

This pack has been compiled to be a resource for you and contains information about the positions available, rules governing the elections, how to campaign, the “do’s and don’ts” of running an election campaign and also explains how the ULU online voting system will operate.

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1. INTRODUCTION FROM THE RETURNING OFFICER, ROB PARK

Thank you for your interest in the governance of ULU, the University of London Union.

ULU is an organisation unique in the UK, acting on behalf of its members at all of the University of London colleges, schools and institutes to deliver a wide range of student-focused services, as well as representation to local and national Government. One of ULU's core strengths is that it is run by students – after all, students know best what fellow students want from the services on offer, and what other services might be of use to the student community.

To ensure that those in charge of the organisation are up-to-date with trends in the student community, the officers of the Union are elected annually from across the whole student membership of the Union. Over 100,000 students have the opportunity to vote in these elections – but also to stand for election.

The posts available fall into two categories. Sabbatical Trustees take a year out of study, or defer entry to the jobs market, in order to gain this experience and represent their peers. Sabbatical Trustees are paid a salary to ensure they are not financially disadvantaged for their service. Student Trustees continue their studies alongside their representative responsibilities.

In this document you will find information about what Trustees are required to do, how the election works (what the rules are), the timetable for the election.

All of this information will help you decide whether or not to stand for election – but may also help you identify areas you would like more information about. Contact information is distributed throughout this document.

Best wishes for your campaign,

Rob Park

2. ELECTION TIMETABLE

The following is a list of important dates for all candidates standing in the elections; please refer to information later in the document for specific details of each noted period.

Thursday 1 st December	Nominations open	At close of AGM on 1 st December
Friday 20 th January	Nominations close	12 noon
Tuesday 24 th January	Candidates meeting	6.30pm
Tuesday 31 st January	Official Hustings event**	7pm
Thursday 2 nd February	President & Vice President Hustings Event	1pm
Thursday 2 nd February	Voting opens*	6pm
Thursday 9 th February	Voting closes***	6pm
Thursday 9 th February	Final notice of complaints	At close of voting
Friday 10 th February	Results announced	6pm

* See section 12, 'Online Voting Procedure', for more information.

** See section 10, 'Campaigning and the Hustings', for more information.

*** After the close of voting, the Returning Officer will satisfy himself that the election was fair and deal with any further complaints (if necessary) prior to counting the votes.

3. THE POSITIONS

Seven positions need to be filled in the election: President, Vice-President, London Student Editor and four Student Trustee positions.

4. SABBATICAL TRUSTEES

As part of the Trustee Board, Sabbatical Trustees must fulfil the responsibilities of Student Trustees (as outlined previously) in addition to carrying out their role as student representatives.

Responsibilities of each specific Sabbatical Trustee role are as follows:

4.1. President:

- **Representation**
The President represents all the students of the University of London to the central University, the Government and the wider community.
- **Education**
The President leads on all Educational issues and ensures that all students regardless of race, gender, sexual orientation or age have access to the highest quality of higher education.
- **External Campaigning**
The President is expected to lead campaigning in London to make sure that all University of London students have the opportunity to study, live and enjoy London.

4.2. Vice President:

- **Participation**
The Vice President is responsible for all the different ways which students participate in ULU. This is through sports, societies, ULU Leagues and Cups and society networks.
- **Engagement**
The Vice-President is responsible for the engagement which the student body has with ULU. This role includes increasing participation in sports and societies, democracy (i.e. elections) and volunteering at ULU.
- **Internal Campaigning**
The Vice President leads internal campaigns within the University of London community; for example 'Keep Wednesday Afternoons Free'.

Sabbatical Trustees should display the following characteristics

- Confidence, enthusiasm, friendliness and an outgoing personality
- Excellent communication skills
- The ability to engage with individuals and build relationships at all levels of ULU, the University of London and the wider community
- The ability to manage time effectively and prioritise projects appropriately

- The ability to work effectively with others (students, staff , College, in order to reach a consensus)
- The ability to build trusting and supportive relationships with students
- A willingness to take an active role in promoting the work of ULU
- The ability to work as part of a team and exhibit leadership skills as appropriate
- Independence and self reliance, able to work without close supervision
- A positive attitude towards problem solving and decision-making
- Flexible and hard working with a proactive work style
- An approachable nature, with the ability to relate to a variety of audiences in an appropriate manner
- A commitment to the principles and practices of equality and diversity
- Tactful and diplomatic
- The ability to represent the needs of students, both to the University and on a national level
- The ability to champion the need for and benefit of student support, beyond academic study
- Student focused and constantly striving to enhance the student experience
- Non-judgmental, empathetic and able to relate to the needs of all students

Term of office

1 year (1 August 2012 to 31 July 2013) but will have to be available from 1 July 2012 to allow for a period of handover.

5. SABBATICAL TRUSTEE JOB DESCRIPTION

1. Sabbatical trustees

- 1.1. Two Sabbatical Trustees shall be elected by the members of the University of London Union at an election to be held in accordance with the Constitution and Regulations and shall remain in office for a term of twelve months commencing on 1 August immediately following their election and terminating on 31 July in the next Year.
- 1.2. Sabbatical Trustees may be re-elected for a maximum further term of twelve months by the members of the Students' Union at an election to be held in accordance with the Bye-Laws. For the avoidance of doubt, the maximum total term that a Sabbatical Trustee may serve is twenty four months.
- 1.3. The Sabbatical Trustees shall be deemed to be 'major union office holders' for the purposes of section 22 of the Education Act 1994.

