



# Contents

- 03 ▲ Introduction
- 04 ▲ Departmental & Clubs, Societies & Projects positions
- 06 ▲ Constituent Union Leaders
- 08 ▲ Campaign Tips
- 09 ▲ Standing and Campaigning
- 13 ▲ Rules
- 17 ▲ Trustee declaration

# Introduction

Imperial College Union is a democracy, powered by the dedication, energy and skills of our thousands of volunteers. Every year, 10,000 new students arrive at Imperial College London, and their ideas and talent combine to make the Imperial student experience one of the best in London - if not the world.

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 370+ Clubs, Societies & Projects. Some students participate in our democracy and governance directly, as Student Trustees or Council Chair, speaking for their fellow students at the highest level of decision-making.

And each year, seven students are elected to take a year out of their studies to take one of our paid, full-time roles at the heart of Imperial student life.

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.

Hannah Hart

Deputy Returning Officer  
elections@imperial.ac.uk

Some 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 2019!

A version of this document is available online, alongside all other candidates' resources at:

[imperialcollegeunion.org/elections](https://imperialcollegeunion.org/elections)

## Departmental and CSP Positions

The Summer Elections 2019 include positions within our Representation Networks and our Clubs, Societies & Projects (CSPs). Every CSP with over 140 members is automatically included to ensure that all members have an equal chance to participate democratically. In the Rep Networks, the Wellbeing Departmental Representative and Academic Departmental Representative roles are available, as are Faculty Representatives who sit on Constituent Union committees.

### Wellbeing Representation Network

Launched in October 2017, the Wellbeing Representation Network is a body of approximately 90 student representatives responsible for identifying issues and raising awareness on areas affecting students such as health, financial concerns, relationships, equality & diversity and personal safety.

Wellbeing Dep Reps work with high-level staff in their departments such as Senior Tutors and the Director of Undergraduate Studies so that student wellbeing is considered at the same level of importance as academic excellence. Reps organise community building events in their departments, lobby for changes and act as the voice of students in staff-student committees.

To learn more about the Wellbeing Representation Network, visit [imperialcollegeunion.org/wbrn](http://imperialcollegeunion.org/wbrn).

### Academic Representation 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. Academic Dep Reps manage the Academic Year Representatives in their department, and have close working relationships with high-level academic staff such as the Head of Department and the Director of Undergraduate Studies. They also work with Faculty Reps, the Deputy President (Education) and Dep Reps from other departments on College-Wide issues. The role's main responsibilities include acting as the voice of students in staff-student committees, lobbying members of staff for changes to learning & teaching, and keeping an ear to the ground for any problems that students might be facing. Postgraduate Representatives will be elected in the Autumn Elections 2019 to enable Master's students to participate.

To learn more about the Academic Representation Network, visit [imperialcollegeunion.org/arn](http://imperialcollegeunion.org/arn).

## Clubs, Societies & Projects

The following Clubs, Societies & Projects have over 140 members and so will be taking part in the Summer Elections 2019:

- ABACUS
- Aeronautics
- Algorithmic Trading
- Art
- Badminton
- Bio Engineering
- Bio Chemistry
- Biology
- BioMedical
- Blockchain and Crypto-Technologies
- Boat
- Calisthenics
- Chemical Engineering
- Chemistry
- Chinese Students & Scholars Association
- Civil Engineering
- Consultancy
- Dance Club
- Dance Imperial
- Data Science
- Design Engineering
- Electrical Engineering
- Energy
- Entrepreneurs
- Finance
- FinTech
- GradMed (Medics)
- Hindu
- Indian
- Investment
- Kinky Klub
- Live Music
- Machine Learning
- Malaysian
- Management
- Materials
- Mathematics
- Mechanical Engineering
- Medical Education
- Oenology
- Pharmacology
- Photosoc
- Physics
- Robotics
- Surgical
- TedX
- Tennis
- VegSoc
- Women in Business
- Women in SET
- Yoga

## Constituent Union Leaders

### CGCU President

Engineering is the biggest faculty at Imperial and as President you are representing approximately 3,700 Undergraduate students. The City and Guilds College Union (CGCU) President must ensure the large Executive Committee is run smoothly through regular meetings and is also responsible for overseeing the Departmental Societies and other clubs within the Guilds in their role as Management Group Chair.

