

ERB Rules and Regulations 2023

Candidates, please retain this document for reference throughout the campaign.

1 Introduction

- 1.1 It is the responsibility of each candidate and their campaign team to read these Electoral and Referenda Board (ERB) rules and regulations in full, ensure they are adhered to and seek clarification, where required, by emailing psuelections@ul.ie.
- 1.2 Candidates and their campaign teams must obey all instructions from the ERB. Failure to do so may result in disciplinary action being taken by the ERB.

2 Dates

- 2.1 Nominations open: **May 11, at 09:00**
- 2.2 Nominations close: **May 25, at 12:00**
- 2.3 Candidates Meeting: **May 25, at 13:00**
- 2.4 Campaigning begins: After the Candidates Meeting and once all material has been pre-approved.
- 2.5 Hustings: **May 30, time TBD**
- 2.6 Campaigning ends: **May 31, at 23:59**
- 2.7 Voting days: **June 1, at 09:00** ending on **June 2 at 15:00**
- 2.8 Results: **June 2, at 16:00**
- 2.9 The elected officers will begin their term on the third Monday of August.

3 Nominations

- 3.1 Each candidate must be nominated by 20 current (at the time of the election) UL postgraduate students. Nominators can nominate one candidate only for each role (i.e., one for President, one for Vice President Academic and one for Vice President Engagement). Please direct any questions to psuelections@ul.ie.
- 3.2 Each candidate must complete an online nomination form. The link to the form is emailed to all UL postgraduates on behalf of the PSU by the external company that manages the nomination and election process.
- 3.3 On the form, the candidate provides requested details on themselves, their campaign manager and their 20 nominators; completes a manifesto box (max. 500 words); uploads a photograph; and checks a box to declare they are eligible to contest the position and, if elected, to hold office.
- 3.4 Each nominator is required to complete a similar, but shorter, online form.
- 3.5 A refundable deposit of €50 (fifty euro) is payable by the candidate to the PSU. The deposit must be transferred to the PSU bank account by the candidate by close of nominations on **May 25 at 12:00**. Account details will be emailed to the candidate (from psuelections@ul.ie) by the PSU office.

- 3.6 The deposit is refundable only on the day immediately after polling provided that, in the opinion of the Returning Officer, the candidate has run a genuine campaign, abided by the rules and regulations and correctly disposed of all their election material.
- 3.7 Once the online nomination form and deposit have been submitted (by **May 25, 2023 at 12:00** at the latest), the nomination will be considered valid and will be taken to mean that the candidate and campaign manager have given permission to be contacted by the ERB and PSU in relation to the campaign.
- 3.8 The Secretary-General will blind copy (Bcc) all candidates and campaign managers in all announcements other than Teams meeting invites. At the beginning of the email, the Secretary-General will specify who has been included in the email (“This email is being sent to all candidates and/or campaign managers, etc.”).

4 Candidates Meeting

- 4.1 The Returning Officer shall outline the election rules and regulations to the candidates and their campaign managers at the Candidates Meeting, which shall take place on **May 25 at 13:00**.
- 4.2 All candidates and their campaign managers must attend the Candidates Meeting. Failure to do so will result in ERB action.
- 4.3 Details of the meeting will be sent upon receipt of all nominations.
- 4.4 Candidates cannot campaign for people to vote for them until after the Candidates Meeting. Failure to abide by this will result in disciplinary action from the ERB.

5 Campaigning

- 5.1 Campaign material must display the constitutionally prescribed “Issued By ‘Name of Campaign Manager’, Campaign Manager for ‘Name of Candidate’” insertion. Any material without this insertion shall be immediately removed from circulation. This includes all social media forums.
- 5.2 Current Executive Officers not contesting an election may not campaign for any candidate and must remain impartial.
- 5.3 Campaigning must not interfere with lectures.
- 5.4 Campaigning must not interfere with traffic entering, on or leaving campus.
- 5.5 The PSU logo, UL logo or any other logos issued by the PSU or ERB may not be included in campaign material.
- 5.6 A softcopy of all promotional materials (posters, flyers, manifesto summaries, social media and website pages or any other electronic material) must be submitted to psuelections@ul.ie, for the attention of the Returning Officer or their nominee.
- 5.7 While election material can be submitted for approval to the ERB at any point after nominations open up to **May 31, 12:00**, no campaign material can be distributed until after the end of the Candidates Meeting on **May 25, 13:00**.
- 5.8 Campaign material will be approved by the Returning Officer or their deputies or assistants only from Monday to Friday between 09:00 and 18:00.

