



GENERAL INFORMATION AND RULES 2024

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## Returning Officer

The Returning Officer for 2024 is Beatrice Holman.

For all queries, concerns or issues throughout the election process you can contact her via [returningofficer@ucsa.org.nz](mailto:returningofficer@ucsa.org.nz) or 027 261 6265. Both will be monitored between 8am-9pm. **Do not contact the Returning Officer via their Facebook Messenger. It will not be replied to.**

The Returning Officer's role is to ensure a free and fair election, that the elections are run effectively and in compliance with the UCSA Constitution and its rules, and to manage the electioneering and voting process.

Pursuant to s 2.4(c) of the Electoral Regulations by-laws, the Returning Officer has the power to take **any step** the Returning Officer deems appropriate, including, without limitation, a reduction in the number of votes counted, removal of campaign material, attributing breaches by an individual or group to the candidate, or disqualification.

Please take the time to read all of the information below very carefully – taking note of key dates, what you need to submit, and rules around campaigning.

## General Information

You can pick up information packs from the UCSA reception or online.

All candidates are eligible for a \$100 Prezzy Card to assist with campaign materials. If you wish to access this money, you **must** email the Returning Officer with a brief outline of how you intend to use the money **by 8am Friday 2 August 2024**. This money must be spent for campaign purposes only (i.e. posters, additional printing, etc.). Please keep a record of receipts for purchases as these will be required. If you have money leftover on the Prezzy card at the end of campaigning, you must return it to the UCSA.

Throughout this document you will see what the UCSA provides you with to help campaigning. Please know that what is listed in the document is final and you are to not ask the UCSA staff for more (laminated sheets/stakes etc). If you have any queries – contact the returning officer, not the UCSA staff.

We highly encourage all candidates (particularly those running for the top 3) to speak to with any of the current executive that are not running, and the UCSA SLT to discuss policies. This is to ensure what you are campaigning on is feasible.

Please note all positions are paid roles, for remunerations see the Executive Honorarium Policy on the UCSA website.

Candidates may apply for more than one position; however, they can only hold **ONE position**. Candidates who are voted in to more than one position will be elected to the highest polled position (see over the page for more details).

As per the UCSA constitution: **All candidates and their nominees must be enrolled students at the University of Canterbury at the time of nomination and a current member of the UCSA.**

All candidates must be enrolled students throughout the duration of their tenure. In order for a nomination for President to be valid, the following conditions shall be satisfied;

1. The candidate has not already held the office of President for two or more consecutive years.
2. The candidate must have been enrolled for at least one academic year at the University of Canterbury directly prior to the year they first take office.
3. The candidate has not waived their rights as a UCSA member

For all other Executive positions please refer to the constitution and relevant job position description.

ALL candidates **must have read and signed a copy of their relevant position descriptions.**

Please refer to the UCSA Constitution, Electoral Regulations By-Law and Membership By-Law for a full range of information on UCSA, electoral regulations and candidacy information including positions available, position descriptions, roles and responsibilities of each position:

- [UCSA Constitution](#)
- [UCSA Membership Bylaw](#)
- [UCSA Electoral Regulation Bylaw](#)

- [Executive Honorarium Policy](#)

## Nominations

Applications must be completed online and received **before 12pm (midday)** on **Thursday August 1st, 2024**. Late nominations will **NOT** be accepted.

Nominations can be made through the UCSA website at <https://ucsa.org.nz/election/>

To complete this process, you need to find **TWO** nominators to support your nomination. All three of you must be current UC Students that have not waived your rights as a UCSA member.

Once you're ready to complete the online forms, you need to ensure you are logged in to the website using your personal UC sign in details. The person running for a role must fill in the **candidate form** and the nominators must fill in the **nominator form**.

You must fill in the form using your full legal name. You may run and have campaign materials under a nickname (i.e. Instead of Beatrice, Bea).

## What you need to submit

You must submit the following materials by emailing it to the returning officer by the prescribed deadlines.

Failure to do so will mean that your campaigning materials may be left out of any UCSA driven publicity, or that a campaign event cannot go ahead.

You do not need to have a digital screen, 30-sec video, or event requiring an ENF – these are all optional.

### DEADLINES FOR SUBMISSION

- **8am Friday 3rd August:** Candidate Photo, Candidate Blurb, Digital Screens and 30-sec video. If you wish to use the \$100 prezzy card for campaigning, In this email, please write what you Intend to spend It on.
- **8am Monday 5<sup>th</sup> August:** Social Media Links
- **At least 1 working day notice:** ENF forms

### CANDIDATE PHOTO

Your photo will be used for UCSA-branded campaigning materials. You may use any photo for your own personal campaigning.

