



University of Cambridge
Graduate Union

17 Mill Lane. CB2 1RX

Graduate Union Election Rules Lent 2016

The conduct of this election will be delegated to CUSU, under the provision of Schedule E.6. The election will therefore be governed by the CUSU Elections Rules (attached as an appendix), with the following supplementary provisions.

GU Elections Committee

The composition of the GU Elections Committee is determined by the Council [Schedule E.8]. In adopting these Election Rules, the Council appoints the GU Elections Committee to comprise the membership of the CUSU Elections Committee, with the addition of the GU Returning Officer.

The GU Returning Officer will be appointed by the Council [Schedule E.9], following the President's declining of this role.

Complaints about the election of the GU President will be addressed to the GU Elections Committee in the first instance.

Eligibility

Candidates for GU President must be a Member of the GU, and not a Non-Graduate Member [Constitution 18, 24-25, 51-52; Schedule E.14]

Non-Graduate Members are mature undergraduates, adjoined students and all undergraduates in their fourth or higher year of residence [Constitution 24-25].

Those eligible to vote in this Election will be Members of the GU, excluding Non-Graduate Members, [Clause 49] as of the date the electoral roll is produced – which for this election is 28/01/16. Those not on the roll by this date will not be eligible to vote in this election.

Any potential candidate or voter who is unsure as to their eligibility, or who believes they are eligible but is unable to vote in the online ballot, should contact the Elections Committee to discuss their status. The online ballot will be set up in advance and students will have the opportunity to check whether they are on the electoral roll before the vote opens.



ELECTION RULES 2016

Status of the Rules

The Elections are run in accordance with the CUSU Constitution and Standing Orders¹, which outline the way in which the elections are run. In addition, the Elections Committee produces these more detailed Rules and will also make rulings over the course of a campaign. This conduct also follows agreement with the Graduate Union. These Rules and rulings have the same force as the CUSU Standing Orders provided they do not contradict anything that is explicitly stated in the Standing Orders or any explicit mandates from the CUSU Council or (where relevant) GU Council.

As a candidate, you are responsible for understanding these rules and communicating them to your campaign team. You are, to the furthest reasonable extent, fully responsible for all of the actions taken on your behalf, whether by you as the candidate or by your campaigners.

These rules are in effect from their publication to CUSU Council (18/01/2015) and will also be presented to GU Council - please bear in mind that some rules govern behaviour that takes place before the close of nominations, not just the campaigning and election period.

Notice on Election Rules

Candidates should note that all rules and deadlines surrounding the Elections will be strictly enforced, and they are advised to read the CUSU elections homepage frequently during the campaigning season.

If in **any doubt** regarding the meaning or application of the rules, please contact the Elections Committee for advice. The Elections Committee reserve the right to issue interpretations of the Rules in specific instances, which will be

¹ Article J of the [CUSU Constitution](#) and Article C of the [CUSU Standing Orders](#)

published alongside these rules on the CUSU website, and **it is the responsibility of candidates and campaigners to be aware of these**. In any dispute over the rules, the view of the Elections Committee carries supreme power.

If the GU Elections Committee chooses to delegate responsibility for the election of the GU President to the CUSU Elections Committee under these Rules, the GU's own elections committee will retain formal responsibility for this election (and this election only) and, in line with this responsibility, may act as a body of final appeal with respect to complaints.

Where reference is made in these rules to the Student Support Officer, candidates are reminded that its informal title may also be used, which is the Welfare & Rights Officer.

Timetable

Mon 15 th February:	Nominations open
Tues 23 rd February:	Nominations close;
Thurs 25 th February:	Campaigning period opens
Mon 29 th February:	Hustings at CUSU Council
Mon 29 th - Weds 2 nd March:	Voting Open online
Thursday 3 rd March:	Full results confirmed and published

Hustings and debates

After the first hustings at CUSU Council on the evening on Monday 29th February, other events will take place during the following days. The Elections Committee will finalise the number and format of hustings in due course. Following successful experimentation in previous years, it is intended that hustings will be complemented with live debates filmed & streamed online, and video manifestos.

