

# Election Regulations 2016



Approved by Students' Union Executive on 3/2/16

## **1. General Regulations**

- a) Candidates are expected to treat all other candidates with dignity and respect and abide by the basic rules of fair play on campus and on social media, as well as the election regulations. Candidates must also ensure that their campaign teams adhere to these same regulations and will be penalised if regulations are broken by any of the campaign team working on their behalf.
- b) Engaging in conduct that undermines the reputation of UCC or the Students' Union can result in immediate disqualification.
- c) Candidates (or their representative) must attend the candidate briefing provided to allow for full understanding of the election regulations. Failure to attend this meeting can result in being disqualified from running.
- d) The Returning Officer shall be responsible for the conduct of the elections, including by-elections.
- e) All decisions made by the Returning Officer are final.

## **2. Nominations**

- a) A candidate's nomination papers must clearly state the candidate's name, Student Identity Number and the position they are running for on each page. The form must be signed by the candidate and no less than 500 nominators for a full time position, 250 for a part-time and 100 for a college rep. All nominators must be full members of the Students' Union.
  
- b) Completed nomination forms must be submitted by **5pm Thursday 25th February 2016**. No late applications will be accepted.
  
- c) Both a hard and a soft copy of the candidate's manifesto must be submitted with the nomination form, accompanied by a €40 deposit in respect of fines (the balance of which is returnable with expenses). Failure to do so will result in the candidate being deemed ineligible to run.

### 3. Campaigning & Campaign Materials

- a) All promotional material used in the election campaign must be approved by the Returning Officer **PRIOR TO DISTRIBUTION** (printing of flyers and posters is available at a reasonable rate from the S.U Box Office). Email samples to [d.macdonald@ucc.ie](mailto:d.macdonald@ucc.ie) for approval.
- b) No candidate is permitted to start flyering on campus before **9am Monday 7<sup>th</sup> March 2016**.
- c) The distribution of campaign materials (e.g. flyers, promotional materials etc.) is not permitted in the following areas:
- i. *The SU Offices, 54 College Road and the SU Box Office*
  - ii. *Societies Offices/Hub, 6 Carrigside, College Road*
  - iii. *Any of the University library buildings (excluding the area containing the Boole Basement lecturing theatres), classrooms, lecture theatres and labs.*
  - iv. *Within a 10 metre radius of the polling stations (this includes leaflets, poster materials etc.).*
  - v. *On the railings of the Chaplaincy or the Honan Chapel.*
- d) There is a limit of 2 posters per on-campus-noticeboard in accordance with University Postering Policy.
- e) Candidates are not permitted to use materials owned by the Societies Guild or the Clubs Executive in their election campaign. This includes making use of society- or club-owned equipment and materials, or any use of society- or club-owned and/or affiliated social media.

- f) Candidates may not be endorsed by any official UCC body. This includes using mailing lists; UCC-owned or affiliated social media accounts; UCC owned companies, or emails of recommendation from members of staff.
- g) The use of animals as part of on-campus campaigning is prohibited.
- h) In no circumstance is the use of alcohol as a promotional material allowed. This includes endorsement from any off-licenses, pubs or nightclubs (including display of any candidates printed materials on their premises); free drinks vouchers; free clubs passes; any alcohol affiliated logos or advertising; or anything else deemed by the Returning Officer to contravene the University Alcohol Policy. Breaching these rules could result in instant disqualification.
- i) Corporate sponsorship or endorsement of any candidate's campaign is not permitted in any form. Promotional material must not include branding, names or logos of any third party.
- j) Competitions or awarding of prizes as part of a campaign is prohibited.
- k) The distribution or use of stickers as part of on-campus campaigning is prohibited.
- l) Spray painting on campus is prohibited.
- m) Any fixtures or aspects of a campaign deemed unsafe by the Returning Officer must be removed immediately.

#### **4. Space Allocation**

- a) At the candidates' briefing, individual campaign spaces for Main Campus will be allocated.
- b) Allocation shall take place by randomised draws in full view of all candidates, the Returning Officer, and any Students' Union officials present.
- c) The only exception to the random allocation is candidates contesting the positions of College Reps. College Reps will be randomly assigned spaces located by the relevant polling station for their position.
- d) Candidates may not set up stands outside of their allocated space.
- e) Campaigning or canvassing within another candidate's allocated space is prohibited.
- f) It is the responsibility of the candidate and their team to maintain an orderly space and to ensure their space is fully cleaned at the end of each day.