The UCSA team will take photo of you **prior to the candidate briefing at 4:30pm on Thursday August 1st.** If you want your campaign outfit (e.g. costumes or branded t-shirts etc.) to be in the photo, please wear it to the candidate briefing.

If you wish to use the photo that UCSA takes of you for your own personal campaigning then please email the Returning Officer.

You may also submit your own photo for UCSA to use which must comply with the below guidelines. If you submit your own photo, **you will still be required to have your photo taken by the UCSA team at the candidate briefing.** The UCSA reserves the right to use your candidate briefing photo if the one that you supply does not meet our criteria.

#### Guidelines for submitting your own photo

Content: You should be 80% of the picture. Centred and looking at the camera with good lighting.

Background: The background of your image should be clear. Use a light colour. No designs or images.

Space: Please make sure there is negative space around you in the photo.

Dimensions: You can take your photo on an iPhone. Samsung needs to be shot in either 4:3 or square.

Size of file: 500KB to 10MB. 35mm by 45mm.

## **CANDIDATE BLURB**

Candidates write a blurb to summarise who they are and what they are running for. This will be published in various locations by the UCSA. Some ideas for things to write in your blurb include: what are you studying? Why are you running for the UCSA executive? What do you believe are the issues you want to work on if elected? What do you like doing when you are not studying?

The length of the blurb is dictated by the position you are running for:

- President: between 600-700 words
- Vice-President – Engagement and Vice-President - Academic: between 400-450 words
- All other roles: maximum of 300 words

If you are running for multiple positions, please submit a blurb only for the “highest” role.

As well as the bigger blurb, all candidates, irrespective of the role that they are running for, **must also submit a 50-word version of their blurb**. This will also be used for UCSA promotional material.

## **SOCIAL MEDIA/ONLINE LINKS**

You must send through a link for every website or social media channel that you intend to campaign on i.e. personal Facebook, dedicated campaign page or event, personal Instagram or dedicated campaign Instagram account, TikTok etc.

This is so that the Returning Officer can monitor all your campaigning activity. Please note the deadline for sending in the links is **8am Monday 1st August**.



Please note that you can make a dedicated campaign page/event/tiktok/Instagram, but that there must be **NO** activity on these pages (i.e. sharing it to friends or posting) **until** campaigning begins on **Monday 5 August at 8am**.

## **DIGITAL SCREENS (OPTIONAL)**

Each candidate may submit one slide for UCSA Digital Screen marketing. These screens appear on TVs around campus and can either be an image/slide OR a 8 second (silent) video.

Slides should have minimal text as they only appear on the screen for eight seconds. But they could include: name, position(s) you are running for, photo, one line slogan/sentence.

The UCTV **specs are 1920x1080 pixels**.

The only formats for digital screens that will be accepted are:

**PNG** (for image/slide)

**MP4** (video)

Maximum file size is **2MB**.

All other digital screens on campus are off-limits.

## **30-SEC VIDEO (OPTIONAL)**

You can supply a 30 second video outlining who you are and why you are running which is to be displayed on online platforms, max 2mb size.

## **EVENT NOTIFICATION FORMS (ENFs) (OPTIONAL)**

If you wish to use **banners, billboards or hold an event** as part of your campaigning activity, then **you must submit an ENF**. Please note this is not required for staking (rules on that come later).

All ENF forms must be completed and lodged with a notice period of at least 1 business day.

Banners:

- All banner locations MUST be approved by the Returning Officer prior to being hung.
- All banners MUST be tied.
- No screws or nails are to be used on trees, fences, posts or any other part of campus.
- Suggested size for banners from UC Facilities Management is 1m x 2m.
- Larger banners will be permitted by the Returning Officer, but you will have to remove them if UC Facilities Management believes it is a health and safety risk.

Submit a UC ENF form to the Returning Officer for approval outlining the proposed location of the banner. Pictures are preferred, but a clear written indication is also fine.

#### Billboards:

- Free standing billboards are permitted providing they do not block any access way, or create an inconvenience
- Billboards must be free standing at ground level with no nails or screws used to secure to any UC property.
- UC Facilities Management reserves the right to remove any signs that fall over.
- ALL billboard locations must be approved by the Returning Officer, and must be accompanied with a UC Event Notification Form (ENF) for UC Security approval.

#### Events:

- All events considered to be outside of normal campaigning activity (postering, billboards, signage) must seek prior approval from the Returning Officer.

