



University College Cork Students' Union General Elections Rules and Regulations 2023

These rules and regulations were approved by the University College Cork Students' Union Executive (hereinafter 'the Executive') in accordance with the terms of the UCCSU Constitution (hereinafter 'the Constitution') on the 30th January 2023.

I. General Regulations

- A. All candidates must sign the Election Rules and Regulations upon submission of their nomination papers. Candidates sign in acceptance of the Rules and Regulations and sign on behalf of their campaign team.
- B. Candidates and their campaign team are expected to treat all other candidates and their respective campaign teams with dignity and respect, and abide by the rules and regulations laid out in this document, as well as the basic rules of fair play both on campus, off campus and on social media platforms. Candidates must also ensure that their campaign teams adhere to these same rules and regulations, and will be penalized if regulations are broken by any of the campaign team members working on their behalf.
- C. Candidates must attend the candidate briefing provided to allow for full understanding of the election regulations. Failure to attend this meeting can result in being disqualified from running.
- D. The Returning Officer, Vincent O'Brien (SU General Administrator) shall be responsible for overseeing the conduct of the election and, subject to Article 18.4.10° of the Constitution, all decisions made by the Returning Officer are final.

- E. Engaging in conduct that seriously undermines the reputation of UCC or the Students' Union can result in immediate disqualification subject to the decision of the Returning Officer.

II. Election Dates

- A. Nominations Open: 20th February 2023 at 09:00 hrs
- B. Nominations Close: 24th February 2023 at 17:00 hrs
- C. Executive Representative Hustings: 28th February 2023
- D. Sabbatical Officer Hustings: 1st March 2023
- E. Voting: 6th March 2023 (09:00 hrs) to 8th March 2023 (14:00 hrs)
- F. Results: 8th March 2023 (17:00 hrs)

III. Positions

- A. Students' Union Officer (*Full Time Sabbatical Positions*)
 - 1. President
 - 2. Communications & Engagement Officer
 - 3. Education Officer
 - 4. Welfare Officer
 - 5. Entertainments Officer
 - 6. Commercial & Fundraising Officer
- B. College Representatives (*Part Time Positions*)
 - 1. College of Science, Engineering Food Science Representative (SEFS Rep)
 - 2. College of Business & Law Representative (B&L Rep)
 - 3. College of Medicine & Health Representative (M&H Rep)
 - 4. College of Arts, Celtic Studies & Social Sciences Representative (CACSSS Rep)
- C. Campaign Representatives (*Part Time Positions*)
 - 1. Equality & Diversity Representative
 - 2. Environmental & Sustainability Representative
 - 3. Irish Language & Culture Representative

IV. Eligibility

- A. All nominees must be a registered student with University College Cork and be capable of fulfilling the requirements of their positions. (For example: SU

Officers are required to take a paid 12-month sabbatical year of leave from their degree starting from June 1st).

- B. All nominees for a College Representative position must be registered students in that college and must be an enrolled student for the entirety of their 12 month term (June 1st 2022 - May 31st 2023).
- C. All Campaign Representatives must be an enrolled student for the entirety of their 12 month term (June 1st 2022 - May 31st 2023).

V. Nominations

- A. A candidate's nomination papers must clearly state the candidate's name, student identity number and the position they are running for on each page.
- B. The nomination papers must be signed by the candidate and no less than 500 nominators for a *Students' Union Officer* and no less than 250 for a *Campaign Representative* position and no less than 150 nominators for a *College Representative* position.
- C. A nominator must be a person registered as a student with University College Cork, who is pursuing a recognised degree or diploma course of the University at its Cork campuses or those who are temporarily studying elsewhere.
- D. All written nominations must be collected *in person*. Nominations collected via online platforms (for example Facebook messenger, websites), will not be accepted and their collection will be treated as a breach of these regulations, resulting in a sanction.
- E. Completed nomination forms **must** be submitted to the Returning Officer by 17:00 hrs sharp Friday 24th February 2023 by the candidate or their named representative, accompanied by a €40 deposit in cash, in respect of fines (the balance of which is returnable with expenses). Where a candidate exceeds the €40 in fines, the remaining fines up to €50 will be taken from the expenses claimed back after the election. **No late applications will be accepted.**

- F. A digital copy of the candidate's manifesto **must** be submitted with the nomination form; failure to do so will result in the candidate being deemed ineligible to run. Digital copies must be sent to elections@uccsu.ie submitted by the candidate. This digital copy must be submitted by 17:00 hrs Friday 24th February 2023.
- G. All candidates must sign the Election Rules and Regulations upon submission of their nomination papers. Candidates are signing in acceptance of the rules and regulations and are signing on behalf of their campaign team.
- H. In the event that no nomination(s) are received the Returning Officer will have the discretion to extend the nomination period to no later than the date of hustings set out in section II(C) and II(D) only for the position(s) in which no nomination(s) have been received by the deadline set out in section II(B).
- I. In the event that no nomination(s) are received following the extension of the nomination period, the position(s) will be subject to a by-election as if the vacancy were subject to the provisions of Article 38.1 of the Constitution.