2. Specific responsibilities

- 2.1. Responsibilities of charity trustees.
- 2.2. To be an effective representative of the membership.
- 2.3. To proactively seek feedback from members.
- 2.4. Local, national, international matters.
- 2.5. Responsibility for achievement of Union-wide objectives.
- 2.6. Responsibility for the effective operation of Student Community Forums.
- 2.7. Responsible for the implementation of campaigning and change strategy.

2.8. Managing the dual role and responsibilities therein of a trustee and representative.

3. Portfolio responsibilities

3.1 President

3.1.1 Representation

The President represents all the students of the University of London to the central University, the Government and the wider community.

3.1.2 Education

The President leads on all Educational issues and ensures that all students regardless of race, gender, sexual orientation or age have access to the highest quality of higher education.

3.1.3 External Campaigning

The President is expected to lead campaigning in London to make sure that all University of London students have the opportunity to study, live and enjoy London.

3.2. Vice President

3.2.1 Participation

The Vice President is responsible for all the different ways which students participate in ULU. This is through sports, societies, ULU Leagues and Cups and society networks.

3.2.2 Engagement

The Vice-President is responsible for the engagement which the student body has with ULU. This role includes increasing participation in sports and societies, democracy (i.e. elections) and volunteering at ULU.

3.3.3 Internal Campaigning

The Vice President leads internal campaigns within the University of London community; for example 'Keep Wednesday Afternoons Free'.

4. Period of office

Sabbatical trustees are elected by cross campus secret ballot to the full time position in the second term. A one year period of office commences on 1 August and finishes on 31 July. The post will actually commence one month earlier on 1 July to allow for a period of handover between the incoming and outgoing trustees.

The working week is a minimum of 35 hours. However, to fulfil the requirements of the role you may be required to work more, including in the evenings and at weekends.

Sabbatical trustees are not permitted to apply for permanent positions in ULU whilst a sabbatical trustee.

6. LONDON STUDENT EDITOR

London Student Editor is responsible for editing and publishing the London Student Newspaper.

Duties include:

- Responsible for the regular production and distribution of the paper
- Responsible for the editorial content design and layout of the paper
- Responsible for the organising and training of the staff of the paper
- Responsible for adhering to the budget, allocated by the Board of Trustees

Term of office

1 year (1 August 2011 to 31 July 2012) but will have to be available from 1 July 2011 to allow for a period of handover.

7. STUDENT TRUSTEES

All Student and Sabbatical trustees are required to:

- Attend Trustee Board meetings (between 4 and 8 a year)
- Ensure that ULU has a clear vision, mission and strategic direction and is focused on achieving these
- Be responsible for the performance of ULU and for its behaviour
- Ensure that ULU complies with all legal and regulatory requirements
- Act as guardians of ULU's assets
- Ensure that ULU's governance is of the highest possible standard

All Student and Sabbatical trustees should display the following characteristics:

- Commitment to and passion for the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

Acting as trustee of a charity is a serious responsibility requiring an active role in the governance of the organisation. You can learn more about the role trustees play on the Charity Commission (www.charity-commission.gov.uk) and NCVO (www.ncvo-vol.org.uk) websites.

Term of office

1 year (1 August 2012 to 31 July 2013), with a handover period starting in mid-July 2012.

Trustee eligibility for Student and Sabbatical Trustees

You may not be eligible if you:

- Are under 18 years of age
- Have an unspent conviction of any offence involving deception or dishonesty
- Are an undischarged bankrupt
- Have made compositions with your creditors and have not been discharged
- Have at any time been removed by the Commissioners or by the Court in the UK from being a trustee because of misconduct
- Have failed to make payments under the County Court Administrators' orders.

8. STUDENT TRUSTEE JOB DESCRIPTION

1. Student trustees

- 1.1. Four Student Trustees shall be elected by the members of the University of London Union at an election to be held in accordance with the Constitution and Regulations and shall remain in office for a term of twelve months commencing on 1 August immediately following their election and terminating on 31 July in the next Year.
- 1.2. Student Trustees may be re-elected for a maximum further term of twelve months by the members of the Students' Union at an election to be held in accordance with the Bye-Laws. For the avoidance of doubt, the maximum total term that a Student Trustee may serve is twenty four months.

2. Specific responsibilities

The Trustee Board may allocate specific duties or portfolios to student trustees as appropriate.

3. Period of office

Student trustees are elected by cross campus secret ballot to the full time position in the second term. A one year period of office commences on 1 August and finishes on 31 July. The post will actually commence one month earlier on 1 July to allow for a period of handover between the incoming and outgoing trustees.

Student trustees must resign from the Trustee Board if they cease to be a student at the University of London.

4. Reward

Reasonable legitimate expenses will be reimbursed following the appropriate financial procedures.

9. NOMINATIONS

Completed nomination forms must be returned to ULU by 12 noon Friday 20th January 2012 along with a photo, manifesto, *London Student* advert and proof of student status.

