



Information for Student Council Candidates 2020 General Election

For all positions on the 2021 Unitec Student Council

Note: Please read this information alongside the Election Information Fact Sheet, and the Campaign Code of Conduct.

1 Welcome:

Congratulations on choosing to stand as a Candidate for Election to the 2021 Unitec Student Council (USC). This document lays out critical information relating to the Election Process: dates and times, what you can and cannot do while campaigning, and important general information.

Please read it carefully and thoroughly and ask any questions at the Candidate Briefing Meeting (see below).

2 Timeline:

Process	Time	2020	Location
Nominations Close	Completed	Friday 28 August	n/a
Candidates' Briefing Meeting (reset)	4:30pm	Thursday 15 October	180-3022, Mt Albert & Online
Candidates' Photos Due	Completed	Friday 4 September	n/a
Campaigning Starts		Monday 26 October	On campus and online
Voting Opens	9:00am	Monday 2 November	Online
Voting Closes	4:00pm	Friday 6 November	Online
Election Results		Timing subject to availability	

3 Key Contacts:

The USC Election Committee “Election Team” manages the election.

The Returning Officer (RO) is the Chair of this Committee and oversees all aspects of the election. The Election Committee is authorised to act on the RO’s behalf and the RO has final say on all matters around the Election Process except Appeals.

The following persons comprise the 2020 USC Election Committee:

- Matthew Schep, Returning Officer
- Ruth Marsters (Student Events and Communication Manager)
- Philip Bennett (Student Event Co-ordinator), and
- Peaches King (Student Marketing Co-ordinator) as proxy to Ruth Marsters.

All communication is to be in writing. If you have any questions around the process, please raise these at the Candidates’ Briefing Meeting or write to the Election Team care of the following email address:

elections@unitec.ac.nz

4 Campaign Code of Conduct:

All candidates must adhere to the Campaign Code of Conduct and sign the declaration that they have read, understood it and agree to abide by it. Non-observance may be grounds for disqualification as a candidate. This document is given to you at the Candidates’ Briefing Meeting where it will be covered in depth.

5 Candidates’ Briefing Meeting: 4:30pm, Thursday 15 October:

All Candidates should attend this meeting on **Thursday 15 October at 4:30pm in Building 180, Room 3022, on the Mt Albert Campus**. We intend to revisit elections rules and candidate information.

6 Campaigning:

Physical campaigning on campus is encouraged from 9:00am, Monday 26 October (Labour Day).

Candidates may not interfere with the campaign of other candidates. Penalties for doing so can include disqualification.

You may have one or more volunteers helping you with your campaign publicity. Candidates are responsible for the actions of these people and must register their volunteers with the Returning Officer by emailing the list of persons and their contact details to:

elections@unitec.ac.nz

Online Campaigning:

Online Campaigning is limited to Facebook and Instagram. No other Social media (Twitter etc.) is permitted. Candidates may create their Facebook page saying they are running as soon as they have submitted their nomination and received an email from the Election Team confirming it has been checked and accepted.

Candidates found to be sending bulk unsolicited emails/messages to students will be disqualified. Bulk unsolicited messages are emails/messages sent to a group of individuals who have not requested the information and might not want to hear from you. **THIS MEANS YOU MAY NOT SEND AN EMAIL TO YOUR ENTIRE CLASS OR TO A CLUB MEMBERSHIP LIST (for example).**

Whilst you cannot send bulk unsolicited emails/messages, you can create a Facebook Group or Event and invite all your friends. Any Facebook communication for election purposes must be shared on the Unitec Student Media Facebook group so the Election Team may monitor it.

There is to be no communication with voters while they are logged-on to the voting system.

Breaches of Unitec Regulations

The Election Team will assess actions that contravene Unitec regulations or statutes on a case-by-case basis, and may result in disqualification and disciplinary action. This might include actions that would bring the institution into disrepute or the publishing of material that is defamatory.

Health and Safety:

All candidates are required to comply with Unitec's Health & Safety policy and procedures and ensure that they conduct any campaigning activities in a manner that is safe for themselves and others. Candidates are to comply with any additional health and safety instructions issued by the Election Team.

Posters and Flyers:

Posters must have the approved "lock-up" which will be provided to you. A "lock-up" is a standard banner and/or set text that must appear on your and all other posters. We will check for this before printing.

