

EXECUTIVE AND PART-TIME OFFICER ELECTIONS 2025

RULES AND REGULATIONS

This document is available on request in different formats including Braille, audio, larger font or any colour.

Email: Ian Bruce irb2@le.ac.uk

University of Leicester Students' Union
Percy Gee Building
University Road
Leicester LE1 7RH

Requirements for all Candidates

A student must fulfill all of the following criteria in order for them to be approved to appear on the ballot paper as a candidate: -

- Sign a declaration confirming that they have
 - No Record of academic or non-academic misconduct in the last twelve months. For the avoidance of doubt, this includes decisions from the University or Students' Union Complaints/Disciplinary processes and will be verified with the Students' Union and University.
 - No unspent criminal convictions and that they are aware that a DBS Check will take place at the end of the election period prior to them taking up their role.
 - the Right to work in the UK

Additional Requirements for Part-Time Officer Candidates

- Have been shortlisted as a candidate for the relevant role based on the information provided within the Part-Time Officer application form that was submitted by midday on 12 February
- Be a student at the University of Leicester during the 2025/26 academic year.

Additional Requirements for Executive Officer Candidates

- Have been a registered student at the University of Leicester for at least three months at the close of nominations.
- No restrictions placed on being a Trustee

The Key Rules

1. Abide by University Regulations, Union Byelaws and the Law, in particular any reports of Racism within the election will be treated extremely seriously.
2. Keep within your budget (*£60 for Executive Officers and £30 for Part Time Officers). Please note that everything that you use as part of your campaign is required to be included in your budget and that you can only utilise the budget for your own personal campaign (No pooling of resources is permitted). You will be required to submit receipts for any item/material that you use as part of you campaign by 1pm on Thursday 13th March. If you already own an item, utilise a resource from a friend or external organisation, then please ask us to make a costing before 1 pm on Thursday 13th March. The Election Team will then allocate the minimum reasonable cost for the item, this would then be added to your election expenses. If you exceed your budget or do not submit your expenses, you are likely to be disqualified from the election process.

**Please note that the budget allocated is subject to change, as it is dependent on how many candidates run in the election. Budgets will be confirmed at the Candidates Briefing.*
3. Any reports from students that they felt as though they were **pressured to vote against their true intentions** will be treated extremely seriously; it is also not permitted to vote on someone else's behalf. You should be particularly careful when students are using

electronic devices, ensuring that students can complete their vote without undue pressure.

4. Campaigning begins on Friday 7th March at 10.00am, any campaigning activity that falls within the scope of pre-campaigning as defined in **appendix A is prohibited prior to this time at all locations.**
5. All candidates will be expected to attend either an in person or online election briefing. Where academic or mitigating circumstances prevent attendance at the briefing, opportunities will be provided for a one to one or small group briefing to take place. Failure to attend an Election Briefing prior to the beginning of campaigning may result in disqualification from the election.
6. All candidates who decide to form a slate must complete the Declaration of Slate Form before the start of the voting period. If you are part of a slate and fail to declare this, this could result in disqualification.
7. All members of your campaign team must be current registered students at the University of Leicester or executive officers who are rerunning or have not declared an interest in the elections. All candidates must send a list of their campaign team with their student IDs and update this when appropriate. The campaign team consist of students who have knowingly been recruited to perform tasks to support a candidate's campaign, which may include leafletting, reaching out to societies, speaking to students etc.
8. All candidates are expected to submit a manifesto as part of their candidacy. Candidates who do not submit a manifesto following the **deadline of 10 am Wednesday 5th March can be excluded from the election.**

Please note that during these elections you are responsible for not only your own behaviour, but also for the behaviour of your supporter(s)/campaign team. If you are running as part of a slate, it is important to note that your supporters/campaign team would include all of the campaigners/supporters of the other candidates within the slate. Any breaches of regulations by individuals will be fully investigated by the Deputy Returning Officers and/or the Independent Returning Officer.

Additional Rules

- All Media Groups, and staff including student staff, whilst they are working, are required to be neutral. In addition, Executive Officers who haven't declared an interest in the election, or aren't re-running are required to remain neutral.
- Displaying publicity material either in Victoria Park or on University Road is against local Council rules.
- No campaigning is allowed in the library or polling booths ran by the Students' Union.
- If you have used your own personal printer (or a friends), then we will charge you at Library prices, for your information the price list is included below: -
<https://uniofleicester.sharepoint.com/sites/it-for-students/SitePages/print-copy-scan.aspx#title4>

Voting System

Students can vote online through www.leicesterunion.com/vote

The Single Transferable Voting System (STV) is used in the election campaign; this system is recommended by the National Union of Students. It means the voter is asked to rank candidates in order of preference one being the candidate the voter would most like to win the election, two being their second preference etc... 2nd and 3rd preferences often have a crucial part to play in which candidate is elected so it is recommended that voters are encouraged to carefully consider their 2nd, 3rd, 4th choices etc...

Questions and Complaints

If you have any questions or wish to discuss any concerns informally, email su-elections@leicester.ac.uk.

