

UL
STUDENT
LIFE BELONG TO
THE PACK

Student Officer Election Pack



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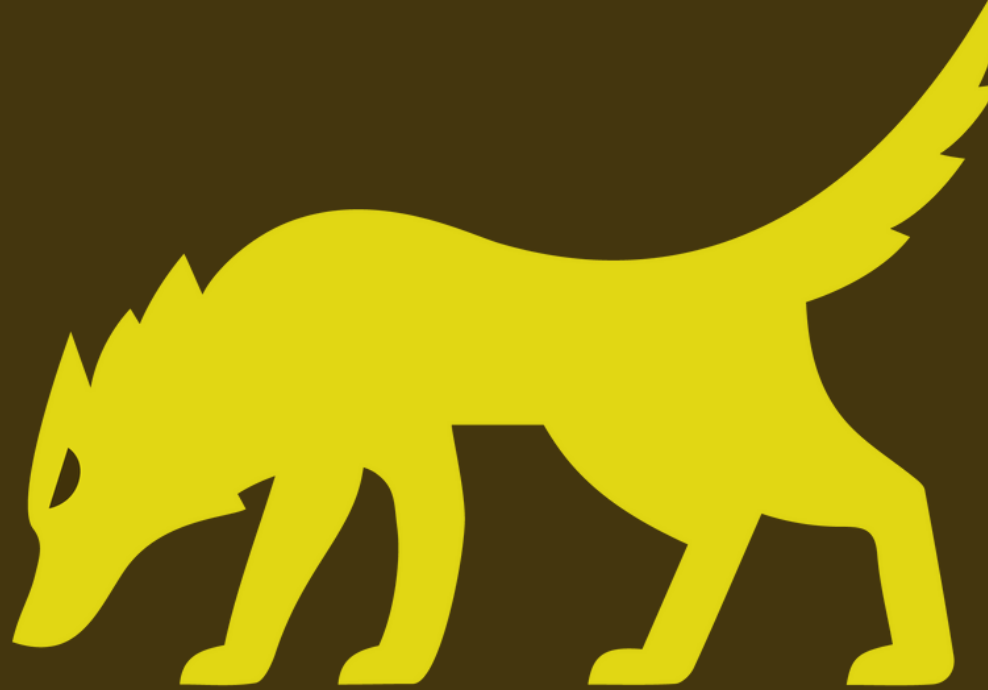
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ELECTION HUB



ULSL's Election Hub is your go-to destination for all things election related. Here you can find out more about each full-time and part-time Student Officer position and hear more about each role directly from previous Student Officers.

ULSL CONSTITUTION

The Constitution is the governing document of UL Student Life, it contains our objectives and outlines some of the processes that manage our democracy. The original document was passed in May 2021, and can be found in it's most up-to-date form at the link below.



In conjunction with the constitution there are 8 Bye-Laws (all of which are attached to the constitution at the link above). These Bye-Laws are:

- Bye-Law 1: Rights of Students, Decision-Making, and Definition
- Bye-Law 2: Student Council
- Bye-Law 3: Executive
- Bye-Law 4: Board of Directors
- Bye-Law 5: Clubs and Societies
- Bye-Law 6: Finance
- Bye-Law 7: Representatives
- Bye-Law 8: Elections

Although it's important for Student Officers to be familiar with the Constitution, Bye-Laws, and how to navigate them, you're not expected to memorize them; that's what the Leadership & Representation Office is for.

BYE-LAW 8 ELECTIONS



1. Purpose

This bye law outlines how the Students' Union conducts all Referenda and Elections.

2. Types of Elections

- i) Student Officer Elections
- ii) Executive Officer Elections
- iii) Student Council Elections
- iv) Class Representative Elections
- v) Referendum

Any student who is a registered student of the University of Limerick can run for election.

The Leadership and Representation Office (LRO) facilitates and coordinates any referendums and the elections for all representative roles. The procedures for each election can vary and are outlined below.

3. Returning Officer

A Returning Officer is someone who is appointed to oversee the election process. The Returning Officer, who shall not be a student, shall be appointed annually by Student Executive. The Returning Officer shall have duties and responsibilities as set out in this Bye Law. The Returning Officer may appoint a deputy and assistants to support them in their duties.

