

# RULES & REGULATIONS

We issue rules for each set of elections, based on the principles of inclusiveness, fair play and respect. Please ensure you have read the rules and regulations carefully, and to email us at [hallamelections@shu.ac.uk](mailto:hallamelections@shu.ac.uk) if you have any questions.

## 1. Rule Breach

- 1.1 Any breach of the rules may be punished. Sanctions can include bans from virtual and physical campaigning and repeated and/or extreme breaches of the rules may lead to disqualification.

2.8 Negative campaigning, in which you attack another candidate physically, verbally or in written materials is not permitted.

2.9 You must not interfere with or pressurize voters when they are casting their ballot.

send emails and social media messages as part of their campaign, they must not make use of:

- Official University mailing lists or internal Students' Union mailing lists.
- Official University or Students' Union social networking pages.

Please note: The Returning Officer may also take action without receipt of a complaint if they deem necessary.

In addition to these rules, Candidates must also abide by the University's Students Code of Conduct and the Students' Union Bye-Law 15, as well as to any relevant laws.

## 2. Campaigning

- 2.1 You must not campaign publically until voting opens. This means you cannot campaign on social media, or distribute printed publicity until told otherwise.
- 2.2 Candidates must attend a Candidate Briefing with the Returning Officer before their nominations are confirmed. Details of these briefings will be sent once your nomination is submitted.
- 2.3 Candidates are not permitted to run in a slate or pool resources. This means you cannot combine campaigns with other candidates or endorse other candidates.
- 2.4 Candidates are responsible for those acting in support of them and their campaign. This includes campaigning activity, spending on campaign materials and all areas stipulated within these rules.
- 2.5 You are not permitted to campaign inside University Learning Centres (Addsetts or Collegiate).
- 2.6 Candidates are responsible for obtaining permission to place, affix or carry out campaigning activities around Sheffield City Centre. Sheffield City Council are liable to issue fines around the city if you do not have permission to flyer. Sheffield Hallam Students' Union cannot
- 2.7 You are not permitted to interfere with another candidates publicity in any way, shape or form.

## 3. Publicity

There are several ways to publicise your candidacy and reach your fellow students. These are outlined in the Candidate handbook, but you must ensure you are fully aware of rules surrounding campaigning:

- 3.1 Full Time Officer candidates will have a maximum budget of £50 to spend on their campaigning and Part Time Reps will have a maximum budget of £20. This will be reimbursed by the Students' Union once budget declaration forms and receipts are handed in. Breaching this campaign budget will result in disqualification.
- 3.2 All materials or resources used in an election campaign should be equally available for all candidates. Please consult the Representation team before using such items.
- 3.3 Candidates may use their own website and/or social media pages to promote their campaign. These must not go live until Monday 2nd March and the Hallam Representation page must be made an admin. You are permitted to have a secret group for your campaigners and supporters.
- 3.4 You can be endorsed by societies or clubs within Sheffield Hallam Students' Union on the proviso the society/club committee has voted in favour of supporting your campaign (you are not permitted to take part in this vote).
- 3.5 Whilst candidates may

## 4. Endorsement

- 4.1 You cannot be publicly endorsed by any member of:
- The Representative Committee
  - The Board of Trustees
  - Students' Union or University Staff.
  - Any company or business.
  - Any commercial or political organisations.

## 5. Complaints

We want to ensure that everyone has an equal opportunity and all candidates and campaign teams feel safe and comfortable during the elections process. If you have any concerns about any individual or groups conduct within the elections, then please email [hallamelections@shu.ac.uk](mailto:hallamelections@shu.ac.uk) or speak to the Representation Team in the first instance.

- 5.1 Complaints must be submitted to the Returning Officer with evidence provided in order for the Returning Officer to take action.
- 5.2 Complaints relating to any part of the campaign must be received by 12noon on Friday 21st October. Once the count has begun only complaints relating to the conduct of the count can be considered after polling has closed.
- 5.3 The Returning Officer shall respond to any properly submitted complaints within 24 hours of receipt. The ruling of the Returning Officer is final.