

ELECTIONS **2023**

Nominations open soon



Vote.dundee.ac.uk

Election: How to Guide

Introduction

Welcome to the Dundee University Students' Association (DUSA) "Election: How to Guide". This document has been designed to give you the key information that you need to run in the 2023 By-Elections.

Due to the impact of Covid-19 this election will take the form of a hybrid approach with elements of both in person and online. We ask you to remain flexible throughout the process as guidance is subject to change, and safety of students and staff is our priority.

The election pack will cover:

- Election values and principles
- Who's who
- How to nominate
- Key dates
- Publicity
- Voting
- Important campaigning rules
- Complaints procedure
- General advice

Values and Principles

All of DUSA's elections are run in accordance with a set of values and principles found in Section 2 of DUSA's Bye-Law 3 at <https://www.dusa.co.uk/about-us>. The values and principles ensure that the election is being run in an open, fair, and democratic manner. This sets the standard for not only the candidate and their supporters, but also the decisions made by the Election Liaison Committee (ELC).

Our Values

Democracy

Fairness

Equality

Accountability

Principles

All candidates or members of a campaign:

- Must treat other candidates, campaigners, students, staff and members of the public with respect and fairness.
- Campaign must protect and respect the environment and property of the University campus.
- Will not undertake acts which bring the election process, referendum, the Association or the University into disrepute.
- Must not undermine the values of Democracy, Fairness, Equality and Accountability during an election or referendum.

Who's Who?

Each election is run by a dedicated group who work to ensure that the election is the best it can be. The Election Liaison Committee (ELC) organises and coordinates each election.

Key ELC contacts are:

Obiozor Okoro - Vice President of Representation (VPR)

The VPR is not only the Chair of the ELC but also the lead official and first point of contact. This year's VPR is Obiozor who you can contact at: vpr@dusa.co.uk

Nyasha Mutembwa - President

The President provides a great deal of support to the VPR if they are unavailable to take forward key duties and tasks. This year's President is Nyasha who you can contact at: president@dusa.co.uk

Returning officers

One of the most important functions of the ELC is to ensure that the elections are being run democratically and the Returning Officers (ROs) take on this task. The ROs are senior members of the University of Dundee (UoD) and are led by a Senior Returning Officer (SRO).

The RO's are very experienced and will investigate serious issues and breaches of the rules. They will also make decisions if a candidate or candidates are found in breach of the rules. The RO's are very approachable and helpful. They are:

Janice Aitken - Associate Dean of Public and Community Engagement, School of Art & Design

Liz Rogers - Risk & Business Continuity Manager, UoD Academic & Corporate Governance (Policy Officer)

Stephen Land - Programme Lead, Biomedical Sciences

Lynsey Pickering - Senior Careers Adviser

Martin Glover - Senior Policy Officer (Academic Governance)

Key Dates

The Election's key dates are:

- Nominations open - 11 April at 9am
- What it means to be on the Exec
- Nominations close - 17 April at 9am
- Candidates Briefing - 17 April at 12pm
- Election Launch and Voting opens - 18 April at 9am
- Voting Closes – 21 April at 12pm
- Results – 21 April at 5.30pm

There will be no amendment of the key dates unless there are unforeseen circumstances so, please keep an eye out on our social media and your emails regarding their location. Candidates will be expected to comply with each deadline.

These events are a mixture of online and in person so please keep an eye out on our social media and your emails regarding their location. There will be no amendment of the key dates unless there are unforeseen circumstances. Candidates will be expected to comply with each deadline.

How to Nominate Yourself

Step 1: Read the nomination pack

Download from the DUSA election webpage: www.dusa.co.uk/elections

Step 2: Check you are eligible to run

Read Bye-Law 3 and please highlight to us ahead of time if you think you may not be eligible. We will carry out checks on each candidate but it is helpful to know ahead of time and each case will be reviewed by the ELC.

