



UCSA Elections General Information & Rules 2021

A. General Information

The Returning Officer for 2021 is Cameron Eade. For all queries or concerns throughout the election process you can contact him via returningofficer@ucsa.org.nz or 027 288 7745. Both will be monitored between 8am-9pm. **Do not contact the Returning Officer via their Facebook Messenger. It will not be replied to.**

Applications must be completed and received **before 12pm (midday)** on **Thursday August 5th 2021** at UCSA reception in Haere-roa. **Late nominations will NOT be accepted.**

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:

<http://www.ucea.org.nz/student-exec/constitution/>

<https://ucea.org.nz/wp-content/uploads/Website-Content/About-Us/Important-Documents/Important-Docs/2017-UCSA-Membership-By-law-final.pdf>

<https://ucea.org.nz/wp-content/uploads/Website-Content/About-Us/Important-Documents/Important-Docs/2018-UCSA-Electoral-By-law.pdf>

Executive Honorarium Policy:

https://ucea.org.nz/wp-content/uploads/Website-Content/About-Us/Important-Documents/Policy-&-Reports/Policies/2019-Executive-Honorarium-Policy_saved-81019.pdf

B. Candidate Blurbs

You must also email **a blurb and a photo** before **12pm on Thursday August 5th**. President blurbs must be between 600 and 700 words, 400 to 450 words for Vice President and Finance & Engagement Officer blurbs, and a maximum of 300 words for any other position. If you are running for multiple positions, please submit a blurb only for the “highest” role. Failure to do so within the time frames will mean that your blurb and photo may be left out of any UCSA driven publicity. Please email the blurbs and photo to returningofficer@ucsa.org.nz

Some ideas for things to write in your blurb are

- What are you studying?
- Why are you running for the UCSA Exec?
- What do you believe are the issues you want to work on if elected?
- What do you like doing when you are not studying?

C. Election Timeline

Wednesday 28th July

- Nominations open
- **1pm**: Election information session for candidates, Undercroft 101. Pick up your nomination forms and information packs. Also available from the UCSA reception or online.

Thursday 5th August

- **12pm**: Nominations close. Nominations and ENF forms into UCSA reception.
- **12pm**: Slides for UCSA digital screens in. You may also 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
- **4.30pm**: Candidates briefing, foyer of UCSA offices (Level 2, Haere Roa)
(*A UCSA Staff member will be present to take photos of all candidates for use in the CANTA mag / on UCSA screens / for debates – if you do not want your photo taken you must supply one of equal or higher quality by today).

Friday 6th August

- **8am**: Campaigning Begins. Links to your FB and social pages in to Returning Officer.
- **8am – 9am**: First opportunity to stake (supervised by Returning Officer).

Monday 9th August

- **8am – 9am**: Second opportunity to stake (supervised by Returning Officer).

Monday 9th August – Thursday 12th August

- Rochester and Rutherford: 6pm, Monday 9th August
- Arcady (Bishop Julius): 6.45pm, Tuesday 10th August
- University Hall: 6pm, Wednesday 11th August
- College House: 6pm, Thursday 12th August

Tuesday 17th August

- **12pm**: Presidential debate, Undercroft common area
- **5pm**: All stakes must be removed from campus
- **10pm**: Campaigning closes – all campaign material & social media must be removed

Wednesday 18th August

- **9am**: Voting opens.

Friday 20th August

- **5pm:** Voting closes.
- **6pm:** Results announced, Otto. You may bring a plus-one.

PLEASE NOTE:

- Nominations close at **12pm (midday) on Thursday 5th August 2021.**
- Check your UCSA membership at the UCSA Reception with your Student ID.
- Hand your nomination forms, along with your **Student IDs** to be copied, to the UCSA Reception during business hours.
- The candidates briefing is at **4.30pm on Thursday 5th August 2021.** This is to be held in the **2nd floor foyer in front of the UCSA offices in Haere-roa.**
- Campaigning begins at **8am on Friday 6th August 2021.**
- All candidates and their nominees **must be current members of the UCSA.**

D. Campaign Rules

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.

1. Approval of 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 (must be *supervised* by RO – there will be two opportunities for staking)
- 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 permission by the lecturer)

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.

2. Campaigning Activities 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

Failure to comply may result in penalties.

3. Off-Limits Campaigning

All campaigning **MUST** be held on campus (except for hall visits or online campaigning).

The following are off-limits campaign areas:

- The Undercroft
- All campus cafes
- The Foundry
- Haere-roa (includes the surrounding land and outdoor spaces)
- Computer Labs
- Libraries
- Lecture theatres (including foyers) 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

If in doubt, please contact the Returning Officer.

4. Live Streaming and Video Campaigning

It is acceptable to film videos or livestreams 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).

5. 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
- No UCSA noticeboards
- Do NOT poster over another candidate's poster
- No Lecture theatres, buildings or other spaces

6. Event Notification Forms (ENF) Required

An ENF form is required for each of the following:

- Banners
- Billboards
- Events

All UC 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.

