



Cardiff Students' Union  
Undeb Myfyrwyr Caerdydd

# CUSU Election Regulations

## SU Leadership Elections 2026

*Please note: Candidates are officially bound by these regulations from the moment the notice of poll confirming the list of candidates is made live on the Students' Union website. For candidates' nominations to be approved they must ensure their nomination complies with the guidance set out in these regulations. When these regulations refer to 'candidates' it is also referring to campaigners/campaign teams (unless specifically stated otherwise).*

### Nominations

Nominations must be submitted using the nominations typeform available on the Notice of Elections and prior to the nominations deadline confirmed in the Notice of Elections. Any students experiencing issues with the nominations process must report this prior to the nominations deadline by emailing the Students' Union Elections Team at [elections@cardiff.ac.uk](mailto:elections@cardiff.ac.uk). No nominations can be accepted after the deadline where no issue has been reported prior.

After a nomination has been submitted, the elections team will email the potential candidate to confirm the intent of their nomination and to confirm their consent for the information to be shared as part of the election process. Where a potential candidate does not respond in line with the deadlines outlined within the confirmation email the individual may be removed from the election and their nomination not considered complete.

### Name on Ballot & Notice of Election

Candidates must provide a name to appear on the ballot and notice of poll when submitting their nomination. This name should be either their registered name on the University's database or a name which they commonly use or by which they are regularly referred. This is to ensure students are fully aware of the candidates they are voting for and who may be elected as their representatives.

Names which do not fit this definition and/or include phrases, names, or words more commonly associated with phrases or brands will not be accepted. It is the responsibility of candidates to ensure they submit a nomination within the guidance provided, and risk their nomination not being accepted if they fail to comply with the election team's instructions. The deadline for providing an appropriate name to appear on the ballot and notice of poll is the same time and date as the deadline for nomination submission.



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## Photo

Candidates have the option to provide a photo to appear on the online ballot alongside their nominations. Candidates do not have to provide a photo, but any photo which is provided must follow the guidance.

The photo should be a true likeness of the candidate and include the candidate's face. No other people should appear within the focus of the photo. It is the responsibility of candidates to ensure they submit a photo within the guidance provided, and risk their photo not being accepted if they fail to comply with the election team's instructions.

## Candidate Questions

For this election all candidates are asked to answer three questions. These questions are aimed at helping students understand the type of student representative a candidate would be if elected and the priorities they would have. Candidates are not required to submit an answer at the time of completing their nomination. Candidates may opt to submit their answers following the closing of nominations via email to [elections@cardiff.ac.uk](mailto:elections@cardiff.ac.uk) or not at all. Candidates have a maximum of 600 characters (approximately 100 words) for each question. The questions are as follows:

Q1. What experience or skills do you have which you believe will make you a good representative?

Q2. How do you plan to ensure students are heard and their views reflected on important issues that impact their university experience?

Q3. What would be your top 3 priorities if elected?

Your answers to these questions will appear on the ballot when students vote and will be used throughout the Union's promotion of the election. These answers replace what were formally known as manifestos. If you experience any problems with submitting your answers, please email a copy to [elections@cardiff.ac.uk](mailto:elections@cardiff.ac.uk).

## Eligibility Criteria

To be eligible to stand in this election you must be either a student of Cardiff University or a current Sabbatical Officer (in accordance with the Union's governing documents) at the close of nominations.

There are also additional eligibility criteria for some roles within this election, as listed below. Where a position is not listed below there are no additional eligibility requirements.

In some instances, these additional requirements are self-defining, whilst others will be checked by the Students' Union Elections Team when confirming your student status and eligibility to stand.