Step 3: Complete the online nomination form: <https://vote.dundee.ac.uk/>

On the nomination form you must provide:

1. Head and shoulders photo of you against a white background
2. Your Supporting Statement (Manifesto), containing up to three policies, maximum of 350 words. This can be written in several different ways, for example:
 - Introductory paragraph – introduce yourself and why you want to stand for election
 - Aims/objectives – talk about what you want to achieve
 - Policy statements – up to three short statements about what you are standing to do if elected
3. In addition to this, you will need the names and student matriculation numbers of at least two current and fully matriculated UoD students who support your candidacy. Make sure you have those two students permission beforehand.

Step 4: Submit your screen poster to kioannou@dusa.co.uk for our displays. Your campaign poster (screen size - 1920x1080p standard HD screen), by 12 April 2023 at 12:00.

Step 5: Attend the “What it means to be on the Exec” session and Candidates Briefing

The VPR will be running two sessions for this through the campaigning period. These sessions are important so if you can't make any of them, please let the VPR know by email to rearrange at vpr@dusa.co.uk.

Attending the 'What it means to be on Exec' is **COMPULSORY** for any candidate running for an executive position.

Links for all our online events will be distributed via our social media, so keep an eye out!

Publicity

This election will be a hybrid format of online and in person. Ways and means in which you can campaign are outlined within the Publicity Guide below, and the candidates briefing that you must attend. As we are steering away from the traditional flyers and posters campaigning. Your campaigns will require some innovation and we want to work with you to engage as many students as possible.

Your campaigns will require some innovation and we want to work with you to engage as many students as possible. We are accepting a screen design which must comply with the rules found in this document. We will place these in locations on your behalf. This must be submitted to VPR at: vpr@dusa.co.uk, by 17 April at 12:00.

Poster size: 1920x1080p (Standard HD Screen) otherwise known as 16:9.
To help you design a screen poster you can use a number of platforms such as Canva:

<https://www.canva.com>

Below are some examples of what your screen could look like, it should include:

- Your name
- Position you are running for
- 3 main policies

Make sure they are eye-catching and easy to read. They will be placed on screens around campus so try and keep text to a minimum.

Campaign Wear

We will provide a campaign wear for you to use during your in-person campaign.

If you would like a campaign wear, please send a request to vpr@dusa.co.uk by 17 April 2023 at 12:00.

Voting

Voting will open at 9am on 18 April and students can access voting at vote.dundee.ac.uk. All voting will be done through Single Transferable Vote (STV), which means each voter is asked to choose in order of their preference. A guide to STV can be found at:

<https://www.electoral-reform.org.uk/voting-systems/types-of-voting-system/single-transferable-vote/>

This means that the candidate you most want to win would get your first preference, followed by your second and so on. A voter can vote for one candidate if they wish too but if they chose to do so it is important that the chosen candidate is given a first preference vote for it to count.

Voters who wish not to cast their vote in a race can hit the "abstain" button but they will not be able to vote again.

Important Campaign Rules

The following rules are essential to the running of the election, and we ask all candidates and their supporters to abide by them. If a candidate/s and/or their supporters are believed to be in breach of them it will be referred to the Returning Officers. Campaign Briefing will provide further information on the rules.

General Election Rules

- ✓ All candidate campaigning and publicity (physical and online) must comply with the values and principles of the election.
- ✓ Candidates must adhere to laws, national, local and University/Students' Association guidance.
- ✓ Candidates will respect University and Students' Association staff and property.
- ✓ No currently elected post-holder of the Students' Association or Sports Union or Societies can endorse a candidate in their official capacity and only in their capacity as a student/private individual.

- ✓ You must not campaign inside buildings of DUSA, Institute of Sport and Exercise, the Library & Learning Centre, associated properties/facilities, Student Halls of Residence are to remain campaigning free zones.
- ✓ DUSA and University salaried employees/staff and workers must remain impartial and not to endorse any candidate.
- ✓ DUSA, Institute of Sport and Exercise, the Library & Learning Centre, associated properties/facilities, Student Halls of Residence and other designated areas are too remain campaigning free zones.
- ✓ All campaigning must remain on campus and to associated virtual spaces of the University of Dundee and DUSA, subject to guidance.
- ✓ All rules apply to candidates and their supporters.

