



Undeb Bangor Election Bye-Law / Rules and Regulations

Breaking any of these rules may result in sanctions being placed on a candidate, campaigner or campaign.

Nominations:

- a) A candidate is only entered into the election when they have successfully attained the following criteria:
- b) Returned the completed nominations form to the Deputy Returning Officer (via submission of the online form) by the nominations deadline.
- c) Is a current, registered, student at Bangor University or (in the case of Officer Trustee elections only) is a current serving Undeb Bangor Sabbatical Officer in their first year of office.
- d) Submitted the manifesto and publicity text in either English or Welsh ready for translation, by the nominations deadline.

Manifesto and Publicity text limits (each):

Officer Trustee: no more than 350 words of whichever language it has been submitted in

Student Trustee: no more than 350 words of whichever language it has been submitted in

Senator: no more than 350 words of whichever language it has been submitted in

- f) Attended the Candidates' Briefing, or received a verbal briefing from the Deputy Returning Officer if they were not able to attend and had sent apologies in advance.
- g) Agree to be bound by these rules.



Campaign Period:

- a) Candidates may publicly declare and discuss their candidacy at any time prior to the election. Printed material (e.g. posters/leaflets/handouts) will be ready for collection prior to the official start of campaigning.

Conduct:

- a) Candidates and campaigners who through their involvement with, or who hold (or have held) positions of responsibility within, Undeb Bangor may not use resources available to them and not to other students. This includes Undeb Bangor purchased equipment and clothing, any central Undeb Bangor mailing lists and official Undeb Bangor social media groups. This list is not exhaustive, but does not include any individual club or society held mailing lists or social media accounts.
- b) Candidates are responsible for all campaign activity carried out in their name; this includes the actions of third parties on their behalf.
 - c) Candidates and campaigners may not:
 - i) force, coerce or in any way intimidate students, particularly when they are near or in the act of voting.
 - ii) vote on behalf of another student
 - iii) intimidate any participant in the election
 - iv) deliberately sabotage any campaign other than their own
 - v) deface another candidate's materials, publicity, online media, social networking site etc
 - vi) make an attempt to defraud the election
 - vii) make any attempt to influence the impartiality of the Returning Officer, Deputy Returning Officer, Elections Committee or Undeb Bangor staff
 - viii) discuss the personal traits of another candidate
 - ix) misrepresent another candidate's views or make claims about themselves or any other candidate that are untrue.
 - x) Set up their own 'voting station', hand voters an electronic device for the purpose of voting, supervise or watch a voter in the act of voting, or demand that voters take out their own electronic device in order to vote immediately
 - xi) bring the election process into disrepute
 - d) Candidates and campaigners must:
 - i) Uphold the letter and spirit of the election rules and the Undeb Bangor Equal Opportunities, Zero Tolerance to Harassment and Bilingual policies at all times.
 - ii) Follow the laws and regulations of both the land and the University at all times.

Example of positive campaigning:

*Ben and Jerry are standing for election to the same position. Ben wants to convince voters that he is best for the job. **It is not acceptable for him to say:** "Jerry! What does he know about running the union? He's an idiot".*

***He could say** "Hi, I'm Ben. I believe that I'm the best candidate in this election. Please read my manifesto, it sets out what I'm going to do for students over the next twelve months. If you like what you read please vote for me on February 23rd." **He could also say** "I believe that I am the best candidate for the job, with the most experience and the clearest plan for the future. I don't believe that my opponent has a clear view of what he wants to achieve, neither do I believe that his ideas are practical".*

*It is **never acceptable** to make personal comments about other candidates or their supporters, though all candidates are encouraged to read each others' manifestos and debate each others' ideas.*

Publicity:

- a) Candidates have a spending limit, which may not be exceeded or increased. This figure does not include printing but does cover all other election expenses. Receipts covering all expenditure need to be submitted to the Deputy Returning Officer by 10AM on the morning of the election count. Undeb Bangor will cover the expenses costs of candidates up to the maximum amounts detailed below for each election:

