Keele Postgraduate Association

Election Handbook

April / May 2024

Elected term: 1st July 2024 until 30th June 2025

Chief Returning Officer – Atieme Ogbolosingha

Deputy Returning Officer – Michel Ghrayeb

Handbook Contents

KPA ELECTION TIMETABLE, APRIL / MAY 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
15th Nominations open	16th	17th 5.30pm -7 pm: **Information Event – find out more about the roles.** (in room: CBA0.005)	18th 5.30pm-7pm: Online "She Should Run" session	19th	20th	21st
22nd	23rd	24th 5pm: **Nominations Close**	25th 6 pm: Candidate Briefing in Room: CBA0.005	26th	27th	28th
29th	30th	MAY 1st	2nd 12 noon: Deadline for Submission of Election Campaigning Material	3rd 12 noon: Approval of campaigning material 3 pm: **Campaigning Begins**	4th	5th
6th	7th	8th	9th	10th 5 pm: **Hustings** – Room (CBA0.060) and online	11th	12th
13th	14th 9am **Voting opens**	15th	16th 5 pm: **Voting Closes and Campaigning Ends.** 7pm: **Results Announced at Clubhouse and online**	17th	18th	19th

Please note, all deadlines are strict. Failure to adhere to them may result in the candidate being disqualified

The Returning Officer Team

Chief Returning Officer – Atieme Ogbolosingha (kpa.elections@keele.ac.uk)

The Chief Returning Officer is the sole interpreter of the election guidelines and regulations and will be responsible for the running of the KPA elections.

Deputy Returning Officer – Michel Ghrayeb (Vice President) (kpa.vp@keele.ac.uk)

The Deputy Returning Officer is to assist the Chief Returning Officer in their capacities.

Please note: all communications regarding the election should be directed to the Returning Officers team via email to: kpa.elections@keele.ac.uk

We aim to respond to all queries within 24 hours. Queries sent at weekends may take longer.

In the unlikely event that neither of the Returning Officers are available to respond to a query, the KPA Co-ordinator (Alison Tansey) will respond.

Available Positions

Please note that our Constitution is currently under review, which may result in changes to the titles of certain roles in the future.

Paid Positions

- KPA President (full-time) - £21,908.28 per year
- KPA Vice President (full-time) - £21,908.28 per year
- KPA Secretary (part-time, 0.3 FTE) - £6,572.48 per year

Voluntary Positions (unpaid)

- Student Trustee
- KPA International Officer
- KPA Equality & Diversity Officer
- KPA Activities Officer

Paid full-time roles will commence on 3rd June 2024 and there will be a paid handover period of one month.

The Association Secretary and all Voluntary roles will commence on 1st July 2024. From this date onwards, elected Officers will be expected to participate (online or in person) in regular committee meetings, as required.

For all roles, the elected term will end on 30th June 2025.

Role Descriptions for Available Positions:

All the below roles should be regarded as development opportunities, through which postgraduates can develop and grow their existing skills and learn new ones, which will assist in their future career prospects. They do not need prior knowledge to become an Officer but a basic understanding of their responsibilities during their term of office is essential. They must make efforts to learn how to deal with a variety of situations and be accountable at all times to the membership who have elected them. They will receive support and training.

KPA President (full-time Sabbatical position, £21,908.28)

- Full-time
  - Paid one-month handover commences on 3rd June 2024
- The President will take over formal responsibility for the role on 1st July 2024
  - The role ends on 30th June 2025
- The President is the leader of the organisation
  - Trustee of the KPA and Chair of the Board of Trustees
- Involved in all aspects of running a charity
  - Line managing two permanent paid staff members (the KPA Co-ordinator and Senior Clubhouse Manager)
  - Overseeing the work of all elected Officers
  - As a trustee, the President must make their best effort to attend all trustee meetings
- The President must ensure that they and the elected officers are visible and accountable to the membership whilst carrying out their roles
- They will liaise with various University departments
  - Finance Team
  - Human Resources
  - Payroll
- They will be expected to understand, oversee, and influence the finances of the Clubhouse and the Association
- Report to members and the trustee board regularly
- Jointly responsible (with the Vice President) for the implementation of policies and budgets approved by the KPA Board of Trustees
- Lead representative of postgraduates to the University
  - Ex-officio member of University Council
- Responsible for articulating the needs, thoughts, and concerns of postgraduate students to the University through various channels. The most central of these is University Council, where the President acts as a <u>Student</u> representative of the Council of Keele University with specific expertise in students, rather than as Chair/President of the KPA.
- Attend various University committees and represent students through consultation events and written contributions.
- Working hours generally from Monday to Friday, 9am until 5pm
  - 39 hours per week on KPA matters.