Nomination forms must include at least 10 nominators at no less than 7 Colleges and Institutes of the University of London.

Every candidate for election must be either a registered Student of the University or a serving sabbatical officer in the student union of a College.

Student status is a condition of holding a Trustee position and if it is for any reason withdrawn the term of office comes to an end immediately. Proof of student status is required with the nomination form.

9.1. Course interruption (*Sabbatical Trustees only*)

A candidate who needs to defer or interrupt a course of study (e.g. because the candidate is not in the final year of a course) must before taking up office obtain College permission for the interruption or deferment and is advised to discuss their candidacy with the authorities of their College before standing for election. Sabbatical Trustees remaining registered at a College during their sabbatical office must obtain the permission of their College for the interruption.

10. CAMPAIGNING AND THE HUSTINGS

As part of all elections, the candidates are allowed to seek support personally from the electorate (the voters) and this traditionally takes place in a number of ways, all of which are subject to the Election Regulations and within the bounds of the Rulings of the Returning Officer.

You will not be confirmed formally as a Candidate until the Candidates Meeting on Tuesday 24 January 2012. You may, however, under the new Election Regulations promote your provisional candidacy to encourage the electorate to nominate you and to consider supporting you in by voting for you.

10.1. Manifestos

All candidates, before the close of nominations, are allowed to have an official manifesto stating what they wish to achieve in their year of office, if elected. The manifesto is only plain text and of not more than 400 words. All the manifestos will appear on www.ulucol.ac.uk/elections for all voters to read prior to them casting their votes, in the same size and type of font.

There will also be a manifesto booklet available, which will be sent to all members of the Union Senate and will be available at the Hustings event and from ULU Reception.

10.2. *London Student* article

The Returning Officer and the Editor of *London Student* have agreed that candidates may submit up to 250 words, with a passport sized photo for inclusion in *London Student*, the

newspaper for all of London's students. This article must have been submitted prior to the close of nominations.

10.3. Campaigning on the streets

All candidates are required to abide by the local rules for campaigning. This includes following the local College and Students' Union postering and publicity policies, and any other policies which you may be advised of. If in doubt, please speak to a student officer at the local Students' Union, the details of which are in the 'Useful contacts' section at the end of this document.

Candidates are requested to engage in positive campaigning – that is to say promoting yourself to the electorate to give them a reason to vote for you.

Your posters should not be offensive or cause offence to others. Please bear in mind that London has a richly diverse student population of all backgrounds, academic disciplines, faiths, politics, genders, sexualities – please follow the spirit of equality and diversity, and especially stick to the ULU and local Equal Opportunities Policies. The ULU Equal Opportunities Policy is available from www.ulucol.ac.uk.

10.4. Posters and flyers

The most common forms of publicity are posters and flyers. Please note that there are many restrictions around using posters and flyers on campuses – here is a quick guide:

- Posters larger than A3 are rarely allowed.
- Only use Blu-tak or equivalent to affix them to officially designated boards.
- Avoid sticking posters to brickwork.
- Never cover up any in-date posters.
- Do not mass-cover walls – always check how many posters you are allowed with the relevant Students' Union Sabbatical Officers.
- Always stay within the spirit of Equal Opportunities Policies.

If in doubt, consult a student officer or staff member at the local College or Students' Union. If you break their local rules, you could be jeopardizing your campaign, leading to a possible disqualification. You may also be liable for any damage you cause or have to foot the bill for clearing up publicity.

You may not claim official endorsement by any Students' Union – notably, you may not use the ULU logo or any of the logos or crests of the local Students' Union, College or the University itself.

With regards to flyers, please bear in mind that they can be a nuisance, particularly if they are allowed to blow around campuses and quite often they are a major cause of litter within Students' Unions themselves. Remember, you want your campaign to have a positive impact on yourself - don't make a mess! Please check with local Students' Unions about their policies before flyering.

10.5. Other publicity

Other publicity is at the discretion of the Returning Officer. Other forms of publicity include personal websites, t-shirts, lollipops, balloons and stickers.

The use of email lists is limited to personal collections. The use of email databases accessed through a position of responsibility is strictly forbidden.

The Returning Officer will rule on these at the candidates meeting. The new Elections Committee will be publishing a Code of Conduct for candidates and campaigns which will support you delivering a good campaign and this will be introduced at the Candidates' Meeting.

11. ELECTION PUBLICITY RULES

11.1. Within the ULU building

- a. No candidates' publicity shall be allowed:
 - o In the lifts.
 - o In the silver clip frames.
 - o On fire exits.
 - o To cover up official signs (including health & safety required signs).
 - o On the main door or windows either side.
 - o In Energy Base, ULU's gym.
 - o Other areas as advised by the Marketing Department.

- b. Removal of publicity:

Officers of ULU (who are not candidates) and designated staff members shall have the power to remove publicity that contravenes these rules and any rulings from the Returning Officer. All removed publicity shall be handed to and retained by the ULU Marketing Manager for the eyes of the University of London Union's designated Returning Officer.

- c. Quality & Quantity of publicity:

- o No candidate shall have more than 6 posters at any one time in the ULU building and these posters shall be submitted to the Marketing Department. The ULU staff shall put posters up in the designated spaces, candidates are expressly forbidden from doing so.
- o Excessive flyering in the commercial areas is forbidden and is not allowed whatsoever in Energy Base, the Student Shop, the Student Print Centre or the private franchises.
- o All publicity shall be in English.

