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**UWSU Elections - Code of Conduct for Candidates**

**Any breach of this code of conduct will results in elections penalties being applied. These are outlined at the end of the document.**

The Union is committed to ensuring that the elections are conducted in a fair and appropriate manner and that they are a positive experience for all involved. We aim to provide all candidates with support and guidance to ensure clarity of the regulations and procedures. This code of conduct sets out rules to ensure that all candidates have an equal opportunity to promote themselves and that they conduct themselves in an appropriate manner.

Read through this document and sign the declaration at the end. This document must then be handed in with your nomination form to ensure you are eligible to run in the elections.

**Conduct**

1. Campaigning may only begin after the Candidates meeting has finished. You may approach individual students you know and tell them you plan to run in the election i.e. via private message, email or face-to-face to seek their support when you start campaigning.
2. Candidates must take responsibility to ensure that their campaign team’s actions comply with the code of conduct at all times.
3. Candidates may only alter, move or remove their own campaign materials.
4. Candidates must not campaign, distribute or display their campaign materials within the learning centres or any social learning spaces. This includes the doorways to the learning centres.
5. No candidate shall attempt to bribe, intimidate or harass another candidate, supporter, campaign team, staff member or voter, whether in person, in writing or through electronic/social media.
6. Candidates are only permitted to campaign for themselves. This includes verbal promotion, sharing of campaign material or social media campaigns.
7. Candidates are not permitted to carry out door to door campaigns in any halls of residence. You may be able to leave campaign material in the main accommodation office, but permission needs to be sought from accommodation staff.
8. Candidates may not campaign within the designated ballot station areas.
9. Candidates must not campaign when on duty if employed by the Students’ Union or volunteering in a post representing the Students’ Union.
10. Candidates may not prevent students from approaching or talking to other candidates.
11. Candidates, including current officers and elected representatives, may not use the Students’ Union resources for your campaign. This can include physical resources (poster boards, etc.), or electronic resources (i.e. any mailing or contact lists the Students’ Union holds).
12. Candidates may not use electronic devices to encourage or help students to vote i.e. laptops, iPads, smart phones. For example, candidates must not approach voters with an electronic device and in order to get them to vote online. Please note: our membership management system to able to identify where multiple votes have been cast from one single device.

**Online Conduct**

1. Candidates are not permitted to campaign online in University led social media groups or on WOLF or other University Virtual Learning Environments.
2. Candidates are not allowed to utilise mailing lists for the purpose of campaigning based on information gained from any third party, such as WOLF, University email system, university led Facebook group, etc.

**Voting**

1. Candidates must not approach a student and request or seek, by whatever means, personal information required to vote.
2. Campaigners must not communicate with voters in any way once they have begun to complete their ballot.
3. Candidates must not cast, or attempt to cast a vote or encourage another person to cast a vote on behalf of another student.

**Budget**

1. Campaigners must not exceed to budget limit of £50. A maximum of £10 of which will be reimbursed to the candidate on submission of their campaign costs.
2. All campaigners must submit a written list of all campaign costs with corresponding receipts to the Students’ Union Reception within 2 hours of the close of voting. If candidates do not spend any money during the course of their campaign this must be made clear on the submission.
3. Any pre-owned materials count towards your campaign budget. These items will be valued by the Students’ Union at the price it would cost another student to buy the item new e.g. fancy dress.
4. Items freely and readily available to all campaigners can be used without itemisation.
5. Candidates should only do what other candidates have the opportunity to do. This means that any ‘sponsorship’ or ‘favours’ that would normally exceed the maximum budget must be available to all candidates e.g. getting a family friend to print you t-shirts for free. Candidates have a responsibility of making whoever is offering to help them aware of this.

**These rules are in addition to general UWSU and University rules and regulations.**

**NB. The list of rules and regulations is not exhaustive. The deputy returning officer and elections committee may further define or increase the regulations during the course of the elections.**

**Breaching the code of conduct**

Any candidate found to be in breach of the code of conduct will face election penalties. The DRO reserves the right to impose any reasonable penalty in light of the circumstances. Depending on the severity of the breach, candidates can receive the following penalties:

• receive an informal verbal warning

• receive a formal written warning

• be disqualified from the elections

Candidates can receive penalties incrementally if they commit more than one breach. **Penalties may not necessarily be given incrementally and will depend on the severity of the breach e.g. candidates may be given a final warning without having received any prior penalty;**

Serious breaches may be referred to the University Secretary who is the Returning Officer (RO) for all Union elections.

All candidates are advised to consult with the SU staff or DRO if they are uncertain about any of the elections rules and regulations. We would much prefer you asked than breached the rules!

**Complaints and Appeals**

Any Union Member may make a complaint by contacting the Deputy Returning Officer (DRO), Dave Anson – dave.anson2@wlv.ac.uk

* Complaints about the conduct of candidates **MUST** be made in writing (email is sufficient) **at the time of or as soon as practicable after the event**. Students wishing to complain need to collect any evidence, including witness statements if necessary, to substantiate the complaint.
* Complaints cannot be made third hand i.e. a student told you that another candidate breached an elections regulation so you complain on their behalf. The student who experienced the problem or saw it first-hand must email the complaint themselves to the DRO (or the complaint will be rejected).
* The deadline for all complaints Wednesday 26th October 12pm
* Complaints about the conduct of candidates that are submitted without good reason after the announcement of results will not normally be accepted.
* Appeals against the decision of the DRO regarding a complaint need to be sent to the Returning Officer (RO) of the Elections **within two working days of the decision.** This person is the Interim University Secretary, Clare McCauley- c.mccauley@wlv.ac.uk

**I agree to abide by all of the above rules of regulations and understand that any breach of the above by me or my campaign team, may result in sanctions.**

**Name (Printed) …………………………………………………………………**

**Signature …………………………………………………………………………**

**Date ………………………………………………………………**

**Position standing for ……………………………………………………………………..**