

Election Details

These rules are the property of the Chief Returning Officer and their designates and they alone will be the interpreter of them.

Eligibility and personal details

You will need to provide us with your name, address, phone number and email address. You will also need to confirm with us which union you are a member of and provide us with proof that you are a student or student officer.

You will need one of the following:

- A letter from an institution confirming your student status or officer status
- A letter from a students' union confirming your student status or officer status
- A scan/clear photo of a valid student card/Union staff ID card, which clearly shows the name of institution and expiry date, and which has not yet expired
- A letter confirming that you are a Full Time Officer of NUS

Your nominations

You will need at least 5 people from 5 different Constituent Members to agree to nominate you to the position you wish to stand in election for. You may not nominate yourself. We recommend you gather more than 5 nominations in case of errors.

For each person you will need their full name, their Constituent Member and proof of their student status in one of the following ways:

- A letter from an institution confirming their student status or officer status
- A letter from a students' union confirming their student status or officer status
- A letter confirming that the nominator is a member of an NUS Committee
- A scan/clear photo of a valid student card/Union staff ID card, which clearly shows the name of institution and expiry date, and which has not yet expired

Your nominator may not nominate more people than there are positions available in that election.

By providing proof of their student status and consenting for you to use it on the nomination form they are declaring their nomination for you. Their name and constituent member will be published online once your nomination has been accepted. It is your responsibility to make sure the information is accurate. Providing false nominations or evidence will be investigated by the Chief Returning Officer and could potentially result in disqualification from the election. If for any reason your nominator's evidence is not valid, you will be contacted over email and have 24 hours to provide another nomination.

If you are unsure about your proof of status please contact governanceteam@nus.org.uk before the close of nominations.

Manifesto

Submit a manifesto to support your nomination. A manifesto is a statement about why you are standing for the position. We will be publishing all manifestos and promoting them to all constituent members of NUS. To ensure your manifesto is included in the published booklet you need to submit it in two formats:

1. The manifesto must be received as a PDF document of no more than 2 A4 pages
2. You must also submit a plain text copy in a word document for accessibility purposes

Photo

Submit a 'head and shoulders' photo of yourself with a clear background. There must not be anyone else included in the photo and the image must be of a high quality for us to edit to the right size to upload onto our website.

Biography

Submit a short statement introducing yourself of no more than 100 words. We will be putting up this up online on the Conference Hub along with your headshot and a link to your manifesto. You may submit links to any website or social media page (e.g. facebook, twitter) where you are promoting your election. NUS and the Returning Officer cannot accept responsibility for the content of any external websites advertised by individual candidates within their manifesto or supporting statements.

Objections to the eligibility of candidates

Any member of NUS may object to the eligibility of candidates or their nominators. They may do this by contacting the chief returning officer in writing via governanceteam@nus.org.uk no later than 7th April 2017 at 12noon.

The Ballot

For each election, the Chief Returning Officer will announce the method of voting. Ballots will display the chosen name of each candidate and the position they are standing for. Voting will be conducted by secret ballot and there will be clear ballot boxes and times to cast your vote.

The Count

The Chief Returning Officer will arrange for the count for full time positions to take place at National Conference.

They will endeavor for the counts for the committee and NEC positions to also take place at the event, but if this is not possible for them to occur within one week of the close of Conference.

Block of 15 count - to include at least 50% women and 5 reserved places for FE

5 positions on the block of 15 are reserved for Further Education places and in addition at least 50% of the Block 15 shall be reserved for women. This means that 4 counts will take place. Firstly for FE women for 2 positions and then following that the second count will include the remaining FE candidates for the remaining 3 positions. The third count will be for all remaining women for the number of positions required to get the Block of 15 to at least 7. Then the forth count will take place for all remaining candidates for the final 8 positions.

Candidates may send one observer to the count for their election but cannot attend the election count themselves.

Campaigning Rules

Expenditure

Candidates in all elections have a maximum amount they can spend on their campaigns notified once the nomination has been confirmed, for all campaign publicity materials that can be worn, given or handed to delegates. Campaign materials are anything that promote your candidature or discourages others from voting for your opponents. Candidates may be asked to produce receipts of their expenditure and may be asked to ensure that any good/services received are available to all candidates and not only a result of special relationships with suppliers. If you are unsure

whether your expenditure counts within these boundaries you should check with the Chief Returning officer via governanceteam@nus.org.uk before spending any money. You cannot plead ignorance on this issue following the event.

Maximum expenditure for elections at National Conference are as follows:

Full time officers	No more than £400
Block of Fifteen	No more than £150
Democratic Procedures Committee	No more than £45
Student Trustees	No more than £45

Emails and Facebook

The use of any official NUS, AMSU, NUSSL or NUS Area email list to advertise one candidate over another is strictly prohibited. This includes any official email networks or social networking groups and events both formal and informal that students use for another purpose, for example to discuss a type of student activity, community or political grouping. Individual emails and the general use of social networking sites and message boards is considered word of mouth communication, and beyond the need to be respectful of their opponents, candidates are free to use these as they see fit.

Leaflets

Leaflets may be distributed to delegates at any point over the conference, but not on conference floor. Leaflet distributors may be asked to disperse from an area by the Chief Returning officer or asked to desist entirely if their actions cause the event to become inaccessible.

Code of Conduct

In considering the rules candidates should be aware that they are responsible for the conduct of themselves, their campaign and supporters. Candidates for elections are governed by the NUS Code of Conduct. A breach of this code by a candidate or their supporters may lead to disqualification, as may any breach of these campaigning rules. The code of conduct sets out the protocol to be followed given any breach of discipline. A breach of discipline can include (but is not limited to, threatening or harassing any other person, assaulting any other person, damaging any property, acting in contravention of the NUS Equal Opportunities Policies; acting without due regard for the safety of others, acting with dishonesty or with intent to defraud and infringement of equal opportunities, safe space, safeguarding, no platform or staff. The Chief Returning Officer has the right, at any point, to suspend a candidate to be investigated under the Code of Conduct which may cause them to be withdrawn from the election.

Diversity monitoring

The Chief Returning Officer wants to ensure that these election processes are as open as possible to the full diversity of our membership. If your nomination is successful you will be contacted to fill in an optional Diversity Monitoring Form.