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<b>Position</b>	<b>Additional Eligibility Requirements</b>	<b>Checking Process</b>
Vice President Cymraeg	Students who are a Welsh speaker or learner.	Self-Defining
Vice President International Students	Overseas fee-paying students and/or a student who has lived or undertaken education abroad for a period of at least three years.	Self-Defining
Vice President Postgraduate Students	Students who have or are currently undertaking a postgraduate degree (taught or research) at Cardiff University. This does not include an integrated Masters.	Checked via Student Records/Data
Vice President Sports and Athletic Union President	Students who are members of the Athletic Union and/or a member of a university-connected sports team such as IMG.	Checked via MSL Membership or Proof of Membership
Vice President Undergraduate	Students who have or are currently undertaking an undergraduate degree at Cardiff University.	Checked via Student Records/Data
Estranged Students' Officer	Students who identify as estranged. An estranged student is defined as a student who has no contact with their parents and/or family.	Self-Defining
Heath Park Students' Officer*	Students whose courses are taught at the Heath Park campus.	Checked via Student Records/Data
LGBTQ+ Officer	Students who identify as members of the LGBTQ+ Community.	Self-Defining
LGBTQ+ Officer (Trans Space)	Students who identify as Trans.	Self-Defining
Mature Students' Officer	Students who were either aged 21 and over at the start of their Undergraduate degree or 25 and over at the start of their Postgraduate degree.	Checked via Student Records/Data
Student Carers and Parents Officer	Students who are parents or have caring responsibilities.	Self-Defining
Women's Officer	Students who identify as a woman.	Self-Defining



## **Fit-to-Stand Policy**

When submitting their nominations candidates will be asked to confirm they are 'fit to stand' and know of no reason why they should be ineligible based on the Students' Union Fit-to-Stand requirements.

The Students' Union Fit-to-Stand requirements exist to protect students from the continuous or potential harm that could be caused by a candidate who is either under investigation or who has had complaints upheld against them in matters relating to harassment, assault, and sexual violence.

When submitting their nomination candidates will be asked to confirm and agree to the following statement:

"I confirm, to my knowledge, that I am not currently under investigation by the University (including any department, programme, school, college or team of the University), Students' Union or the Police nor have I had complaints upheld against me by the University, Students' Union or the Police in relation to the following matters:

- Sexual Misconduct
- Inappropriate Sexual Behaviour (which may include, but is not limited to violence, grooming, misconduct and harassment)
- Relationship Abuse and Unhealthy Relationships
- Rape
- Sexual Assault
- Sexual Violence
- Violence
- Abuse
- Harassment
- Bullying
- Hate Crimes
- Criminal Conduct
- Physical Assault
- Discrimination"

Candidates unable to confirm the above statement will be ineligible to stand in this election. Candidates will then also be asked to agree to the following requirement of their nomination.

"I confirm that the Students' Union Election Team have the right to check my eligibility to stand in this election with the University and its relevant departments. This includes information in respect to my student status, my compliance with the Students' Union Fit-to-Stand Requirements and any other eligibility criteria for the role in which I have nominated myself. As such I also give the University the right to confirm with the Students' Union Election Team whether or not I am eligible to stand in this election and for the position I have submitted in accordance with the requirements and criteria set out."



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Candidates who do not agree to the Students' Union checking their eligibility to stand in the election will be ineligible to stand in this election.

If after confirming these statements, the situation involving a candidate changes (i.e. they are then informed of an investigation) the candidate is responsible for ensuring they inform the Students' Union Elections Team as soon as possible.

The Fit-to-Stand policy only covers instances where complaints/investigations have been launched against a student prior to the close of nominations. Where complaints are raised relating to the matters listed within the Fit-to-Stand policy after the close of nominations and once the list of candidates is made public then a candidates' position in the election will remain unchanged until the completion of that investigation, unless deemed necessary by the investigating body.

Where an investigation is completed and a complaint upheld against a candidate, in relation to any of the matters listed within the fit-to-stand requirements, prior to the announcement of the results then the candidate in question will be removed from the election.

Where an investigation is completed and a complaint upheld against a candidate, in relation to any of the matters listed within the fit-to-stand requirements, prior to a successful candidate taking up their role then the individual will be ineligible to take up their position and the count for the election in which they stood would be re-run.