KPA Vice President (Full-time sabbatical position, £21,908.28)

- Full-time, paid Sabbatical position
  - Paid one-month handover, commencing on 3rd June 2024
- Vice-President will take over formal responsibility for their role on 1st July 2024
  - Role ending on 30th June 2025
- Vice President:
  - Deputy leader of the organisation
  - Trustee of the charity.
  - Support the President in their duties.
  - Undertake all duties and responsibilities of President in their absence.
  - Assist in day-to-day running of the Association and should make themselves familiar with all matters being dealt with by the President (Including overseeing finances and staffing matters)
  - Public spokesperson for the Association.
  - Jointly responsible for communication with the University
  - Is expected to act as Deputy Returning Officer in KPA Elections.
- University meetings attended by Vice President will predominantly focus on improving the academic provision at Keele University.
  - The successful candidate will be the KPA's representation on Keele University Committees, including but not limited to;
    - Education Committee
    - All the Faculties' Education Committees
    - Race Equality working groups
    - Invited to attend student disciplinaries as a panel member
    - Faculty-student voice committees.
- Vice President is a trustee of the charity and must make their best effort to attend all trustee meetings
- Working hours generally from Monday to Friday, 9am until 5pm
  - The number of hours worked on KPA matters will be 39 hours per week

Association Secretary (Part-time position, £6,572.48)

- Part-time, paid officer role
  - Commencing on 1st July 2024
  - Ending on 30th June 2025
  - No paid handover period for this role
- Association Secretary
  - Responsibilities include, but not limited to:
    - All matters regarding Association membership
    - Creation of agendas and keeping minutes for General Meetings
    - Sharing responsibility for chairing meetings with the Student Trustee
    - Running all elections of the Association as Chief Returning Officer
    - Representing postgraduate students at various levels within the University

- ▪ The Secretary also has a share in student-facing communication, being responsible for gathering information and keeping members informed about upcoming events, issues, and postgraduate-related news on a regular basis
- ▪ As with other roles, as an Officer of the Association there are many opportunities and responsibilities associated with the role. This means that some of the responsibilities of the Association Secretary are open to negotiation, affording them the opportunity to campaign or in some way contribute to something that they wish, subject to approval from the President
- Association Secretary is a Trustee of the charity and must make their best effort to attend all trustee meetings.
- Association Secretary expected to work for 12 hours per week on KPA matters.
  - o Regular working hours shall be discussed and agreed upon with the candidate.

Student Trustee:
- Voluntary role (unpaid).
  - o Commencing on 1st July 2024.
  - o Ending on 30th June 2025.
- Student Trustee
  - o Elected student member of the KPA Trustee Board.
  - o Responsibilities include:
    - ▪ Ensuring the Association acts in best interests of its members
    - ▪ Ensuring good governance and financial stability, as well as contributing towards the overall strategy
    - ▪ The trustees hold senior staff to account and set the staffing and financial policies of the union
    - ▪ Chairing KPA General Meetings alongside the Association Secretary
  - o The Student Trustee is a trustee of the charity and must make their best effort to attend all trustee meetings

International Officer*
- Voluntary role (unpaid)
- International Officer's role
  - o ensure that all the Association's activities take into account, and represent, international students as a priority
  - o Engage with University's internationalization strategies
  - o Direct KPA strategy to represent postgraduate international students fairly
  - o Cater to international students' needs and ensure accessibility to the postgraduate community
  - o Promote cultural understanding within the community
  - o Help international students transition to life at Keele, especially during arrival periods

