1. Eligibility
Only full members of the Association, who meet the definition detailed by clauses 12.1 and 12.3 of our Constitution as detailed below, can stand for election:

12.1 Each and every registered student, aged 18 or over, who has not opted out by notifying the General Manager of his or her wish not to be a Member of the Association;

12.3 Any student who has achieved their registered qualification and applied for and been granted extended membership to cover a gap in registered student status not exceeding twenty-four months.

In addition, Candidates must not have been expelled from membership following a disciplinary decision of the Association.

2. Role available and role-specific eligibility
This by-election is for one vacant role:
➢ President

As the President also acts as a charity Trustee for both the Open University Students Association and Open University Students Educational Trust (OUSET), candidates must not be disqualified from serving as a charity Trustee or as a company director.

Prospective candidates should read the Charity Commission guidance to check that they are no disqualified, this can be found at https://www.gov.uk/guidance/charity-trustee-disqualification.

Further details including role descriptions and summary information can be found on the online voting website at www.ersvotes.com/oustudents.

3. Timetable
These are the key dates that all candidates should note and bear in mind. Where given, times are all GMT UK.

<table>
<thead>
<tr>
<th>Nominations Open</th>
<th>Friday 9 June 2017</th>
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<tbody>
<tr>
<td>Nominations Close</td>
<td>Sunday 18 June 2017 at 11:59pm (midnight)</td>
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Candidate profiles launched on the online voting website www.ersvotes.com/oustudents Thursday 22 June 2017

Hustings period Thursday 22 June to Thursday 6 July 2017

Voting opens Thursday 6 July 2017

#voteOUstudents day, where there will be a publicity drive to encourage students to vote Monday 10 July 2017

Voting closes Sunday 16 July 2017 at 11:59pm (midnight)

Results announced in the news feed on our main website www.open.ac.uk/ousa Tuesday 18 July 2017 at 10am

4. Nomination form

In order to stand for election, candidates must fully complete a nomination form via the online voting website at www.ersvotes.com/oustudents. The candidate profile, election statement, answers to the 8 questions, photograph and video will all be published on the voting website. You can save a partially-completed nomination form and return to complete it at a later stage, as long as the final version is submitted by the deadline. All positions are open for candidates to self-nominate. Therefore candidates do not need to find supporting nominators.

Eligibility will be checked using the details provided and it is up to candidates to ensure this is complete and accurate otherwise their candidacy will be rejected.

Candidates must submit a statement (otherwise known as a manifesto) of no more than 500 words as part of the nomination form. This is a limit and not a target, but please be aware that additional words will be deleted. These will not be proof-read or adjusted for the accuracy of spelling and grammar, but we will remove inappropriate wording. This statement gives the candidate an opportunity to tell voters why they are standing and why voters should vote for them.

Many candidates will never have stood for an election before and so more information on how to go about being a candidate and writing a manifesto is available on the online voting website via the e-learning materials.

Candidates are asked to upload a photograph of themselves as part of the nomination form. This should be an appropriate portrait photograph.

Candidates are also asked to upload a brief video as part of the nomination form. This should be appropriate and must not breach any of the campaigning rules. We have provided some tips on creating a video on the online voting portal. Please also see this YouTube Creator Academy page for further details on producing a video.

Candidates are asked to answer 8 questions to support their election statement, these provide all voters with further details on your understanding of the role of President and your understanding of your potential duties as a Trustee.
Once a candidate has submitted their nomination form, they are free to announce their own candidacy and begin their election campaign. Candidates should visit the elections discussion forums at https://learn1.open.ac.uk/mod/subpage/view.php?id=13857 to begin to engage with voters. The forums are a space for candidates to use to answer questions from voters and to set out their campaign. Voters will also be using this space to set out questions for candidates throughout the entire process.

5. Campaigning
There are three key principles to bear in mind:

i) Be Fair: Don’t break the rules. Don’t pressurise voters. Only do what others have an equal opportunity to do. Keep in mind the 7 Nolan principles of public life which are a good framework for how you should seek to act during and after the process.

ii) Have Respect: Campaign positively. Treat others with respect.

iii) Be Positive: Enjoy it, get creative and think positively about the opportunity that lies ahead and why you want to do it. Your enthusiasm will rub off on voters.

6. Campaigning rules
It is up to candidates to help promote their candidacy for the elections. Get creative, use the means available to you to let other students know that you’re standing and why they should vote for you. Make use of social media and the Students Association’s By-Elections 2017 discussion forums in order to campaign and to engage with voters and answer their questions. These forums are also linked from the main online voting website and will be promoted throughout the process.

