

**Current Officers and Student Staff Rules and Regulations**

As well as the general rules for the elections, student staff and current officers must adhere to additional rules to keep the election process fair. These rules must be followed, whether you are standing or not.

**Current Officers**

Part of your role as an officer is to promote opportunities at Wolves SU and therefore we would expect you to encourage students to run in the elections, this includes promoting candidates standing in elections through all means they have available.

If you have chosen to rerun or campaign for another candidate you must follow these rules.

To nominate yourself for election and to vote you must use your student officer log in to access the website. Any problems with logging in should come via Brian Wilson-Rochford who will liaise with Marketing.

**Current student officer re-standing in the election**

* You must declare that you are restanding and take paid holiday and time in lieu throughout the voting period which will be confirmed at a later date
* Student Officers cannot use their position, time in work or Wolves SU resources to campaign.
* Student Officers can work during the campaigning period as long as they are not actively campaigning during their core hours or when clocked in as working.
* We will deal with cases of emergency and/or exceptional circumstances where Student Officers need to work during this period on an issue-by-issue basis in consultation with relevant staff, Officers and the Returning Officer.
* Student Officers wishing to attend election sessions as a candidate in the election must take this time as a break or as time off in lieu. For clarification, attending an elections session is not defined as active campaigning. Student Officers should attend these sessions as potential candidates and not as Students Officers.
* By taking leave or time off in lieu to campaign, Student Officers are confirming that they will not be working so they should not answer emails, blog or tweet from work accounts, use the office or come into work.
* Student Officers can access Wolves SU building and its resources in the same way as any other full member of Wolves SU would during this time.
* Whilst Student Officers may talk about the fact they are currently in post in their campaigning material and the experience they have gained from that, they may not use meetings that they attend to promote themselves whilst working, for example, School rep Meeting, Union Council etc.
* On their last day of work, Student Officers must hand in their keys and IT equipment to the Deputy Returning Officer or their representative.
* Student Officers must not use contacts only available to them because of their role to advantage their re-election, as such, Student Officers must not direct students to follow them etc. from their work social media account to a personal social media account.

**Current officers supporting and/or campaigning for a candidate**

* Officers may not use their position to support a candidate in the elections. In the interest of fairness and transparency, Student Officers may support a candidate in the elections, but only as an individual and without association to their position and role at the SU. Student Officers should have the interests of the membership in mind when declaring support for a candidate.
* All campaigning activity must take place outside of core working hours, including any breaks taken and not when clocked in as working and using only personal social media accounts.
* Student Officers may take leave for campaigning purposes but this must be booked in advance and declared to the Deputy Returning Officer.
* Student Officers wishing to declare support for a candidate but who do not wish to actively campaign for that candidate do not have to take leave.
* By taking leave or time off in lieu to campaign, Student Officers are confirming that they will not be working so they should not answer emails, blog or tweet from work accounts, use the office or come into work.
* Student Officers can access Wolves SU building and its resources in the same way as any other full member of Wolves SU would during this time.
* On their last day of work, Student Officers must hand in their keys and IT equipment to the Deputy Returning Officer or their representative.

**Student staff**

If you are responsible for line managing student staff it is strongly advisable that you read the elections Rules and Regulations document which can be found in the Candidate Hub on the website.

**Student staff standing in the election**

* Student staff are permitted to work during campaigning and voting times as Wolves SU does not wish to put financial strain on students who chose to be involved in our democratic processes.
* Every member of staff must remain neutral, and appear neutral, in terms of election candidates, promoting democracy rather than individuals’ candidacy, which also applies to student staff.
* If student staff are either standing for election or are actively campaigning for candidates they must only do so outside of working hours.
* Candidates are responsible for the actions of their campaign teams therefore if any student staff breaks these rules and regulations, regardless as to whether or not they are a candidate themselves, the breach will be taken seriously by the Deputy Returning Officer and could result in disqualification of a candidate.
* Student staff cannot wear their Union uniform at any time whilst campaigning or helping others as Wolves SU must remain neutral at all times.

**Access to Union Resources**

* Current officers and student staff wishing to stand for re-election or campaign for another candidate must not use Wolves SU resources, except those freely available to them as full members of Wolves SU, to help them campaign; this includes, but is not limited to, their office space (this includes holding campaign meetings), officer computers, phones, and the printer.
* If any of these resources need to be used for work related reasons during the campaign period or during time off, Student Officers must ensure that they have sought permission from the Deputy Returning Officer, who will liaise with relevant staff where necessary.
* Current Officers and Student Staff wishing to stand for re-election or campaigning for another candidate must not use resources that are only available to them because of their position in any way to advantage their re-election or the election of a candidate they are supporting; this includes the use of work Social Media accounts.

**Access to Wolves SU staff**

* To access staff in relation to the elections, Student Officers and student staff must do this the same way as any other full member of Wolves SU would during this time.

**Staff Policies**

Both student staff and current officers have entered into a contract of employment with Wolves SU and as such should adhere to all union policies during the elections process and throughout their employment at Wolves SU.

**Deputy Returning Officer**

Tom Clarke is the Deputy Returning Officer for these elections therefore if you have any other questions in relation to elections or are unsure of anything that you want to use and/or do contact the Deputy Returning Officer for clarification, who will liaise with the Returning Officer where necessary.