The Returning Officer shall:

- i) Oversee the close of nominations for Executive Elections
- ii) Oversee the count and give confirmation to the Student Representation Coordinator to announce the results of the elections Electoral and Referenda Board

4. Electoral and Referenda Board

There shall be an Electoral and Referenda Board, referred to as the ERB.

The ERB shall:

- i) Make the rules and amend the rules from time to time (appendix)
- ii) Ensure co-ordination of all aspects of the elections or Referendum according to this constitution and the rules

The Student Representation Coordinator shall on behalf of the ERB be responsible for the implementation of the matters set out in 3.2 above.

Membership of the ERB shall be opened to all members of council. Whilst we endeavour to have representation from all student areas i.e. Council, Clubs and Societies and the PSU, we understand that this may not be possible and therefore, we will open the positions to those who are interested in joining the ERB.

Full-time Student Officers (both at ULSL and PSU) must remain neutral and therefore must abstain from ERB

No member of the ERB may be seeking or be involved in the election or Referendum for which it has been established. The ERB shall, from its number, select a chairperson. The Student Representation Coordinator shall have participant status on the ERB and will guide and coordinate the process. The ERB shall be in place before each election and shall implement the rules for the Academic Year in accordance to the rules and guidelines in Appendix One of this Bye Law.

Where an election is in progress under this Constitution, the ERB may, at its discretion, make such directions or decisions as it may determine appropriate to govern the canvassing or other activities of candidates or their agents in seeking election.

The ERB can run a campaign to promote voting on the day and the existence of the election in general.

Campaigning Rules and Regulations are outlined in the ERB rules and guidelines in Appendix One of this Bye Law.

6. When should elections happen?

Executive Officers elections, which include the full-time Student Officer elections, shall be in the second semester.

Nomination dates and nomination periods for following Exec posts will be set annually, by the LRO and agreed at Student Council

- Student President
- Vice President/Academic Officer
- Deputy President/Welfare Officer
- Vice President/Diversity & Inclusion Officer
- Student Council Chairperson
- Faculty Officer

Additional members of Exec are elected from external committees. These are, the Postgraduate President/Postgraduate Nominee, the Clubs Officer and Societies Officer

The 6 Exec positions that sit on the Board of Directors, as referenced in the Bye Law Board of Directors, will remain in office for 12 months and therefore will be called upon outside term time.

All other Exec members will start their term in Wk1 semester 1 and end their term at the end of semester 2. At times there may be cause to request Exec to work outside these times to receive training and support.

Reopen nominations (RON) shall be a candidate in full-time student officer elections.

7. Nominations and Campaigning

Nomination packs for all positions will be available from the LRO and shall be posted on the UL Student Life website. All Exec and Council must receive 20 student signatures to process nominations and Class Reps must receive 10 student signatures (as outlined above).

Digital Nominations forms for Student Council, Exec and Student Officer roles, are shared by the LRO with full details on how to complete. The nomination packs for all positions shall contain the rules, the constitution, the nomination form, a copy of the job descriptions for each position and any additional information the LRO deem necessary to support the candidate.

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, contact details, 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.

A student shall not propose more than one candidate to the same position for a given election. A nominated candidate shall not nominate anyone to the same position for which he/she is running.

Nomination forms must reach the Student Representation Coordinator or such other person nominated by the ERB at an agreed time on the day of close of nominations. This time will be set annually by the Student Representation Coordinator and agreed by Student Council. The nomination period and election date are scheduled by the LRO and agreed at Student Council in semester 1.

Upon signing the nomination form candidates formally agree to uphold the Constitution.

Publicity about an upcoming election

The LRO shall ensure a copy of the current election timetable, a copy of the constitution, the rules and job descriptions shall be posted on the Union website.

The Student Representation Coordinator or such other person nominated by the ERB shall publish a list of candidates (together with the proposers and seconders) which shall be displayed on the Union website within 48 hours of the close of nominations.

Candidate's Electoral Spending

The Union shall provide limited electoral assistance to each candidate as agreed by the Executive and LRO. It is an offence for any candidate to be in receipt of sponsorship, gifts or a benefit-in-kind from vested commercial, political or outside interests. Members of the ERB are excluded from campaigning for any candidate for any election or campaigning in respect of any particular agenda concerning any Referenda motion.