Complaints must be submitted **prior to one hour after the close of voting** and will be investigated according to the complaints process outlined in Appendix B. Complaints must be using the [complaints form](#). Where a complaint has wider implications beyond the election, then it will be referred to the relevant University, Union or external processes for investigation. The election count for a particular position cannot commence until all investigations have been completed and the IRO has made their final rulings.

You will be asked sign an online form to confirm that there you are happy with the election process so far and that from your prospective have no undisclosed outstanding issues or concerns. The deadline for submitting this form will be one hour after the close of voting.

Slates

A slate is where two or more candidates' campaign collaboratively on a joint platform. This could be because they share a political outlook with another candidate, share common policies/ideas or that they wish to run as part of a group. The key rules regarding slates are that: -

- Candidates who decide to run in a slate must inform the Election Team of this by completing the Declaration of Slate Form by the opening of voting.
- Candidates are only permitted to be part of one slate
- Any breaches of regulations by any candidate or campaign team member of the slate will reflect on all the candidates within slate.
- Candidates are not permitted to pool their election budget.

Manifesto

For the election campaign, you will be required to provide up to a three-page A4 manifesto for the manifesto booklet. For Part-Time Officers, you will be required to submit an A4 manifesto up to two-pages. The manifesto should be A4 and portrait for the manifesto booklet and can include a photograph. Please make sure that you focus on the key points or messages in your manifesto. The points on your manifesto will be used as key-performance indicators for professional development during the role if you are elected. A good practice is to make your pledges into SMART goals first.

You are not permitted to include the name, details or photos of any other candidates, even if you are running as part of a slate, within your manifesto. You are also not permitted to include

details of endorsements within your manifesto e.g., names of Student Groups who have agreed to support you within the manifesto. In addition, please be careful to ensure that you don't have the Union or University logo included in any of the photographs that you use within your manifesto.

The manifesto booklet will be published online, and your manifesto must be emailed to su-elections@le.ac.uk in **PDF format before 10 am on Wednesday 5th March**. Failure to submit a manifesto before the deadline could lead to disqualification from the elections.

Please note if you do not provide the manifesto in the correct format, you will be contacted by staff to rectify this, or it may not be able to appear in the booklet. Manifestos must be A4, portrait and submitted in PDF format.

200 Words and Photos

For the election campaign, you can provide a 200 words summary of the key points that you wish to achieve should you be elected. This should be in bullet point form and can include a link to where students can find out more. The submissions will be formed into a booklet.

You will be invited to attend a session with our Marketing Team where your photograph will be taken, these will be utilised within the Union marketing of the election. If you are unable to attend this then, you are required to submit two photographs that meet the following requirements: -

1. Portrait Headshot – JPEG format of a minimum size of 1MB (for booklet for all candidates)
2. Portrait Headshot – JPEG format maximum size of 1MB (for website and voting page)

These can be submitted to su-elections@leicester.ac.uk by **10 am on Wednesday 5th March**.

Please note that if you exceed the word count and do not send text within the word limit, only the first 200 words will be used.

Live Q&A Session – Executive Officer Candidates

You will be given an opportunity to introduce yourself and answer several questions that have been submitted by students and approved by the Deputy Returning Officer. The Q and A session is set to occur on **Friday 7th March**.

Use of Union and University Branding

Please note that you are not permitted to use the University's or Students' Union logo in any of your campaigning material, including your manifesto.

Election Pledge

You will be asked to sign a code of conduct that will set out the positive behaviours that will enable the election to be an enjoyable experience for everyone involved. This will include a commitment to adhere to the principals of a fair election and that you focus on your own

campaign rather than that of others. It will also include guidelines on behaviour with regards to liberation and inclusivity.

Your Wellbeing

Running in an election is an exciting but it is usual for candidates at some stage to feel stressed or overwhelmed. It can be challenging being a candidate and managing your studies simultaneously, so to help support you during the election, you have access to:

- The Students' Union Advice Service. They are there if you wish to chat to somebody from outside the election team. To get in touch, simply email advice@leicester.ac.uk and put "Election Candidate Support" in the subject line. They can also make referrals to the relevant support services at the University.
- During the voting period:
 - Access to an individual staff member within the Students' Union who you can ask questions to electronically or call for a face-to-face chat at any stage during the election. They will also contact you via email at regular intervals during the election to check on how things are going.
 - £5 lunch vouchers for every day during voting week for all candidates.
 - Daily emails from the Elections Team with reminders of deadlines and key updates.
 - Chill out space with hot drinks, tea and coffee available throughout the campaigning period.
- A letter for your department that says that you are running in the Executive Elections.
- Members of the election team, who are always happy to talk via Teams or email. Simply contact us through the Elections email or visit us in the reception space during voting week during working hours.

Remember it is important to take a break from campaigning, and make sure you eat regularly and get a decent night sleep. Setting boundaries with yourself for when you will do elections related work and rest is helpful so that you do not fall behind on your studies or looking after yourself. For further support on looking after your wellbeing, the Advice team will offer wellbeing sessions throughout the elections period where you can destress and learn more about what support is available.