As part of their campaign, all candidates must only do what all other candidates have had the equal opportunity to do. For example, candidates cannot make use of personal connections or money, commercial relationships or any other resources available to them to gain an advantage over other candidates regardless of the cost.

Anyone who currently holds a role within the Association may continue to act in that capacity during the process, however they should not discuss their candidature during the pursuit of their official duties.

Candidates must be fair and have respect to all other candidates (and voters) involved in the process. They must refrain from running or encouraging negative and personal campaigns. Debate is encouraged and so this does not prevent candidates or voters from critiquing other manifestos or campaign ideas, but comments should be kept to the detail and not the person, offering alternative opinions and ideas in a positive manner. Candidates will be held responsible for the actions taken by others on their behalf.

Any external media coverage of the elections, candidates or submitted by candidates must be explicitly approved by the Returning Officer prior to publication.
Candidates must respect that every student has the right to vote confidentially and freely. Candidates must not help students during the process of voting, assistance will be available via the Students Association and the online voting website.

Candidates and their campaigns cannot be wholly endorsed or wholly dismissed by a decision or official representative of the Executive, Board of Trustees, Subsidiary of the Association, Association staff team or advisor, University staff, Society or Group, Nation Executive, Commercial or Political organisation.

Candidates cannot form group slates or joint campaigns with other candidates regardless of roles sought. Candidates should not endorse other candidates for different roles as part of their campaign.

Candidates must not spam voters or official Association websites or media channels. Candidates must allow other candidates the opportunity to campaign and not attempt to block or interfere with such activity. Candidates should not block, alter or re-interpret official communications from the Association about the by-elections.

Candidates must obey relevant laws and University codes of practice and generally act in a manner with the decency befitting the role they are running for.

Candidates and voters must be respectful of each other, current Executive members or Trustees, Association staff, University staff and the reputation of both the Association and the University generally.

The Returning Officer reserves the right to deal with any other inappropriate behaviour in line with the spirit of these rules.

7. Withdrawing from the process
Candidates may withdraw at any point in the process by informing the Returning Officer on ousa-elections@open.ac.uk.

8. Hustings
Hustings will be arranged to take place during the period of 22 June to 6 July 2017. The format and specific dates of this activity will be set once we know how many candidates are standing for election. Candidates are asked to fully complete the relevant section of the nomination form which asks for any issues with availability during this period and any specific requirements which we need to be aware of.

Candidates are reminded that active participation in the hustings is mandatory. Those failing to do so without good reason will be removed from the process.

Candidates are strongly encouraged to also engage with voters on the election discussion forums at https://learn1.open.ac.uk/mod/subpage/view.php?id=13857.
We will be asking voters to suggest questions that may be used during this process on the hustings questions forum and across social media.

9. Voting
Voting is open to all Students Association members who meet the criteria listed in Paragraph 12 of our Constitution which is available to view on the Association’s website. For the avoidance of doubt, candidates are also able to vote.

Voting will be held online via our online voting website. Eligible students will receive voting information in due course via direct email from the Students Association and from our election partners Electoral Reform Services Ltd. When casting votes on the online voting website, students rank candidates in order of preference and can rank as many or as few of the candidates as they wish. There will be a facility for voting to ‘re-open nominations’.

All votes will be counted following the close of voting and conducted using the rules laid down by the Electoral Reform Society for running elections by the Single Transferable Vote system. Further details are available at www.ersvotes.com/oustudents.

10. Results
Results will be declared and posted on the Students Association website at www.open.ac.uk/ousa on Tuesday 18 July 2017 at 10am.

11. Complaints
Any complaints about candidate conduct or the elections process should be raised in a timely manner and no later than one hour after the close of voting. All complaints must be substantiated with evidence and explicitly state which rule(s) is alleged to have been broken.

Action will be taken where complaints are upheld by the Returning Officer. Such action could range from informal warnings to disqualification. Decisions by the Returning Officer are final and not subject to appeal. The Returning Officer reserves the right to consider complaints as vexatious and may take action accordingly.

The Returning Officer for these elections is Rob Avann, General Manager of the OU Students Association. Deputy Returning Officers will be appointed during key periods of the election period and to assist in handling complaints where necessary, from amongst the Students Association’s staff management team. Complaints should be sent via email only, and emailed to ousa-elections@open.ac.uk.

OU Students Association, June 2017
www.open.ac.uk/ousa www.ersvotes.com/oustudents