Voting system

Voting will be by Single Transferable Vote, as per Electoral Reform Society rules², and will be run solely as an online vote. Elections committee will use CUSU's secure voting system for online voting (<http://www.vote.cusu.cam.ac.uk>).

² Candidates wishing to find out more about the voting system should visit the Electoral Reform Society's work 'How to conduct an Election by the Single Transferrable Vote', which is hosted at

<http://www.crosenstiel.webspace.virginmedia.com/stvrules/index.htm>

Due to “fair representation” policy passed at the NUS National Conference, the election for NUS Delegate positions will be conducted with a modified Single Transferable Vote system, as per NUS guidance, to enable the election of a sufficient number of self-defining women to the NUS delegation. This will involve no change to the ballot procedure, but will require two separate STV counts to be conducted.

As the CUSU President (who is a delegate *ex officio*) self-defines as a woman, the delegate election should be conducted to ensure that, candidate numbers permitting, a minimum of 2 of the 5 delegate positions are filled by women.

Eligibility for Election

CUSU Membership: In order to seek or hold elected office within CUSU, you must be a member of Cambridge University Students’ Union³.

GU Membership: In order to seek or hold elected office as Graduate Union President, you must be a Member of the Graduate Union who is a Registered Graduate Student of the University.

Elections Committee Disqualification: In order to run in the elections, you must *not* have been a member of Elections Committee for at least four weeks prior to the opening of nominations in the election.

College/Faculty permission (Sabbatical Candidates): In order to run for a Sabbatical office that will interrupt your studies (i.e., you are not in your final year during the election), you must have tutorial permission to take the year off.

Trustee Eligibility (CUSU Sabbatical Candidates other than Coordinator and Student Support Officer): An important duty of Sabbatical Officers other than the Coordinator and Student Support Officer is to act as a Trustee of the CUSU. Therefore, in order to take up these posts, you must be legally eligible to be a charity trustee.⁴

Eligibility for the position of Student Support Officer: Candidates for the position of Student Support Officer must be students in at least their third year of residence in Cambridge upon standing for election (e.g. third year

³ Defined in Article B.2 of the CUSU Constitution.

⁴ Generally, you would be disqualified if you were under 18, had convictions involving dishonesty, had been bankrupt, or had been removed from a director or trustee position in the past.

undergraduates) or those from within the shared membership of the CUSU and the Graduate Union (including graduate students, undergraduates in their fourth year of residence, affiliated students and mature undergraduate students).

Trustee Eligibility (GU President and Student Support Officer): An important duty of these two roles is to act as a Trustee of the GU. Therefore, in order to take up these posts, you must be legally eligible to be a charity trustee.⁵

DBS (formerly CRB) Clearance - Student Support Officer, Education Officer, Women's Officer, and Access Officer A Disclosure and Barring Service check will be carried out on these four officers-elect after election. Included on the appropriate nominations form will be a declaration that you do not have any previous relevant convictions - candidates must complete this in order to stand for election to these posts.

Ability to Perform Duties of Post: In order to be eligible for election, you must be able to carry out the key duties required of your role⁶. For instance, you may not stand for election as a delegate to NUS Annual Conference if it is clear that you would not be able to attend the Conference itself.

Those eligible to vote in this Election will be those who meet the same criteria as of **the date the electoral roll is produced**.

Any potential candidate or voter who is unsure as to their eligibility, or who believes they are eligible but is unable to vote in the online ballot, should contact the Elections Committee to discuss their status.

Before Nominations Close

You must not publicly declare your candidacy until the start of the Campaigning Period, which is after the close of nominations, and provided that you have received the Candidates Briefing from the Elections Committee. You may of course discuss your intentions with your close friends and ask people to join your campaign team.

⁵ Generally, you would be disqualified if you were under 18, had convictions involving dishonesty, had been bankrupt, or had been removed from a director or trustee position in the past.