The Students' Union Elections Team will not investigate complaints relating to the matters listed within the fit-to-stand requirements. However, they will act in accordance with the decisions made by those with the responsibility to investigate and determine outcomes of relating complaints. Moreover, this policy does not cover the actions that would be taken against a sitting officer once they have begun their term of office as the individual is no longer held by the election regulations.

If at any point a candidate or successfully elected individual is found to have lied or misled the Students' Union Election Team in respect to their eligibility to stand, they may be disqualified from the election or removed from their position.

## **Candidate Resources**

The Students' Union will use the answers candidates provide to the candidate questions to produce promotional materials that will be shared online and placed around the Students' Union building.

Candidates are then able to produce their own posters which will be printed by the Students' Union. Posters must be emailed to the Students' Union prior to the given deadline to ensure they can be returned to candidates before the start of the voting period. Candidates cannot print any other



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promotional material not provided by the Students' Union. The number of printed materials/copies of posters provided by the Students' Union will be confirmed during the candidate briefing.

**Key deadlines can be found below:**

	<b>Deadline</b>	<b>Submission Process</b>
<b>Nomination Submission</b>	Monday 16 <sup>th</sup> February, 6pm	Submitted via the nominations typeform.
<b>Photo Submission</b>	Monday 23 <sup>rd</sup> February, 10am	Submitted via the nominations typeform or via email to <a href="mailto:elections@cardiff.ac.uk">elections@cardiff.ac.uk</a>
<b>Responses to Candidate Questions</b>	Monday 23 <sup>rd</sup> February, 10am	Submitted via the nominations typeform or via email to <a href="mailto:elections@cardiff.ac.uk">elections@cardiff.ac.uk</a>
<b>Video Manifesto (30 Seconds)</b> <i>Sabbatical Officer candidates may submit a video manifesto to be shared on the Union's social media. This video must be no longer than 30 seconds and filmed in one continuous take.</i>	Monday 23 <sup>rd</sup> February, 10am	Submitted via email to <a href="mailto:elections@cardiff.ac.uk">elections@cardiff.ac.uk</a> . Submission should be provided in either .MOV or MP4 format and filmed in portrait.
<b>Additional Words for Translation</b> <i>Alongside their candidate questions, candidates can also request up to 100 additional words for translation.</i>	Monday 23 <sup>rd</sup> February, 10am	Additional words for translation should be submitted via email to <a href="mailto:elections@cardiff.ac.uk">elections@cardiff.ac.uk</a>
<b>Poster / Printed Materials Deadline</b>	Monday 2 <sup>nd</sup> March, 10am	Submitted via email as a PDF to <a href="mailto:elections@cardiff.ac.uk">elections@cardiff.ac.uk</a> . Submission is required in both English and Welsh.

## Election Conduct

Cardiff University Students' Union elections are governed by 4 core principles which regulate campaigning and candidate conduct through all of its elections. We want you as candidates to be free to campaign in clever and creative ways without worrying about remembering long lists of rules. Instead, the 4 principles should guide candidates' decisions making about their campaign.

That said, should candidates act contrary to spirit of the principles they are subject to sanctions from the elections team. These can vary from restricting different kinds of publicity to in extreme cases removal from the election.



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## The Principles

- 1) Students must be free to cast their vote without undue influence or pressure.
- 2) Candidates must obey the law, union and university policies.
- 3) Candidates should focus on their own campaign and thus avoid interfering with the campaigning of other candidates.
- 4) Items produced or primarily used for a candidate's campaign must be accounted for within the given allowance in line with the unions' financial election regulations.

## How it works:

To give you an idea of how this works, there are some examples of how the principles are applied below:

- 1) Students must be free to cast their vote without undue influence or pressure.

Candidates may not stand and watch students when they vote as the student would be under pressure to vote for that particular candidate. Candidates should be mindful to step away from a student once they have begun the voting process. Whilst it would be permitted to hand out a flyer and a sweet to make students remember you and listen to you, you would not be allowed to offer to give students a reward (a sweet or something else) that they get after they have voted for you, as this would be deemed as undue influence.

- 2) Candidates must obey the law, union and university policies.

