

CUSU SU Senate Elections Regulations

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', they also refer to campaigners/campaign teams.

Positions Available

The positions available in this election are:

- Mature Students' Officer
- Student Carers & Parents' Officer
- Student Senate
- Athletic Union Executive Committee
- Cymraeg Executive Committee
- International Executive Committee
- Postgraduate Executive Committee
- Societies & Communities Executive Committee
- SU President's Executive Committee
- Undergraduate Executive Committee

Nominations

Nominations must be submitted using the Elections Nominations Typeform, available on the Notice of Elections via cardiffstudents.com, 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 Elections Team at elections@cardiff.ac.uk. No nominations can be accepted after the deadline where no issue has been reported prior.

Name on Ballot & Notice of Election

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

Names that 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 Elections Team's instructions. The deadline for providing an appropriate name to appear



on the ballot and Notice of Election is the same time and date as the deadline for nomination submission.

Photo

Candidates have the option to provide a photo to appear on the ballot alongside their nomination(s). This is not a requirement. Any photo 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 Elections Team's instructions.

Candidate Questions

For this election, candidates are asked to answer two questions. These questions are aimed at helping students understand the type of student representative a successful 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 close of nominations via email to Elections@cardiff.ac.uk or not at all. Candidates have a maximum of 500 characters (approximately 80 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. What would be your top priority if elected?

Your answers to these questions will appear on the ballot when students vote.

The deadline for candidate question submissions and other key dates are as follows:

	Deadline	Submission Process
Nomination Submission	Thursday 22 nd October, 6pm	Submitted via the Elections Nominations Typeform .
Photo Submission	Monday 26 th October, 10am	Submitted via the Elections Nominations Typeform or emailed to Elections@cardiff.ac.uk .
Candidate Questions	Monday 26 th October, 10am	Submitted via the Elections Nominations Typeform or emailed to Elections@cardiff.ac.uk .



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Printed Materials	Tuesday 27 th October, 10am	Emailed to Elections@cardiff.ac.uk .
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Eligibility Criteria

To be able to stand in this election, you must be a student of Cardiff University at the close of nominations.

There are also some 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 Elections Team when confirming your student status and eligibility to stand.

Position	Additional Eligibility Requirements	Checking Process
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
Athletic Union Executive Committee	Students who are members of the Athletic Union and/or a member of a university-connected sports team such as IMG.	Checked via MSL or Proof of Membership
Cymraeg Executive Committee	Students who are a Welsh speaker or learner.	Self-Defining
International Executive Committee	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



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Postgraduate Executive Committee	Students who have or are currently undertaking a postgraduate degree (taught or research) at Cardiff University. This does not include Integrated Masters.	Checked via Student Records/Data.
Undergraduate Executive Committee	Students who have or are currently undertaking an undergraduate degree at Cardiff University.	Checked via Student Records/Data.

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"



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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 Elections 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.”

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.

At the close of nominations, the Students’ Union Elections Team will conduct an eligibility check on each candidate including communicating with the University a list of the students who have nominated themselves. At this point the University may inform the Students’ Union of candidates who are not eligible to stand in respect to either student status, the eligibility criteria of the role, or the fit-to-stand requirements. In respect to the fit-to-stand requirements, the University will not provide the Students’ Union Elections Team with any additional information other than the fact the candidate is ineligible. The Students’ Union Elections Team will then inform the candidate they are ineligible and no routes of appeal to this decision are available.

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 candidate’s 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



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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.

Campaigning & Conduct

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

That said, should candidates act contrary to the 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 elections.

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 Union's financial regulations.

How it Works

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

- 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 encourage students to 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 regulations (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



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(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 others.

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 candidates' campaigns must be accounted for within the given allowance in line with the Union's financial election regulations (see below).

Financial Election Regulations

Campaign Officer Candidates

Candidates standing for a Campaign Officer position in this election have an allowance of £20. The following regulations apply to Campaign Officer candidates only.

- 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 **must 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, varying in size. 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 their expenditure** on the campaign alongside 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 election expenditure.
- 5) Campaign expenditure can be used on anything listed below.
- 6) If unsure whether an item should or should not be counted as expenditure, it is the responsibility of



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the candidate to gain clarity from the Elections Team prior to the use of any materials. Clarity should be obtained in writing via email (Elections@cardiff.ac.uk).

- 7) Candidates cannot split the costs of the production and use of assets in their campaign. Wherever an item has been used 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.

The following items can be counted as candidate expenditure.