# Election Timeline

## Wednesday 24 July

- 12pm: Half AGM - Nominations open - Undercroft 101
- 1pm – 1:30pm: Election Information Session for potential candidates - Undercroft 101

## **Week 3**

### Tuesday 30 July

- **12pm:** Korero and Coffee with the Executive – Student Social Space Haere-roa

### Thursday 1 August

- **12pm:** Nominations close
- **4:30pm:** Candidates to get candidate photo at UCSA reception foyer
- **5pm:** Candidates Briefing – UCSA Reception foyer

### Friday 2 August

- **8am:** all candidate information (blurbs/photos/digital screens/prezzy card details) to be emailed to the Returning Officer.

## **Week 4**

### Monday 5 August

- **8am:** Campaigning begins. No campaigning materials (online or in person) can go up until this time. All social media/online links to Returning Officer.
- **8am – 9am:** First opportunity to stake at C-Block (supervised by Returning Officer).

### Tuesday 6 August

- **8am – 9am:** second opportunity to stake at C-Block (supervised by Returning Officer).

### Thursday 8 August

- **11:30am:** Meet the Candidates event with free pizza – Tī Kōuka

## **Week 5**

### Tuesday 13 August

- **12pm** - Presidential debate (Undercroft common area)
- **4pm – 5pm:** Meet the Candidates event with free drink – The Foundry

### Wednesday 14 August

- **9am:** Voting opens

### Friday 16 August

- **3pm:** campaigning ends. All physical campaigning material around campus must be removed. Social media pages can still exist, but NO new material can be posted.

- **5pm:** Voting closes
- **5:30pm:** results announcement – Bentleys

## **Campaigning Rules**

### **APPROVED CAMPAIGNING ACTIVITIES**

Please use common sense throughout your campaign (i.e. do not defame anyone, no bullying, etc.). If there are concerns or complaints about your campaign materials, the Returning Officer may require them to be removed or modified and further approval of new campaign material may be required.

#### Approved Activities:

- Campaign flyers
- Staking (C-Block Lawn Staking must be *supervised* by RO – there will be two opportunities for staking see the election timetable)
- chalking
- posters
- websites
- Facebook events/pages
- videos and livestreams on your personal and campaign pages/events
- your own *personal* social media accounts
- lecture speaking (when given written permission by the lecturer)

### **CAMPAIGNING ACTIVITIES THAT NEED APPROVAL**

#### Activities Requiring Approval from the Returning Officer:

- banners
- activations
- events

Please allow 24 hours for these requests to be approved. Failure to comply may result in penalties.

For more information on this please see pages 6 & 7.

## CAMPAIGNING ACTIVITIES THAT ARE NOT ALLOWED

The following activities are **not** permitted:

- Endorsements from clubs / UCSA staff / external parties & organisations / halls of residence / UC staff and Council (etc.)
- Stickers on buildings
- Anything that cannot be removed at the end of campaigning
- Posting in *private* social media groups
- Paying for ads on social media platforms.

Failure to comply may result in penalties.

## ON CAMPUS CAMPAIGNING

### Prohibited Campaigning Locations

All campaigning **MUST** be held on campus (except for Meet the Candidate Events or online campaigning).

The following are off-limits campaign areas. In these areas you must not actively campaign (i.e. talking to people, walking around to get attention or run an event) or film/take photos for an online account:

- All campus cafes or stores (commercial outlets)
- Computer Labs
- Libraries
- Lecture theatres - please note the only exception to this is when the lecturer taking the class approves a short pre-lecture talk
- UCSA Executive and Staff offices
- All toilet/bathroom facilities on campus

In previous years there has been confusion around wearing a 'campaign outfit' in the prohibited areas. Please note that you may wear a certain outfit whenever/wherever, but you must not actively campaign.

**Except** if you are currently on the UCSA executive you must not wear such an outfit when carrying out your duties as a current exec member (i.e. attending a meeting or UCSA BBQ).

If in doubt, please contact the Returning Officer.

## **Stakes**

Candidates will all be given 5 stakes each provided by the UCSA.

Stakes may only be 19mm x 19mm and 1m high.

You **MUST** only hammer stakes up to 150mm into the ground, to avoid hitting pipes below. There may be a cost associated if you did hit a pipe but follow these guidelines and you definitely will not!

- Please see separate campus map that highlights where you can place stakes.
- You must only place stakes in the designated areas.
- They must be the appropriate size.
- There may be consequences if you fail to abide by the staking guidelines.

Please note – when designing materials to go on the stakes, that you will be given **Vote Now** stickers that will be required to put on the collateral during the voting period.

