Union bye-laws, regulations, policies or constitution is deemed to be in breach of the election rules.
5. The College is still a place of work for students and staff alike during the election period as it is the rest of the year. Please respect this during your campaigning.
6. If a candidate is in any doubt as to any campaigning activity that they intend to undertake, they are advised to speak to the DRO before undertaking the activity in order to obtain a formal ruling.
7. 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.
8. General feedback on the Election process can be made using the online form at imperialcollegeunion.org/elections/feedback.
 - 8.1 Feedback on the Election process will be considered by the Board of Trustees' Governance Committee as part of an annual review of the Union's electoral processes after the end of the election.

B. Nominations

1. Nominations open at 00:01 on 30 September and close at 23:59 on 12 October.
2. Nominations are available online at imperialcollegeunion.org/vote.
3. Nominations for all positions require one seconder.

C. Expenditure

1. Candidates in all elections have a maximum amount they can spend on their campaigns once the nomination has been confirmed. Candidates are asked to produce receipts of their expenditure by the relevant deadline. 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. Campaign expenditure is defined as expenditure in pursuit of promoting a candidature as further determined by the returning officer. 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.

D. Campaigning

1. No candidates' publicity may appear before the close of nominations.
2. All campaign material must be covered by a suitable receipt which can be produced if requested.
3. Ordinary Member and GSU Committee candidates can spend up to £30 on their campaign, whereas Year (or Course) Reps can spend £10. These costs will not be refunded.
4. All campaign material must comply with the Union's Publicity Policy (imperialcollegeunion.org/your-Union/policies/17).
5. Receipts for monies spent on all campaign material must be submitted in person to the DROs or by email to elections@imperial.ac.uk before close of voting.
6. Candidates' manifestos and photos must be submitted online at imperialcollegeunion.org/vote by 12:00 13 October. Manifestos may be no more than 250 words long. Any words over 250 will be removed before the manifestos are published.

Physical

7. Candidates and their campaign team may not harass, coerce or use intimidation to persuade someone to vote or who to vote for.
8. Candidates must not obscure, tamper with or remove the publicity of any other candidates.
9. Permission must be sought when posters are placed on non-designated poster boards as set out in the Union's Publicity Policy (imperialcollegeunion.org/your-Union/policies/17).

Online

10. Candidates may use social networks or their own website to promote their campaign.
11. All candidate websites and social network pages must contain a link to the elections website imperialcollegeunion.org/elections.
12. Candidates are allowed to use Facebook groups, mailing lists and other forms of group communication as long as they have collected the information for those individuals during the campaign period (close of nominations to the close of voting) and the group was formed for the sole purpose of campaigning in this election.
13. All Facebook groups must invite ICU Returning Officer (www.facebook.com/icureturningofficer) to the group before it is used for campaigning purposes.
14. All Twitter accounts used for campaigning must follow [@icunion](https://twitter.com/icunion).
15. All campaigning done through Facebook and Twitter must contain the hashtag '#voteicu'.

E. 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.
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 regarding any complaint will be communicated to all candidates within the election.
5. The RO 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.
 - 5.1 Issuing a formal warning
 - 5.2 Reduction in campaign budget or amount the Union will refund
 - 5.3 Temporary banning of campaigning
 - 5.4 Recommendation to the Trustee Board's Governance Sub-Committee for removal from the election
6. All complaints must be received within two (2) hours of the close of the voting period.
7. The ROs decision on all complaints is final.

F. 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.

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