In the case of:

Officer Trustee Election: £25

Student Trustee Election: £10

Senator Election: £10

- b) Candidates are limited to 100 A3 sheets of printed publicity. Undeb Bangor will cover the cost of this printing for candidates.
- c) Candidates are limited to three publicity designs prior to the start of campaigning. This is to ensure that all candidates have the opportunity to have their publicity printed and ready for the start of campaigning.
- d) Everything used in the election is given a cash value by the Returning Officer, or their nominated Deputy (excluding items listed in Section 4, f below). For clarity, this rule applies to 'campaign gifts' which may have cost you nothing but hold a 'real world' cash value.
- e) All resources and methods that you use in your election campaign that could be given a monetary value should be available to all of the other candidates. It is the responsibility of the candidate to check this before using them with the Deputy Returning Officer.

For Example:

As well as being a student, Ana works in a local nightclub and is running for election. Her boss would like her club to have a close link with a union sabbatical and so gives her 100 free-entry tickets for the Wednesday night event. Ana gives these out to students who promise to vote for her in the election.

When Elsa, another election candidate, approaches the club owner to ask for free tickets to help promote her campaign she is refused and turned away.

In this example, Ana would have to check whether free tickets were available to all candidates before agreeing to use them. The Returning Officer would also want to place a financial value on the tickets and her election budget would decrease as a result of their use. If the value of the tickets exceeded her remaining budget she could find herself removed from the election.

- f) The following items for example are readily available to all candidates and their supporters and so their fair use does not carry a cash value:
Old T-shirts; Paint; Old bedsheets; Marker Pens; Blu-tack; Pre-used cardboard; Old wood; Pencils; String; Sticky tape; Pins, Pre-owned Fancy Dress items. This list is not exhaustive and any questions should be directed to the Deputy Returning Officer.
NOTE: This rule has been included to assist candidates in making election time exciting, vibrant and high profile. The returning officer and their deputy are aware that this rule may be open to abuse and will be closely monitoring campaign resources as a result. Please remember that they are the people who determine 'fair use'

For Example:

It is perfectly reasonable to ask all of your campaign supporters to collect their old t-shirts and turn these into campaign t-shirts by painting, drawing or stencilling designs on them. This would not cost you any of your election budget.

If you were to go out and buy matching t-shirts, you would have to pay for this out of your election budget.

If you screenprint or use transfers on your t-shirts or banners, you would have to pay for this out of your election budget.



- g) All election printing of manifestos, flyers, posters etc must be done by Undeb Bangor by the appropriate members of staff.
- h) To assist with preparing material for all candidates prior to the start of campaigning, candidates are initially limited to three pieces of print-ready artwork (flyers, posters, leaflets etc...)
- i) All elections publicity must include the polling dates and the elections website.
- j) All printed elections publicity must be fully bilingual and translated and/or checked by Canolfan Bedwyr **in advance of printing**. The only exception to this rule is campaigning carried out on social networking sites where the following rules apply:
- k) Social Networking
- i) Facebook:
If campaigning on Facebook, you should have your introduction, manifesto (or extended manifesto) and the election timetable and voting instructions displayed Bi-lingually.
- Your status updates, notes, wall posts and discussion topics may be displayed in the language of your choice.
- ii) Twitter: You may campaign in your language of preference.
- iii) Other social media: where applicable you should have your introduction, manifesto (or extended manifesto) and the election timetable and voting instructions displayed bi-lingually

NOTE: Translation timetable

- Your manifesto text and ALL of the text for your publicity material (posters / leaflets / flyers / banners / t-shirts etc...) must be handed in with your nomination by the publicity deadline
- Your text will be translated, checked and returned to you. It is your responsibility to ensure that you give Welsh and English equal prominence on your publicity. For consistency we recommend that Welsh is to the left or above the English. Examples of previous election publicity exist on the Undeb Bangor website to help guide you.
- The translation limit for publicity prepared before the start of campaigning is no more than 700 words per position applying for.
- Following the translation of all of the publicity received by the deadline candidates may submit further designs or text for translation if they so wish but should allow the translation unit a reasonable amount of time to carry out the work. Delivery of this translation cannot be guaranteed, although all efforts will be made.