11.2. Outside the ULU building

- d. On college campuses:
 - o All rules and regulations pertaining to election campaigning publicity at the local college campus shall be followed at all times.
 - o The responsibility for following these rules rests with the candidate alone.
- e. Outside University & College controlled areas:
 - o Campaigning is not encouraged off University, College or Students' Union controlled areas.
 - o Any action which brings the University, ULU, colleges or any college Students' Union in to disrepute will be dealt with under the appropriate rules and most likely will lead to disqualification from the elections and trigger an investigation by senior University personnel – also please note the regulations contained within Ordinance 19.

12. ONLINE VOTING PROCEDURE

The ULU elections are completely based online. All information regarding the election, candidates manifestos and downloads will be hosted on the ULU website, www.ulucol.ac.uk/elections.

The ULU election database has been made up from data received in various ways:

- Students signing up for the ULU card over the year.
- Data received directly from other UL colleges.
- To ensure that you are on the database, please register in person at ULU Reception before 5pm on Saturday 28th January 2012.

All passwords and usernames will be sent directly to each voter by email. If you have not received your password by the time voting opens, please email elect2012@ulucol.ac.uk

12.1. Problems with voting

Inevitably there will be problems with voters trying to vote and having misplaced their username or PINs (Personal Identification Numbers), if this is the case, please instruct the voter to email elect2012@ulucol.ac.uk. If they do not know how to access their college email, then they will have to contact their college for advice.

If no username or password has been received, the voter should check directly with the ULU if they are on the system. Contact details for ULU are located on the ULU website.

If it becomes apparent that the student does not appear on the ULU database, then this student will be ineligible to vote. This may occur for a number of reasons:

- The voter did not apply for a ULU card in time to be eligible to vote.
- The voters details could not be read clearly on the ULU registration card therefore have been inputted incorrectly.
- The student is an Associate Member of ULU and is not eligible to vote in the first instance.
- In addition to the above, the voter's college may not have made their email details available to ULU this year.

13. USEFUL INFORMATION

13.1. Election Regulations

INTERPRETATION

1. The following words and phrases have the following meanings within this document:
 - a. "Returning Officer" the person appointed under Rule 11 and acting under Rule 17 or 18.
 - b. "Elector" a Full Member of ULU (i.e. a Student who has not opt-out of ULU), whose details have been communicated to ULU by their College or Institute's administration under Rule 7 or 8.
 - c. "Voter" is an Elector who exercises her right to cast a vote in an election.
 - d. "Re-open Nominations" is also known as RON, and is an option on the ballot for all elections unless otherwise explicitly stated.
 - e. "Hustings" is a time when all candidates in an election are invited to gather together to address the Electors prior to the opening of voting.
 - f. "Term-time" is calculated broadly when all undergraduates of the University are either being taught or sitting examinations.
 - g. "Nominator" is an Elector who has nominated a candidate for election.
 - h. "Proposer" is an Elector, who also may be a Nominator, who is the duly appointed representative of a Candidate if the candidate is unable to attend a meeting, a hustings or other such election event.
 - i. "Agent" or "Election Agent" is a person, who is normally an Elector, who is appointed by a candidates to act on their behalf. Usually this will be the Proposer.
 - j. "Candidate" a person who is standing for election – this includes "Provisional" Candidate.
 - k. "Provisional Candidate" a person who has not been officially confirmed by the Returning Officer as a Candidate in an election.
2. The Returning Officer is responsible for interpreting this document and the election rules generally. When issuing a ruling to set or clarify the meaning of an election rule or regulation, the Returning Officer will:
 - a. Set out the ruling in writing;
 - b. Publish the ruling as an appendix to this document;
 - c. Communicate this ruling to all Candidates and Provisional Candidates once nominations have closed for an election; and
 - d. Report the ruling for note to the Elections Committee.

JURISDICTION

3. These rules apply only to the following elections:
 - a. Sabbatical Trustees;
 - b. Student Trustees;
 - c. Chair of Senate;
 - d. Elections held at the Senate for any committee, working party or office appointed by election required by the Senate;
 - e. Elections held at a General Meeting or Annual General Meeting of ULU;
 - f. Any other election as determined by the Elections Committee.
4. For the avoidance of doubt, these rules specifically do not apply in their jurisdiction to any Club or Society of ULU or the internal elections on the appointment of honorary officers of sub-committees at the Trustee Board.

5. In relation to Rule 3(d) the offices of Returning Officer, Warden of the Shields and Warden of the Laurels (and any other elected office which is only open to non-Student members of the University), the Elections Committee shall determine the procedure of election.

