



ERB Rules and Guidelines 2018

Amended due to postponement of Election to Wednesday 14th March

(Please Retain for Reference)

In addition to Constitutional Requirements, the Electoral and Referenda Board has put in place by-laws and regulations for the elections. Some constitutional elements have been highlighted here as well as other regulations for the duration of these elections. Candidates and Campaign Managers are expected to have read and understood these regulations as well as the relevant constitutional articles referring to the role of the position, which the candidate is running for, and schedule 1 referring to elections. Candidates and their campaign team members must obey all instructions from the ERB. Failure to do so may result in disciplinary procedure.

1 Nomination Details

- 1.1 Candidates Name: The students' registered name with the University of Limerick.ⁱ (see end note)
- 1.2 All proposers and seconders must be registered as current students of the University of Limerick
- 1.3 A student may only propose one candidate for a given election position. [This indicates that members may second another candidate to the same position, just not propose.]
- 1.4 A nominated candidate cannot nominate [propose or second] anyone to the same position which they are running for.
- 1.5 Nominations open Thurs 22nd Feb (Week 5) 2018 at 12pm, midday.
- 1.6 Nominations close **Thursday 8th March** (Week 7) 2018 at 5pm.
- 1.7 A Refundable deposit of €50 (Fifty euro) is required to process the nomination.

- 1.8 The deposit is only refundable on the day immediately after polling to each candidate given that, in the opinion of the Returning Officer, the candidate has run a genuine campaign, abided by the rules and guidelines and all their election material has been disposed of correctly.
- 1.9 A nomination form is considered complete by submitting the following to the Returning Officer C/O the Students' Union Reception. Please ensure that you receive a written receipt.
 - 1.9.1 Completed nomination forms
 - 1.9.2 €50 (Fifty euro) deposit
 - 1.9.3 Completed manifesto hardcopy and softcopy (PDF) emailed to **suelections@ul.ie**
 - 1.9.4 Softcopy of candidate's headshot photograph on a white background, that they wish to be put on the ballot page. The candidates face must not be obscured.

1.10 Candidates must submit their final manifesto (pdf) and headshot photograph (jpg format) via email to suelections @ul.ie by **close of nomination Thursday 8th March (Week 7) 2018 at 5pm.**

1.11 Completed nomination packs may only be handed into the SU reception or Liz Gabbett's Office: Friday 23rdth 9-4:30pm, Monday 26th, Tuesday 27th, Wednesday 28th 9-5pm, **Thursday 8th 9-5pm.**

2 Campaign Meeting to outline Rules (All must attend)

2.1 A meeting of all Candidates and their Campaign Managers shall take place in the Students' Union Den on Thursday 8th March (Week 7) at 6-7:30pm.

3 Election Details (How the election will be run)

3.1 The online election shall take place on **Wednesday, 14th March 2018** (Week 8) 7am - 8pm.

3.2 Due to online voting, all computer labs on campus will be considered polling stations and therefore subject to the ULSU Constitution governance. Campaigning of any kind is strictly prohibited within 10 meters of University computer labs.

3.3 If there is an internet outage on campus on election-day that is >30min, the ERB may extend the election deadline to correspond with the outage time.

- 3.4 The Returning Officer has the authority to delay declaring election results until such time as all election material has been disposed of correctly.
- 3.5 On election day the candidate or their campaign team are not allowed to hand someone a laptop, iPad, tablet, phone or any device to vote on. Voting is a private act where you cannot stand beside someone while they cast their vote.

4 Campaigning Rules and Regulations

- 4.1 Campaign material must display the constitutionally prescribed "Issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)". Any material without the constitutionally prescribed "Issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)" shall be immediately removed from circulation. This includes all social media forums. Campaign Cups must be marked to indicate which campaign team issued them but do not need the "*Issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)*".
- 4.2 Normal UL and ULSU Postering Policy applies. However, posters do not need to be stamped by ULSU. Electioneering posters are therefore exempt of a ULSU stamp requirement to be placed on notice boards.

UL Building and Estates Signage & Campaigning Rules

- 4.3 No signage is permitted at outside entrances to University – see appendices for maps for where signs can be placed. Sign stakes must not be more than 1ft deep in the ground.
- 4.4 Signage is permitted along main road for week of election only.
- 4.5 Signs must be removed by end of day of election, 14th of March.
- 4.6 Signage cannot obstruct line of sight of pedestrians, vehicle drivers and cyclists.
- 4.7 Signage cannot be erected on any structure, except on official notice boards. Signs are not to be erected on tree, plants shrubbery.
- 4.8 Stickers on UL infrastructure are strictly prohibited and may result in fines from the UL Buildings & Estates Department.
- 4.9 Bluetack or whitetack use on walls is prohibited and may result in fines from UL Buildings and Estates.