NOTE: Publicity design



- You are responsible for the design of your own publicity, including the design of your manifesto pages. Each candidate should design two sides of A5 for your manifesto, it is up to you how you design it but it must be bilingual. Undeb Bangor can provide support with this if necessary.
- Undeb Bangor will publish an A5 manifesto booklet, containing each candidate's manifesto pages. An example booklet is available for you to view on www.undebbangor.com
- The Deputy Returning Officer will set out the publicity procedures and deadlines for each election period at the start of the elections process.

NOTE: Elections videos

- You are encouraged to make elections videos and publicise these on social media. Any written text featured on these videos needs to be bilingual.
- Additionally one video per candidate may be uploaded by Undeb Bangor to the voting site to help voters make their decisions. Candidates may:
 - EITHER create a short video themselves (no more than 2 minutes) outlining ideas and manifesto pledges. Any written text featured on these videos needs to be bilingual. File format will be specified by the Deputy Returning Officer and the video will need to be uploaded to the Undeb Bangor YouTube channel.
 - OR Undeb Bangor will offer to help make a simple 2 minute video for each candidate,

Complaints:

- a) All complaints made about candidates, campaigners, election officials or the voting process should be submitted in writing, by e-mail, to the Deputy Returning Officer. Only complaints submitted in writing will be considered. The complaint must highlight the election rule that has been broken, provide evidence of the breach
- b) In the first instance the Deputy Returning Officer will consider a complaint and make a ruling within 24 hours. If it is deemed to be a serious matter the Deputy Returning Officer may refer it immediately to the Returning Officer for consideration.
- c) Complaints regarding the conduct of the Deputy Returning Officer should be made in writing directly to the Returning Officer.
- d) Complaints have to be submitted before the election count has taken place. Only complaints about the process of the count itself will be considered once the count has started, and these must be submitted within 24 hours of the results being declared.

- e) The sanctions available to the Deputy Returning Officer are:
 - i) Warning a candidate of their future conduct.
 - ii) Taking steps to level the playing field to right an election regulation breach.
 - iii) Fining a candidate through either reducing the amount of money they may spend, or by confiscating printed publicity material.
 - iv) Prohibiting a candidate and their campaigners from campaigning for a period of time (up to 24 hours).
 - v) Banning a campaigner from the rest of the campaign (where the campaigner is not the candidate).
 - f) In addition to all of the above sanctions, the following are available to the Returning Officer:
 - i) Suspending a candidate from the election pending an investigation
 - ii) Suspending the election process pending an investigation
 - iii) Recommending to the elections committee, and to the University, that a candidate be disqualified
 - iv) Recommending to the elections committee, and to the University, that the election be re-run or a vote annulled.
- g) Candidates may appeal against decisions made by the Returning Officer and their Deputy by submitting their appeal in writing, by e-mail, within 24 hours of the decision being made, following the appeal procedure detailed below:
 - i) First stage appeal is heard by the Returning Officer; if the candidate remains dissatisfied then,
 - ii) Second stage appeal is to the Elections Committee who will hear the case put forward by the candidate and the case put forward for imposing sanctions by the Returning Officer, or their nominated Deputy.
 - iii) Final stage appeal is to the Pro-Vice Chancellor for Students, or their nominated deputy.

Note: Any e-mail communication to the Returning or Deputy Returning Officer will be acknowledged via e-mail return within 24 hours, if this is not received please do not assume that we have received it- contact 01248 388000 to check.



By-Law 7 – Elections

This by-law is the property of the Undeb Bangor Student Council & the Undeb Bangor General Meeting and can be amended by either body, in line with their procedures.