ADMINISTRATION

6. The Trustee Board shall arrange appropriate administrative and clerical support to the Returning Officer and the Elections Committee.
7. There shall be a secure and complete Electoral Roll, which shall comprise all the Electors, detailing their full names, their College or Institution, their registered email address held by their College or Institution and their Student identification number (or other unique numerical or alphanumeric identifier).
8. The Elections Committee shall also prepare for elections where the full Electoral Roll is not required, a verified list of those eligible to participate in the election:
 - a. For elections held at the Senate, the provisions of the Standing Orders of the Senate requiring notice of the voting delegates, shall be used to determine those eligible to participate;
 - b. For elections held at other ULU committees, guidance shall be sought from the secretary of the committee in the first instance in line with the scheme of membership set down in ULU Regulations.
9. If a challenge to the credentials of an Elector is made (including all elections governed by the use of the full Electoral Roll in Rule 7 and any election held using a verified list under Rule 8), the challenge must:
 - a. Be made in writing,
 - b. Not be anonymous,
 - c. Stating grounds for the challenge and be supplied with evidence; and
 - d. For elections under Rule 8, but submitted before the close of the poll.
10. In the first instance, the Returning Officer shall rule on all challenges lodged under Rule 9.

RETURNING OFFICER

11. The Returning Officer shall be elected by the Senate from amongst the non-Student members of the University, and shall serve a term of office of four years (commencing from 1 December 2010). Re-election is permitted.
12. Nominations for the post of Returning Officer shall be submitted to the Trustee Board, which shall detail each candidate's suitability for service as Returning Officer. The Trustee Board shall present to the Senate a list of suitable candidates, along with a short statement or election address by each candidate.
13. If the Trustee Board presents one candidate to the Senate, the Senate may agree the election by approving a resolution to that effect by a simple majority.
14. If the Trustee Board presents more than one candidate to the Senate, the Senate shall appoint the Returning Officer by a secret ballot using the alternative vote, and Re-Open Nominations shall be an option on the ballot. If the Returning Officer is seeking re-election, the election shall be administered and conducted by the Chief Executive.
15. In the case of Rule 13, if the Senate does not agree to proceed with an affirmative resolution, an election will be conducted with the candidate proposed by the Trustee Board and Re-Open Nominations.

16. The usual start of a term of office for the Returning Officer is from the close of one Annual General Meeting of ULU, but this may be shorter or longer on a transitional basis if needed due to the filling of a vacancy.
17. The Returning Officer may appoint a Deputy, and may delegate some or all of her duties under these Rules to them, provided that the delegation is set out in writing and is lodged with the Chief Executive.
18. An Acting Returning Officer may be appointed by the Chair of Senate on the advice of the Chief Executive and the Executive Committee when the office of Returning Officer is vacant. Such an acting appointment must be renewed for each election that is being administered or conducted.

ELECTIONS COMMITTEE

19. There shall be an Elections Committee, which shall report as necessary to the Senate and the Trustee Board.
20. The committee shall comprise:
 - a. Up to four persons as agreed by the Senate;
 - b. A Student Trustee appointed by the Trustee Board;
 - c. A Senator appointed by the Senate (who shall not be a Trustee);
 - d. The Returning Officer
21. The secretary of the committee shall be the Chief Executive or her nominee, who shall not be a Student.
22. The chairperson of the committee shall be appointed by and from those listed under Rule 20(a),(b),(c) who are not on the ULU payroll.
23. Appointment to the committee is a personal appointment and is not ex-officio or representative of the office or constituency that the member may hold in other offices in ULU or in any College Union.
24. Those appointed under Rule 20(a) may serve for up to three years, and this will be determined at the time of appointment by the Senate, which in default shall be decided by drawing lots, with one person serving three years, two people serving two years and one person serving one year.
25. Recruitment of suitable candidates to serve under Rule 20(a) may include advertisement to the ULU membership, the placement of free adverts on sites such as CharityJob.co.uk or in any manner as decided by the Senate.
26. The start of terms of office on the committee shall be in accordance with Rule 11.
27. The main duties and functions of the committee shall be:
 - a. To advertise, promote and encourage participation in ULU's annual all-member online elections;
 - b. To develop novel ways of administering and promoting the online election to maximise participation in the electoral process of ULU;
 - c. To oversee the impact of election rules and support the Returning Officer in securing fair and just rulings on electoral matters and the application of rules.
 - d. To run an engaging and creative programme of election events, including any hustings, to secure best penetration of the ULU elections throughout the diverse and disparate electorate;
 - e. To maintain and ensure appropriate approval of all election timetables, well in advance of any forthcoming election;
 - f. Review the election regulations and rules regularly and bring forward any amendments to produce effective and fair regulation;
 - g. Build and maintain links with all College Union and other appropriate administrators to ensure the completeness of the Electoral Roll and ensure the continually improving visibility of ULU elections and electoral processes;

- h. Approve all guidance to (potential) candidates, and ensure access to any Electoral to the election guidance, rules and regulations in a simple and easy format; and
- i. Report in writing at least annually to the Senate and the Trustee Board on work and its workplan.