The Public Debate or 'Hustings'

The public debates with or between candidates or interested parties in an election or referendum held by the Union shall be called 'Hustings' and shall be convened by the ERB and the Student Representation Coordinator, who will appoint a suitable chair to facilitate the debate.

Standing Orders – Hustings

- The candidates for each position shall hust in the order of the count (in descending order of authority bottom up and alphabetical).
- Candidates shall have equal time for their main speech and no more than a third of that time for summing up.

- Order of speeches shall be alphabetical save for the summing up which will be in reverse order.
- Questions from the floor must be addressed to all candidates for a particular position.
- Candidates shall answer questions alternately, with a different candidate having to answer first each time.
- If a candidate is unable or unwilling to answer a question that question shall pass to the next candidate.
- Points of information shall be suspended for the speeches
- Parliamentary language shall be observed throughout the Hustings.

Complaints during the Campaign and Elections

Any challenge or complaint concerning the administration or good conduct of any election or referenda will be determined by the ERB within 48 hours of such a complaint being lodged in writing, print or email, to the Student Representation Coordinator on behalf of the chairperson of the Electoral and Referendum Board by any Member or the candidate or any candidate's nominee. The Student Representation Coordinator will ensure the complaint is dealt with in a timely manner, and may need to call a committee meeting to review.

All complaint correspondence must be addressed to the chairperson of the Electoral and Referendum Board. The ERB shall regulate its own procedures and manner of determining any matter. Fair procedures shall apply and any relevant member shall have the right on request to be heard and to representation.

The ERB shall have the power of their own initiative or upon the receipt of any challenge or complaint to investigate and / or determine any matter concerning the administration or good conduct of any election or referenda.

The ERB shall have the power to discipline or disqualify any student standing for election (notwithstanding whether there is any challenge or complaint made) who:

- Breaches any provision of this Bye Law, rules or such other decision, direction or determination made by the ERB pursuant to the provisions of this constitution
- Obstructs members of the ERB in furtherance of their duties
- Disobeys an instruction from the ERB
- Obstructs a candidate or a candidate's agent or members of a Referendum campaign in their campaigning for an election or Referendum
- Publishes defamatory material
- Canvasses for endorsement from University personnel or businesses on campus

Disciplinary powers of the Electoral and Referenda Board shall be:

- i. Expulsion from Hustings
- ii. Withdrawal of Union assistance with election expenses
- iii. Disqualification from the election

Any appeal against any decision or direction of the ERB under this constitution must be directed to and received by the Returning Officer within 48 hours of the decision or direction. Appeals must be submitted in writing to the Returning Officer. The Returning Officer shall decide the manner in which any appeal shall be determined.

Fair procedures shall apply and any relevant member shall have the right on request to be heard and to representation. The Returning Officer's decision on the appeal shall be final and binding on all parties.

The Returning Officer may, but shall not be required, to seek legal advice. The decision of the Returning Officer must be communicated in writing to the appellant and the ERB.

8. Voting Procedures

All elections and referenda shall be by a secret ballot and, the case of elections, by the system of proportional representation by single transferable vote as governed by the Oireachtas for Dáil elections.

An electronic ballot (or e-ballot) will be issued to each voter. The election site shall be considered verification by the Union of the ballot paper in the absence of the Union stamp.

Votes will be cast by the voter and electronically added to the count. In the case of elections, the e-ballot should, bear the name of each candidate and the office being contested.

In the case of electronic elections, the candidate will be able to submit additional election material to the Student Representation Coordinator or such other person nominated by the ERB and, subject to approval of the material in accordance with ERB rules and guidelines, the material may be uploaded to the election website by the Student Representation Coordinator or such other person nominated by the ERB.

There will be a facility for reopening nominations in the case of student officer elections.

*Bye-Law 8 is presented in part in this document as it pertains to Full-Time & Part-Time Officer Elections. To review the document in full please follow the link provided.

Electronic Polling will follow the same polling principles as a paper election, in so far as possible unless specifically provided otherwise by this Bye Law.

For the purposes of electronic voting, an electronic voting device shall be considered a polling station. All computer laboratories on campus will be considered public polling stations.

