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For more information about the Autumn Elections 2020:

imperialcollegeunion.org/elections

Introduction

Thank you for taking part in the Autumn Elections 2020.

I'm Tom Newman, Deputy Returning Officer. 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.

We appreciate that this year is already very different in lots of ways but one thing remains; student representatives are vital to the student experience. This year it is probably more important than ever that the student voice is effective in ensuring the Union and College are acting in the interests of students.

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.

You could be a candidate for Union Council, making policy decisions that affect the entire student body; stand as an Academic Representative working to improve the learning experience; or become a Wellbeing Representative helping students access support and build communities. Perhaps you are interested in championing change - consider becoming part of a Liberation & Community Network.

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.

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!

Tom Newman

Deputy Returning Officer
elections@imperial.ac.uk

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**
- **Liberation and Community Network Committees**
- **Academic Representatives – Departmental and Year:**
All Undergraduate Academic Reps are elected online in the Autumn Elections. Postgraduate Academic Reps are subject to department.
- **Wellbeing Representatives - Departmental and Year**
- **Constituent Unions Committees**
- **Clubs, Societies and Projects Committees**

How do I stand?

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

To become a candidate, you will need one 'secondar' – 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 secondar. Your secondar 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:

noon, Saturday 3 October

Nominations close:

noon, Tuesday 13 October

Manifestos deadline:

noon, Wednesday 14 October

Manifestos published/start of campaigning:

noon, Thursday 15 October 2020

Voting opens:

noon, Monday 19 October

Voting closes:

14:00, Thursday 22 October

Complaints deadline:

17:00, Thursday 22 October

Results online

17:00, Friday 23 October

Campaigning

Due to Covid-19 it will not be possible for all candidates to campaign in person and therefore this election will predominantly happen online.

It will not be possible to put up posters around campus, hand out flyers, etc. All campaigning must adhere to current social distancing government guidelines. Campaigning is only allowed during the campaigning and voting period, and is not permitted in the Autumn Elections before 12:00, Thursday 15 October.

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.

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/stand. 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, 03 October 2020 12:00 and close at noon, 13 October 2020. 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.

Campaigning

Campaigning begins at 12:00, 15 October 2020

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 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 pre-designed Autumn 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, contain implied offensive language, or be libelous in nature.

- As not all students will have the same access to campus and physical assets carry a sufficient viral transmission risk it has been decided that no printed campaign materials will be permitted.

Students are prohibited from campaigning on campus. If posters are printed for use in video or social media content, posters must be no bigger than A2 in size.

- There must be no publicity in halls of residence.

- You are not allowed to use adhesive stickers as campaign materials.

Please note that these rules are enforceable by the Returning Officer and Deputy Returning Officers.

Spreading your message in student media

All student media is open to candidates to advertise in and spread their campaign message. This will inevitably require you to spend some of your campaign budget to use them (see next section).

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

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 noon **14 October 2020**. There is a 250 word limit for all manifestos.

Campaign Budgets

Candidates running for Constituent Union committees, Liberation & Community Network, Council Representatives, Academic or Wellbeing Departmental Representatives, Club, Society or Project 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 to elections@imperial.ac.uk. Candidates are not required to pay a deposit although they can be sanctioned for a breach of rules. It is a requirement that you declare your spending by 19:00, 22 October 2020 to elections@imperial.ac.uk, including receipts.

Top Tips for Successful Campaigning

Here are our top tips for campaign success:

- **Design some eye-catching posts that allow you to campaign online:** Online posts 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 Committees, promote this to your advantage.
- **Use social media to your advantage or construct a website or blog:** Facebook and Twitter are great ways of extending your campaign message. Remember to follow the social media rules.
- **Come up with an imaginative slogan:** A witty slogan captures people's imagination and sticks in their minds.
- Making speeches in lecture theatres unfortunately isn't going to be an option, instead how about **filming a video of your speech** and uploading to social media.
- **You can still be memorable by using costumes and placards in videos:** People might not remember your policies, but they'll remember your face if you give them a show.
- **Get friends to campaign for you:** Get your buddies on the campaign team 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. You could replace in person conversations with social media Q&A sessions. Answer their questions thoughtfully 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 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!