- 5.9 Approved social media pages can be published publicly only after the Candidates meeting on **May 25**. Any candidate who is in breach of this regulation shall be subject to sanction by the Returning Officer.
- 5.10 Candidates can share one post on their personal social media platforms at the start of the campaign period to indicate their candidacy.
- 5.11 The PSU will share one one-minute video on its social media channels for each candidate throughout the campaigning period. If candidates fail to submit their video by the given deadline, they will forfeit their opportunity to have a video of their choice promoted by the PSU.
- 5.12 Electioneering posters do not need to be stamped by the PSU. Posters without a PSU stamp can therefore be placed on notice boards.
- 5.13 Posters that are not on an official notice board or that are placed in a prohibited area will be taken down and will be subject to the ERB disciplinary measures outlined in section 10.3 below.
- 5.14 Campaign posters may not be installed on the River Shannon islands.
- 5.15 To preserve the impartiality of the PSU and UL Student Life, campaigning or poster by campaign teams is not allowed within the PSU or Student Life buildings, Facebook pages, social media sites or information screens.
- 5.16 Campaigning within the library building and within a distance of five metres outside the library entrance is prohibited.
- 5.17 The chalking of UL walkways by candidates' campaign teams will be permitted only if there are fewer than 10 candidates running in the elections. If there are 10 or more candidates, chalk cannot be used. Chalking building walls and pillars is strictly prohibited.
- 5.18 Candidates and their campaign teams may not distribute food items within the confines of the Red Raisins restaurant.
- 5.19 Untrue or defamatory election material is prohibited. If a candidate 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. The ERB requires the correction to be published in such manner as will ensure that it is communicated to all or substantially all those persons to whom the untrue or defamatory statement was published.
- 5.20 Any tagging or negative comments in social media threads will be reviewed by the ERB and will be subject to the disciplinary measures outlined in section 10.3 below.
- 5.21 Candidates must not copy other candidates on emails to the Returning Officer. The ERB will deal with questions and concerns on a one-to-one basis.
- 5.22 Any candidate, union member, lecturer or person sending email(s) as a candidate or on behalf of a candidate to the UL Microsoft Outlook distribution list(s) will be considered to be in breach of UL's email policies ([Acceptable Usage Policy](#) and [IT Security Policy](#)). 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.

- 5.23 It is an offence for a candidate to be in receipt of sponsorship, gifts or benefit-in-kind from vested commercial or political interests.
- 5.24 Candidates must not breach UL's Code of Conduct or Limerick City and County Council's bye-laws. If a candidate breaches the Code of Conduct or the bye-laws, the ERB shall invoke its disciplinary powers.
- 5.25 All campaign issues and concerns should be addressed to psuelections@ul.ie, and any issues on an election day should be addressed to the designated representative from the ERB through the PSU. The ERB will deal with emailed formal complaints only.
- 5.26 Candidates will be responsible for any littering they leave on the campus from leaflets discarded on the ground and erected in unofficial areas.
- 5.27 The Returning Officer has the authority to delay declaring election results until such time as all election material has been disposed of correctly.
- 5.28 If issues arise that prevent the electorate from voting, voting and campaigning by candidates will be suspended. Once the issue is resolved, candidates will be given time to continue their campaign before the new election date. Candidates cannot create new campaign materials for these additional campaigning days but can reshare previous campaign material once the new election date has been set and they have been officially informed by the Returning Officer or their deputy. In this interlude, candidates can advise through their campaign profiles, with one post, that the election has been delayed.

6 Buildings and Estates Signage Rules

- 6.1 No signage is permitted outside the two entrances to UL.
- 6.2 Refer to Annex 1 for images of where signs can be placed inside the two entrances.
- 6.3 Signage stakes must not be more than one foot deep in the ground.
- 6.4 Signage is permitted along the main campus road for election week only.
- 6.5 Signage must be removed when the election is over.
- 6.6 Signage cannot obstruct the line of sight of pedestrians, vehicle drivers or cyclists.
- 6.7 Signs cannot be erected on any structure other than official notice boards. Signs cannot be erected on trees, plants or shrubbery.
- 6.8 Stickers on UL infrastructure are strictly prohibited and may result in fines from UL Buildings & Estates.
- 6.9 The use of blue or white tack on walls is prohibited and may result in fines from UL Buildings and Estates.