The prohibition on canvassing within a 10 metre radius of a polling station on polling day applies to public polling stations only in the case of electronic elections.

The electronic electorate will be based on the registered students in the University of Limerick database held and updated by the IT Department and Student Academic Affairs.

Only students who have registered will be in the database on the day of polling.

The official results shall be declared by the Student Representation Coordinator after each count.

In the case of elections, candidates have the right to request a recount or campaign managers have the right to request a recount on behalf of their candidate prior to 4pm on the following day after the result of the count has been announced.

With an electronic election count there is no count and the results are immediate. In the case of elections, candidates have the right to request a recount or campaign managers have the right to request a recount on behalf of their candidate prior to 4pm on the following day after the result of the count has been announced.

9. Term of Office

Student Representatives who are elected to sit on Board of Directors shall take office from end of semester 2 for a full 12 months, specific dates will be set annually by the LRO.

There shall be no prohibition on any member standing for election again for any position including the position already held by that member.

All filled positions for Student Council which include Exec and Student Officer roles, will be posted on the UL Student Life website.

Election Schedule

Nominations Open

Monday 3rd of November

Nominations Close

Wednesday 5th of November

Candidate Meeting (Mandatory Attendance)

Wednesday 5th of November
- 2PM

Campaigning

Wednesday 5th of November - Monday 10th of
November 11:59 PM

Hustings / Speeches

Monday 10th of November

Election Day

Tuesday 11th of November 8 AM - 4 PM

Election Results

Tuesday 11th of November

Steps to Complete the Student Officer Election

Nomination

- 1** Read in full, the job description for the position you're applying for, UL Student Life Constitution, and Elections Bye Law
- 2** Submit your Election Manifesto - Two Versions (1 PDF & 1 Word Document). Refer to online Elections Hub
- 3** Complete the Nomination Form
- 4** Complete Supporters List
- 5** Submit Polling Headshot - Softcopy (.jpg) photograph of candidate's polling headshot on a white background. The Candidates face must not be obscured.
- 6** Appoint a Campaign Manager - You must have a campaign manager. Both you and your campaign manager must complete the Campaign and Declaration Form
- 7** Attend Elections Regulations Board (ERB) Meeting - Once all of your election documentation has been approved by the LRO, both you and your campaign manager must attend the ERB meeting on Thursday 6th of March. Failure to attend this meeting will result in your expulsion from the election. Please ensure both you and your campaign manager review the ERB Rules before attending the meeting.
 - Campaigning cannot start before Monday 10th of March, 11am.
 - All campaign material must be emailed to student.voice@ul.ie by 12pm Friday 7th March for approval. Please subject the email "First Name Surname, Position You're Running For"Please note: once nomination is formally approved, the LRO will accept any campaign material for review (i.e. you can submit material before the deadline).
- 8** Campaign And Hustings - Campaigning starts on Monday, 10th March at 11pm. It ends Wednesday, 12th March at 11:59pm

ERB Rules & Guidelines

Student Officer Elections Elections

1. Nomination Details

1.1 Candidates Name: The students' registered name with the University of Limerick. (see end note).

1.2 All proposers and seconders must be registered as current students of the University of Limerick.

1.3 Nominations open Wednesday 19th of February at 9:00am

1.4 Nominations close Tuesday 4th of March at 12:00pm

1.5 A deposit of €50 (Fifty euro) is required to process the nomination; this will be returned on the basis of adhering to ERB Rules and Regulations.

1.6 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.

1.7 A nomination form is considered complete by submitting the following to the Returning Officer via student.voice@ul.ie:

1.8 Please ensure that you receive an email receipt.

1.8.1 Completed nomination forms

1.8.2 €50 (Fifty euro) deposit

1.8.3 Completed manifesto softcopy (1 PDF & 1 Word Doc) emailed to student.voice@ul.ie

1.8.4 A softcopy of candidate's headshot photograph on a white background which may be used on the ballot page. The candidates face must not be obscured

1.9 Candidates must submit their final manifesto (PDF & Word Doc) and headshot photograph (jpg format) via email to student.voice@ul.ie by 12:00 PM Tuesday 4th of March.