Election Material

- As we move to a more sustainable and environmentally friendly election, there should be no physical flyers. Posters or banners can be used during campaign and are the responsibility of the candidate to take off immediately after the election period.
- Other simple engagement techniques across campus, which will be discussed further at the candidates briefing.
- We are allowing some simple engagement techniques across campus, which will be discussed further at the candidates briefing.
- All candidates' online and physical campaign should not contain or refer to language/and or images that promote hatred and/or criminal behaviour.
- All candidates' online and physical publicity should not feature party political references or symbols/logos.

Campaigning

- All online campaigning must take place on official open and public forums.
- Candidates cannot provide an electronic device for students to vote or vote on behalf of another individual.
- All candidates must inform the VPR of the social media platforms they intend to use and to add them to it where possible.
- All candidates should, create a separate campaigning account on their social media platforms.
- Candidates cannot use official mailing lists/accounts and/or official positions associated with the University, Sports Union, Institute of Sport and Exercise or Students' Association that they have access to, to further personal and others campaigns.
- Student societies and sports union teams are not obligated to, but can admit, on request, candidates to speak to member at a formal meeting. If they chose to do so they must allow other candidates fair access. As you can only campaign on campus, any society meetings you have permission to attend must be taking place on campus.

Complaints

All election candidate/s who wish to make a complaint must complete and submit an online “complaints form” found on the DUSA website:

www.dusa.co.uk/elections/complaints (this will be live during campaigning/voting).

All complaints must be accompanied with:

- **The name/s of candidate/s**
- **Details of the alleged offence**
- **What part of the rules & regulations, bye-laws and/or policies of the Students’ Association and University of Dundee have been breached**
- **Provision of any evidence for the alleged offence**

On receipt of the complaint, it will be investigated by the VPR and/or ESL. If the initial investigating officers are unable to resolve the complaint, it will be passed to the on duty Returning Officers. The Returning Officers will hear allegations of misconduct or breaches of the rules and their decisions will be final and non-negotiable. If a candidate is found to have committed misconduct or a breach, then the potential actions are:

1. An informal warning
2. A formal warning
3. Formal action

Formal action may include:

- Disqualification.
- Any other action deemed necessary to address the misconduct or breach, determined by the ELC.

The decision will be based on the values and principles outlined in this guidance and the Bye-Laws and require a simple majority of the Returning Officers. The Senior Returning Officer will have the casting vote.

If there is a complaint about the VPR or any member of the DUSA Executive, it should be submitted in writing to the ESL, who will communicate the complaint to the Returning Officers.

Any complaint or appeal regarding the conduct of the majority of members of the ELC shall be considered by an Election Appeals Committee. The decision of the Election Appeals Committee shall be final and binding. The DUSA Election Appeals Committee shall consist of a Senior Manager of DUSA, an SRC member and a senior member of University management, none of whom will have had prior involvement in the alleged incident. Any appeal at this level must be made in writing to the Chair of DUSA’s Board of

Trustees who will appoint the Election Appeals Committee. Complaints about the election result should be made in writing to the VPR as soon as possible and no later than 72 hours after the result of the election has been announced.

General Advice

Running for elections is a great opportunity to use your creativity, improve communication skills and connect with students.

Make a plan of what you want you to do over the campaigning period, have fun with the process and use the opportunity to increase your network of students!

Any issues, contact the VPR. Best of luck!



Publicity Guide

Online Campaigning

Social media allows for creative campaigning which can be shared amongst your network of friends and supporters.

Online campaigning is only allowed in open, public forums or pages which the VPR or designated ELC member has access to. The VPR needs to make sure that social media is being used in a fair, honest and non-discriminatory manner. Again, it comes down to being fair and open.

Before the campaigning starts, all candidates should inform the VPR which social media platforms they intend to use and create a campaigning account for each one. During the course of campaigning, we ask that all candidates use a selection of hashtags and phrases etc. to help increase the social media presence of elections.

The VPR should be made aware of any social media page in order to monitor fair activity. To ensure fairness, any pages made for your campaign are to be separate from any personal accounts you hold.

In-Person Campaigning

We are so happy to be able to move back to an election which allows in person campaigning. Further details of where and how you can campaign will be outlined at the Candidates Briefing before voting opens. As stated in the 'How To Guide' we will be providing campaign wear for candidates to wear when you are engaging with students in person.