Training Requirements

All successful candidates should be available for the mandatory training and for meeting their predecessor for a handover. Training will take place after the summer term has finished with handover commencing in June. Part-Time Officers will be trained in early June before formally starting the role in early September. The training would be paid.

For Executive Officers, there will be a full training programme commencing when you formally take up the position on Monday 16th June 2025 with residential training taking place in June.

Appendix A –Pre-Campaigning

What constitutes as pre-campaigning?

Campaigning commences at 10.00am on Friday 7th March, prior to there is no active campaign,

What is permitted prior to 10.00am on 7th March?

- Preparing election materials including online events/sites, videos etc...
- Speaking to friends/colleagues about the election including seeking ideas and help with your election, this can include seeking volunteers to become part of your campaign team.
- Asking in general terms what issues are affecting students or views on ideas, you need to be careful though within this not to state that you are doing this as you are running as a candidate in the election.

*What isn't permitted **before** the campaigning period?*

- No public announcements of any kind that you are running as a candidate this includes
 - Online posts on social media saying that you are re-running
 - Lecture Shout-outs including at virtual classes
 - Giving a speech or letting students know that you are running at an event e.g., student group event.
 - Campaigning on virtual events or nights out e.g., at O2 Academy events.
 - Posters/Flyers or any election promotion material appearing in a public place.
 - Face to face campaigning
 - Encouraging students to vote for you in any way
 - Your friends/supporters and Student Groups that you are a member of publicising that you are running.
 - Student Groups publicly endorsing a candidate prior to campaigning starting.
- Asking student groups for their endorsements prior to the start of campaigning.

Appendix B – Complaints Process

Complaints Process

Principals

- We are aiming to elect officers in a free and fair manner.
- We are not here to give everyone an equal chance of winning, just a fair one.
- We should help candidates to engage better, where we can.

General

- If you would like to raise informal questions or queries, then email su-elections@leicester.ac.uk
- All formal complaints must be submitted using either the [online form](#) , if you wish any help in submitting the form then please visit an Election Help-Desk. Complaints submitted via email or in person will not be accepted.
- Complaints should state the rule that is been alleged to have been breached and include relevant evidence. It is important to note that the degree to which we can investigate complaints is affected by the quality of evidence submitted.
 - Examples of evidence that can be submitted include screen shots of social media posts, copies of emails, photos, statements from students or names and contact details of students affected.
- Complaints that are of a nature that the election team are unable to investigate will where appropriate be referred to the Union's /University complaints/disciplinary procedures. In this situation, the count for a particular position would commence once the outcome from the relevant process is known and that the IRO had ruled on the action, if any, that should be taken in the election context.
- Complaints regarding matters that occurred prior to the commencement of the Nomination period will only be considered where they may bring into question the candidate legal right to become a Trustee.
- Complaints must be submitted prior to one hour after the close of voting.
- The Unions' Advice Service is available for general support, visit <https://www.leicesterunion.com/support/adviceservice> for further information.

Process

- Complaints or appeals will be responded to initially within 4 working hours defined as weekdays between 9.00am and 5.00pm with an initial assessment of the time we expect the complaint investigation to take and an expected close time for the complaint. For all other complaints, the initial response will be received by 10.00am the following working day.
- We will respond at the time we have stated in the first email to tell you the outcome, and whether an appeal is possible.
- Any complaint will be investigated by Deputy Returning Officer, who will interpret the Election Rules and issue a decision.
- All complaints are passed to the IRO to check that they are happy with the local interpretation of the rules.
- Once a complaint has been closed then everyone involved will be advised of the outcome from the complaint.

Outcome

The outcome from the investigation will either be: -

- An election regulation hasn't been broken and therefore no further action will be taken, if there are parts of the complaint unrelated to the election this can be referred onto the Union's/ University complaint process.
- There is insufficient evidence of an election regulation been breached and therefore no further action will be taken.
- There is evidence that an election regulation has been breached.

Actions

This sets out a list of actions the DRO/IRO typically apply when an election regulation has been breached, please note that this list is not exhaustive and is intended to give an illustration of the actions that may be taken: -

- Issue a warning to the candidate about their future conduct in the election.
- Campaign Penalty - Confiscation of campaign materials, or instructions to remove a social media post.
- Campaign Ban - To prevent a team campaigning to remove any specific advantages gained from misconduct.
- Disqualification - This is the strongest punishment, applied only in the most serious cases.

Campaign related actions

- Confiscation - materials in breach of budget or rules will be confiscated.
- Stunt cancellation - an event or stunt you have planned might be cancelled if it is involved in the breach of rules/code.
- Orders to remove social media posts which violate the election responsibilities.
- The Deputy Returning Officer will set a deadline for students to comply with specific Campaign Penalties – if they aren't complied with before the deadline, then a Campaign Ban will come into effect until proof is given that the order has been complied with.

Appeals

- Where a penalty has been applied, an appeal can be made to the IRO, this can be based on additional information or that the punishment was too harsh.
- The IRO will then review the appeal, the original complaint and will either up-hold the original decision or make a new ruling on the complaint.
- If new or different issues are raised within the appeal, then a new investigation will be commenced.