2. ERB Campaign Meeting to Outline Rules (Attendance Required)

A meeting of all Candidates and their Campaign Managers shall take place Thursday 6th, 6:00pm. Failure to attend will result in ERB action.

3. Election Details (How the election will run)

3.1 The election shall take place on Thursday 13th of March 8:00am– 6:00 pm.

3.2 Due to online voting, all computer labs on campus will be considered polling stations and therefore subject to the Student Life Constitution governance. Campaigning of any kind is strictly prohibited within 10 meters of University computer labs. In addition to this, multiple voting stations will be opened on campus and manned by LRO, it is strictly prohibited to campaign within 10 metres of these polling stations.

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 & UL Building and Estates

Signage Rules

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 All social media pages and posts must also follow this format in the Bio section. “All posts issued by (Name of Campaign Manager), Campaign Manager for (Name of Candidate)”

4.3 Normal UL and Student Life Postering Policy apply. However, posters do not need to be stamped by Student Life. Electioneering posters are therefore exempt of a Student Life stamp requirement to be placed on notice boards. Posters that are not on an official notice board or in a prohibited area will be taken down and will count as a first strike for ERB.

4.4 No signage is permitted 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. Signage is permitted along main road for week of election only.

4.5 Signs must be removed by end of day of election, Thursday 13th 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** All Stickers are strictly prohibited and not allowed in the elections.
- 4.9** Bluetack or whitetack use on walls is prohibited and may result in fines from UL Buildings and Estates.
- 4.10** At no point can candidates seek or tell people to vote for them in the election until after the meeting with the returning officer, failure to abide by this will result in disciplinary action from ERB.
- 4.11** Campaigning must not interfere with lectures
- 4.12** Campaigning must not interfere with traffic on, entering of leaving campus
- 4.13** Candidates will be responsible for any littering of the campus from leaflets disposed on the ground and erected in unofficial areas
- 4.14** Campaigning within the library building and 5m outside the library door is prohibited.
- 4.15** A softcopy of all promotional materials (posters, flyers, manifesto summaries, Facebook & website pages, or any electronic material etc.) must be submitted to student.voice@ul.ie for approval by the ERB. Candidates can appeal the returning officer's decisions to the ERB via the Chair of the ERB.
- 4.16** The Union electoral assistance for the 4 fulltime Student Life sabbatical positions: President; Welfare; and Academic and Communities, 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 are more than 10 candidates running between all four elections. Electoral funding will only be given in arrears on a vouched receipt basis. Refunds will be by electronic bank transfer only. Candidates must supply bank details via email.
- 4.17** For Student Life Exec part-time and PSU elections, there will be a maximum of €50 electoral funding assistance per person on a vouched expense only basis.
- 4.18** Campaigning or postering by campaign teams is not allowed within the Student Life Building this also includes any Student Life Facebook pages/ Social Media Sites or Information Screens. This is to allow for impartiality of the Union.
- 4.19** Campaign posters may not be installed/placed on the River Shannon islands.
- 4.20** 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.
- 4.21** Candidates and their campaign team may not distribute any food items within the Red Raisins confines.

4.22 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.

4.23 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 as well as an endorsement from a club or society.

It is an offence for a candidate to be in a receipt of an endorsement either in person or online by:

- i. Any person who is not currently a registered student of the University of Limerick.
- ii. Any student who is not using their personal social media account.
- iii. Any person who does not have a vote in the student election.
- iv. Any other person that the ERB deem to give a candidate an unfair advantage.

All endorsements must be clear of any affiliations with clubs, societies, business, religions, or any other organisation that the ERB deem to be inappropriate. Social media influencers etc. who are current UL registered students can endorse campaigns. Any other influencer or individual with a big social media following cannot endorse campaigns. This is to prevent unfair advantages between candidates. Businesses, social media influencers, athletes or well-known external personnel cannot endorse campaigns. An influencer is one who exerts influence: a person who inspires or guides the actions of others; often, specifically: a person who is able to generate interest in something (such as a consumer product) by posting about it on social media.

4.27 Current Executive Officers not contesting an election may not campaign for any candidate and must remain impartial.

4.28 The Student Life logo, UL Logo or any other logos issued by Student Life, or the Electoral & Referendum Board may not be included in campaign material.