Societies and Sports Clubs

Societies and clubs are not allowed to endorse a candidate. They are not obligated to, but on request, candidates can be granted access to attend the society's meeting for a short time to speak to their members about their campaign. If a society does agree to admit one candidate, then they should allow any other candidate fair access to a meeting during the election period. As you can only campaign on campus, any society meetings you have permission to attend must be taking place on campus.

Social Media Platforms

You are not allowed to send private messages across any platforms and/or messaging services – e.g. Whatsapp, Instagram DMs etc.

You can share content from your election campaigning pages on your personal social media channels, but you can't post campaigning material directly from your personal page.

If you are rerunning for a position, or have previously stood for another position, you need to create a new account for this campaign. Pre-existing campaign accounts can't be used.

Facebook

If candidates do not have immediate access to a group (i.e. new members have to be accepted to the group by an admin) and a candidate is allowed to join, then all candidates should be invited into that group to allow fair and equal access.

Sponsored Posts

You are not allowed to use "sponsored posts" on Facebook. The reason for this is that it is done by number of people seen, not by time, and so we are not able to monitor it.

Snapchat

Please add @dusatheunion, so you can post campaign related posts on your story.

Instagram

Please have your privacy settings to public. When using Instagram, please tag us @dusatheunion. You can post on your story and your page.

TikTok

TikTok is great for creating fun, on trend videos. You can create videos and share them across your social media channels.

Twitter

VPR should be able to follow your account. Your profile - during the time of campaign – must be public. You can only post during election period. When using Twitter, please include the DUSA Election #hashtags as much as possible.

Independent Websites

Free websites can be created by candidates. If you have your own server then you are required to declare it and provide appropriate information to the VPR.

Graphics

You can create graphics if you wish to circulate online. Canva: <https://www.canva.com> is an easy and free resource for creating content. Make sure your friends and supporters are aware of this as the same rules apply to them. If they don't adhere to the rules you will be responsible.

If you're not sure of any rules please ask first, email Obiozor at vpr@dusa.co.uk. Have fun and get creative. We're looking forward to seeing your content!

BYE LAW 3 ELECTIONS AND REFERENDUMS

1. CALLING OF ELECTIONS

- 1.1 DUSA will organise and facilitate annual elections which will be overseen by the Returning Officers and supported by an Election Liaison Committee (ELC), who shall officiate at the proceedings of the elections and oversee the conduct of all candidates.

2. ELECTION VALUES AND GOVERNANCE

- 2.1 All elections and referendums will be conducted and carried out by the values of:
- i. Democracy
 - ii. Fairness
 - iii. Equality
 - iv. Accountability
- 2.2 The elections and referendum will be governed by the following principles:
- i. All candidates or members of a campaign must treat other candidates, campaigners, students, staff and members of the public with respect and fairness;
 - ii. All candidates or members of a campaign must protect and respect the environment and property of the campus, the University and;
 - iii. All candidates or members of a campaign will not undertake acts which bring the election process, referendum, the Association or the University into disrepute;
 - iv. All candidates or members of a campaign must not undermine the values of Democracy, Fairness, Equality and Accountability during an election or referendum.

3. DUTIES OF THE RETURNING OFFICERS

- 3.1 There shall be at least four and up to six Returning Officers (RO)
- 3.2 The ELC shall appoint one of the Returning Officers to be the Senior Returning Officer, who must have served three years on the ELC. The ELC may, if it wishes, appoint a Deputy Senior Returning Officer, who must have served on the ELC for at least one year.
- 3.3 The Senior Returning Officer will normally be appointed for a period of three years.

4. APPOINTMENT OF THE RETURNING OFFICERS

- 4.1 All Returning Officers shall be appointed by the University of Dundee, in consultation with DUSA and the Election Liaison Committee, by means of a selection panel comprising at least the Director of Academic & Corporate Governance and the Vice President Representation. Returning Officers shall oversee elections and ensure that they are fairly and properly conducted. All appointments will be determined before any election takes place.
- 4.2 The ROs must be staff members of the University of Dundee. None of the ROs shall be matriculated students of the University of Dundee.
- 4.3 The duties of the ROs shall be:
- i. To interpret, uphold and enforce the values and principles of these bye laws;
 - ii. To oversee any election or referendum;
 - iii. To decide upon allegations of misconduct or breach of election values and principles and to impose any penalty up to and including disqualification;
 - iv. To validate nominations;
 - v. To examine the votes cast and adjudicate the validity of the ballot and count;
 - vi. To organise and monitor the voting platform for the duration of the voting period.