THE ANNUAL ELECTION

- 28. The Annual Election shall be held in the Spring Term, with voting occurring in February or March.
- 29. The Sabbatical Trustees, Student Trustees, Editor of London Student and other posts as determined from time to time by the Senate, shall be elected during the Annual Election.
- 30. The voting shall be held online, by a secure internet poll that ensures secrecy and is approved by the Elections Committee.
- 31. Notice of the Annual Election shall be:
 - a. Announced at the ULU AGM;
 - b. Communicated to all members of the Senate and Trustee Board;
 - c. Communicated to all senior executive officers of each College Union;
 - d. Communicated to the Vice-Chancellor and the Academic Registrars of each College or Institute of the University; and
 - e. Published on the ULU website's front page;
- 32. Notice shall include the following timetable:
 - a. At least four weeks' notice of the Close of Nominations;
 - b. At least two weeks between the Close of Nominations and the Opening of Voting; and
 - c. Voting open for at least seven consecutive days.
- 33. Notice shall include the following information:
 - a. What positions are being elected, who may stand and whether the position is remunerated and/or is a trustee post;
 - b. When the term of office starts and finishes; and
 - c. Details of the nominations process and how the usual course of the election will run.
- 34. Nomination forms shall be drawn up by the Elections Committee and shall be freely available.
- 35. A valid nomination form shall:
 - a. Detail the full name, student ID number, College/Institute of the Provisional Candidate, who shall be an Elector;
 - b. Have a signed declaration by the Provisional Candidate acknowledging their consent to nomination, confirmation that they are aware of the election regulations and regulations for holding office;
 - c. State the office for which the Provisional Candidate is applying (see Rule 36);
 - d. Have a Proposer, who is an Elector;
 - e. Have at least ten Nominators (which may include the Proposer under Rule 35(d)), who between them shall be Electors registered at seven or more Colleges/Institutes (see Rule 37).
 - f. The requirements of Rule 35(a) also apply to those signing under Rule 35(d) and (e).
- 36. A Provisional Candidate may submit a single nomination form for an Annual Election, however, they may apply for more than one position, provided that no candidate applies for more than one Sabbatical Trustee office or Editor of London Student at any one election.

37. For the avoidance of doubt, the School of Advanced Study shall be considered as a single College/Institute. For Electors that are registered at more than one College/Institute for a single programme of study or research, the College/Institute recognised under these Rules will be (unless otherwise set out in writing by a College/Institute):
 - a. Where the majority of the contact time/supervision takes place (at the time of the election), unless
 - b. If the time is spent equally, give or take 10%, then either College/Institute can be recognised.
38. Rulings on Rule 37 shall be made with full consideration given to the facts or opinions from relevant Academic Registrars and/or the collaborative frameworks set down by the University.

ELECTIONS HELD AT SENATE AND COMMITTEES

39. The Elections Committee shall set a suitable timetable for any election held at the Senate (or any committee), to enable the circulation of nominated candidates' statements to be included with the circulation of the Agenda paper for that meeting.
40. Unless the Rules otherwise require, all nominations for elections at the Senate (or any committee) shall require candidates to be nominated by one member of the Senate (or a member of the committee). If no nominations are received by the close of nominations, the Returning Officer may (but does not have to) accept nominations from the floor at the meeting.

VACANCIES

41. For the remunerated posts elected by the Annual Election, the following shall be observed:
 - a. If Re-Open Nominations wins, nominations shall be immediately re-opened with an online all-member ballot held before the end of June (and the previous candidates who lost out to RON shall not be permitted to be candidates);
 - b. If a post is vacated after the Annual Election, but before the taking up of office, nominations shall be re-opened:
 - i. With the election happening as an all-member ballot if voting can take place by the end of June (taking into account the provisions of Rule 32); or
 - ii. If (i) is not possible, a by-election shall take place at the Senate, with a meeting dedicated to this purpose called. Only the recognised members of Senate may vote in this election.
 - c. If a post is vacated during the officer's term in office, the provisions of Rule 41(b)(ii) shall be applied.
42. For posts elected by the Senate and the non-remunerated posted elected by the Annual Election, a by-election shall be held at the next ordinary meeting of the Senate (or if required an extraordinary meeting called in accordance with the Standing Orders of the Senate), with observance given to Rules 39-40.
43. For all other elections, the Elections Committee shall determine.

COMPLAINTS AND APPEALS

44. All complaints shall be made in writing and shall be addressed to the Returning Officer.

45. Complaints must state the grounds of the complaint clearly and detail any rule or regulation alleged to have been broken. Complaints must not be academic or anonymous. A complaint relating to the campaigning tactics of a candidate must be made within twelve hours of the close of the poll. A complaint relating to other matters that may have affected the course of an election, must be made within five days of the announcement of the result of an election.
46. In the first instance, the Returning Officer will determine whether to accept the complaint (i.e. takes a view whether the complaint is vexatious or frivolous).
47. If a complaint is accepted under Rule 46, the Returning Officer will then attempt to resolve the complaint informally or by dialogue if between two or more parties. If no resolution can be agreed, then the Returning Officer must:
 - a. Make a decision on the complaint and order any remedial action she sees fit, if the complaint is viewed as being a minor infringement of rules.
 - b. Reject the complaint (and set out the reasons for rejection to the complainant); or
 - c. Pass the complaint to the Elections Committee Tribunal
48. A decision by the Returning Officer made under Rules 47(a) or (b) may be appealed to the Chairperson of the Elections Committee, who will review the complaint and the decision of the Returning Officer. If the Chairperson upholds the appeal, then the provisions of Rule 47(c) shall be observed.
49. If a complaint is passed onto the Elections Committee Tribunal (the Tribunal), a three person panel shall be convened, all of whom shall be members of the Elections Committee. The Chairperson of the Elections Committee shall be the chairperson of the Tribunal, unless she delegates this duty to another member of the Elections Committee.
50. The quorum of the Tribunal shall be two. The Tribunal shall hear the case of the complainant and consider the communication and decisions of the Returning Officer.
51. The Tribunal may uphold or reject cases and appeals, and in determining the remedial action the Tribunal is the only competent body that may:
 - a. Disqualify a candidate;
 - b. Order damages to property be paid;
 - c. Stop the normal course of an election.
52. In relation to Rule 51(a) and (b) these sanctions may be applied during an election or within three months after an election, provided that the complaint had been filed originally either during the election or within five days of the announcement of the result of an election.

