**OFFICER AND STUDENT STAFF REGULATIONS**

As well as the general rules for the elections, student staff and current officers must adhere to additional rules to keep the election process fair. These rules must be followed, whether you are standing or not.

**Current Officers**

Part of your role as an officer is to promote opportunities at Wolves SU and therefore, we would expect you to encourage students to run in the elections, this includes promoting candidates standing in elections through all means they have available.

If you have chosen to rerun or campaign for another candidate you must follow these rules.

**Current officer re-standing:**

* You must declare that you are re-standing and take paid holiday and time in lieu throughout the voting period.
* Student Officers cannot use their position, time in work or Wolves SU resources to campaign.
* Student Officers can work during the campaigning period as long as they are not actively campaigning during their core hours or when clocked in as working.
* We will deal with cases of emergency and/or exceptional circumstances where Officers need to work during this period on an issue-by-issue basis in consultation with relevant staff, Officers and the Returning Officer.
* Officers wishing to attend election sessions as a candidate in the election must take this time as a break or as time off in lieu. For clarification, attending an elections session is not defined as active campaigning. Officers should attend these sessions as potential candidates and not as Officers.
* By taking leave or time off in lieu to campaign, Officers are confirming that they will not be working so they should not answer emails, blog or post from work accounts, use the office or come into work.
* Officers can access Wolves SU building and its resources in the same way as any other full member of Wolves SU would during this time.
* Whilst Officers may talk about the fact they are currently in post in their campaigning material and the experience they have gained from that, they may not use meetings that they attend to promote themselves whilst working, for example, School rep Meeting, Union Council etc.
* On their last day of work before their time off, Officers must hand in their keys and IT equipment to the Deputy Returning Officer or their representative.
* Officers must not use contacts only available to them because of their role to advantage their re-election. Officers must not direct students to follow them etc. from their work social media account to a personal social media account.
* Officers are not allowed to use any social media accounts they have used as ‘work’ accounts. This includes accounts that are renamed.

**Officers supporting and/or campaigning for a candidate:**

* Officers may not use their position to support a candidate in the elections. In the interest of fairness and transparency. Officers may support a candidate in the elections, but only **as an individual and without association to their position and role at the SU**. Officers should have the interests of the membership in mind when declaring support for a candidate.
* All campaigning activity must take place outside of core working hours, including any breaks taken and not when clocked in as working and using only personal social media accounts.
* Officers may take leave for campaigning purposes, but this must be booked in advance and declared to the Deputy Returning Officer.
* Officers wishing to declare support for a candidate but who do not wish to actively campaign for that candidate do not have to take leave.
* By taking leave or time off in lieu to campaign, Officers are confirming that they will not be working so they should not answer emails, blog or tweet from work accounts, use the office or come into work.
* Officers can access Wolves SU building and its resources in the same way as any other full member of Wolves SU would during this time.
* On their last day of work before taking time off to campaign, Officers must hand in their keys and IT equipment to the Deputy Returning Officer or their representative.

**Student Staff**

If you are responsible for line managing student staff, it is strongly advisable that you read the elections Code of Conduct document.

**Student staff standing in the election:**

* Student staff are permitted to work during campaigning and voting times as Wolves SU does not wish to put financial strain on students who chose to be involved in our democratic processes.
* Every member of staff must remain neutral, and appear neutral, in terms of election candidates, promoting the elections generally rather than individual candidates, which also applies to student staff.
* If student staff are either standing for election or are actively campaigning for candidates they must only do so outside of working hours.
* Candidates are responsible for the actions of their campaign teams therefore if any student staff breaks these rules and regulations, regardless as to whether or not they are a candidate themselves, the breach will be taken seriously by the Deputy Returning Officer and could result in disqualification of a candidate.
* Student staff cannot wear their Union uniform at any time whilst campaigning or helping others as Wolves SU must always remain neutral.

**Access to Union Resources**

* Current officers and student staff wishing to stand for re-election or campaign for another candidate must not use Wolves SU resources, except those freely available to them as full members of Wolves SU, to help them campaign; this includes, but is not limited to, their office space (this includes holding campaign meetings), officer computers, phones, and the printer.
* If any of these resources need to be used for work related reasons during the campaign period or during time off, Officers must ensure that they have sought permission from the Deputy Returning Officer, who will liaise with relevant staff where necessary.
* Current Officers and Student Staff wishing to stand for re-election or campaigning for another candidate must not use resources that are only available to them because of their position in any way to advantage their re-election or the election of a candidate they are supporting; this includes the use of work Social Media accounts.

**Access to Wolves SU staff**

* To access staff in relation to the elections, Student Officers and student staff must do this the same way as any other full member of Wolves SU would during this time.

**Staff Policies**

Both student staff and current officers have entered a contract of employment with Wolves SU and as such should adhere to all union policies during the elections process and throughout their employment at Wolves SU.

**Deputy Returning Officer (DRO)**

The Deputy Returning Officer for these elections will be made clear to all candidates in the Candidate Briefing. While general questions can be directed to the elections team, if you have any questions or are unsure of any of the rules or code of conduct, you can contact the Deputy Returning Officer for clarification, who will liaise with the Returning Officer where necessary.

The DRO will also handle elections complaints.