⁶ Such a judgment will be made independent of any legally protected characteristics you possess.

You must not campaign for votes outside of the time that is specifically allocated for campaigning (the Campaigning Period). The Campaigning Period shall be from 8am on Thursday 25th February until the close of voting at 7.00pm on Wednesday 2nd March.

Getting Nominated

Fill in the Right Forms. Nomination forms will be made available for all of the posts. If you have any doubts about the forms, please ask a member of the Elections Committee (elections@cusu.cam.ac.uk). If your nomination form is not submitted correctly, it may be refused. **You must submit your nomination form in person to a member of the Elections Committee at the CUSU Office.** The committee will be available for this between 10am and 5pm on 15th - 19th Feb and on the 22nd Feb, and 10am to 12 noon on the 23rd.

Be on Time (!). Nominations will close at **12:00 (noon) on Tuesday 23rd February.** This deadline will be enforced *very strictly*.

Submit your Manifesto. This will be one side of A4 on which you make your case for yourself. You should submit your manifesto by email as a word document or PDF file by 12:00 (noon) on Wednesday 24th February. It will be posted online and distributed to all college polling stations. It will also be printed and distributed to students at a somewhat reduced size, so please bear that in mind if you want to use small print.

Attend enough Hustings. You are required to attend at least 25 percent of the official scheduled hustings for your election. Failure to do so for reasons unacceptable to the Elections Committee will result in your disqualification.

Before your campaigning begins, candidates must be briefed by the elections committee. There will be a general session at 5:30pm on Wednesday 24th February in the CUSU/GU Lounge. If your non-attendance is unavoidable, please contact elections@cusu.cam.ac.uk to arrange a later time, although please note that you may not begin campaigning unless you have been briefed, so it is in your interests to attend before the opening of the Campaigning Period.

Campaign Team

- Your campaign team/campaigners are those people who agree to be active ambassadors for your campaign, e.g. those who will be wearing t-shirts, distributing publicity materials related to your candidature and publically seeking votes from those who aren't close associates.
- You will need to register each campaigner by filling in the ready-made google doc that you will be sent by the start of campaigning. You can register new campaigners at any point throughout the elections period and there is no limit on the number of campaigners you can have.
- It is **your responsibility** to ensure that each campaigner follows the election rules when campaigning. You may be held responsible for the actions of your campaign team. Private use of social media such as Facebook and Twitter, or SMS messaging does not count as campaign activity and thus no registration is necessary. Private use is defined as interactions with existing friends and followers, rather than - for example - posts on Facebook pages or groups. However, if your registered campaigners are deemed to be using methods of communication on social media which are visible to a large number of people simultaneously (e.g. Facebook status posts or tweets, rather than private messages) in a way which violates rules pertaining to publicity, such as referring to your opponent(s), you may be held accountable.
- Your campaigners must be known to the Elections Committee but their names and/or positions within the university etc. must not appear anywhere (including on published campaign material) in relation to the election and any candidacy - i.e. **you may not advertise their endorsement and support of your campaign**. You may also not include the CUSU or GU logo on any of your publicity materials.
- Campaigners may campaign for more than one candidate, and be cross-registered as such, but may only campaign for one candidate at any one time.
- Campaigners may make public appearances with you, distribute your material, and tell others in person to vote for you
- The use of any mailing lists in campaigning (other than lists created *specifically* for your candidature) is forbidden. Candidates and their campaigners may wear T-shirts, stickers and badges. They may distribute stickers and badges to voters who are not registered campaigners.

Campaigning as a Group

Candidates may not campaign for each other, nor may they run together on 'slates'.

Campaign Spending

The following table gives you information on how much money you can spend during your campaign. You must disclose all campaign spending, keep receipts for all items purchased and hand them to the Elections Committee by the designated deadline. To ensure you are not prevented from purchasing campaigns materials due to financial circumstances, you may ask to be reimbursed on an ongoing basis throughout the Campaigning Period and you may use CUSU's reprographics facilities for campaigns purposes without being charged, however the value of the services used will be deducted from your campaign budget. There will also be a monetary value assigned by the Elections Committee for donations.