- Paint, pens and craft materials
- Cardboard, sheets, fabric or similar materials
- Sellotape, pins, blue tac, glue, string or other fixing materials
- Car and transport costs
- Costumes
- Clothing
- Wristbands
- Lanyards
- Tote bags
- Graphic design, video or photography services
- Digital content creation software purchased specifically for campaigning
- Equipment hire
- Games or activities used to engage voters
- Sweets, chocolates, non-alcoholic refreshments or other low-value consumable items distributed during campaigning
- Any other item approved by the Elections Team as campaign-related expenditure

All Other Candidates

Candidates standing for any other position in this election have an allowance of £0. The following regulations apply to Student Senate and Executive Committee candidates only.

- 1) If a candidate who is not entitled to expenditure is found to have spent money on their campaign, they risk being disqualified from the election.
- 2) The Students' Union will provide each candidate with a specified number of printed copies of their posters, varying in size. 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.

Breach of Conduct



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Upon receipt of an allegation of a breach of conduct, the Elections Team will conduct an investigation and apply sanctions if the candidate is found to be in breach. The Returning Officer and/or Deputy Returning Officer have the right to sanction and even remove a candidate from the election process if they feel appropriate.

Additional Guidance

From time-to-time, the Elections Team, including the Returning Officer and Deputy Returning Officer, may issue further election guidance. This guidance can cover any elements of election conduct and are to be as enforceable 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 Elections Team in writing by the close of voting.

Complaints are made by emailing 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
- Which regulation has been broken
- What you are asking us to do about it

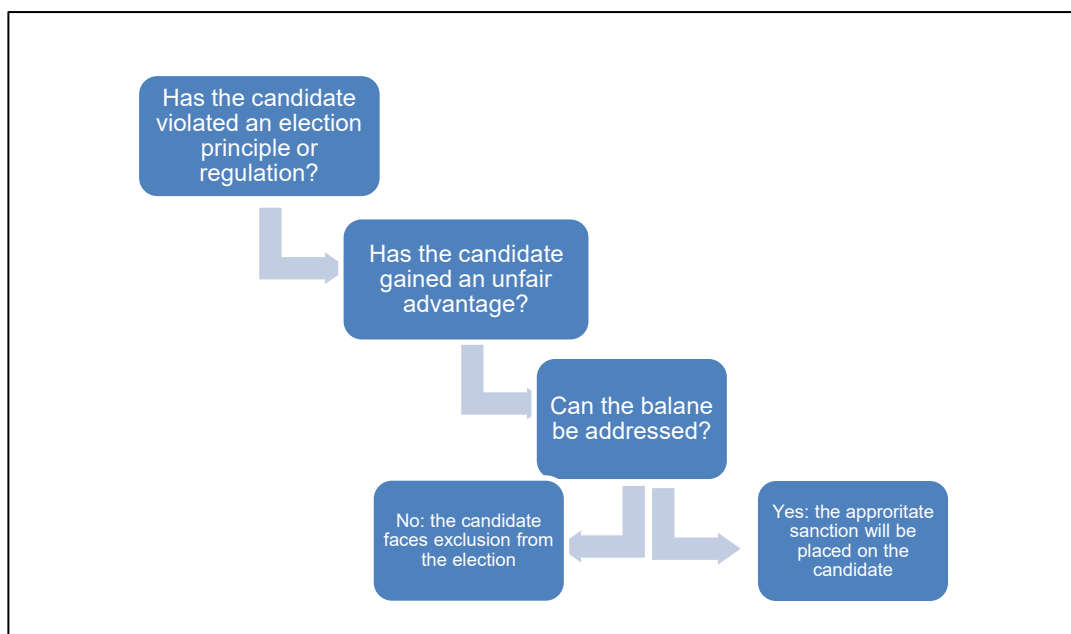
The Returning Officer will review and rule on all complaints prior to the commencement of the count.

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.



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Accessibility

The Elections Team aim to make the elections process as accessible as possible. If there are any accessibility needs 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 at the earliest opportunity.

Key Dates

Key Event	Date
Nominations Open	Monday 14 th September, 10am
Nominations Close	Thursday 22 nd October, 6pm
Candidate Photo Deadline	Monday 26 th October, 10am
Candidate Question Responses Deadline	Monday 26 th October, 10am
Printed Resources	Tuesday 27 th October, 10am
Voting Opens	Monday 2 nd November, 10am
Voting Closes	Thursday 5 th November, 6pm



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Results	Friday 6 th November
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Confirmation of Understanding of the Election Regulations

Candidates are required to confirm that they have fully read and understood the Election Regulations and engaged with the mandatory candidate briefing. Candidates who fail to confirm this will automatically be withdrawn from the election.

Code of Conduct

If successfully elected, candidates are required to comply with the code of conduct for the role(s) they will be undertaking.



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