



Cardiff Students' Union  
Undeb Myfyrwyr Caerdydd

# CUSU Election 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, this is following the first candidate briefing. 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.*

## Nominations

Nominations must be submitted using the [cardiffstudents.com](http://cardiffstudents.com) website elections portal prior to the nominations deadline confirmed in the Notice of Elections. Any students experiencing issues with the nominations process must report this prior to nominations deadline by emailing the 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.

## 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 be either their registered name on the University's database or a name in which 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 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 teams instructions. The deadline for providing an appropriate name to appear on the ballot and notice for 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 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 candidates 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 teams instructions.



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## Manifesto

Candidates have the option to submit two manifestos during the election period. The first manifesto is the plain text manifesto which is submitted using the online election portal. This manifesto has a limit of 250 words. The second manifesto is a poster manifesto which candidates would submit via email to the elections team at [elections@cardiff.ac.uk](mailto:elections@cardiff.ac.uk).

The plain text manifesto is to be submitted prior to the poster manifesto and will be translated by the Union's translation team. The translation will be uploaded onto the election portal for candidates and returned to them via email to assist them in the creation of their poster manifesto.

Poster manifestos should then be returned with both an English and Welsh version provided to the Union. The failure to submit both an English and Welsh version may result in the poster manifestos not being accepted. The deadlines for manifesto submissions and other key deadlines are below:

	Deadline	Submission Process
<b>Nomination Submission</b>	Monday 6 <sup>th</sup> February, 4pm	Submitted via the <a href="#">online elections portal</a> .
<b>Photo Submission</b>	Monday 13 <sup>th</sup> February, 4pm	Submitted via the <a href="#">online elections portal</a> or emailed to <a href="mailto:elections@cardiff.ac.uk">elections@cardiff.ac.uk</a> .
<b>Plain Text Manifesto</b>	Monday 13 <sup>th</sup> February, 4pm	Submitted via the <a href="#">online elections portal</a> . Submission is required in either English or Welsh.
<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 13 <sup>th</sup> February, 4pm	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 plain text manifesto candidates may submit up to an additional 100 words for translation to be used in their poster manifesto.</i>	Monday 13 <sup>th</sup> February, 4pm	Additional words for translation should be submitted via Email to <a href="mailto:elections@cardiff.ac.uk">elections@cardiff.ac.uk</a>
Translations submitted before the deadline will be returned by Monday 20 <sup>th</sup> February at 4pm.		
<b>Poster Manifesto</b>	Friday 24 <sup>th</sup> February, 4pm	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.



## Campaigning & Conduct

Cardiff University Students' Union elections are governed by 4 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 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.

## 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 a disciplinary which could in turn affect your student status and your Union membership, as well as impacting your status as an election candidate.



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

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. Campaign within the allowance provided.

- 4) Items produced or primarily used for candidates campaign must be accounted for within the given allowance in line with the unions 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 also restricts candidate expenditure to the set amount.

Candidates standing in this election have an allowance of £30

- 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 only a **maximum of £15.00** of this allowance can be spent on printed materials. Any printed materials will be charged at a minimum of 6p per side of A4 black & white, and 20p per side of A4 colour. Where the actual cost of printing is above the minimum set, the candidates will be charged the higher amount as shown on the receipt.
- 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 candidates campaign, the individual candidate will be liable to deduct the full amount from their expenditure regardless of the total number of candidates benefiting. IE 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 list below is not exhaustive.

<b>Consumables &amp; non campaign specific items</b> (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 primarily purpose of promoting your election).



## **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 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 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

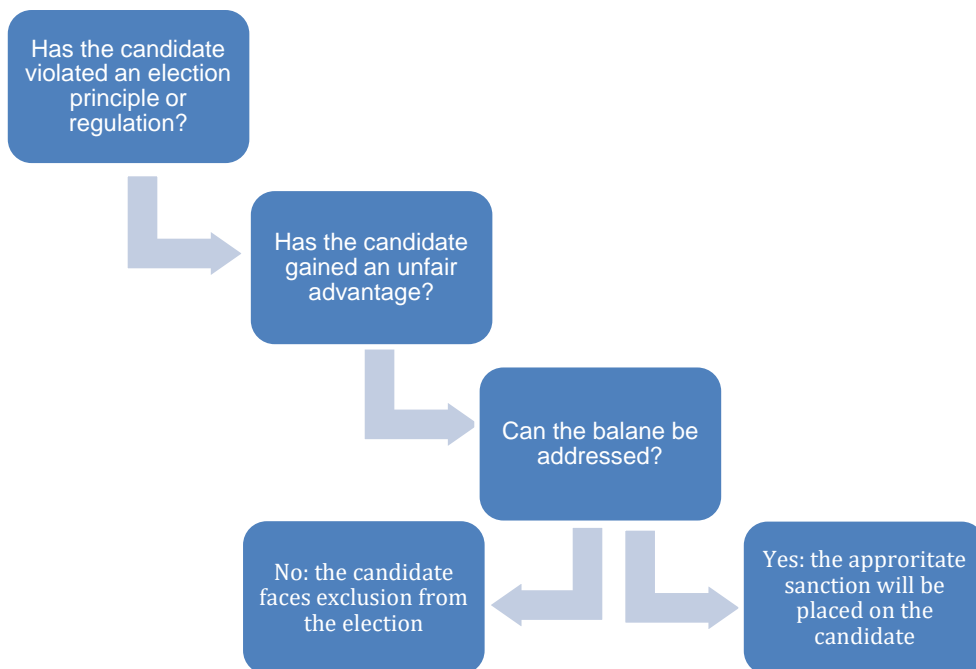
The Elections Returning Officer will be reviewing and ruling on all complaints prior to the commencement of the Count.

## **Assessing Complaints**

The elections 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 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.



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## Key Dates

Key Event	Date
Nominations Open	Monday 12 <sup>th</sup> December, 1pm
Nominations Close	Monday 6 <sup>th</sup> February, 4pm
Candidate Development Week	W/C Monday 6 <sup>th</sup> February
Photo Submission Deadline	Monday 13 <sup>th</sup> February, 4pm
Plain Text Manifesto Deadline	Monday 13 <sup>th</sup> February, 4pm
Video Manifesto Deadline	Monday 13 <sup>th</sup> February, 4pm
Additional Words for Translation Deadline	Monday 13 <sup>th</sup> February, 4pm
Translations Returned to Candidates	By Monday 20 <sup>th</sup> February, 4pm
Poster Manifesto Deadline	Friday 24 <sup>th</sup> February, 4pm
Voting Opens	Monday 6 <sup>th</sup> March, 10am
Voting Closes	Friday 10 <sup>th</sup> March, 4pm
Results	Saturday 11 <sup>th</sup> March, 1pm



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