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

5. Canvassing

5.1 On the election day candidates and their campaign team are allowed to engage in limited canvassing. Regardless of a physical or online poll, limited canvassing only allows for reminding students online, via their campaign page, that it is voting day and to go vote for them or who they believe is the right candidate and, to remind students to look at their material over the campaign period.

5.2 Candidates cannot physically or virtually contact/approach students individually on the day of voting asking that they vote for them.

6. R.O.N. Campaign

6.1 If a student wishes to run a R.O.N campaign, then in the interest of fairness they must fill out the declaration form to act as a campaign manager for R.O.N.

6.2 R.O.N Material cannot be defamatory towards other candidates. If ERB deem it as defamatory it will consider what course of action to take against the potential candidate.

7. ERB Disciplinary Powers

7.1 Election Observers will be employed by the Student Life. They will be visible on campus and in the surrounding housing estates on Election Day.

7.2 The Observers are responsible for monitoring all electioneering activities and they shall report on any regulation breach(s) to the Returning Officer/Representation Office who will be entitled to take such action as may be appropriate, up to and including disqualification from the election if deemed appropriate.

7.3 If a candidate or a member of their team breaches Schedule 1 Election Regulations of the STUDENT LIFE Constitution; Schedule 1.45 outlines the ERB can discipline the candidate by:

7.3.1 Public Reprimand & Monetary Fines,

7.3.2 Expulsion from Hustings

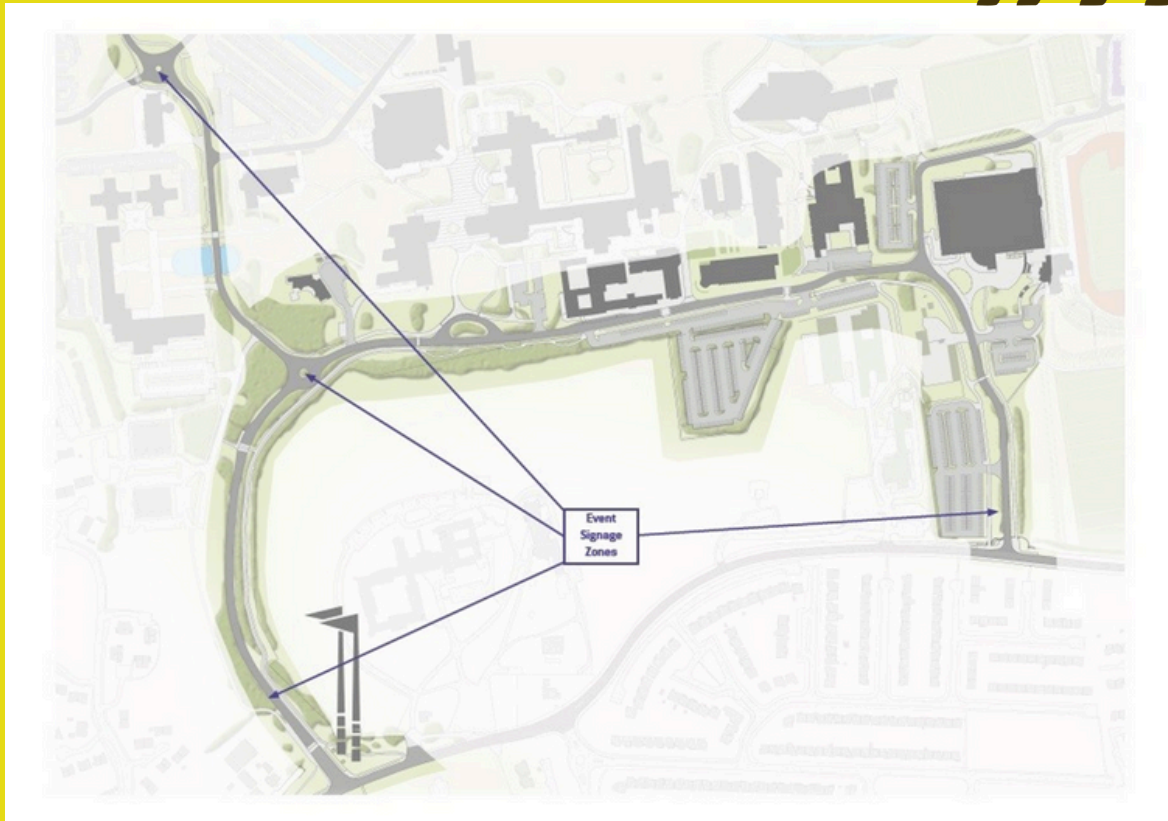
7.3.3 Withdrawal of the union electoral assistance

7.3.4 Disqualification from the election

7.3.5 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



Nomination Form

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, contact details, and, in the case of directly elected members of the Executive, the name of the candidate's 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.