### Designated Staking Areas (as per the map):

- Outside the UC Health Centre by the bridge; small patch of grass directly opposite the Bookshop (UBS)
- NB: Ensure that you only have stakes on the area designated on the map as there is irrigation close by Science Block lawn (in front of Ernest Rutherford)
- Lawn area between Ernest Rutherford and the Engineering Core Garden by the pond underneath Puaka-James Hight (right-hand side only), lawn outside the Geography building on the edge of Arts Road, in the middle of the North Arts Lawn (i.e. away from the edges), designated area on Central Block lawn (only at the time when the Returning Officer is supervising) and the outer perimeter of the helipad by Meremere.

### Central Block Lawn Staking:

- There are strict rules of where you may place stakes and UC Facilities Management requires that this activity is supervised. You may only place stakes on C Block lawn under the supervision of the Returning Officer during the following times:
  - **8am-9am, Monday 5<sup>th</sup> August.**
  - **8am-9am, Tuesday 6<sup>th</sup> August.**

- Failure to comply with these staking rules may result in penalties, including the cost of repairing any damage caused (i.e. the replacement of irrigation pipes).
- All staking is undertaken at your own risk.

**Please note: you are responsible for bringing a hammer/mallet to get your stake into the ground.**

### Lecture Speaking

If you wish, you may speak in lectures. However, you must first gain written permission from the lecturer. You must do this yourself. Emailing lecturers in advance is the best way to do this.

The length and nature of your lecture talk is entirely up to the discretion of the lecturer. Try to prepare a 30 second speech introducing yourself – less is more and **be respectful of the lecturer's time**.

If we receive complaints from lecturers about candidates not being respectful, there may be consequences.

Written campaigning, via the use of whiteboards in lecture theatres, is not permitted.

Please do not contact the Student Services Centre to obtain a copy of a timetable outlining when and where lectures are held. They have no means of accessing this information.

### Postering

The UCSA will provide each candidate with printing vouchers and laminating sleeves to be given out at the candidates briefing.

#### Approved Postering:

- General notice boards, including departmental noticeboards.
- **One A3 or A4 poster PER candidate**, per noticeboard. (i.e. A team of three may post three posters per noticeboard)
- You must gain approval from departmental notice boards before postering.

#### Non-Approved Postering/Postering Activities:

- No Bollards

- Do NOT poster over another candidate's poster
- No Lecture theatres, buildings or other spaces (other than on noticeboards)

## Chalking

Chalking is allowed in areas that are exposed to the elements.

There is to be NO chalking on cobbled areas, walls or buildings, including in the quad outside the central Puaka-James Hight Library.

Spray chalk is strictly prohibited and banned from campus. If used, a candidate will be subject to university disciplinary procedures.

Do not attempt to chalk, paint or decorate stones or bricks for your campaign.

## Flyers

The use of flyers is limited to flyers directly handed out to students.

Individual flyers are not to be loosely distributed around campus.

This includes, but is not limited to, placing flyers on lecture seats, desks, tables, and computer tables.

If flyers are found spread around campus, you will be required to clean them up.

## Stickers

The use of stickers is limited to sticking on personal items.

Stickers are not permitted to be stuck on building walls or painted surfaces.

Do not put stickers in bathrooms, or on rubbish bins (etc.).

## Meet the Candidates Event

Please note that hall visits will not take place this year. Instead, there will be two meet the candidate events to provide candidates an opportunity to speak in front of/mingle with students. It is not mandatory for you to attend.

These will be on:

Thursday 8 August

- **11:30am:** Meet the Candidates event with free pizza – Tī Kōuka

Tuesday 13 August

- **4pm – 5pm:** Meet the Candidates event with free drink – The Foundry

## Clean Up

All physical campaign materials **MUST** be removed by 3pm Friday 16<sup>th</sup> August.

- This includes all staking, posters, banners, chalking (etc.).



Failure to comply may lead to a penalty imposed at the discretion of the Returning Officer. This could mean having votes deducted.

**Please note the following for all on-campus campaigning:**

Please ensure your safety and the safety of others when erecting ALL campaign material.

Do not damage property while erecting ANY campaign material or you may be liable. Please ensure your campaign material is securely fastened at ALL TIMES. It is your responsibility to check and maintain this especially during bad weather.

All decisions made by the Returning Officer are final and may be made in consultation with the UCSA Senior Leadership Team.

If UC Security removes a poster, banner, or any other campaigning item, because it does not comply with the rules, they are not obliged to keep it and may dispose of it without recourse.

Ensure that all campaign areas are returned to their original state once campaigning is over.