VI. Campaigning and Campaign Materials

- A. All physical promotional material used must be approved by the Returning Officer prior to the distribution. Candidates must email promotional material to elections@uccsu.ie for approval.
- B. Campaign teams may place A3 Size Posters on official University Notice Boards from **27th February 2023 at 09:00 hrs**. All posters must be approved as per VI(A) and stamped in the SU Office Reception before distribution.
- C. There is a limit of 2 posters per on-campus noticeboard in accordance with the University Postering Policy.
- D. Campaign flyers are not recommended but if used they should be no bigger than A6 size. If used, please remain environmentally conscious when choosing a supplier and quantity for distribution. Candidates and their campaign team are not permitted to start flyering on campus until **6th March 2023 at 09:00 hrs**.

- E. The distribution or exhibition of campaign materials (e.g. sweets, promotional materials, wearing of tshirts, etc.) is not permitted in the following areas:
1. The Students' Union Offices, 54 College Road, Cork
 2. Any of the University library buildings, classrooms, lecture theaters and labs
 3. On the railings of the Chaplaincy, the Honan Chapel, or Student Health
 4. The Student Centre
 5. The New Bar
 6. The Hub
 7. The blackboard outside the Main Rest/Siopa 2
- F. The exact time and date for the erection of on campus signage shall be **6th March 2023 at 08:00 hrs.**
- G. Candidates and their campaign teams are not permitted to use materials owned by the Students' Union, the Societies Executive, Societies, the Clubs Executive, Clubs, or Student Media. Such materials include but are not limited to: mailing lists; printing facilities; equipment; and social media accounts.
- H. Candidates may not be endorsed by any official University or Students' Union body. This includes using mailing lists; UCC-owned or affiliated social media accounts; UCC owned companies; UCC Students' Union Social Media (including pages, groups, branding, etc); UCC Clubs or Societies; UCC Canvas; or emails of recommendation from members of staff.
- I. The use of animals in any campaign is prohibited.
- J. **In no circumstances** is the use of alcohol as a promotional material allowed. This includes endorsement from any off-licences, pubs or nightclubs (including display of any printed promotional materials on their premises); drinks vouchers; clubs passes; any alcohol affiliated logos (including non-alcoholic branded products) or advertising; or anything else deemed by the Returning Officer to contravene the University Alcohol Policy. **Breaching these rules could result in instant disqualification.** See the University Alcohol Policy [here](#).

- K. Corporate sponsorship or endorsement of any campaign is not permitted in any form. Promotional material must not include branding, names or logos of any third party.
- L. Competitions or awarding of prizes as part of a campaign is prohibited.
- M. The distribution of stickers as part of campaigning is prohibited.
- N. Spray painting on campus is prohibited.
- O. The use of cling film or any clear plastic for signage purposes is prohibited on campus.

VII. Space Allocation

- A. At the candidates briefing, individual campaign spaces for Main Campus will be allocated.
- B. Allocation shall take place by randomized draws in full view of all candidates and any Students' Union officials present. The draw will be conducted by the Returning Officer and two members of the Students' Union Executive.
- C. Candidates and their campaign teams may not set up stands outside of their allocated space.
- D. Candidates or campaign teams canvassing within other candidates or campaign teams allocated space is prohibited.
- E. It is the responsibility of the candidate to maintain an orderly space and to ensure their space is fully cleaned at the end of each day.

VIII. Campaign Allowance

- A. No candidate shall spend in excess of €500.00 for a Sabbatical Officer position, €250.00 for a Campaign Representative position and €150.00 for a College Representative position on their election campaign. **These regulations apply to on-campus, off-campus and online campaigning,**

and includes any campaign donations made by an individual or third party to a candidate.

- B. No candidate can receive a campaign donation or sponsorship from a UCC-owned or affiliated body, company or UCC staff member. Where a candidate does receive a campaign donation, they must disclose who they received the donation from to the Returning Officer.
- C. No candidate shall obtain any form of commercial sponsorship to support or aid their campaign.
- D. A candidate is not permitted to spend more than one third of their campaign allowance on social media advertising.
- E. All candidates are required to complete an expense report and provide receipts for **all** campaign expenditure. The expense report must be submitted to the Returning Officer by **9th March 2023 at 17:00 hrs.**
- F. Paid advertisements on social media must be approved by the Returning Officer.
- G. Under no circumstances may any candidate use the facilities of UCC Students' Union, UCC Clubs or UCC Societies for the production of campaign material.
- H. Candidates will be refunded 50% of expenses, as set out in section VIII(A), up to a maximum of €250. Expenses will be paid after all expense reports have been carefully scrutinized by the Returning Officer. **In the event of a candidate going over budget, expenses may not be reimbursed.**

IX. Complaints

- A. All complaints relating to these regulations will be investigated by the Returning Officer.
- B. Complaints will not be accepted after **8th March 2023 at 17:00 hrs.**

- C. In all cases the Returning Officer's decision is final, subject to Article 18.4.10° of the Constitution.
- D. Breaching of University policy and UCC Student Rules may be subject to disciplinary action in accordance with University procedures.