Campaigning

- 4.10 Campaigning must not interfere with lectures

- 4.11 Campaigning must not interfere with traffic on, entering or leaving campus
- 4.12 Candidates will be responsible for any littering of the campus from leaflets disposed on the ground and erected in unofficial areas
- 4.13 Campaigning within the library building and 5m outside the library door is prohibited.
- 4.14 A softcopy of all promotional materials (posters, flyers, manifesto summaries, Facebook & website pages or any electronic material etc.) must be submitted to suelections@ul.ie for approval by the ERB and hardcopies of all the approved promotional material should also be submitted after approval. Candidates can appeal the returning officer's decisions to the ERB via the Chair of the ERB, Conor Hussey.
- 4.15 The Election Material can be submitted for approval to the ERB at any point after the open of nominations but no campaign material can be distributed until Thursday 8th March 2018 at 7pm – after the candidates and campaign managers meeting.
- 4.16 Approved social media pages may only be published publically after Thursday 8th March 2018 at 7pm.
- 4.17 Chalking of UL walkways by candidate's campaign teams will only be permitted if there are less than 10 candidates running in the three elections, if there are 10 or more candidates chalk is not permitted to be used. Chalking of building walls and pillars is strictly prohibited.
- 4.18 The Union electoral assistance for the 3 fulltime ULSU sabbatical positions: President; Welfare; and Academic, will be €1000 divided between all the candidates. The maximum amount that can be allocated to a candidate is €100 but will be less if there is more than 10 candidates running between all three elections. Electoral funding will only be given in areas on a vouched receipt basis. Refunds will be by electronic bank transfer only. Candidates must supply bank details via email.
- 4.19 For ULSU Exec part-time and PSU elections, there will be a maximum of €50 electoral funding assistance per person on a vouched expenses only basis.
- 4.20 Campaigning or postering by campaign teams is not allowed within the ULSU Building this also includes any ULSU Facebook pages/ Social Media Sites or Information Screens. This is to allow for impartiality of the Union.
- 4.21 Campaign posters may not be installed/placed on the River Shannon islands.