- o Run at least one campaign focused on internationalism and cultural understanding yearly
  - o Have opportunities to attend and contribute to University committees and working groups
- Member of KPA Committee but **not** a trustee of the charity.
- Portfolio largely negotiable
  - o Encouraged to work towards manifesto aims
  - o Plans should be discussed with President, Vice-President, and Association Secretary
  - o Approval of plans required from the President

Equality and Diversity Officer*

- Voluntary role (unpaid).
- Equality and Diversity Officer:
  - o Ensure all Association activities are accessible and represent the diverse population of Keele's postgraduate community
  - o Engage with University's Equality and Diversity strategies
  - o Promote equality throughout the University
  - o Run at least one campaign per year focusing on equality and diversity themes
  - o Opportunities to attend and contribute to University committees, tasks and finish/working groups associated with the role
  - o A budget will be dedicated to this role to assist the Officers in achieving their manifesto pledges and to run the one campaign they are required to do
  - o The amount of this budget will be agreed after the election process has concluded
- Member of KPA Committee but **not** a trustee of the charity.
- Portfolio largely negotiable:
  - o Encouraged to work towards manifesto aims
  - o Plans should be discussed with President, Vice-President, and Association Secretary
  - o Approval of plans is required from the President

Activities Officer:

- Voluntary role (unpaid)
  - o Commencing on 1st July 2024.
  - o Ending on 30th June 2025.
- Activities Officer
  - o Responsible for planning and executing events to help support and improve postgraduate experience
  - o In collaboration with other members of the KPA Committee, they are responsible for designing and organising events to provide a range of activities for postgraduate students from a wide range of backgrounds and should work closely with all the other Officers to ensure that this happens

- The Officer may be required to work with Keele SU, in order to ensure that the wide variety of backgrounds and tastes found among the postgraduate community are catered for
- Opportunities to attend and contribute to University committees, task and finish/working groups associated with events and activities across the University.
- The Activities Officer is a member of the KPA Committee but is **not** a trustee of the charity.

Being a Trustee of a Charity:

The following roles involve being a trustee of the KPA:

- The President
- Vice President
- Association Secretary
- Student Trustee

Trustees are in charge of running a charity and making sure it follows its objectives and abide by its constitution and charity regulations. Trustees have a legal responsibility for a charity's management and administration. Please refer to this guide to understand what it means to become a trustee of a charity: https://assets.publishing.service.gov.uk/media/64b65c9b71749c001389ed26/CC3_feb20.pdf

More information here: https://www.gov.uk/government/collections/5-minute-guides-for-charity-trustees

The KPA is governed by the laws relating to charities and is registered with the Charity Commission as an Unincorporated Charity (charity number: 1143888).
More detail can be found within the **KPA Code of Practice.**

The Election Process – Key Milestones

All candidates are expected to familiarise themselves with the KPA Election Rules and adhere to them throughout the election process. These are available in Appendix 1.

Nominations

To nominate yourself, please send an email from your Keele email account to the Chief Returning Officer (kpa.elections@keele.ac.uk) **by 5 pm on Wednesday 24th April 2024**. This email must include your name, student number, and the position that you wish to run for.

To nominate yourself, you must be a full member of the Keele Postgraduate Association at the close of voting to be eligible to run in these elections. A full member is defined in the KPA Constitution as: "A registered postgraduate student at Keele University".

Candidates who are running for part-time and voluntary positions must have at least 4 months remaining as a registered student from the close of voting. Please note that no person can hold a paid officer position for more than two years in total at Keele University - this includes terms served within Keele University Students' Union (Keele SU).

Every year we run a "Recommend a Friend" campaign, which you can use to encourage a friend to run in the elections. Students nominated by a friend will be invited by the KPA to stand for election but will still be required to nominate themselves for a specific position.

Candidate preparation

Following the close of nominations, a **Candidate Briefing will be held in person and online, on Thursday 25th April at 5pm,** to ensure that all candidates understand the election process and what is expected of them. This is also an opportunity for candidates to have any questions answered and seek clarification on the various KPA Election Rules from the Chief Returning Officer and Deputy Returning Officer. *All candidates must attend the Candidate Briefing*.