## **ONLINE CAMPAIGNING**

### **Websites / Facebook Pages or Events / Videos / Livestreams**

You do not require pre-approval for Facebook events/pages, websites, videos, livestreams, Instagram or TikTok accounts etc. But all online campaigning activity must be visible to the Returning Officer.

A reminder that all website/social media links to be emailed to the Returning Officer by **8am Monday 5<sup>th</sup> August**. And that these accounts cannot be shared or nothing can be posted until that then.

For clarification, websites, Facebook pages/events, Instagram accounts, videos and livestreams will require prior approval from the Returning Officer if:

- A business or organization is in the video that could be seen to be endorsing the candidates;
- Swearing, nudity, or any other feature that may not be seen as 'tasteful' are included; or
- There are claims or statements made about other candidates running in the election.

## Posting on UCSA Noticeboard / Facebook Groups

Below are the limits for posting on the UCSA Noticeboard group over the election period (between **8am Monday 5<sup>th</sup> August and 3pm Friday 16<sup>th</sup> August**):

- Individuals = TWO posts
- Team of two = THREE posts
- Teams of three or more = FOUR posts

Please note that posting in any **private Facebook group is prohibited**, for example PGSA Noticeboard, Halls of Residence Facebook Groups or any other private Facebook group. All campaigning online must be visible by the returning officer.

## Live Streaming and Video Campaigning

It is acceptable to film videos or livestreams on campus (in areas not otherwise deemed off-limit for campaigning) or off campus to be shared via your personal or campaign Facebook pages, but you must not do any other campaigning off campus (i.e. hold a public meeting, distribute flyers).

## Emails

No candidate is permitted to use an email database for campaigning. This includes, but is not limited to, clubs', departmental databases, and external databases.

## End of Campaign Period

In previous years, candidates have been required to remove all online campaigning materials, including posts, Facebook pages and websites. We have decided to remove this rule and all online campaigning activity can remain up for the duration of the election. However, once campaigning has ended, there can be no new material.

## OTHER RULES

### Clubs

Clubs are an important part of life at UC, and so it is natural clubs will want to be involved in the elections, however it is important to remember what clubs can and cannot do:

Clubs can:

- Ask questions of the candidates via the Returning Officer in writing (via email).

- Clubs can ask questions of all candidates, or all candidates within one or more positions, however clubs cannot specify specific candidates to answer questions.
- The Returning Officer must approve the questions and then they will send the questions out to the candidates to ensure all candidates receive the questions at the same time. The club may specify a reasonable timeframe for responses. The Returning Officer will collate the answers that have replied within that timeframe and reply to the club who requested the information. The club can then post the candidates unedited responses on any media they deem appropriate.
- Run 'Meet the Candidates' events that will allow for a free & accessible chance for club members and students to meet **all available** candidates, or **all available** candidates within one or more positions candidates in the lead up to voting.
- Posting reminders to vote that are free from bias

Clubs cannot:

- Endorse, or in any way support a candidate.
- UCSA clubs are prohibited in any way from interfering with the running of the UCSA elections or the candidates running. This includes but is not limited to:
  - Using candidates to promote events;
  - Endorsing individual candidates; or
  - Promoting individual candidates messages/campaign components.
- Allow the use of the clubs' printing by any candidates.

Breaches of these rules will be considered by the Returning Officer and by the appropriate members of the UCSA Senior Leadership Team.

### **Treating, Gifting and Bribery**

Under the UCSA Electoral Regulations By-laws, treating, gifting and bribery, are not permitted (i.e. free food, drink, giveaways, etc.).

Previous candidates have been allowed to bring huskies, animals (etc.) onto campus. However, if you wish to do this, you must ask the Returning Officer first and ensure you have completed the **ENF Form** and any necessary Health & Safety requirements.

## **Budget And Donations**

There is no budget limit for candidates in the UCSA elections. However, candidates are reminded that all candidates are students, and the focus of election should not be on large expenses.

Each candidate will be provided a \$100 Prezzy Card to assist with campaign materials. This money may be spent for campaign purposes only (i.e. posters, additional printing, etc.). Please keep a record of receipts for purchases. You may be asked to disclose this information to the Returning Officer.

If you are accepting donations of money or resources (i.e. printing, stakes), please keep a record of this with who gave you the donation and the amount given. You may be asked to disclose this information to the Returning Officer.

## **UCSA and Club Logo Use**

Candidates are encouraged to use the UCSA Elections Logo (not the standard UCSA Logo) to help raise awareness of the campaign period and voting.

No candidate is permitted to use any UCSA-affiliated club logo in their material.