



Cardiff Students' Union  
Undeb Myfyrwyr Caerdydd

# CUSU Election Regulations

Please note: when these regulations refer to 'candidates' it is also referring to campaigners/campaign teams.

Cardiff University Students' Union elections are governed by 5 core principles which regulate campaigning and candidate conduct through all of 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 5 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 committee. These can vary from restricting different kinds of publicity to in extreme cases removal from the election.

## The Principles

- 1) Students must be free to cast their vote without undue influence or pressure.
- 2) Obey the law, union and university policies
- 3) Treat others as you wish to be treated
- 4) Items produced or primarily used for your campaign must be accounted for within the given allowance in line with the unions' financial election regulations.
- 5) Campaigning will start on the agreed upon day.

## 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. Whilst it is allowed 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.



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- 2) 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 a disciplinary which could in turn affect your student status and your Union membership.

- 3) Treat others as you wish to be treated.

This principle covers a lot of ground. For example: defacing other candidates' publicity and heckling other candidates are among the actions that would be considered a breach of this principle.

- 4) Campaign within the allowance provided.

Items produced or primarily used for your campaign must be accounted for within the given allowance in line with the unions financial election regulations (see below).

- 5) Campaigning will start on the agreed upon day.

Candidates must not campaign until the start of campaigning. Campaigning may start prior to polls opening or on the same day. The exact date will be made clear to all candidates. This means for example that you may not do any lecture shout outs or put up posters before the start of campaigning.

### **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 also restricts candidate expenditure to the set amount.

Candidates standing in this election have an allowance of £10

- 1) This allowance is to spend on your campaign. You cannot exceed the amount allocated.
- 2) All candidates are required to produce receipts for all of their expenditure on the campaign by the candidates meeting along with an expenses form.



3) 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).

The list below is not exhaustive.

| <b>Campaign Items</b> (must be accounted for within the allowance)   | <b>Consumables &amp; non campaign specific items</b> (must not be accounted for.)  |
|--|--|
| Rationale: These items are all used specifically to increase the impact of your campaign and therefore you must account for the associated cost. | 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. |
| Car vinyl  | Paint, sellotape, cardboard & glue   |
| Flyers   | Old sheets for banners   |
| Sweets   | Pet, musical instrument, car etc   |
| Sponsorship (e.g vouchers, flyers, stamps etc)   | Costumes   |
| Stamps   | Clothing   |

### **Breach of Conduct:**

Upon report of a breach of conduct candidates will be reported to the Returning Officer 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.



## How to Make a Complaint

All complaints must be received within 24 hours of the incident occurring and must reach the democracy 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
- Which Regulation has been broken
- What you are asking us to do about it

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

### Assessing Complaints

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



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