This means that you as a candidate and your campaign team, as always, must adhere to the law, University regulation (such as their behavioural code, health and safety regulations, equal opportunities procedure, harassment code, damage to university property, and use of email etc.) and Union policy (such as our Zero Tolerance policy, Elections Regulations etc.). Breach of these policies can lead to disciplinary action which could in turn affect your student status and your Union membership, as well as impacting your status as an election candidate.

- 3) Candidates should focus on their own campaign and thus avoid interfering with the campaigning of other candidates.

This means candidates are expected to focus on their own campaign and not do anything which would interfere with the campaigning of other candidates. For example: defacing other candidates' publicity and heckling other candidates are among the actions that would be considered a breach of this principle. However, candidates are still free to discuss the merits of another candidate's manifesto or standing and such discussion would not be considered a breach of this principle.

- 4) Items produced or primarily used for a candidate's campaign must be accounted for within



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the given allowance in line with the union's financial election regulations (see below).

## Financial Election Regulations

Money should not be a barrier to any student wishing to run in elections. This is why the union provides campaign allowances to all candidates and restricts candidate expenditure to the set amount.

Candidates standing in this election have an allowance of £20.

- 1) This allowance is to spend on costs associated with your campaign. You cannot spend more than this amount on your campaign activity and resources.
- 2) To promote sustainable methods of campaigning candidates **may not** print their own printed materials including posters, flyers, leaflets, and business cards. The Students' Union will provide each candidate with a specified number of printed copies of their posters of varying sizes. These will be scaled up and down from an A4 version (portrait) that candidates will provide as their poster manifesto. The exact details of amounts and sizes will be made available to candidates following the closing of nominations.
- 3) All candidates are required to produce receipts for **all of their expenditure** on the campaign prior to the final candidates meeting along with an expenses form.
- 4) Where obtaining a receipt for an item is not possible, candidates must agree a market value with the elections team **prior** to its use. This amount will then be counted towards their total elections expenditure.
- 5) Campaign expenditure shall be defined as 'any expenditure that is carried out with the purpose of promoting a candidate's election campaign'. The only exceptions are costumes/clothing and consumables (See guide on the next page).
- 6) If unsure whether an item should or should not be counted as expenditure it is the responsibility of the candidate to gain clarity from the elections team prior to the use of any materials. Clarity should be obtained in writing via email.
- 7) Candidates cannot split the costs of the production and use of assets in their campaign. Wherever an item has been used by to support a candidate's campaign, the individual candidate will be liable to deduct the full amount from their expenditure regardless of the total number of candidates benefiting. i.e. a group of candidates campaigning together and promoting each other are individually required to account for the full value of any resources used in their campaign.



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The list below is not exhaustive.

### **Consumables & non-campaign specific items** (must not be accounted for.)

Rationale: These are all items we can reasonably expect candidates to own prior to their decision to stand in Union elections. This means their primary function is not to promote campaigning and therefore they do not have to be accounted for.

- Paint, pens, and craft materials
- Old cardboard, sheets, fabric or similar materials
- Sellotape, pins, blue tac, glue, string or other fixing materials
- Pets
- Musical instruments
- Car and transport costs
- Costumes
- Clothing (excluding clothing which is professionally produced for the primary purpose of promoting your candidacy)

### **Breach of Conduct**

Upon report of a breach of conduct candidates will be reported to the elections team who will conduct an investigation and will apply sanctions if the candidate is found to be in breach. The Returning Officer or Deputy Returning Officer have the right to sanction and even remove a candidate from the election process if they feel it appropriate.

### **Additional Guidance**

From time-to-time the elections team, including the Returning Officer or Deputy Returning Officer, may issue further election guidance. This guidance can cover any elements of election conduct and should be abided by in the same way as these regulations. Any such guidance will be communicated to candidates via email.

### **How to Make a Complaint**

All complaints must be received within 24 hours of the incident occurring and must reach the Students' Union Elections Team in writing by the close of voting.