Each candidate will receive a voucher towards printing costs at the Unitec Copy Centre. All posters must be approved by the Election Team before being printed – please email your proposed design to elections@unitec.ac.nz for approval.

The Election Team will provide Candidates with a map showing approved poster locations. You are limited to two A4 posters OR one A3 poster per location. Candidates are expected to exercise common sense when placing posters on and around campus. If you breach the poster limit, the Election Team may remove your material.

Candidates must provide a list of where they have placed campaign material (including online) to the Returning Officer so that it can be checked, monitored and monitored for removal. A Campaign Plan is attached for you to complete noting the Promotion Type, Location and Quantity.

Candidates must not display any promotional material relating to their campaign in the following areas: staff rooms, staff offices, inside classrooms, on glass surfaces, inside lecture theatres, or over any Unitec posters. At any point, a candidate may be requested to remove their promotional material from any other area not explicitly defined above, if the location is deemed inappropriate.

Please do not use Sellotape to affix posters (use BluTak or pin posters on noticeboards). No posters are to be fixed to glass surfaces such as doors, windows or reception screens. No Posters are to be placed on the walls in the main receptions or information centres.

Candidates are permitted to pass out or leave flyers around campus, with the exception being inside classrooms due to the untidy look that they pose for subsequent classes. Avoid situations where your flyers will end up as litter.

Candidates are responsible for the removal of all their personal campaign publicity by 12:00pm Friday 6 November. Candidates must notify the Returning Officer in writing at elections@unitec.ac.nz stating they have removed all campaign material by 4:00pm Friday 6 November. Candidates who fail to remove their campaign material by this due date may be subject to the costs of removing the posters.

The Election Team has the Returning Officer's permission and ability to remove any material that is in contravention of the Campaign Code of Conduct.

Chalking:

You may chalk on the concrete/asphalt ground for promotional purposes, provided what is written or drawn is not offensive. Check with the Elections Team at elections@unitec.ac.nz before doing this.

Please erase chalking by 12:00pm Friday 6 November or you may be subject to the costs of removing it.

USC Election Committee On-Campus Events:

A planned series of Election Team promotional pizza giveaways, BBQs or promotional stalls will occur to encourage students to vote. You may wish to attend these events and distribute flyers. No speeches are planned except potentially by the Election Team.

Campus	Location	Date	Time
Mt. Albert	Te Puna (Building 180)	Tuesday 27 October	12:00pm – 1:00pm
Waitakere	Social Commons (Building 510)	Thursday 29 October	12:00pm – 1:00pm
Mt. Albert	Grass Area (Building 1)	Wednesday 28 October	12:30pm – 1:30pm

Student Blog:

In addition to your 200-word blurb, you can also submit a blog or video (up to 30 seconds long) to the Student social media site by emailing to elections@unitec.ac.nz

If you are not comfortable creating your own video, please contact us on elections@unitec.ac.nz so that we can book some help for you.

Spending Limit:

There is no spending limit, but candidates are advised to have any expenditure or sponsorship from outside sources, or help from non-Unitec students approved by the Elections Team first.

Please keep a track of ALL expense items and receipts in case the Returning Officer requests to view these. A Campaign Budget form is attached so you may keep track of this information.

Sanctions and Disqualifications:

The Elections Team may sanction candidates who breach the Election Rules or commit any fraudulent or dishonest act while campaigning. Serious breaches may result in disqualification. Examples of breaches of policy that may lead to disqualification are covered under section 4.11 of the Campaign Code of Conduct.

Disqualification is appropriate for situations where:

- The candidate has gained an unfair advantage that cannot be remedied by other sanctions; or
- The candidate flagrantly and/or repeatedly breached the Elections Team's instructions.

Other sanctions the Elections team may impose include, but are not limited to:

- Reduction of campaigning time or rights;
- Formal warnings;
- Deduction of votes.

Voting Places:

Voting takes place online from 2 November to 6 November 2020.

The Election Team will provide, advertise and staff on-campus voting locations (Not offered in 2020 General Election).

Candidates must not linger around voting locations or speak to students when they are voting.

No Confidence:

Under the Section 3.5, 2) of the USC Constitution, Candidates must run against a 'No Confidence' option.

Results:

Upon the closing of the election, candidates will receive the official results from the Elections Team Friday 6 November. Timing of this announcement is subject to availability of results.

Finally — Good Luck and Have Fun!