1 Elections

1.1 Elections shall be held according to this Bye-Law for the following positions each year:

1.1.1 NUS Wales Conference Delegates, normally elected in Semester One

1.1.2 NUS UK Conference Delegates, normally elected in Semester Two

1.1.3 Officer Trustees, normally elected in Semester Two

1.1.4 Student Trustees, normally elected in Semester Two.

1.1.5 General and Representative Senators, normally elected in Semester Two.

2 By-elections

2.1 Subject to Article C, Clause 3.10, any vacant positions which arise during the course of the year should be filled by a by-election held according to this Bye-Law.

3 Rights of Members

3.1 All Members have the right to stand as candidates in any election, with the following exceptions:

3.1.1 Candidates for Representative Senator positions must satisfy the relevant eligibility conditions defined in Bye-Law 6, Clause 2.

3.1.2 Officer Trustees and Student Trustees are limited to two terms of office.

3.2 For each position in any election, all Members have the right to propose or second one other Member as a candidate.

3.3 All Members have the right to vote in all elections.

4 Appointment of the Returning Officer

4.1 The Returning Officer shall be appointed annually by the Undeb Bangor Trustee Board

4.2 The Returning Officer shall be independent and shall not be a Member.

5 Powers and Duties of the Returning Officer



5.1 The Returning Officer shall be responsible for the good conduct and administration of the elections and shall have sole interpretation of the Election Bye-Law and Regulations.

5.2 The Returning Officer shall appoint a Deputy Returning Officer and other election officials to ensure the good administration and promotion of the election. The Deputy Returning Officer and Election officials shall be instructed by the Returning Officer on their duties and shall perform these in an impartial manner.

5.3 The Returning Officer may remove officials who are not carrying out the Returning Officer's instructions or acting in an impartial manner.

5.4 The Returning Officer may seek legal advice if they believe that statements made or the contents of publicity could leave Undeb Bangor open to legal action.

5.5 The Returning Officer can rule out of order any statement or the contents of any publicity which in their view is in breach of the Undeb Bangor Constitution, Bye-Laws or Regulations.

5.6 The Returning Officer will select an appropriate voting method for each election and ensure that this is publicised and explained to Members.

5.7 The Returning Officer will publish elections rules and regulations prior to any election. The rules and regulations will be focused on establishing a fair, transparent and equitable election process and provide clarity regarding campaigning behaviour, publicity and expenditure. These rules and regulations must be presented to the Undeb Bangor Elections Committee for adoption prior to the start of the election process.

5.8 The Returning Officer will publish a complaints procedure prior to any election. The complaints procedure will clearly establish a route for members to complain about the behaviour of candidates and elections officials and outline the powers that the Returning and Deputy Returning Officers are able to use. The complaints procedure must also highlight a route of appeal for candidates who do not agree with the decisions of the Returning Officer. The complaints procedure must be presented to the Undeb Bangor Elections Committee for adoption prior to the start of the election process.

5.9 The Returning Officer may delegate any task to the Deputy Returning Officer or Undeb Bangor Committee but retains responsibility for the election at all times.

6 Undeb Bangor Elections Committee

6.1 The core function of the Undeb Bangor Elections Committee will be to assist and support the Returning Officer in the smooth running of the elections process and to ensure that this Bye-Law is being adhered to at all times.

6.2 The membership of Undeb Bangor Elections Committee shall be:



6.2.1 The Elections Returning Officer, appointed by the Undeb Bangor Trustee Board in accordance with this by-law.

6.2.2 The Elections Deputy Returning Officer, appointed by the Returning Officer in accordance with this by-law.

6.2.3 Two full members of Undeb Bangor Student Council, elected at Undeb Bangor Student Council

6.2.4 Two open places which may be filled by any full member of the Undeb Bangor Student Council, elected at Student Council.

6.2.5 An Undeb Bangor Officer Trustee, or the UMCB President, appointed by Undeb Bangor Executive Committee.

6.2.6 A Undeb Bangor Student Trustee, appointed by the Undeb Bangor Trustee Board.

6.2.7 Any additional persons selected by the Returning Officer for their expertise and advice, though only those members detailed in clauses 6.2.3 – 6.2.6 are full voting members.