CAMPAIGNING RULES

53. The Elections Committee shall draw up, after consultation with the Senate and University/College administrations, a Code of Conduct for Candidates & Campaigns, which shall detail the required etiquette and conduct required of all candidates and candidates' campaigns.
54. The Code shall allow for "campaigning on the record", that is to say, candidates may challenge and question each other's records or manifesto for office.
55. The Code shall clearly detail any areas that are considered to be misconduct and what is considered to be gross misconduct as a candidate. A breach of the Code that is set down as gross misconduct may be punishable under the remedies set out in Rule 51.
56. The Code shall not made unworkable or unenforceable regulation of campaigning, and shall in every aspect promote opportunities for Electors and candidates to participate in the election.

57. Each candidate in an Annual Election shall be permitted to have:
 - a. A manifesto or election statement of 400 plain text words;
 - b. A portrait or poster style advertising themselves as a personal picture
 - c. A short 50 word slogan that may be used in email or taster headlines in official promotional materials
58. The materials described under Rule 57 shall be the official material that shall be published to the Electors by the Elections Committee. All other campaign materials shall be set down in the Code of Conduct.
59. Candidates have freedom of association, and as such may campaign as a group or slate, which may or may not be published on their election materials, provided that if an Elections Committee Tribunal finds the "actions of a slate" will include remedial action against all candidates that are associated with the slate.
60. On the ground campaigning rules shall be observed by all campaigners and candidates that are local to the area being canvassed. As far as possible, the Elections Committee will compile a briefing of local rules, however, the onus is always on the candidate to abide by local rules and should not rely wholly on the research of the Elections Committee.

POLLING AND COUNTING REGULATIONS

61. All elections, unless otherwise stated in a policy or rule, shall feature Re-Open Nominations (RON) as an option on the ballot paper.
62. For all elections, the Single Transferable Vote as defined by the Electoral Reform Society in its publication by Newland & Britton "How to Conduct an Election by the Single Transferable Vote" shall be used, provided that:
 - a. RON transfers to further RON's when a RON is elected by meeting or exceeding quota; and
 - b. In the case of a tied vote, the continuing candidate (or candidate elected) shall be the candidate with the higher First Preference Votes, and if these shall be equal, then the Returning Officer shall draw lots (or toss a coin) to determine.
63. All candidates may appoint a person to observe the count of an election. In the case of an online election, this will take the form of meeting the Returning Officer at the time of the execution of the counting procedure and being able to watch the stage by stage progression of the electronic count, and at each stage to be able to ask for clarity on the count.

13.2. Guidelines for Sabbatical Trustees

- A.3.1** Sabbatical Trustees are elected to serve for one calendar year from 1 August to 31 July in the following year.
- A.3.2** The Sabbatical Office is whole-time. That means Sabbatical Trustees cannot during duty hours without the permission of ULU Senate engage in duties unrelated to their Office and outside ULU, whether the Trustee receives payment for those other duties or not.
- A.3.3** Sabbatical Trustees are expected to be engaged in their duties Monday to Friday during ULU Office hours – normally 10am to 6pm. But the nature of the work is that these hours can vary and duties may be required outside the normal hours and on other days. Averaged over the year, however, the duties expected of a Sabbatical Trustees should not be more than about 50 hours per week. There will be a mechanism where Sabbatical Trustees can claim time off in lieu during term time.
- A.3.4** With the agreement of the other Sabbatical Trustees and normally not in the University term-time, Sabbatical Trustees may take a total of 27 days leave of absence from their duties in addition to ULU Closure Days without their allowance being reduced. In exceptional circumstances (for example for compassionate reasons) Sabbatical Trustees may be granted leave from their duties in excess of 27 days by the Chair of Trustees. The Chair of Trustees may then rule that their allowance should accordingly be reduced for each additional day of absence, taking into account any extenuating circumstances and whether the absences can be made up by duties undertaken at other times.
- A.3.5** Sabbatical Trustees are required to keep an Office Diary of their engagements which must be available for examination. If they expect to be unavailable during ULU office hours they must leave with their designated staff member or post on their door either a means of contact or where and when they expect can be contacted.
- A.3.6** Sabbatical Trustees are required to inform their support staff if they are unable to carry out their duties on any day because of ill-health. They should contact their support staff as soon as possible if they are unable to attend their duties, and if appropriate, suggest what alternative arrangements could be made to cover important duties, and when they expect to return to their duties. If the number of days of sickness (inclusive of weekends) is seven or more, then a letter from a doctor will be required by the Chair of Trustees if the days are not to be counted as normal leave of absence or the allowance is not to be reduced. Matters of health and other personal matters concerning individual Trustees will be dealt with in strict confidence on a “need to know” basis but each Trustees support staff will keep a public record of absences due to leave and sickness which will be recorded on the Sabbatical Log Book and open to inspection by any Full Member of ULU.
- A.3.7** Any Sabbatical Trustee, who has failed to maintain contact with ULU for 20 consecutive days (including weekend days but excluding ULU closure days) without good reason, will be deemed to have resigned, subject to approval by ULU Senate or Chair of Trustees. This will be subject to the Appeals procedure laid out under Section A.3.2 for Motions of No Confidence.
- A.3.8** Sabbatical Trustees are free to belong to a Trade Union at their own cost.