Persons standing for election to the Executive shall be required to have a campaign manager. Both are required to uphold and sign the Candidate and Campaign Manager Declaration Form

You must complete each section of the Form.



<https://forms.office.com/e/JDXDAQ9vJH>



Supporters Form

You need to compile a communication to students that you wish for them to support you, clearly outlining the position you are nominating yourself for and why they should support you.

Please note that it is your responsibility to ensure that students complete this form before the close of nominations on Wednesday 5th November at 12:00pm

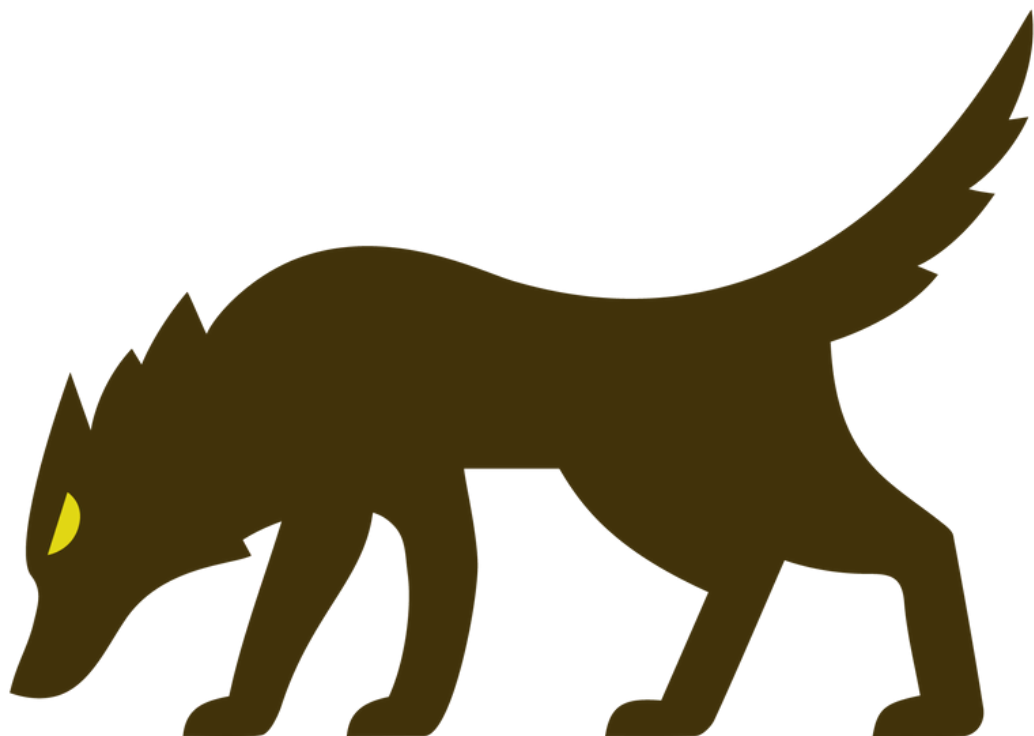


<https://forms.office.com/e/i5zB711MWF>

Declaration Form

Please note, before your candidacy is confirmed, you **and** your campaign manager must sign a candidate declaration form. A digital version of the Declaration Form can be found at the QR code linked below. Hard copies are available in the LRO office in the UL Student Life Centre.

Please email student.voice@ul.ie for any additional queries.



PERKS OF THE ROLE



PART-TIME OFFICERS

- 1:1 Leadership & performance coaching
- Individual mentoring
- Media Training
- Access to the Leaders for Life Programme
- Ongoing professional training & development

#LEADTHEPACK

Contact
student.voice@ul.ie
for any and all of your election questions