## **5. Fineable Offense**

- a) Any breach of election regulations as decided by the Returning Officer can result in the following penalties:
  - i. For the 1<sup>st</sup> offence a fine of €5 and a verbal warning will be given.
  - ii. For the 2<sup>nd</sup> offence a fine of €10 and a formal warning in writing and electronic format will be issued.
  - iii. In the event of a subsequent offence the Returning Officer may rule that the candidate be disqualified and the balance of the deposit will be lost.
- b) All campaign material must be removed from campus ASAP. Any material remaining on campus a week after close of polls will attract a fine of €5 per item. (up to a maximum of €40).
- c) Candidates deemed to have excessively littered and not undertaken corrective action may have the costs of cleaning deducted from their deposit.
- d) Egregious levels of noise pollution, as deemed unacceptable by the Returning Officer, may be subject to a €20 fine in addition to any other disciplinary action deemed necessary.

## **6. Campaign Allowance**

- a) No candidate shall spend in excess of €500.00 for a sabbatical position, €250 for a part-time position and €100 for a position as a College Rep on his/her election campaign. These regulations apply to on-campus, off-campus and online campaigning, and includes any campaign donations made by an individual to a candidate. If any candidate is seen to be in breach of this regulation the Returning Officer will investigate it.
  
- b) All candidates are required to complete an expense report and provide receipts for all campaign expenditure (or provide a valid reason for not doing so. In this case if the Returning Officer deems it necessary, an estimated cost for un-receipted materials will be added to a candidate's expense report. This amount will then be included as a part of the candidate's total spending allowance). The expense report must be submitted to the Returning Officer by **5pm Tuesday 8<sup>th</sup> March 2016.**
  
- c) No candidate shall obtain any form of commercial sponsorship to support or aid his or her campaign.
  
- d) Under no circumstances may any candidates use the facilities of UCC Students' Union for production of campaign material, except for paid services that are available to all students.
  
- e) Candidates will be refunded 50% of expenses up to a maximum of €250 for a sabbatical position, €125 for a part-time position and €50 for a College Rep position.



## 7. Voting

- a) Voting shall take place at the appropriate polling stations on the days of the elections.
- b) All full members of the Students' Union may vote on production of a current Student Identity Card. A ballot paper shall be issued to a voter only after his/her name has been checked with the register.
- c) For the election of College Representatives, only students within that College can vote.
- d) Votes shall be cast in sealed ballot boxes.
- e) Each ballot paper shall bear the name of the position contested, and in alphabetical order of surnames, the names of all validly nominated candidates.
- f) The ballot paper shall contain the name of all candidates. In all elections where there are any nominations, ballot papers shall include as an option the statement "Re-Open Nominations", which shall be treated as a candidate and shall be the last name on the ballot paper. If the "Re-Open Nominations" candidate is elected, the Returning Officer shall declare the vacancy unfilled and a new election shall be held.
- g) Email voting is limited to the following categories of students:
  - i. Students on Erasmus can vote via email to [uccsuerasmusvoting@gmail.com](mailto:uccsuerasmusvoting@gmail.com).
  - ii. Students who will be on placement can register to vote with the SU by Feb 29<sup>th</sup>.

## **8. Complaints**

- a) All complaints will be investigated by the Returning Officer.
- b) Breaches of Students' Union policy and University policy shall be subject to disciplinary action at the discretion of the Returning Officer.
- c) Complaints will not be accepted after **5pm Friday March 11<sup>th</sup> 2016.**
- d) **In all cases the Returning Officer's decision is final.**

## **9. The Count**

- a) The count will not begin until the Returning Officer is satisfied that campus is clean and election material disposed of.
- b) The count is closed to the public.
- c) Each candidate is permitted one representative at the count. This person will not be permitted to leave once the count has started until it is finished. A candidate themselves may not enter the count.
- d) Results will be announced by the SU President throughout the night.