Candidates will then have one week to prepare and submit their campaign materials to the Returning Officer team via email to kpa.elections@keele.ac.uk: the deadline for this is **Thursday 2nd May at 12 noon.** Candidates must also specify how they wish to use their allocated 30 printed A4-size-pages i.e., what combination of A4 and A5, manifestos and posters they would like.

The Returning Officer team will then review the submitted materials, request any necessary amendments, and then confirm their approval **at 12 noon on Friday 3rd May**. Following this, the candidate's materials will be printed and will be ready to collect later the same day.

Campaigning

Campaigning will officially begin **at 3pm on Friday 3rd May.**

A key element of campaigning in the KPA elections is **Candidate Hustings, which will take place in person and online on Friday 10th May at 5 pm,** in the room specified in the timetable. This is an opportunity for candidates to meet the membership, advertise their candidacy by giving a short two-minute speech where they will introduce themselves and talk about their ideas and plans for the role that they are standing for, and then answer any questions that are asked by the members.

The KPA reserves the right to hold Hustings online only, when it is deemed more suitable.

Voting

Voting will open at 9 am on Tuesday 14th May and close at 5 pm on Thursday 16th May.

Voting in the KPA Elections takes place electronically, via email. Every postgraduate student currently registered at Keele University will be eligible to vote and will receive a voting email when voting opens. This email will contain a unique link to the individual's voting card.

The KPA has prepared advice on how to vote in the KPA elections on its website, here: https://www.kpa.org.uk/_files/ugd/db789e_9d7cfa9b392d4a5a9d3300f9e4d5548c.pdf

Results

Results of the KPA Election will be announced at 7 pm on Thursday 16th May at the KPA Clubhouse. We encourage all candidates and members to join us for the announcement and to celebrate the newly elected officer team.

The KPA reserves the right to hold the result session online only, when it is deemed more suitable.

An email containing the full results, and a breakdown of how voting played out, will also be sent to all KPA members, once the in-person announcement has been made. The results will also then be posted on the KPA website and shared via the KPA's social media accounts.

KPA Committees

The KPA is constituted by a number of committees. Each committee will meet at fixed intervals, which may change according to the business needs of the KPA. The function and membership of each committee are listed below. The Chair of each committee is also indicated.

Trustee Board

The Trustee Board is responsible for upholding the objectives of the Association, the management and administration of the Association, strategic development, and the budgets. All trustees are entitled to vote.

President (Chair)

Vice-President

Association Secretary

Student Trustee

3 External Trustees (with another two external positions currently available)

Association Executive Committee

The Executive Committee is responsible for the day-to-day running of the Association. All members of this committee are entitled to vote.

President (Meeting Chair)

Vice-President

Association Secretary

Activities Officer

Equality and Diversity Officer

International Students Officer

Appointments Committee

The Appointments Committee is responsible for appointing non-Officer Trustees, awarding honorary membership, and co-opting vacant positions (if any) on the Executive Committee. All members of this committee are entitled to vote.

President (Meeting Chair)

Vice-President

One Officer from the Executive Committee

One other Trustee

Finance and Assets Management Committee

This Committee deals with the running of the KPA Clubhouse and the commercial aspects of the KPA as a business.

President (Chair)

Vice-President

Association Secretary

1 External Trustee

*Senior Clubhouse Bar and Entertainment Manager

*Clubhouse Deputy Manager

*University Finance Officer

*University Human Resources Officer

*University Catering and Retail Representative.

*These members of the committee have <u>no</u> voting rights

Bursary Awards and Scholarships Committee

This Committee is responsible for the allocation of KPA scholarships, bursaries, and awards.

President (Chair)

2 Officers / Trustees

4 + Senior University Staff

Governance, Strategy and Risk Working Group

This group is a sub-group of the Trustee board. It is responsible for the strategic direction of the charity, ensuring that the charity is governed effectively and appropriately, addressing all risks associated with the charity.

President (Chair)

Vice-President

At least one External trustee and/or Student trustee, depending on availability and interest.

Clubhouse Redevelopment Working Group

This group is responsible for the assessment and implementation of the needs of the KPA Clubhouse in terms of both space and facility both currently and in the future. This includes (but is not limited to) alignment with the Association's charitable objectives and the financial sustainability of the Clubhouse.

