



# INCUMBENT OFFICER AND STUDENT STAFF RULES AND REGULATIONS

Along with the general rules for the elections, staff and current officers have rules they have to follow during elections. These must be adhered to whether you are standing for election or not.

## ANY QUESTIONS?

Contact the deputy returning officer Lisa Burton:  
[l.burton@mmu.ac.uk](mailto:l.burton@mmu.ac.uk)

What about officers who are re-running?

- + Officers may re-run or choose to campaign for another candidate, however there are a number of rules that are in place that they must follow.
- + These rules have been in place in previous years and are set to both protect the officers and support the basis of fairness during elections.
- + These rules are not an exhaustive list and if you have any doubt or questions you would like to ask please do not hesitate to contact The Deputy Returning Officer [l.burton@mmu.ac.uk](mailto:l.burton@mmu.ac.uk).
- + We will be doing promotional work throughout February to encourage students to run. We ask all current officers to get involved with this, but they must remember the aim is to get as many candidates as possible to run. This includes promoting candidates standing in elections through all means they have available.

The rules are as follows:

- 1. Incumbent Sabbatical Officers Standing for re-election**
  - 1.1 Incumbent Sabbatical Officers wishing

to stand for re-election must declare this and take paid holiday and time in lieu, throughout the voting period. As long as officers are not using their position, time in work or Union resources to campaign throughout the campaign week, they can work. This should be organised in the usual way in which an officer would book leave or time off in lieu. For this purpose, the voting period will be the period 2–5 March. Officers may take leave for campaigning purposes, but this must be taken from the time Officers wish to start actively campaigning until the close of voting. We will deal with cases of emergency and/or exceptional circumstances where Officers need to work during this period on an issue-by-issue basis in consultation with relevant staff, Officers and the Returning Officer.

- 1.2 Incumbent Sabbatical Officers wishing to stand for re-election must not actively campaign during their core working hours (10:00-16:00), or when clocked in as working, when leave or time off in lieu has not been taken.
- 1.3 Incumbent Sabbatical Officers wishing to attend elections sessions as prospective candidates must take this time as a break or as time off in lieu. For clarification, attending an elections session is not defined as active campaigning. Officers should attend these sessions as potential candidates



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and not as Officers, as such, where possible, Officers are asked not to wear name badges, Union branded clothing etc. that they would wear as part of their role.

### 2. Incumbent Sabbatical Officers supporting and/or campaigning for a candidate

2.1 Incumbent Sabbatical Officers wishing to show support for a candidate in the elections must declare this by completing a declaration form, stating reasons for their support. This must be completed after the publication of nominations and manifestos and must be given to the Deputy Returning Officer before the start of the voting period. Only after the Deputy Returning Officer receives a declaration of support can an Officer use their position to support said candidate in the elections. In the interest of fairness and transparency, Officers should be open about their support and reasons for support of a candidate in the elections. Officers should have the interests of the membership in mind when declaring support for a candidate.

2.2 Incumbent Sabbatical Officers wishing to support and actively campaign for another candidate must declare this. All campaigning activity must take place outside of core working hours (10:00-16:00 including any breaks taken and not when clocked in as working)

and using only personal social media accounts. Officers may take leave for campaigning purposes but this must be booked in advance and declared to the Deputy Returning Officer.

2.3 Incumbent Sabbatical Officers wishing to declare support for a candidate but who do not wish to actively campaign for that candidate do not have to take leave.

### 3. Publication of election dates

3.1 Dates for the nominations, voting period the publication of nominations and manifestos will be widely publicised before the nominations period. These dates may change each year. The Deputy Returning officer will publicise these dates and rules for Officers before the nominations period.

### 4. Access to Union Resources

4.1 By taking leave or time off in lieu to campaign, Officers are confirming that they will not be working so they should not answer emails, blog or tweet from Union accounts, use the office or come into work. We will deal with cases of emergency and/or exceptional circumstances where Officers need to work during this period on an issue-by-issue basis in consultation with relevant staff, Officers and the Returning Officer. Officers can access The Union and its resources in the same way as any other full member of The Union would during

this time. On their last day of work, Officers must hand in their keys and fob to the Deputy Returning Officer or their representative who will pass these on to the HR Manager.

4.2 Incumbent Sabbatical Officers wishing to stand for re-election or campaign for another candidate must not use Union resources, except those freely available to them as full members of The Union, to help them campaign; this includes, but is not limited to, their office space (this includes holding campaign meetings), officer computers, ipads, phones, the printer and guillotine. If any of these resources need to be used for work related reasons during the campaign period or during time off, Officers must ensure that they have sought permission from the Deputy Returning Officer, who will liaise with relevant staff where necessary.

4.3 Incumbent Sabbatical Officers wishing to stand for re-election or campaigning for another candidate must not use resources that are only available to them because of their position in any way to advantage their re-election or the election of a candidate they are supporting; this includes the use of Officer and Union Social Media accounts. Whilst Officers may talk about the fact they are currently in post and the experience they have gained from that, they may not use meetings that



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they attend to promote themselves whilst working, for example, course rep meetings or sports and society meetings. Officers must not use contacts only available to them because of their role to advantage their re-election, as such, Officers must not direct students to follow them etc. from a Union social media account to a personal social media account.

### 5. The Union Staff Policies

**5.1** Incumbent Sabbatical Officers are entered into a contract of employment with The Union and as such should adhere to all Union policies during the elections process and throughout their employment at The Union. All Union staff policies can be accessed via the Head of People.

### 6. Election Rules & Regulations

- 6.1** To access staff in relation to the elections, Officers must do as set out by the rules and regulations and in the way that all other candidates do so.
- 6.2** Incumbent Sabbatical Officers standing for re-election are subject to all other election rules and regulations unless otherwise stated in these rules for Officers.
- 6.3** To nominate yourself for election and to vote you must use your student officer log in to access the website. Any problems with logging in should come

via the Deputy Returning Officer who will liaise with Marketing.

Lisa Burton is the Deputy Returning Officer for these elections therefore if you have any other questions in relation to elections or are unsure of anything that you want to use and/or do contact the Deputy Returning Officer for clarification, who will liaise with the Returning Officer where necessary.

### What about student staff?

If you are responsible for line managing student staff it is strongly advisable that you read the elections Rules and Regulations document which can be found in the [Candidate Hub](#) on the website.

### Student staff standing in the election:

The rules are as follows:

1. As with incumbent Sabbatical Officers the same rules and regulations apply (as above) on the use of Union resources. Part time student staff are permitted to work during campaigning and voting times as The Union does not wish to put any financial strain on students who choose to be involved in our democratic processes.
2. Every member of staff working for The Union must remain neutral, and appear neutral, in terms of election

candidates, promoting democracy rather than individuals' candidacy, which also applies to student staff. If student staff are either standing for election or are actively campaigning for candidates they must only do so outside of working hours.

3. Candidates are responsible for the actions of their campaign teams therefore if any student staff breaks these rules and regulations, regardless as to whether or not they are a candidate themselves, the breach will be taken seriously by the Deputy Returning Officer and could result in disqualification of a candidate.
4. As with incumbent Sabbatical Officers the same rules and regulations apply (as above) on the access to staff.
5. Student staff can not wear their Union uniform at any time whilst campaigning or helping others as The Union as an organisation must remain neutral at all times.