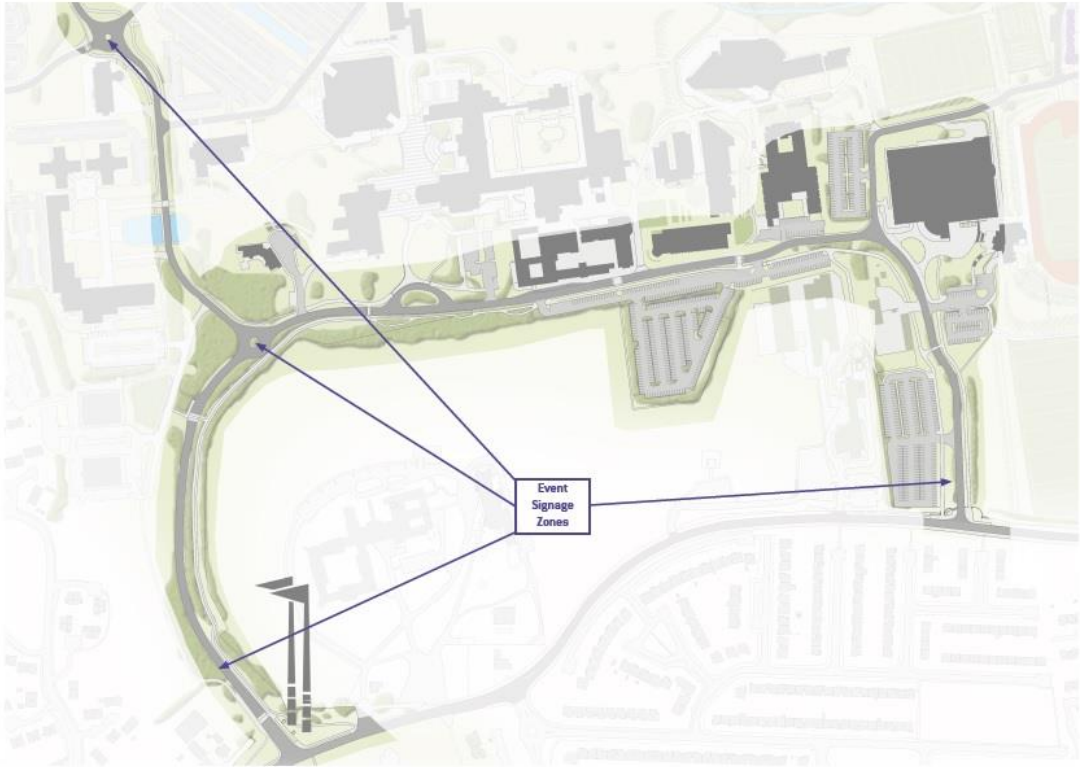
- 4.22 Any untrue, defamatory election material is prohibited. If a candidate and/or their campaign team is found to have published defamatory material they must remove it immediately, publish a correction and give a genuine apology subject to ERB approval. ERB requires the correction to be published in such manner as will ensure that it is communicated to all or substantially all of those persons to whom the defamatory statement was published.
- 4.23 Stands in the Canteen shall be allocated by raffle at the Election Meeting of candidates, managers and the Election & Referenda Board for fair distribution. Candidates must arrange their own stand, keep them tidy through the election and remove them at the close of polls on Election Day (deposits will not be returned if you do not remove the stands and all of your material).
- 4.24 Stands in the Canteen shall be tables to ensure fair coverage for all candidates.
- 4.25 Candidates and their campaign team may not distribute any food items within the Red Raisins confines.
- 4.26 Any candidate/union member/lecturer/person sending email(s), as a candidate or on behalf of a candidate, to the UL Microsoft Outlook distribution list(s) will be considered in breach of the University's Email Policy (entitled the 'Code of Conduct for Users of the University of Limerick's Computing Resources'). No emails are to be sent by any student promoting a candidate to any student with a @studentmail.ul.ie or @ul.ie account. This includes asking people to email on your behalf. Class Reps will lose their email privileges if they email their classes endorsing any candidate.
- 4.27 It is an offence for a candidate to be in receipt of sponsorship, gifts or benefit-in-kind from vested commercial and/or political interests.
- 4.28 No fulltime sabbatical officer candidate can be elected unopposed. All fulltime sabbatical candidates must run against RON – reopen nominations.
- 4.29 Current Executive Officers not contesting an election may not campaign for any candidate.
- 4.30 Candidates must not breach the University's Code of Conduct or Limerick County Council's bylaws; if a candidate breaches the code of conduct ERB shall initiate the board's disciplinary powers.
- 4.31 The ULSU logo, UL Logo or any other logos issued by ULSU or the Electoral & Referendum Board may not be included in campaign material.
- 4.32 The Electoral & Referendum Board shall contact Campaign Managers if there are any amendments to the Campaign Details.

4.33 All campaign issues and concerns should be addressed to suelections@ul.ie or through the SU Reception and any issues on Election Day should be addressed to the designated representative from the ERB through the SU Reception. The ERB will only deal with written or emailed formal complaints.

5 ERB Disciplinary Powers:

- 5.1 Election Observers will be employed by the Students' Union. They will be visible on campus and in the surrounding housing estates on election day. Their responsibility is to record electioneering activities and report on any rule breach(s) to ERB.
- 5.2 If a candidate or a member of their team breaches Schedule 1 Election Regulations of the ULSU Constitution; Schedule 1.45 outlines the ERB can discipline the candidate by:
 - 5.2.1 Public Reprimand,
 - 5.2.2 Expulsion from Hustings
 - 5.2.3 Withdrawn the union electoral assistance
 - 5.2.4 Disqualification from the election
 - 5.2.5 In the event of a rule or rules been broken ERB may compel a candidate and their campaign team to take specific action. Failure of the candidate and their campaign team to take the specified action in the time allocated may result in disqualification from the election.

Appendices. Event signage zones



West Gate Entrance – Flag Poles



East Gate Entrance – Back Gate



- ⁱ The completed official nomination forms shall contain, as well as the required number of proposers and seconders signatures and corresponding student ID numbers, the candidate's name as registered with the University, ID number, Course, and, in the case of directly elected members of the Executive, the name of the candidate's campaign manager. Persons standing for election to the Executive shall be required to have a campaign manager. Exceptions to this rule will only be permitted in the case where the candidate can provide evidence showing regular university teaching communication using a name other than their registered name. The purpose of this provision is to accommodate transgender students run for election under the name they are commonly known as. ERB will conduct a check with relevant university staff to verify the validity of the request.