President (Chair)

Vice-President

Clubhouse and Entertainment Manager

Clubhouse Deputy Manager

At least one External trustee and/or Student trustee, depending on availability and interest.

Employment Working Group

This group is responsible for addressing the Association's employment responsibilities, by reviewing policies and procedures and providing line-management guidance and support, as well as providing guidance on contractual matters.
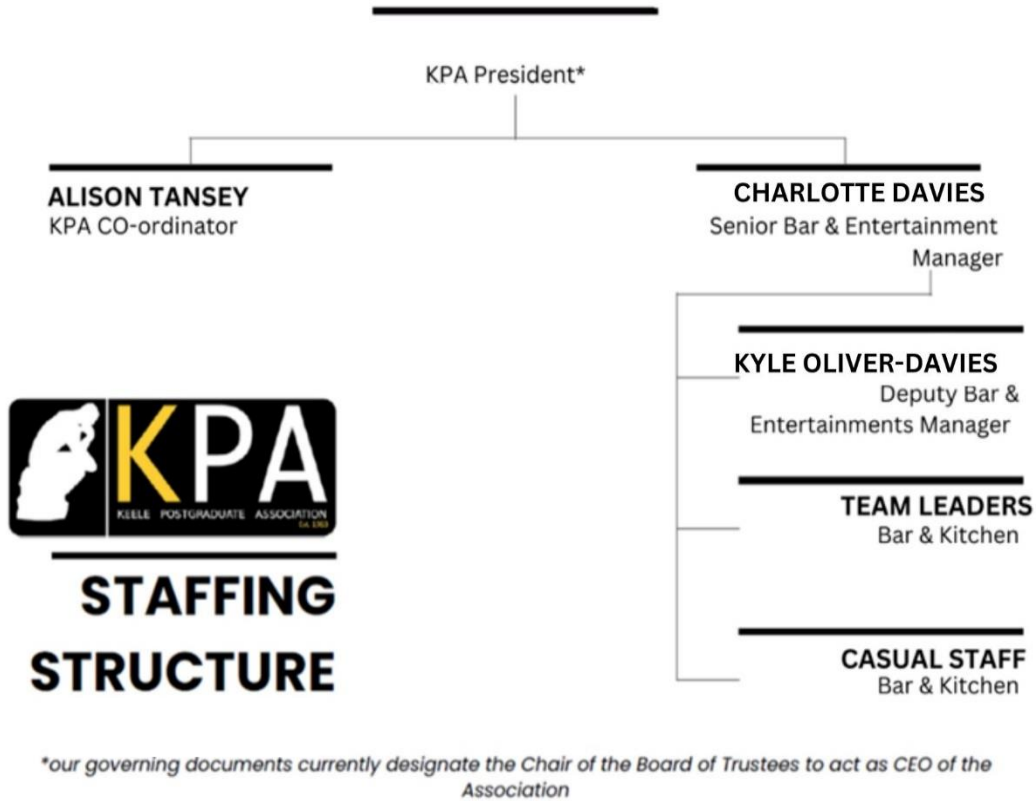
President (Chair)

Vice-President

At least one External trustee and/or Student trustee, depending on availability and interest.
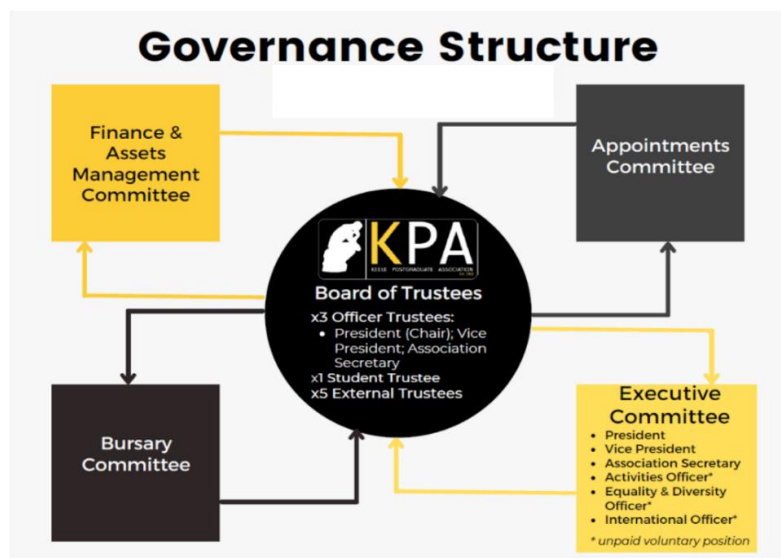
KPA Organisational Charts