5. ELECTION LIAISON COMMITTEE

- 5.1 An Election Liaison Committee (ELC) will be formed ahead of all elections. The Committee shall be comprised of the following individuals:
- i. Chair – DUSA Vice President Representation
 - ii. DUSA President
 - iii. All Returning Officers
 - iv. DUSA Head of Operations (Student Experience)
 - v. DUSA Democratic Support and Policy Coordinator
 - vi. One nominated member of the SRC in order to observe democratic process (ex officio)
- 5.2 If any member of the Committee is running for re-election to the DUSA Executive Committee, they will be replaced by another sitting member of the Executive Committee or an SRC member if there is no Executive alternative.

- 5.3 The Committee will be responsible for organising and managing the election process (including: election dates/timetable, publicity, nomination forms and hustings) as well as producing and reviewing Election Guidance and Rules.

6. PROCEDURE FOR NOMINATION OF A CANDIDATE FOR APPOINTMENT, ELECTION OR REFERENDUMS

- 6.1 Candidates for any election must be fully matriculated students of the University of Dundee and ordinary members of the Students' Association as defined by the Constitution.
- 6.2 Students standing for non-sabbatical positions (SRC Councillors, School Presidents, Independent Court Member, DUSA Media) must be fully matriculated students of the University of Dundee for the coming academic year in which they will take office.
- 6.3 Any student standing for a sabbatical position during their course of study (i.e. not due to graduate before they take office) must have express written permission from their School Manager or Academic Advisor to take a leave of absence from their course of study. Postgraduate students must have express written permission from their dissertation supervisor where appropriate;
- 6.4 International and EU students standing for sabbatical positions on the Executive Committee must prove their eligibility to remain in the UK for the following academic year in which they will take office, otherwise they will not be allowed to stand for election;
- 6.5 The following individuals shall not be eligible to stand for election:
- i. Any person who cannot satisfy the legal requirements of a charity trustee as defined by the Charities and Trustee Investment Act (Scotland) 2005;
 - ii. Any person deemed unfit to serve by a Basic Disclosure Scotland background check;
 - iii. The conditions under i) and ii) will be annually reviewed in line with any updates to legislation or guidance on the requirements for those in positions responsibility in charities and students' associations;
 - iv. Students who are temporarily withdrawn from their studies or temporarily de-matriculated.
- 6.6 The eligibility of the following individuals to stand for election will be considered by the ELC, whose decision on eligibility to stand in the election is final:
- i. Any person who has been found guilty of a breach of the DUSA disciplinary Bye Laws or the University Charter under the procedures defined therein;

ii. Any person having overdue debts to the Students' Association.

6.7 The procedures for eligible students to be nominated for a position shall be:

v. Any Ordinary Member of the Students' Association has the right to propose a candidate for election via the online or physical nomination form;

vi. Candidacy must be seconded by two full and currently matriculated students of the University of Dundee.

6.8 Students considering standing for a position on the Executive Committee must attend a pre-nomination briefing prior to submitting a nomination. If a student cannot attend a briefing, they must make an alternative arrangement with the Vice President Representation or designated replacement.

6.9 The decision of Returning Officers (ROs) in any dispute over the above shall be final;

7. PUBLICITY

7.1 The Election Liaison Committee will review and stipulate on the type and amount of candidate election material on an election by election basis and publish in candidate guidance.

7.2 It is the responsibility of candidates to obtain permission from School Managers or other appropriate operational staff to display posters in University buildings.

8. MISCONDUCT

8.1 Allegations of misconduct will be considered by the full Election Liaison Committee. No allegations, which are made after 72 hours following the declaration of results, will be considered. Reference should be made to the Election Guidance document for formal complaints process.