Complaints are made by emailing [elections@cardiff.ac.uk](mailto:elections@cardiff.ac.uk) and must include the following information;

- Details of the incident (when and where it took place and whether there were any witnesses)
- Evidence



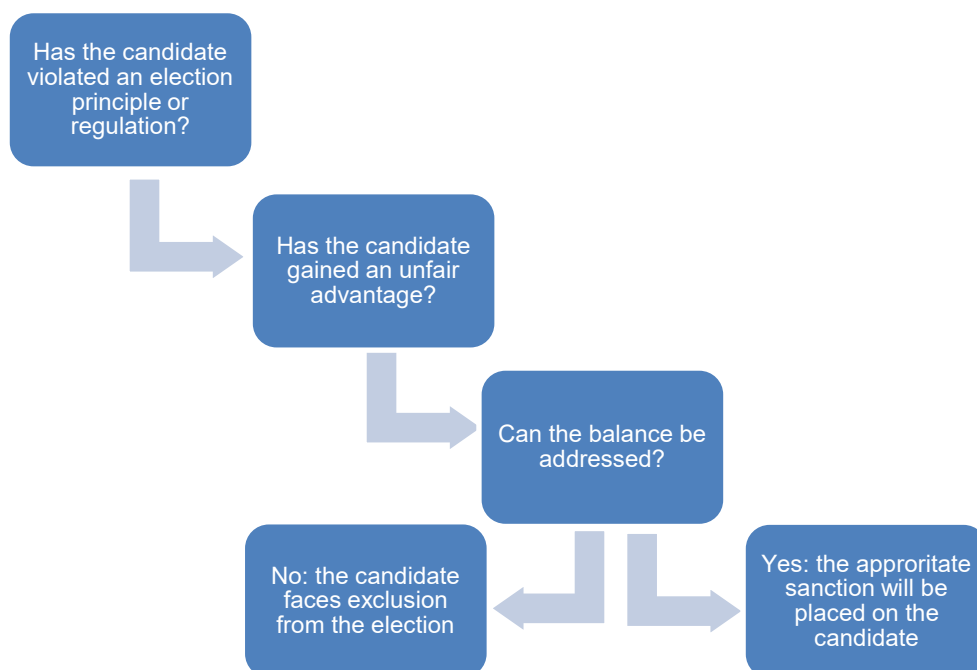
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- Which regulation has been broken
- What outcome you are seeking

The Returning Officer will be reviewing and ruling on all complaints prior to the commencement of the count.

### Assessing Complaints

The elections team assesses all complaints on an individual basis against a somewhat standardised formula. By posing a series of questions the elections team ensures to treat all candidates equally.



### Accessibility

The elections team aims to make the elections process as accessible as possible. If there are any accessibility needs which you wish to make the elections team aware of, or would require the granting of exemptions for, please email the elections team at [elections@cardiff.ac.uk](mailto:elections@cardiff.ac.uk) at the earliest opportunity.

### The Count

In the event that a successfully elected candidate is unable to take up their post and declares so prior to the start of their term of office (1<sup>st</sup> July) the election count may be re-run with the withdrawn



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candidate removed. The successful candidate in the re-run count will then be provided with the opportunity to take up the role. This may only happen once per elected position.

## Key Dates

Key Event	Date
Nominations Open	Friday 16 <sup>th</sup> January, 10am
Nominations Close	Monday 16 <sup>th</sup> February, 6pm
Candidate Questions and Photo Deadline	Monday 23 <sup>rd</sup> February, 10am
Video Manifesto Deadline	Monday 23 <sup>rd</sup> February, 10am
Translation Request Deadline	Monday 23 <sup>rd</sup> February, 10am
Printed Materials Submission Deadline	Monday 2 <sup>nd</sup> March, 10am
Printed Materials Collection	Thursday 5 <sup>th</sup> – Friday 6 <sup>th</sup> March, 10am-4pm
Candidate Q&A Event	Thursday 5 <sup>th</sup> March, 6-9pm
Voting Opens	Monday 9 <sup>th</sup> March, 10am
Voting Closes	Thursday 12 <sup>th</sup> March, 6pm
Results Expected	Friday 13 <sup>th</sup> March



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