We encourage you to be as creative as possible with methods of campaigning but please consult Elections Committee in advance if you are unsure whether or not a novel campaigning technique is acceptable.

Position	Money you can spend
Sabbatical Role	£120
Part-time role	£70
NUS Delegate	£40
Sabbatical Role + NUS Delegate	£150
Part-time role + NUS Delegate	£90

Candidates are strongly encouraged to remove their publicity for disposal/recycling once counting has begun.

All campaign material must be registered with the Elections Committee on a google doc that each candidate will be sent by the start of campaigning. Receipts must be kept and given to Elections Committee in person.

You must declare the type, quantity and cost of campaigning material you have used before 8pm on Friday 4th March. **You must keep records of campaign expenditure and associated receipts, which must be attached to the relevant form and sent to elections@cusu.cam.ac.uk or in person at the CUSU offices within 48 hours of the end of campaigning**

Restrictions on Your Publicity

Flyposting is illegal in Cambridge, along with other forms of defacement such as the use of stickers or graffiti. Campaigning in this way not only makes you liable to prosecution; it damages the relationship between the student body and the community. As such, it will also make you subject to sanctions from the Elections Committee. The committee would like to draw your attention to the Proctorial Notice on Flyposting on the last page of these rules.

Referring to your opponents/other candidates is also banned except in certain contexts. You cannot make allegations about your opponents or other candidates in the elections in any of your published material, whether physical or online. You can, however, refer to them in forums where the Elections Committee thinks they have a fair opportunity to respond directly. This includes hustings, debates and media interviews where both candidates can input. The Elections Committee will work to ensure both that you can legitimately challenge your opponents and that they can adequately address your criticisms: this may include allowing them additional speech time in hustings or debates.

E-mail and similar electronic messages, including text messages, which promote your candidature may *only be sent to friends of the candidate by the candidate, and to friends of campaigners by campaigners*. Email lists may be set up by you or your campaign team for the purposes of your campaign, but **existing email lists (including University, JCR and society lists) must not be used for promoting candidates**.

Campaign Websites and blogs are acceptable and encouraged. You must be careful, however, not to violate rules on your public statements, reveal campaigners' identities, make direct references to your opponents if they are not given the opportunity to respond, or do anything else that you would not be allowed to do on a flyer or other printed material.

At polling stations: No item of publicity, other than the publicity given to Returning Officers by the Elections Committee, can be displayed within 5 metres of a ballot box. In the case of paper voting, no item of publicity shall be displayed within 5 metres, nor in the same room as a public terminal provided for that purpose. If in doubt, contact Elections Committee for further guidance.

Facebook and other social media: You and your campaigners are encouraged to make full use of Facebook and other social media in promoting your campaign, subject to the following restrictions:

- You may have one Facebook event, **which will be set up for you by the Elections Committee**: you may not set up any other group, page or event in relation to your candidacy, nor may you or your campaigners promote your candidacy on any other pre-existing group, page or event.
- In addition, you may have one Secret Group on Facebook for the purpose of organising your campaign, **which will be set up for you by the Elections Committee**: this is solely to help you manage your campaigners and as such you are expected not to add anyone other than your registered campaigners. As this is not a public or campaigning forum, you may use this space to discuss your opponents' activities, tactics and policies for the purposes of organising your campaign, however other rules, such as the ban on hate speech, will still apply. A member of Elections Committee will also be a member of the group, to ensure adherence to these rules.
- Any Cambridge student who is not a candidate or registered campaigner for a candidate may use **their own profile** in any way to promote a campaign, but may not post on a group, page or event to promote your candidacy. Any candidate benefiting from such promotion must make every reasonable effort to discourage it and may be penalised if, in the view of Elections Committee, they have not taken sufficient steps to prevent such an occurrence.
- Candidates and registered campaigners are restricted in their use of public messages on social media as outlined above.
- If you or a campaigner wish to use twitter for your campaign, you must follow the CUSU online twitter account, so that we can follow you back.