- A.3.9** All Sabbatical Trustees will carry out the duties prescribed by ULU Senate. Prior to taking up Office, they are required to spend a period of 'Handover' with the retiring Trustee by mutual arrangement, during which time an allowance will be received at the same rate as the allowance received by the retiring Trustee.
- A.3.10** Before the end of their Term of Office, retiring Trustees are required by mutual arrangement to spend a period of 'Handover Training' with their successors. Failure to do so will render them liable to disciplinary action under Section A:5 of the Regulations.
- A.3.11** In carrying out their duties Sabbatical Trustees must abide and act in accordance with the ULU Constitution, Regulations and Policies and must fulfil to the best of their ability any ULU Senate Mandates. The duties required by ULU Senate must be reasonable both in their nature and extent and not infringe University Statutes, the ULU Constitution, other Regulations or the law.
- A.3.12** Except where appointed ex-officio, Sabbatical Trustees on University Committees are appointed in a personal capacity.
- A.3.13** If a Sabbatical Trustee has a grievance, complaint or problem relating to their Office they should raise the matter with the Chair of Trustees who will take whatever action appears to him/her to be necessary. If this relates to a member of staff of ULU the Chief Executive Officer must immediately be informed.
- A.3.14** The Staff Protocol Agreement must be observed. A copy can be obtained from the Chief Executive Officer on request.
- A.3.15** Sabbatical Trustees may resign at any time on giving one month's notice in writing to the Chair of Trustees, who will immediately inform ULU Senate and acknowledge receipt. A shorter time may be agreed by ULU Senate, or in exceptional circumstances by the Chair of Trustees (e.g. during Vacations, when ULU Senate Meetings cannot be convened within a reasonable amount of time). Once delivered and acknowledged, written notice of resignation may only be withdrawn with a two-thirds consent of ULU Senate.
- A.3.16** Any Trustee who for whatever circumstances finds that their Status as a Full member of the Union (as under 3.2a of the Constitution) will change before the conclusion of their period of Office must inform the President and the Chair of Trustees of ULUs. Who will, in conjunction with Board of Trustees recommend a course of action to the next ULU Senate meeting.

13.3. Codes of practice for Trustees

There shall be a Code of Practice for Trustees of ULU. These Regulations assume moral probity on the part of the student officer. Declaration and openness are the basis on which these regulations are based.

In order to strengthen the accountability of the Trustees of ULU to the Membership, the following information shall be recorded in the Sabbatical Trustees Log Book:

- i) Declaration of Private and Personal Interests

- ii) Annual Leave taken
- iii) Sick Leave taken
- iv) All gifts, hospitality and/or expenses provided for a student officer by an external organisation or individual
- v) All expenses incurred by ULU
- vi) Discounts on ULU premises hire and related or unrelated catering
- vii) Attendance records for meetings

The Log Books shall be held by the President's Office and shall be available to all ULU members and stakeholders for inspection.

A.4.1 Declaration of Private and Personal interests

Private and Personal Interests should be recorded by an Trustee in the Log Book. If a Trustee has a clear and substantial interest in a matter, they should declare this and withdraw from discussions and decisions on this matter.

A.4.2 Declaration of Gifts Received

All gifts and hospitality to a Trustee must be recorded by the Trustee in the Sabbatical Trustees Log Book. Offers of such should be refused if the Trustee feels that they may be placed under a significant obligation by acceptance, or discussed with the Board of Trustees.

A.4.4 Expenses

Reasonable legitimate expenses will be reimbursed following the appropriate financial procedures. The Officer may receive a loan to cover the cost of any other travel they require, payable over ten equal monthly instalments. No further travel assistance within central London (taxi journeys or car hire) shall be incurred by ULU other than in exceptional circumstances approved by both the Vice President (in the case of Vice President it will be the President) and the Chief Executive Officer. All hospitality and meals hosted by a ULU Sabbatical Trustee must be related to the work of the organisation, and wherever possible should be provided in-house.

14. Complaints procedure

In the first place, all complaints must be made in writing by emailing elect2012@ulu.lon.ac.uk

The appropriate department, in partnership with the Returning Officer, will deal with all complaints.

In the case of a dispute against the Returning Officer's decision, any complaints must be made in writing to elect2012@ulu.lon.ac.uk and will be passed to the Elections Committee, and ultimately will be dealt with through the ULU Code of Practice, which can be found at www.ulucol.ac.uk/codeofpractice.

15. Useful contacts

The first point of call for all information should be www.ulucol.ac.uk/elections.

All enquires can also be emailed to elect2012@ulu.lon.ac.uk