

NUS Referendum Regulations

This document outlines the supplementary regulations that will govern the referendum happening on City Students' Union affiliation to the NUS UK and the NUS Charitable Services. It seeks to give campaigners and students clarity on what they can and cannot do during the referendum.

As per [Bye-Law 2: Referendums](#) the campaigning regulations for this vote should be consistent with those outlined in [Bye-Law 3: Elections](#). These regulations give clarity to Bye-Law 3 and outline the rules the Deputy Returning Officer and Returning Officer will govern the referendum with.

General

1. A referendum is a ballot in which all Student Members of the Union are entitled to cast a vote. All and only Student Members may vote in Union referendum; this includes the elected full time Sabbatical Officers.
2. A resolution may only be passed by Referendum if at least 1,091 Student Members cast a vote and a simple majority of the votes cast are in favour of the resolution.
3. The Referendum vote will take place online, but on campus campaigning is permitted.
4. The options for Student Members when voting shall be 'yes', 'no', and 'abstain'.
5. The outcome of the Referendum shall normally be released within one working day of the voting closing.
6. These rules are in addition to general Union and University rules.

Returning Officer and Deputy Returning Officer

1. The Board of Trustees appoints the Returning Officer and Deputy Returning Officer annually.
2. The Returning Officer is Alvin Ramsamy (Queen Mary Students' Union). The Deputy Returning Officer is Sayed Alkadiri (City Students' Union).
3. The Returning Officer has sole responsibility for interpretation of the Referendum rules and Union Bye-Laws.
4. The Deputy Returning Officer has delegated responsibility from the Returning Officer to implement the regulations including issuing sanctions, overseeing the count and answering questions.
- 3.

Registering to Campaign and Being a Campaigner

1. The Union shall facilitate the creation of campaigns for and against the question.
2. All and only Student Members will be able to register to join either side of the campaign as a campaigner to build their case and to canvas voters.
3. To register to be a campaigner the online registration form must be completed before the deadline communicated by the Deputy Returning Officer. Only correctly completed forms will be valid.
4. The deadline for registering to be a campaigner is Monday 20th March, 23:59 (GMT).
5. At point of registration Student Members will be given the option to mark their interest in becoming a Lead Campaigner.
6. It is the Leader Campaigner(s) responsibility to:
 - a. To lead the activity of the campaign.
 - b. To bring the campaign side together.

- c. To ensure campaigners adhere to the referendum regulations, Union policy and University rules.
 - d. To facilitate the creation of the campaign's 'case' and upload it onto the Union website by the deadline.
 - e. To communicate with the Deputy Returning Officer(s) on behalf of the campaign as needed.
7. Each campaign can have up to three (3) Lead Campaigners, it is up to each campaign to decide who and how they wish to organise their campaigners.
 8. By becoming a campaigner all Student Members agree to be subject to Union Articles, Bye-Laws, regulations, Policy and values.
- 4.

Campaigner Briefing

1. A campaigner briefing for both sides of the question will be held after the registration deadline.
2. At this meeting, the Deputy Returning Officer will explain the referendum process, outline campaigning guidelines, set the tone of the referendum, and facilitate the election / appointment of the Lead Campaigners.
3. All campaigners will have the opportunity to ask questions about any aspect of the referendum process.
4. If a campaigner is unable to attend the briefing, they must inform the Deputy Returning Officer in advance by email. Additional training may be provided.
- 5.

Cases 'For' and 'Against' the Question

1. Once the Union has facilitated the creation of a campaign for and against the question each campaign team will be asked to provide a case for their argument.
2. Cases must be submitted to the Union by Lead Campaigners by Thursday 23rd March, 13:00 (GMT).
3. No changes to the cases will be accepted after the deadline.
- 6.

Campaign Materials

1. All publicity materials must be submitted by a Lead Campaigner to the Deputy Returning Officer or their nominee by email to SUElections@city.ac.uk before use for approval.
2. Lead campaigners should allow up to 48 hours for approval. The Deputy Returning Officer reserves the right to reject content.
3. Campaign teams may not use the Union logo, the University logo or University crest; or the branding, format or logo used by the Union in any awareness campaigns for the referendum.
4. Campaign teams may use social media assets, videos, banners etc. These also require the approval of the Deputy Returning Officer or their nominee.
- 7.

Campaigning and Conduct

1. Campaigners and campaign teams should not undertake activity which others could not also reasonably do.
2. Lead Campaigners and campaigners must take reasonable steps to ensure that their actions comply with Union, University, and referendum rules at all times and must be able to demonstrate this in the event of a complaint against them.
3. Campaigners may only use mailing lists where lawful to do so. In most cases this will require the consent of the members on the list to use their details.
4. Use of bulk unsolicited direct messaging is not permitted.

5. Campaigners may use WhatsApp or other messaging apps for campaigning to contact students within their personal network but must not 'harvest' student's personal telephone numbers from larger groups for bulk messaging purposes.
6. Campaigners must allow voters to cast their vote freely and must not communicate with voters in any way once they have begun to complete their ballot.
7. Campaigners may use social networking sites for campaigning.
8. Union computers or resources (including membership lists and other data) may not be used to assist with campaigns.
9. University email addresses must not be used for campaigning purposes for any email sent on behalf of a campaign to more than 20 students.
10. Messages or posts via Moodle (City's virtual learning environment) are not permitted.

Campaign Team Budget

1. Campaign teams must not exceed their budget limit.
2. Campaign teams must nominate a Lead Campaigner to control the finances of the campaign. It is their role to:
 - a. Control the finances of the campaign.
 - b. Submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer no later than 1 hour after polls close.
 - c. Notify the Deputy Returning Officer if the campaign team does not spend any money during the referendum.
3. Each campaign team may have their campaign expenses reimbursed up to a maximum of £100.
4. No campaign team may spend more than £100 on campaigning and publicity.
5. No Society funds may be used to finance a campaign.

Elected Sabbatical Officers

1. The currently elected Sabbatical Officers are permitted to campaign for or against the question but must register themselves as campaigners using the same process as other Student Members.
2. If Sabbatical Officers don't register as campaigners, they will not be permitted to campaign for or against the question on campus or on social media.
3. Sabbatical Officers are Student Members and can vote in the referendum.
4. Sabbatical Officers that haven't registered as campaigners are permitted to encourage Student Members to vote in the referendum.
5. Sabbatical Officers may share the Union's neutral referendum promotional material on their work and personal social media accounts, should they wish to do so.

City University and City Students' Union Staff

1. Students working for the Union, University or subcontractor may not engage in any campaigning activity during their working hours.
2. City, University of London, and City Students' Union staff should not engage in the campaigning activity of the referendum; this includes but is not limited to: sending emails on behalf of campaign, giving one side of the question a chance to speak and not the other and telling students how they should vote.
3. Staff are permitted to share central City Students' Union communications to encourage students to engage in the referendum and use their vote.