Hate speech, including any language or action which is deemed racist, sexist, homophobic or transphobic is **banned in all contexts**, and will be looked upon extremely seriously by the Elections Committee.

Penalties and Complaints

Contravening the election rules outlined above, and those sections of the Standing Orders relating to election rules may result in penalties or disqualification. **Elections Committee reserves the right to issue multiple strikes or non-standard penalties where appropriate.**

Standard Penalties:

First strike: Disciplinary meeting.

Second Strike: Campaign ban at Committee's discretion

Third strike: Disqualification from the election.

The Elections Committee shall strictly enforce penalties, and all candidates are strongly advised to consult the Committee if they are unsure of any aspect of the rules. Penalties will generally be applied to all candidates who gain benefit or who are culpable by actions that are contrary to the Election Rules.

Anyone may complain to the Elections Committee on any matter pertaining to the elections. Complaints must be received in writing or by email, must state clearly that the communication constitutes a complaint, and must include a statement setting out the nature of the objection. Complaints must be received by the Elections Committee within 72 hours of the occurrence of the incident in question and not later than 24 hours after the determination of the election (if the incident occurs less than 72 hours before the determination of the election the complaint must be received not later than 24 hours after the determination of the election). The Elections Committee shall acknowledge complaints within 24 hours of receiving them.

Any party may appeal to overturn the decision of the Elections Committee in writing, within 72 hours of the Elections Committee outlining their decision. The Elections Committee may choose to review their own decision- if this is the case, the deadline for appeal shall be extended to 72 hours after the Elections Committee makes its final ruling.

Appeals not reviewed by the Elections Committee, or made in response to a decision already reviewed by the Elections Committee, should be directed to the Junior Proctor.

If the Elections Committee deems a complaint to have been made maliciously or frivolously, it reserves the right to issue a sanction against the complainant. The Elections Committee may choose not to consider a complaint which falls outside of the 72 hours window (for appeals

following a decision and for complaints following an incident, as outlined above).

Remember that the Elections Committee may be approached informally at any time for guidance, clarification of the rules or a ruling, without submitting an official complaint. Any complaints about the way Elections Committee are running elections should be sent to the CUSU General Manager at gm@cusu.cam.ac.uk in the case of the CUSU sabbatical roles. Any complaints with respect to the election of the Graduate Union President, if delegated to the CUSU Elections Committee, should follow this same procedure in the first instance, but may be appealed to the Graduate Union Manager at manager@gradunion.cam.ac.uk.

The Elections Committee

Contact elections@cusu.cam.ac.uk to contact the Elections Committee.
All elections related enquiries, unless otherwise advised, should in the first instance be sent to this address.

Chair of Elections Committee:

- Jemma Stewart (also the formal CUSU Returning Officer)

Other voting Committee members:

- Charlotte Chorley
- Priscilla Mensah

PROCTORIAL NOTICE

FLY-POSTING

Members of the University are reminded of Regulation 4 of the General Regulations for Discipline¹:

No member of the University shall intentionally or recklessly damage or deface or knowingly misappropriate any property of the University or of any College.

The Proctors may take disciplinary action against any member of the University who is found to be making unauthorised postings on University or College premises.

The Cambridge City Council has advised the Proctors that such unauthorised postings are illegal and contrary to the Town and Country Planning Act 1990 if on private property, or to the Highways Act 1980 if in a public place.

The Council's officers routinely act against fly-posting within the City, and individuals or groups who fail to remove illegal postings within twenty-four hours of receiving notice from the Council may be prosecuted before the Magistrates and fined up to £1,000.

The Proctors may assist the City Council or the Police in the prosecution of such offenders.

David Woodman
Robinson College
Senior Proctor

Hugh Shilson-Thomas
Selwyn College
Junior Proctor

OCTOBER 2014