



Full-Time Officer Leadership Elections 2026

Rules & Regulations for all candidates to read and understand.

This document sets out the specific details that candidates need to be aware of during the University of Gloucestershire Students' Union Full-Time Officer Leadership Elections 2026.

We suggest you give copies to your campaign team.

The success of the 2026 SU elections is down to you, the candidates. Your ability to successfully promote yourself, engage students with your ideas and convince them to vote is key. The ideal election is exciting, good-natured and leads to a high turnout at the polls of well-informed, engaged voters.

These rules set out how we run elections and cover what voters and candidates should expect when participating in elections. These rules are based on two overarching principles:

- The elections process must be fair and properly conducted
- The success of the elections is based on the participation of candidates and accessibility of the process for voters

Eligibility

University of Gloucestershire students who have student status are eligible to nominate themselves in one role in the elections. Student status will be confirmed with the university before candidates are approved.

Students that are eligible to stand are outlined in the membership byelaw. If a student is unsure on whether they can stand, please email sustudentvoice@glos.ac.uk

If you have any concerns or questions, you are welcome to email the elections team or DRO for further clarity or support.

Who's who in Elections

The SU Advocacy & Campaigns Manager is Deputy Returning Officer, and the SU staff team are responsible for the practical running of all elections, including overseeing processes for nomination, ruling on election complaints, balloting and overseeing the count.

There is also an independent Returning Officer who is responsible for the conduct of elections. The RO does not get involved in the day-to-day running of elections. They act as an independent source of oversight and appeal with the power to make final rulings on any elections matter.

Deputy Returning Officer (“DRO”): Laura Ballard SU Advocacy & Campaigns Manager

Returning Officer (“RO”): Stewart Dove University of Gloucestershire Director of Student Experience

Core Rules

It should be noted that these rules are the property of the RO and their designates and they alone will be the interpreter of them.

Elections Rules & Regulations

- Do not do anything that another candidate cannot do or undertake any campaigning activity which other candidates do not reasonably have access to.
- Treat all other candidates, students and staff with respect.
- Candidates will be held responsible for the conduct and management of their own campaign and campaign team – Campaigns should be fully transparent and accountable to the SU.
- Candidates must not campaign before being briefed at the mandatory Candidates Briefing (11th March 2026).
- Candidates must declare who is on their campaign team, and they must also attend training. Candidates will be held liable for any election rules they break.
- Candidates must not undermine the fair and democratic running of the election.

To make a complaint regarding candidate behaviour and rules, please ensure you read the complaints procedure and associated information on the SU Elections pages of the website,

fill out the complaints form as instructed and email it to the DRO at lballard1@glos.ac.uk before the close of voting (20th March 2026, 1pm).

You are not allowed to run if you have not submitted your manifesto by the deadline (11th March 2026, 12pm).

You must attend the Candidate training day (11th March 2026). Otherwise, you will not be eligible to run.

Expenses must be submitted by 12 PM on the day of the count (20th March 2026). If you have overspent, you will be disqualified.

If there is anything you are unsure of, the University of Gloucestershire Students' Union strongly advises you **ask before you act**.

As well as the Elections Rules, the following rules of conduct still apply to all candidates standing in elections:

Students' Union Rules:

This includes abiding by the Students' Union rules generally, its behavioural code and equal opportunities procedures. If you breach these and the Elections Team decides not act under the auspices of the election regulations, you may still be subject to the SU's disciplinary procedure, which can revoke membership rights.

University Rules:

The University operates several rules that relate to your membership of the student community and use of its facilities and property, including but not limited to the [Student Community Code of Conduct](#) If you breach these you could be subject to the University disciplinary procedure.

UK Government Requirements for Charity Trustees

All elected Full-Time Officers will become Trustees of UoGSU, and act as legal guardians of the charity, with ultimate legal responsibility for keeping the organisation focused on its purpose and directing the strategy.

They also have financial oversight, are responsible for resources, and are expected to ensure the organisation stays within the law as well as maximising the relationship with the University for the benefit of the Charity and its beneficiaries.

[Guidance with legal & regulatory requirements for all trustees in England & Wales](#)

The Law:

Running an election campaign does not remove you from the auspices of the law. Again, if you breach these staff still reserve the right to refer the matter to the appropriate authorities.

Candidates who do not abide by these rules may be disqualified or withdrawn from the elections.