As President you oversee all of the different subsections of the CGCU's work including events, industrial relations, alumni relations, finance and sport. You're also responsible for representing engineers to both College and ICU, where you'll hold positions on Union Council and other boards. This means that the President will be heavily involved with all aspects of the Constituent Union from securing and managing relationships with sponsors and companies, budgeting and maintaining a strong relationship with the College, Union and Alumni.

The CGCU President is also a paid position and the successful candidate needs to be prepared to work on CGCU matters for 8 weeks in the summer holidays. It is suggested that these are taken towards the end of summer leading in to the new term. During this time, you will also receive a John Elliot bursary (for the amount this will be, please contact the CGCU President on the email address below), have access to an office in College and get invited to represent the Guilds at various delightfully catered functions.

The role requires a natural leader who is very good at building strong relationships and managing their time effectively (oh and you will be required to lead a BOOMALAKA from time to time). It is a demanding role however also extremely rewarding and one which will open doors for you!

For more information contact Andrew Hill by emailing [engineering.president@imperial.ac.uk](mailto:engineering.president@imperial.ac.uk).

### GSU President

The Graduate Students' Union (GSU) President's role is to ensure the smooth running of the GSU Executive Committee and co-ordinating the work of the committee members with the GSU Deputy Presidents. The President will typically be in close contact with key staff within the College's administration, the Graduate School and Imperial College Union, in order to further student-related policy and influence decisions for the benefit of Imperial College's Postgraduate students. As head of the GSU, the President is financially and politically responsible for the activities of the GSU to the Union President and Deputy Presidents.

Along with the representation branch of the GSU, the President represents the interests of the Postgraduate students on decision-making committees within the faculties, the College and Imperial College Union. Furthermore, the President will collaborate with the operations branch of the GSU in order to bring exciting social events to the Postgraduate student population and ensure that decisions and achievements of the GSU are clearly communicated to the College. This is a **paid part-time** position.

For more information contact Ute Thiermann by emailing [gsu.president@imperial.ac.uk](mailto:gsu.president@imperial.ac.uk).

## RCSU President

The Royal College of Science Union (RCSU) President manages a budget of over £50,000, organising a range of academic, social, careers and pastoral events representing the interests of over 3200 Undergraduate students. You directly liaise with senior members of staff and sit on various College and Union committees. These include the Faculty of Natural Sciences Teaching Committee, Community & Welfare Board, Union Council, as well as others.

You are also directly responsible for managing a committee of 19 people to ensure the RCSU works to its best capabilities in representing students and working closely with the Faculty of Natural Sciences. Joint with the Honorary Treasurer, you will also manage the five departmental societies in the Faculty of Natural Sciences and ideally ensure inter-departmental relations are maintained. The President is also responsible for securing sponsorship with the VPO and developing strong bonds with sponsors, maintaining ties with the RCSA and ultimately oversees the work of the Executive Committee.

This position is ideal for a confident team member and natural leader. It is imperative that you work professionally and with integrity, and are clear of what is required of each team member. You will also need excellent time management, especially if you wish to balance the presidency alongside your degree. This role requires a significant amount of work; however it is an exceptional learning experience and can be highly rewarding.

For more information contact Michael McGill by emailing [rcsu.president@imperial.ac.uk](mailto:rcsu.president@imperial.ac.uk).

## RSMU President

The President is the person who oversees all Royals School of Mines Union (RSMU) activities, and is in charge of making sure the RSMU runs like a well-oiled machine.

This is done by keeping track of everything that is going on, prompting other committee members on actions that need to be performed and helping them along the way if any problems arise. It is a busy committee position, and is of the utmost importance to the RSMU.