6.3 It is essential that members of Undeb Bangor Elections Committee are independent of all candidates and potential candidates in an election. No member of the Undeb Bangor Elections Committee may endorse, or campaign on behalf of any candidate, and must pledge neutrality prior to the start of any elections process.

7 Election Timetable

7.1 The Returning Officer shall produce an Election Timetable, which shall include the dates and times for the notification and completion of the following:

7.1.1 Nominations

7.1.2 Candidates' Training

7.1.3 Manifestos

7.1.4 Candidates' Question Times

7.1.5 Voting

7.1.6 The count

7.2 The Election Timetable shall be published and adequately circulated with materials promoting the election.



7.3 The Election Timetable shall allow sufficient time to ensure the highest level of participation in the election.

8 Nominations

8.1 Nomination forms will be made available on the Undeb Bangor website, and elsewhere as determined by the Returning Officer.

8.2 The nomination period will be a minimum of seven (7) clear days prior to the start of canvassing

8.3 When the Returning Officer is satisfied, all valid nominations will be confirmed with the candidates.

9 Candidates' Training

9.1 The Returning Officer shall arrange for training to be provided to which all candidates will be expected to attend.

9.2 The training will include briefings on campaigning skills, the election regulations, Candidates' Question Time, publicity, and the role of Trustees.

10 Manifestos

10.1 The Returning Officer will issue guidance on manifestos in the elections rules and regulations.

10.2 Manifestos must be submitted by the date laid down in the Election Timetable.

10.3 Manifestos will be displayed on the Undeb Bangor website, and elsewhere as determined by the Returning Officer.

11 Incumbent Candidates

11.1 Incumbent Undeb Bangor Officer Trustees must declare paid holiday to the Returning Officer if they wish to undertake campaign activity during normal office hours in the election period.

11.2 Incumbent Undeb Bangor Officer Trustees may not use any of the resources of their current position to assist any election campaign.

11.3 The Returning Officer will produce a guide to assist incumbent Undeb Bangor Officer Trustees in complying with Clause 11 of this Bye-Law.

12 Candidates' Question Time

12.1 The Returning Officer shall arrange at least one Candidates' Question Time.



12.2 The Returning Officer or their nominated appointee shall chair Candidates' Question Time. Candidates' Question Time will be conducted according to a process agreed at the candidates' training.

12.3 Questions should be directed to all candidates standing for the post. The Chair may rule out of order any questions which are not directed to all candidates.

12.4 Candidates on placement, or studying abroad, may nominate a deputy to speak on their behalf.

13 Voting

13.1 Details of the elections and voting process shall be published through the Undeb Bangor website, and elsewhere as determined by the Returning Officer.

13.2 The ballot shall bear the name of each candidate and the office being contested.

13.3 There shall be the option to vote for 'New Election'

14 Complaints

14.1 Any complaints regarding the conduct of the election must be submitted in writing to the Returning Officer before the start of the count. The Returning Officer shall decide on any complaints, and there will be a route of appeal as laid out in the complaints procedure required by Clause 5.8 of this Bye-Law.

15 The Count

15.1 The candidate or their appointed representatives or any other Member may, if they so wish, attend the counting of the votes, as observers only.

15.2 Any Member wishing to observe must apply to the Returning Officer prior to close of voting.

15.3 The Returning Officer, or their nominated deputy, is the only person who can initiate the count.

15.4 The count will commence only if the Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved. Complaints after the count has commenced may only relate to the conduct of the count.

15.5 The count will be conducted according to the guidelines laid down by the Electoral Reform Society where possible, or as agreed by the Elections Committee where no guidelines exist.

16 Declaration

16.1 Results of the elections shall be declared by the Returning Officer when the count for each post has been successfully completed.



16.2 Results of the elections shall be posted on the Undeb Bangor website within one (1) working day of the count.