KPA Staffing Structure

Below is a diagram which illustrates our KPA Staffing structure, as of March 2024, for reference:

KPA Governance Structure

Below is a diagram which illustrates our KPA Governance structure, as of March 2024, for reference:

Appendix 1: KPA Election Rules

By nominating themselves all candidates agree to comply with the election rules set out in this document.

Throughout the election process, all candidates continue to be bound by sets of rules that have a bearing on their conduct at Keele University. These include:

- Keele University Regulations, in particular, Regulation B1: Student Discipline and related policies such as the Bullying, Harassment, and Victimisation Policy
- KeeleSU Member Code of Conduct

A breach of any of the above will put a candidacy in jeopardy and all of the above rules are enforceable by the Chief Returning Officer and Deputy Returning Officer as election rules.

If any student who is running in the election is currently under investigation for alleged breach of one of the above rules or has been found to have broken them at any time during their studies at Keele University, they must notify the election team at the earliest opportunity.

The Chief Returning Officer shall be the sole interpreter of the election guidelines and regulations and will be responsible for the running of the Keele Postgraduate Association elections. Alleged breaches of any of the election rules will be thoroughly investigated by the Chief Returning Officer in collaboration with the Deputy Returning Officer and **could result in the immediate disqualification of the candidate from the election cycle.**

1. Nominations

1.1. To nominate themselves, students must send an email from their Keele email account to the Chief Returning Officer (kpa.elections@keele.ac.uk) by the date specified in the election timetable. This must include their name, student number, and the position they wish to run for.

1.2. A candidate must be a full member of the Keele Postgraduate Association at the close of voting to be eligible to run in these elections. A full member is defined in the KPA Constitution as: "A registered postgraduate student at Keele University".

1.3. Candidates who are running for part-time and voluntary positions must have at least 4 months remaining as a registered student from the close of voting.

1.4 Candidates elected to the paid Officer roles will be required to have a presence on campus for most of their working hours

1.5. Candidates elected to the voluntary Officer roles will be required to be present on campus for at least part of the time they are in the role, making these hybrid positions.

1.6. Nominations <u>cannot</u> be submitted on behalf of third parties/other students. Where a "Recommend a Friend" campaign is in operation, a student nominated by a friend will be

invited by the KPA to stand for election but will still be required to nominate themselves for a specific position.

1.7. No person shall hold full-time and/or paid elected office for more than two years in total at Keele University - this includes terms served within Keele Students' Union (KeeleSU). This is in accordance with the 1994 Education Act section 22.f. which can be found here: http://www.legislation.gov.uk/ukpga/1994/30/section/22

1.8. No candidate may be involved in the administration, overseeing, or coverage of the elections.

1.9. A candidate may withdraw from the election at any time up until voting opens, by notifying the Returning Officer Team by email at kpa.elections@keele.ac.uk.

2. Engagement with election events

2.1. All candidates are expected to attend and participate in a Candidate Briefing session facilitated by the Returning Officers. Failure of a candidate to attend the Candidate Briefing without a valid reason provided in advance will result in the student's disqualification from the election process. When a valid reason is provided in advance, the Returning Officers will make alternative arrangements with the candidate to explain the election process and rules to them at another time convenient to them. If they do not take up this offer they will be disqualified.

2.2. As part of the campaigning process, all candidates are required to participate in Candidate Hustings. All candidates are required to make a short, two-minute speech where they will introduce themselves and talk about their ideas and plans for the role that they are standing for. They will also be expected to answer any questions that are asked by the members. Failure of a candidate to attend Hustings without a valid reason, provided at least 12 hours in advance, will result in the student's disqualification from the election process. When a valid reason is provided in advance, the Returning Officers will make alternative arrangements with the candidate. The alternative arrangements may include mitigations such as: asking the candidate to submit their speech as a video recording in advance of Hustings.