The President deals with Imperial College Union, the Royal School of Mines Association, and multiple other Boards at the Union; alongside the meetings set by the above, the President chairs the RSMU General Committee and Exec meetings.

For more information contact Marta Wolinska by emailing [rsm.chair@imperial.ac.uk](mailto:rsm.chair@imperial.ac.uk).

Open roles for Constituent Union Leaders are available at:

**[imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections)**

# Top ten campaign tips

Campaigning around campus is only allowed during the campaigning and voting period, and is not permitted in the Summer Elections before noon, Friday 17 May 2019. 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:

- 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 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.
- 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!
- 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 show.
- 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 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!



## 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](https://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, Thursday 9 May and close at noon, Thursday 16 May. **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 noon, Friday 17 May. **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 Summer Elections banners available at [imperialcollegeunion.org/elections](https://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.
- 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.
- Your posters must be at least five metres apart from one another.
- 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.
- 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.

## 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 must enter their Twitter handle at [imperialcollegeunion.org/vote](http://imperialcollegeunion.org/vote) when entering their manifesto.
- All social media posts by candidates and their campaign team must include the hashtag #icuElections.
- Posters may not be placed on walls. They can only be placed on existing posterboards, such as those on the Sheffield Walkway, Union Building stairwell, or at Charing Cross.

## 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 during voting and manifestos of major positions will be published in Felix . 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 student media may also use the submitted manifesto text or contact you to submit a further manifesto.

Manifesto specs are as follows:

| Medium              | Submit to      | Maximum Word Count | Photo Needed | Deadline           |
|---------------------|----------------|--------------------|--------------|--------------------|
| Manifesto & Picture | Voting Website | 250 words          | Yes, .jpg    | 12:00, 16 May 2019 |

**You are able to enter the following alongside your manifesto:**

- Link to a Facebook page for your campaign
- Link to a Twitter account
- Link to a website for your campaign
- YouTube video for your campaign
- A4 PDF - could be a long form manifesto or campaign poster

These will all be published on [imperialcollegeunion.org/vote](http://imperialcollegeunion.org/vote) as students vote in the Summer Elections 2019, and on [imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections).

All campaign material is bound by the Student Staff Protocol (SSP). These regulations are contained within the SSP Policy online at [imperialcollegeunion.org/your-union/policies/47](http://imperialcollegeunion.org/your-union/policies/47). 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.

## 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). You could have a section of a page in Felix, an advert on IC Radio or your face all over the televisions in the Junior Common Room courtesy of ICTV.

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: [unioncoms@imperial.ac.uk](mailto:unioncoms@imperial.ac.uk)
- IC Radio: [info@icradio.com](mailto:info@icradio.com)
- ICTV: [ictv@imperial.ac.uk](mailto:ictv@imperial.ac.uk)

## Campaign budgets

**Candidates for Constituent Union President roles may spend up to £100 inc VAT on whatever you require for your campaign.** This covers anything that can be construed as campaigning, except for travel costs incurred when travelling to other campuses. 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 by Thursday 23 May 2019 to [elections@imperial.ac.uk](mailto: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 £100 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.

|            | <b>A2</b> | <b>A3</b> | <b>A4</b> |
|------------|-----------|-----------|-----------|
| Monochrome | 12p       | 6p        | 3p        |
| Colour     | £1        | 24p       | 12p       |

**Candidates running for Constituent Union committees, Academic or Wellbeing Departmental Representatives, Club, Society or Project positions may spend up to £50 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](mailto:elections@imperial.ac.uk).

Candidates are not required to pay a deposit although they can be sanctioned for a breach of rules.

## Candidate debate

For the Officer Trustee roles and other main candidates\*, a debate event with a live audience and online streaming will be arranged by Imperial College Union and student media. The date and venue will be confirmed to candidates.