Campaigning

Please note that you cannot start campaigning until you have attended all compulsory candidates' briefings as part of the Candidate Training and eligibility checks have been made.

Candidates can not make use of any privileges or resources they may have as part of any existing roles in UoGSU or with sports clubs, societies, elected positions or otherwise.

Candidates must only make use of resources and opportunities reasonably attainable by all candidates.

Campaigning designated start time: 9am on the 13th March 2026

Candidates must not enter halls of residence, either to put up posters or canvass voters. Entering halls of residence is against Elections regulations.

Candidates must not deface or remove any campaign materials belonging to other candidates.

Candidates should ask prior permission from the lecturer if they wish to do a 'lecture shout' and it is at the sole discretion of the lecturing staff

No campaigning of any nature is allowed in the libraries or within 3 metres of a university pc or polling station.

Candidates must not 'bulk email' students or request that a member of SU or UoG staff should bulk email on their behalf.

Candidates must not be seen to be close to students who are trying to vote at a polling booth. Any candidates suspected of coercion, or putting pressure on students to vote, will be at risk of being disqualified.

You may not actively campaign within 3 metres of a student who is voting.

Candidates may promote their campaign on the social network pages of other candidates, providing they have their permission to do so.

- Any negative or defamatory statements will be investigated.
- You must not copy another candidate's campaign.

The Elections Team reserves the right to remove any election material which in their reasonable opinion is inappropriate.

Where to put Materials

Candidates may place posters or flyers on GLASS AREAS ONLY at teaching campuses, using ONLY white tac. (This means you can put posters on windows in corridors for example)

- At Park Campus, the walkway from Elwes reception to the Refectory
- At Oxstalls Campus the Link Corridor, the glass barrier around the Business School Artium facing.
- At FCH Campus Crush Hall windows (not the doors), the windows of the HC second floor that connect to TC114.
- At City Campus You can only put up posters on the outside of the white boards round GC021, or on the first floor on the glass barriers of the lightwells facing inwards.
- You can put poster up on the refectory windows, but NOT leave any leaflets in the space.

Candidates & Campaign Teams Must Not:

- Enter halls of residence, either to put up posters or canvass voters. Entering halls of residence is against Elections regulations.
- Deface or remove any campaign materials belonging to other candidates.
- Put up posters in toilets or library spaces.
- Put up posters in the public space or County Library at City Campus.
- Put up posters on painted or wooden surfaces.
- Put up posters on door vision panels.
- Put up posters up on windows that form part of teaching rooms.

You can ONLY hang banners in the Election campaign zones: The Living Room at Park Campus, The Lounge at Oxstalls Campus and The Loft at FCH Campus.

Social Media Campaigning

You are entitled to promote your campaign through social media after the designated campaigning start time, 9am 13th March 2026.

You must not:

1. conduct yourself in manner that is detrimental to the University, or the Students' Union
2. make offensive or defamatory statements.

You will be held responsible for false or offensive words spoken or written by you and your campaign team. Any assertions you make must always be backed up by evidence so better to focus on your positives rather than your perception of a fellow candidate's negatives.

Examples:

A club or society account cannot promote an individual, but they can promote the election.

However, an individual or personal account can promote a certain individual and the election.

Front facing Students' Union affiliated social media accounts cannot promote a specific individual, but they can promote the election.

A closed/members only group can promote an individual and the elections.

If the Returning Officer or Deputy Returning Officer deems that you, or your campaigners have defamed a fellow candidate or their supporters or broken an election rule in any medium, the returning officer will investigate.

Elections Videos

Candidates are encouraged to make videos for campaigning purposes, which may be in the language of their choice.

Two videos per candidate may be submitted to be uploaded to the Students' Union YouTube channel. Videos should be emailed to sustudentvoice@glos.ac.uk

One video of 30 seconds which can be used across social media.

One video that must be no longer than two minutes in length which will be used on UoGSU youtube.

If your video is a large file we suggest using One Drive or WeTransfer. Candidates are not required to submit videos if they do not wish to. However, do bear in mind even if all

candidates do not submit videos, any submitted videos will be uploaded to UoGSU youtube/social media.

Materials

Each candidate will be given the following:

Campaign T-shirt

Bed Sheet to create campaign banners

£30 allowance for materials to be reimbursed by SU (keep receipts and follow procedure outlined at candidate training)

White Tac

Candidates must not organise any activity, event or campaign that has an inherent financial value, even if the service/event has actually cost them £0.