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.
- 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 must seek prior approval from the Returning Officer.

7. DIGITAL SCREENS

- Each candidate may submit one slide for UCSA Digital Screen marketing by 12pm Thursday 5th August to returningofficer@ucsa.org.nz.
- Slides should have minimal text as they only appear on the screen for eight seconds.
- Slide to include :
 - Name
 - Position(s) you are running for,
 - Photo
 - One line slogan/sentence.

The UCTV specs are 1920x1080 pixels.

All other digital screens on campus are off-limits.

8. PHOTO SPECIFICATIONS IF SUPPLYING YOUR OWN

You will have your photo taken during the Candidates Briefing on Thursday the 5th of August.

You may also choose to supply your own photo. If so, you must supply one that complies with the following specifications:

- Headshots that have daylight with even lighting
- No filters
- Gap around the head (enough space above head for titles etc)
- Phone or decent camera quality
- No pixilation or out of focus images

- Plain background (white wall)

9. 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.

- 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.

Designated Staking Areas (as per the map):

- Outside the UC Health Centre by the bridge; mall 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, Friday 6th August.**
 - **8am-9am, Monday 9th 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.

10. 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.

11. 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.

12. 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.

13. 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.).

14. Websites / Facebook Pages or Events / Videos / Livestreams

You do not require pre-approval for Facebook events/pages, websites, videos, livestreams etc. Please send a link to the Returning Officer with your social media events/pages and websites no later than **8am Friday 6th August 2021**.

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.

We do not allow videos and livestreams to be shared on platforms that are subscribed to by non-students.

- **Once the campaign period has finished (10pm, 17th August 2020), you MUST STOP ALL ONLINE CAMPAIGNING ACTIVITY.**
 - This includes, but not limited to, removing all campaign social media pages, reverting profile pictures on social media, and removing all “stories” on social media platforms.
- **“Vote Now” reminders from candidate social media accounts are permitted ONLY ONCE A DAY for the duration of the voting period.**

15. UCSA Noticeboard / Facebook Group

Below are the limits for posting on the UCSA Noticeboard group over the election period (between **8am Friday 6th August and 10pm Tuesday 17th August, 2021**):

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

16. Lecture Speaking

If you wish, you may speak in lectures. However, you must first gain 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.

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.

17. Halls Of Residence

I have arranged visits to speak at the halls of residence for the week of Monday 9th August – Thursday 12th August.

The dates of hall visits are as follows:

- Rochester and Rutherford: 6pm, Monday 9th August
- Arcady (Bishop Julius): 6.45pm, Tuesday 10th August
- University Hall: 6pm, Wednesday 11th August
- Other halls: TBC

The duration and nature of each candidate's talk is entirely up to the principal of each of the halls. If I have further information before the visit, I will update you via email.

Each candidate will have 1 minute to speak. This is subject to change at the discretion of the Halls.

These talk dates and times are final, and non-negotiable. If you cannot make them, you are not permitted to talk at another time.

18. Clubs

- NO UCSA club can 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.
- Clubs are encouraged to ask questions of the candidates via the Returning Officer in writing (email). 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 Returning Officer will collate the answers and reply to the club who requested the information. The club can then post the candidates responses on their Facebook page if desired.
 - This includes, but is not limited to, use of clubs' Facebook, or Instagram pages and any of the features these platforms offer.

- You are not to use any of the UCSA affiliated clubs' printing to aid your campaign.
- The only permitted exceptions to this rule include:
 - Posting reminders to vote that are free from bias; and
 - 'Meet the Candidates' events that will allow for a free & accessible chance for club members and students to meet ALL AVAILABLE candidates in the lead up to voting.
- Breaches of these rules will be considered by the Returning Officer and by the appropriate members of the UCSA Senior Leadership Team.

19. 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 and I am happy for this to occur again in 2021. However, you must ask me first and ensure you have completed the ENF Form and any necessary Health & Safety requirements.

20. 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 main focus of election should not be on large expenses.

This year, each candidate will be provided a \$100 Prezy 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.

21. UCSA Affiliation

- No candidate is permitted to use the UCSA logo in their promotional material in a manner that implies that UCSA endorses their campaign.

- No candidate is permitted to use any UCSA-affiliated club logo in their material in a manner that implies endorsement of their campaign.

22. Clean Up

All physical campaign materials **MUST** be removed by 5pm Tuesday 17th August.

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

All online campaign materials **MUST** be removed by 10pm Tuesday 17th August.

- For purposes of clarity and fairness, this includes, but not limited to:
 - Removing all campaign social media pages;
 - Reverting profile pictures on social media;
 - Removing all “stories” on social media platforms.
- Campaign posts made on candidates’ personal social media pages prior to 10pm Tuesday 17th August are not required to be removed.
- If in doubt, please ask the Returning Officer.

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

23. Breaches of Campaign Guidelines And Rules

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.