3. Campaign materials

3.1. All Candidates are required to prepare a manifesto (maximum two sides of A4 in length). Candidates may also choose to prepare one poster design (one A4 page), and one short campaign video, of no more than one minute in length.

3.2. All election materials are to be submitted, in JPEG/MP4 format, to the Chief Returning Officer via email (kpa.elections@keele.ac.uk) by the date specified on the election timetable (found in the Elections Handbook). No materials can be produced after the deadline. Failure to submit a manifesto will result in the automatic disqualification of a candidate from the election.

3.3. All election material produced must include the candidate's name, a photograph of the candidate, and the position they are running for. Other content included in the material is at

the discretion of the candidate and the Returning Officers (candidates will be advised as soon as possible if their material is deemed inappropriate).

3.4. Candidates are not permitted to include any copyrighted or trademarked intellectual property on their campaign materials, this includes (but is not limited to) the use of KPA, Keele University, KeeleSU, and society/club logos.

3.5. Only approved election materials can be used in campaigning – no other posters or pictures can be created or used.

3.6. Candidates may display their campaign materials on noticeboards across the University, providing they have permission from the relevant building manager or staff member.

> 3.6.1. It is the candidate's individual responsibility to arrange for the removal and proper disposal of all their campaign materials at the conclusion of the election.

> 3.6.2. Candidates must not distribute material in unauthorised areas, including areas that will interfere with nature (e.g., on trees), deface property (e.g., directly onto walls where there is no noticeboard), or obstruct the view of information (e.g., on top of other posters or signs).

3.7. Candidates can only alter, move, or remove their own campaign materials.

3.8. The KPA cannot take responsibility for any posters being removed or otherwise tampered with by members of the public (including university students not involved in the elections as a candidate, or as part of a candidate team).

3.9. The Returning Officers will ensure that a single copy of each candidate's manifesto and poster will be printed and displayed in the large windows on the front of the KPA Clubhouse nearest to the entrance. Materials will be printed double-sided and sellotaped to the inside of the window so that they are visible both from inside and outside the Clubhouse.

3.10. Printing of campaign materials:

> 3.10.1. All candidates will be allocated 30 printed A4 size pages, provided by the KPA. Candidates will be asked to specify what combination of A4 and A5, manifestos and posters they would like. Resource levels may be adjusted by the Returning Officers at any time, ensuring equal treatment for each candidate. All candidates will be notified by email if this happens.

> 3.10.2. Candidates are not permitted to reproduce their printed election materials.

> 3.10.3. Candidates are not permitted to make badges, placards, stickers, or any other materials to promote themselves.

4. Campaign Publicity

4.1. Candidates are expected to take steps to ensure they do not (through action or inaction, accidentally or with intent) do anything that is against the rules specified in this document, or place doubt on the integrity of the election process.

4.2. Campaigning is limited to positive use only. The KPA defines positive campaigning as campaigning which is entirely focused on the candidate running for election and their perceived positive attributes and policies. Candidates may question other candidates' policies but must not refer to their personality or character. Campaigning must be undertaken in a responsible and respectful manner as defined by the Returning Officer Team.

4.2.1. No publicity shall contain any reference to another candidate.

4.2.2. No publicity shall contain any offensive or threatening language or content.

4.3. Endorsements

4.3.1. No KPA or KeeleSU Elected Officer, Trustee, or Employee shall publicly endorse any candidate for election in their official capacity. If the Elected Officer, Trustee, or Employee is a full member of the KPA then they are permitted to endorse a candidate (or candidates) in a personal capacity using their personal modes of communication.

4.3.2. No organisation (or society) may endorse any of the candidates standing for election.

4.4. Campaign Teams – These include anyone who distributes publicity or campaign material or actively encourages other students to vote for a candidate.