X. Fineable Offense

- A. Any breach of election regulations as decided by the Returning Officer can result in the following penalties.

- B. Breaches of regulations are split into two categories, minor and major.

Minor Offense examples:

- a) Not getting posters stamped before distribution
- b) Putting too many posters on one board
- c) Infringing on another candidate's campaign space
- d) Noise level
- e) Untidy space at the end of the day
- f) Distributing stickers

Major Offense examples:

- g) Use of animals in the campaign
- h) Use of society/club/college branding and intellectual property
- i) Utilizing society/club/college equipment and social media
- j) Seeking endorsements from any UCC body
- k) Corporate sponsorships
- l) Competitions/Prize awards being given out

- C. For the first minor infringement, a verbal warning and a €20 fine is issued.

- D. 2 minor infringements amount to a major infringement.

- E. For the first major infringement, a written warning is issued along with a €40 fine.

- F. In the case of a second major infringement, the Returning Officer may decide that the Candidate forfeits all ability to claim back campaign expenses or issue a €40 fine.

- G. A third major infringement shall result in the disqualification of the Campaign Team from any further campaigning on-campus, off-campus or on social media.
- H. Infringements to the alcohol policy are treated separately. The Returning Officer may choose to treat this as a major infringement or instant disqualification of the candidate depending on the severity.
- I. All campaign material must be removed from campus by the **9th March 2022**. Any material remaining on campus on **10th March 2022 at 12:00 hrs** will attract a fine of €5 per item.
- J. Candidates deemed to have littered and not undertaken corrective action may incur costs of cleaning.
- K. Egregious levels of noise pollution, as deemed unacceptable by the Returning Officer, may be subject to a €20 fine in addition to any other disciplinary action deemed necessary.
- L. Candidates are not allowed to play any amplified music.

XI. Voting

- A. Voting shall take place from **6th March 2022 (09:00 hrs) to 8th March 2022 (17:00 hrs)**. The electronic voting portal is provided by Membership Solutions Ltd.
- B. All registered UCC students may vote by successfully logging into the voting portal during the voting period outlined above using a valid student number and password. Students must be registered as a student in UCC by **Thursday March 2nd 2023** to be eligible for voting.
- C. For the election of College Representatives, only students within the respective college can vote in the respective elections, ie. a student registered in the College of Medicine and Health is not permitted to vote in the SEFS College Representative election.

- D. Votes shall be cast using a link to the online portal suelections.ucc.ie, which is accessible via a single sign on using a student email and password. All voters will be asked to give their consent to use of the online portal and the processing of data entailed therein at the beginning of the voting process. All votes are anonymous and data is securely stored in accordance with GDPR and the UCC Data Protection Policy.

The voting link will be circulated to all UCC students via their UCC email address.

- E. Each electronic ballot paper in the voting portal shall bear the name of the position contested, and will include the names of all the validly nominated candidates, and photos of candidates who opt to have their photo included.
- F. The electronic ballot paper in the voting portal shall bear names of all candidates, which will be presented in randomised order for each individual voter. In all elections where there are any nominations, ballot papers shall include as an option the statement “Re-Open Nomination”, which shall be treated as a candidate and shall be the last name on the ballot paper. If the “Re-Open Nominations” candidate is elected, the Returning Officer shall declare the vacancy unfilled and a new election shall be held.

XII. The Count

- A. The count is closed to the public.
- B. Counting of votes will be via Proportional Representation with Single Transferable Vote (PRSTV). The count will be conducted by the Returning Officer utilizing the voting data as recorded in the online voting portal. Mr Cathal Malone of Thomas Coughlan Solicitors will observe the count as an independent scrutineer and will have access to the voting data as recorded in the online voting portal for this purpose. The count will be completed on **8th March 2023** after 16:00 hrs. A full audit trail of voting is held in the electronic voting system and can be reviewed prior to the issuing of results if deemed necessary by the Returning Officer.

- C. Each candidate is permitted one representative at the count. This person will not be permitted to leave once the count has started until it is finished. Each candidate must submit the details of their nominee (Name & Contact Number) to elections@uccsu.ie by no later than **8th March 2023 at 12:00 hrs**. Mobile telephone devices or similar are not permitted in the count and must be presented to the Returning Officer at the door of the count. Failure to present a device will result in non admittance to the count.
- D. Results will be announced on the evening of **8th March 2022**.

XIII. Agreement to these Rules and Regulations

- A. As a precondition to participating in the elections, candidates shall agree to the Rules and Regulations.
- B. All candidates are expected to uphold the values of respect, equality and inclusion which are central to the values of UCC Students' Union. All students under the UCCSU Constitution are entitled to equal representation regardless of race, colour, religion, ability, sexual orientation, gender identity, membership of the travelling community and ethnicity. This should be kept in mind while campaigning.
- C. Please do not hesitate to get in contact with the Returning Officer or the Students' Union should you have any questions regarding the above.

Good luck! Go n-éirí libh!