8.2 Any individual who has had allegations of misconduct brought against them will have the opportunity to state their case before the ROs and before they reach their decision. The individual may be accompanied by an impartial member of the DUSA Executive Committee to act as their advisor should they request it. The SRO and a minimum of one other RO will be represented on this panel.

8.3 Penalties up to and including disqualification may be imposed at the discretion of the ROs.

8.4 Decisions made by the ROs on allegations of misconduct will be final.

9. VOTING

- 9.1 Voting shall be by a secret electronic ballot among all matriculated University of Dundee students. The electronic ballot will be facilitated via the University of Dundee Virtual Learning Environment or another secure online voting system
- 9.2 A minimum of two days (48 hours) voting will be provided.
- 9.3 A single transferable vote system will be used (as defined in Newland and Britton 1973).
- 9.4 There will be no proxy voting.
- 9.5 Students will be given the option to re-open nominations.
- 9.6 Questions relating to the validity or conduct of the Elections must be submitted in writing to the ROs within 72 hours of the results of the Elections being declared.
- 9.7 The decision of the ROs on matters relating to the Election and vote will be final.

10. HUSTINGS

- 10.1 Every candidate standing for an Executive position and the Independent Member of Court must present themselves at the Hustings. Any candidate who fails to comply with the requirements of this clause shall normally be disqualified from Elections unless a suitable reason can be provided and will be determined by the ROs.
- 10.2 The format of the hustings will be determined on an annual basis by the Vice President Representation in consultation with the Election Liaison Committee. This format will be conveyed to all candidates during the Candidates Briefing.
- 10.3 Questions of a discriminatory, illegal or inappropriate nature are not permitted. Interpretation of the nature and intent of questions will be left to the Chair of Hustings.

11. MEDIA MANAGERS

- 11.1 The Media Managers will be appointed on an annual basis by a panel consisting of the Media Guidance Panel, DUSA Marketing and Communications Manager the four current media managers.
- 11.2 Potential candidates must submit an online nomination form including a CV and Personal statement, plans for the upcoming year and a portfolio of their work.
- 11.3 The panel will examine each candidate's submissions before an interview process whereby each candidate will be interviewed by the full panel.

- 11.4 Where a candidate has support of 75% of panel, they will be appointed the next Media Manager.
- 11.5 When no candidate is deemed sufficiently qualified by panel at interview, nominations will be reopened for another interview until a qualified candidate is found.
- 11.6 Where it is deemed that there is more than one suitably qualified candidate, or where a 75% majority decision is not reached, an Election will take place, which will run in conjunction with the DUSA Executive Elections or, where this is not deemed possible, a by-election will be held.
- 11.7 Where an Election takes place there will be no option to re-open nominations.
- 11.8 Where a current manager seeks to run again, they must step back from the interview panel completely and their deputy will fill their position on the interview panel.
- 11.9 If it is deemed by the Media Guidance Panel, in conjunction with the Marketing and Communications Manager, that if any Media Manager repeatedly fails to meet their duties and responsibilities to their outlet, or acts in a way deemed to be not in line with DUSA's charitable objective, they may be asked to resign from their post.
- 11.10 If a Media Manager is planning on running for an Executive position, they must let the VPR and DUSA Marketing and Communications Manager know before they submit their nomination. Once Executive nominations are open, the Media manager wishing to run must remove themselves from any projects or coverage of the Elections, passing over responsibly to either a deputy or another outlet manager.
- 11.11 If a regular member of DUSA Media wished to run in any DUSA election, they must make the DUSA Marketing and Communications Manager and their Media Manager aware, and remove themselves from projects or coverage of those elections. It is the responsibility of the DUSA Marketing and Communications Manager and Media Manager to monitor their activity to make sure they are not using DUSA Media resources to their own or others advantage/ disadvantage.
- 11.12 No member of DUSA media, candidate or regular, are allowed to use any DUSA Media resources to endorse, promote, smear, or provide misleading information about themselves, or another candidate during elections.
- 11.13 Members of DUSA Media found to be in breach of these rules will be referred to the Election Liaison Committee and could face disqualification as well as review of their pace within DUSA Media.