7 Electoral Assistance

- 7.1 Electoral funding assistance of up to €50 per position will be provided by the PSU to the candidates of the three full-time Sabbatical Officer positions.

- 7.2 The funding will be given only on the basis of vouched receipts.
- 7.3 Refunds will be made by electronic bank transfer only.
- 7.4 Candidates must supply bank details via email to psuelections@ul.ie.

8 Voting

- 8.1 To facilitate online voting, all UL computer labs on campus will be considered to be polling stations and are therefore subject to governance as per the PSU constitution. Campaigning of any kind is strictly prohibited within 10 metres of computer labs (applicable if the UL campus is open at the time of the elections).
- 8.2 If an internet outage on campus on an election day lasts longer than 30 minutes, the ERB may extend the election deadline to correspond with the outage time.
- 8.3 On election days, neither the candidate nor their campaign team is allowed to hand anyone a laptop, iPad, tablet, phone or any other device to vote on. Voting is a private act, and you cannot stand beside someone while they cast their vote.

9 R.O.N. Campaign

- 9.1 If a student wishes to run a R.O.N. campaign, they must fill out the declaration form to act as a campaign manager for R.O.N.
- 9.2 R.O.N. material cannot be defamatory towards other candidates. If the ERB deems the material to be so, it will consider what course of action to take against the member running the R.O.N. campaign.

10 ERB Disciplinary Powers

- 10.1 Election observers will be employed by the PSU. They will be visible on campus and in the surrounding housing estates on election days.
- 10.2 The observers are responsible for monitoring all electioneering activities and shall report on any regulation breach to the Returning Officer or their nominee, who will be entitled to take such action as may be appropriate, up to and including disqualification from the election.
- 10.3 If a candidate or a member of their team breaches Schedule 1 of the constitution, Election and Referenda Regulations, the ERB can discipline the candidate by:
 - (i) Public reprimand and monetary fines
 - (ii) Expulsion from hustings
 - (iii) Withdrawal of PSU electoral assistance
 - (iv) Disqualification from the election
- 10.4 In the event of a rule or rules being broken, the ERB may compel the candidate and their campaign team to take specific action. Failure by the candidate and their campaign team to take the specified action in the time allocated may result in disqualification from the election.

Annex 1: Where Signs Can Be Placed

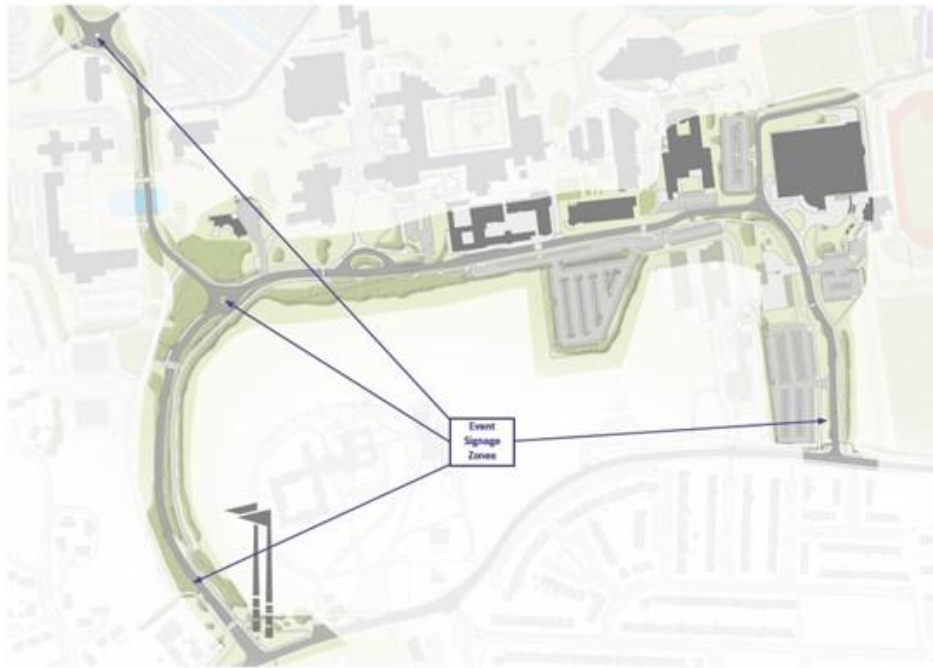


Figure 1: Map of signage zones



Figure 2: East gate entrance



Figure 3: Flagpole entrance