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

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 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 (online) 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 (online) 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.

Key information about the Autumn Elections 2020

A. General Rules

1. All rules listed are in addition to the rules set out in Union Bye-Laws: Section H. Major Elections.
2. The Elections timeline [on page 5] outlines all deadlines for the Autumn 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 the online form at imperialcollegeunion.org/elections/feedback.

B. The Returning Officer

1. The Returning Officer's duties are set out in Union Bye-laws: Section H.3-4
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 on 03 October 2020 and close at 12:00 on 13 October, 2020.
2. Nominations must be made online at imperialcollegeunion.org/stand.
3. Nominations require one seconder.

D. Expenditure

1. Campaign expenditure is defined as expenditure in pursuit of promoting a candidature 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 all other volunteer positions (unpaid) must cost no more than £50 of which the Union will not refund and must be covered by the candidate.

6. Receipts for monies spent on all campaign material must be submitted by email to elections@imperial.ac.uk before the deadline stated at imperialcollegeunion.org/elections.

E. Campaigning

1. No candidates' publicity may appear before the beginning of campaigning which is noon 15 October 2020.

2. All campaigning must be conducted online. No physical campaigning is permitted due to social distancing rules.

3. All campaign material for all positions must cost no more than £25. The Union will refund 100% of the campaign materials for the Constituent Union President position. The Union will not refund campaign materials for other positions and all costs must be covered by the candidate.

4. All campaign material must comply with the Union's Publicity Policy, available [here](#).

5. All digital posters, digital flyers and websites must include the predesigned Autumn Elections 2020 banner available [here](#). Other use of the Union or College logo on campaign material is prohibited.

6. Candidates' manifestos and photos must be submitted online at imperialcollegeunion.org/stand by noon 14 October 2020. Manifestos may be no more than 250 words long. Any words over 250 will be removed before the manifestos are published.

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 may use social networks or their own website to promote their campaign.

9. All candidate websites and social network pages must contain a link to the elections website imperialcollegeunion.org/elections.

10. 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.

11. All Twitter accounts used for campaigning must follow @icunion.

12. All campaigning done through Facebook and Twitter must contain the hashtag '#icuelections'.

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. Issuing a formal warning
 - ii. Reduction in campaign budget or amount the Union will refund
 - iii. Suspension of campaigning
 - iv. Disqualification
 - ii. Reduction in campaign budget or amount the Union will refund
 - iii. Suspension of campaigning
 - iv. 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.
10. If the RO rules to disqualify a candidate, the candidate may make an appeal to Governance Committee within 24 hours or until the time specified on the final date of voting.

H. 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 Autumn Elections 2020

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. This is an online only campaign and election, therefore there must be no printed or on campus campaigning.
3. 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.
4. 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.
5. No candidates' publicity may appear before the beginning of campaigning as stated in the Elections timeline.
6. All campaign material must comply with the Union's Publicity Policy at imperialcollegeunion.org/dbfile/pbf/17
7. Any campaign material must include the Autumn Elections banner available at imperialcollegeunion.org/elections. Other use of the Union or College logo on campaign material is prohibited.
8. Candidates and their campaign team may not harass, coerce, bribe or use intimidation to persuade someone to vote or whom to vote for.
9. Candidates must not obscure, tamper with or remove the publicity of any other candidates
10. All candidate websites and social media pages must contain a link to the elections website imperialcollegeunion.org/elections.
11. 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.

for your
voice



imperial-collegiunion.org

imperial
college
union



Find us:

Beit Quadrangle
Prince Consort Road
London SW7 2BB

Contact us:

Tel: 020 7594 8060
Email: union@imperial.ac.uk
Reception: Level 2, Beit Quad

Connect with us:

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