4.4.1. No KPA or KeeleSU Elected Officer, Trustee, or Employee is permitted to engage in campaign activities for a specific candidate or act as a member of a candidate's campaigning team. They are permitted to engage in the general promotion of the democratic process. Candidates are responsible for briefing their campaign team on the rules and for the conduct of their campaign team.

4.4.2. Breaches of the rules by campaign team members will be treated as breaches by the candidate.

4.5. Face-to-face Campaigning

4.5.1. Candidates may approach people and ask for their vote in the KPA Elections. However, they must be considerate and respectful of people's privacy and personal space.

4.5.2. Candidates must not harass, intimidate, coerce, or otherwise incentivise, any individual under any circumstances.

4.5.3. Candidates may only approach people in communal spaces, such as outdoor areas, the KPA Clubhouse, the SU Building, or the Chancellors Building social spaces. They must not approach people in educational settings including (but not limited to): teaching rooms, offices, the campus library, and the medical library. They must not approach people in private or inappropriate spaces including (but not limited to): accommodation, religious areas, or bathrooms.

4.6. Online Campaigning

4.6.1. All candidate materials will be posted by the Returning Officers on the KPA's social media accounts (which may include sharing materials to relevant pages/groups

e.g., the Keele Postgraduate Life Facebook page) and website. They will also be circulated by the Returning Officers via the KPA mailing list.

4.6.2. Candidates are not permitted to campaign within closed groups on social media, which other students may not have access to e.g., society pages, accommodation group chats, etc. This includes all forms of online communication on social media, Microsoft Teams, and messaging apps.

4.6.3. Paid sponsored adverts on social media are not permitted.

4.6.4. Only approved campaigning materials can be displayed on social media. Candidates may elaborate on their pledges in the text under their material, but no new material may be produced.

4.6.5. Candidates may not circulate their campaign material to any mailing list or Microsoft Teams team/channel.

4.6.6. Candidates must also not create their own mailing lists or send emails or Microsoft Teams messages to people that they do not know personally, or who do not know them. This means that, while candidates are allowed to contact their personal friends via email, Microsoft Teams, and other means, they are not allowed to send emails or Microsoft Teams messages to people such as those on their course/modules or in their accommodation (including Halls of Residence) whom they have not had previous personal contact with.

4.6.7. Candidates are also not permitted to add campaigning information to their Keele outlook email signature(s).

4.7. No KPA employee or volunteer can publicly show bias or preference for any candidate throughout the election period. This includes staff whilst working, student volunteers when acting in an official capacity, and the elected officer team while undertaking their duties. This includes (but is not limited to): endorsing candidates whilst working or acting in an official capacity, liking or reacting to candidates' campaigning posts shared on Keele-related social media pages/groups, and sharing or commenting on social media posts made by candidates on Keele-related social media pages/groups.

5. Voting

5.1. Every postgraduate student currently registered at Keele University will be eligible to vote.

5.2. An email containing a unique link to the individual's voting card will be sent once voting opens. Instructions on how to vote will be given within the email. In the event of technical errors with the online voting system, voting may be conducted via paper ballot or may be done via email. This decision is at the discretion of the Returning Officers. In such an event, students will be notified by email how they can vote and the time limits that they can vote in.

5.3. All votes must be entered within the times and dates specified in the email. If any member tries to vote after voting closes, their vote will not be counted.

5.4. Voting will take place using the single transferable vote method.

6. Appeals

6.1. Should anyone wish to lodge an appeal in light of electoral irregularity, they may do so within 72 hours of the election results being announced.

6.2. All appeals must be made in writing, directly to the KPA Appeals email address (kpa.appeals@keele.ac.uk) which will be monitored and dealt with by an external trustee of the KPA. The appeal will be considered by the Appeals Committee, which is made up of KPA trustees who have not been involved in the election process.

6.3. It is the candidate's sole responsibility to produce evidence to support their appeal.

6.4. An appeal will only be considered under the following circumstances:

a) There has been an error in the electoral procedures.

b) A candidate can substantiate proof that there was bias in the actions of a Returning Officer.

c) A candidate can substantiate proof that a successful candidate has broken the election regulations and procedures.

-END OF ELECTION RULES-

- END OF HANDBOOK –