Examples are given below of activities that would be considered a breach of elections regulations:

Your sister owns a fancy dress shop and she donates some costumes free of charge for you and/ or your campaigners.

You have a friend who agrees to give you digitally/screen printed clothing for your campaign free of charge

The above would be considered breaches.

Example of acceptable campaigning:

Your friend plays an instrument and follows you around on foot, playing whilst you campaign. This would not put you at an unfair advantage and realistically would not cost you anything.

Complaints

The Students' Union has great experience at running elections and is confident that its processes and guidance is effective in assisting all candidates and associated campaigners to be able to participate in a fair and appropriate manner. There are, however, occasions where candidates, their supporters or individual students feel it appropriate to raise a complaint about the conduct of candidates or the management of the elections process.

The SU Elections Complaint procedure must be followed by students or candidates submitting an election-related complaint during a formal University of Gloucestershire Students' Union election.

Complaints are most effective when made by the person directly affected. First-hand accounts carry more evidential weight than complaints submitted on behalf of someone else, so wherever possible you are encouraged to submit your own complaint rather than having a third party do so.

Complaint Form:

A student or candidate wishing to submit a complaint must do so using the Students' Union Election Complaint Form, following the SU Election Complaint procedure noting the below:

How to File a Complaint:

1. Complete the SU Election Complaint Form in full and provide evidence.
2. Submit via email to the Deputy Returning Officer by 20th March, 1pm. Complaints are investigated, and outcomes are made public.
 - No anonymous complaints – Your name must be included
 - Frivolous or false complaints will not be considered

All fields (excluding 'For staff use only' section) on the Election Complaint Form are required from the complainant. The complainant may use additional pages to continue with the 'Details of Complaint' section.

The completed Election Complaint Form must be emailed to the Deputy Returning Officer (lballard1@glos.ac.uk) – please note we cannot accept hard copies, unless the complainant has a registered disability that may make submitting the form electronically difficult.

On receipt of an Election Complaint Form, the Deputy Returning Officer shall respond by email to the complainant to confirm it has been received and accepted by the end of the next working day.

Evidence shall be requested (if not already provided) in support of any complaint. Evidence can include (but is not limited to) details of any witness(es) and/or witness statements, video recordings, photographs, computer screen shots and emails.

- Complainants should try to ensure they provide evidence which clearly supports their complaint – e.g. if a student is providing a screen shot of a something from social media, then the student should try to include the date & time.
- If a complaint is submitted without evidence, it is likely to be dismissed.

When a complaint is received, as part of the investigation all parties involved will be fully informed about the complaint.

NB: Complaints will not be accepted unless submitted using the official Complaint Form

Please ensure only one complaint per submission: if you wish to complain about multiple distinct issues, please submit separate complaints. This will ensure that each complaint can be handled on its own merits: complaints may be rejected if they are too broad.

Complaints are handled by the Deputy Returning Officer Monday – Friday 9am - 5pm. If you do submit a complaint outside this period, the investigation will not begin until office hours resume.

Please note that all election complaints must be submitted as soon as possible with the latest complaint accepted before 1pm Friday 20 March 2026.

Once the count has commenced at this time, no complaints will be considered unless they relate specifically to the count process. Any complaints about the count must be made verbally to the Returning Officer or Deputy Returning Officer at the count.

A proven malicious, vexatious or false complaint from a candidate (or their campaigner) will be treated as a breach of election conduct.

If a complainant wishes to appeal the decision, appeals must be made in writing via email to the Returning Officer, Stewart Dove, within 2 working days.

An appeal does not reopen or reinvestigate the complaint.

The Returning Officers decision is final and cannot be appealed.

Information Sharing:

All SU Election complaints and appeals, including the circumstances of the complaint or appeal and the names of those involved, will be made public through the Students' Union website. If a person believes this should not be made public, notification should be given at the time of the complaint submission, with stated reasons why, and will be considered by the Elections Team.

Complaints can only be made using the SU Elections Complaint Form after Candidates Announcement on March 13th at 9am and before the complaints deadline of 1pm 20th March.

If you need to make a complaint during nominations or prior to announcement of candidates, please [contact the Deputy Returning Officer.](#)