\*Exact line-up to be confirmed

## Voting

### Voting system

The voting system that the Union uses is Alternative Vote (AV) for one position, and Single Transferable Vote (STV) with Quota for 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

The results of the Summer Elections 2019 will be announced in the evening of Friday 24 May.

### 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.

# Rules (From Section F of the Bye-Laws)

## F. 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 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 The Summer Elections 2019 as set by the Returning Officer

## 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) 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 which will be available at [imperialcollegeunion.org/elections/rules](http://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](http://imperialcollegeunion.org/elections).
4. 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.
5. 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.
6. 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. This must be respected during your campaigning.
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](http://imperialcollegeunion.org/elections/feedback).

## B. The Returning Officer

1. The Returning Officer's duties are set out in the Union Bye-laws Section F. 3-4.
2. Any complaint about the conduct, not the decisions, of the RO's can be made to Board of Trustees' Governance Sub-Committee through the Union's complaints procedure as detailed in the Union Bye-Laws Section F.

## C. Nominations

1. Nominations will be open from 12:00 Thursday 9 May and close Thursday 16 May.

2. Nominations can be made online at [imperialcollegeunion.org/vote](http://imperialcollegeunion.org/vote).
3. Nominations require one seconder.
4. All candidates must attend meetings as requested by the RO and DROs.

## D. 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.

## E. Campaigning

1. No candidates' publicity may appear before the beginning of campaigning on 17 May 2019.
2. All campaign material must be covered by a suitable receipt.
3. All campaign material for full-time positions and Constituent Union Presidents must cost no more than £100 of which the Union will refund 100%.
4. All campaign material for all other part-time positions must cost no more than £50 of which the Union will not refund and must be covered by the candidate.
5. All campaign material must comply with the Union's Publicity Policy at [imperialcollegeunion.org/your-union/policies/17](http://imperialcollegeunion.org/your-union/policies/17).
6. All posters, flyers and websites must include the pre-designed Summer Elections 2019 banner available at [imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections). Other use of the Union or College logo on campaign material is prohibited.
7. Candidates' manifestos and photos must be submitted online at [imperialcollegeunion.org/vote](http://imperialcollegeunion.org/vote) by noon, Thursday 16 May. Manifestos may be no more than 250 words long. Any words over 250 will be removed before the manifestos are published.

## Physical

8. Candidates and their campaign team may not harass, coerce or use intimidation to persuade someone to vote or who to vote for.
9. Candidates must not obscure, tamper with or remove the publicity of any other candidates.
10. 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](http://imperialcollegeunion.org/your-union/policies/17)).
11. Candidates are not allowed to use adhesive stickers as campaign materials.

## Online

12. Candidates may use social networks or their own website to promote their campaign.
13. All candidate websites and social network pages must contain a link to the elections website [imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections).
14. 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.
15. All Twitter accounts used for campaigning must follow @icunion.
16. 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](http://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.

- 7.1 Issuing a formal warning
- 7.2 Reduction in campaign budget or amount the Union will refund
- 7.3 Suspension of campaigning
- 7.4 Disqualification

## 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.



## Trustee declaration

All prospective Trustees must read and sign a declaration like the one below if they win one of the Officer Trustee positions.

I declare that:

- I am over 18 years of age
- I have never been convicted of an offence involving dishonesty or deception that is not regarded as legally spent
- I am not an undischarged bankrupt
- I have never been removed from office as a charity trustee by a Court or by the Charity Commission
- I have not been disqualified under the Company Directors Disqualification Act 1986
- I have not made compositions with my creditors from which I have not been discharged
- I am, in the light of the above, not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee
- I understand that, as a trustee of Imperial College Union, I will be excluded from employment by Imperial College Union; therefore, if I am currently a staff member of Imperial College Union, I will have to resign my position upon taking office as a trustee.
- In order to ensure compliance with Charity Law and best practice, and to protect the Union and the individual from real or perceived conflicts of interest, I understand that the Union will not employ former Trustees on a permanent basis until after the completion of one year from the end of the individuals term of office.



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