
Policy Document:

Electioneering Code of Conduct

Last updated: March 2024

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1. Overview

- 1.1. This document lays out how national SSAGO elections must take place and should be read in conjunction with the SSAGO Constitution.

2. Nominations and Candidacy

- 2.1. Candidates, proposers and seconders must be eligible for election with full membership as of the time of election, in accordance with the SSAGO Constitution.
- 2.2. Nominations must include:
 - 2.2.1. A proposer and seconder from different clubs.
 - 2.2.2. A photograph of the candidate in which they are clearly identifiable.
 - 2.2.3. A manifesto of no more than 1000 words outlining who the candidate is, what experience they have and what they want to achieve in the role.
- 2.3. The eligibility of all candidates, nominators and seconders will be verified automatically by the SSAGO membership system, and checked manually by the membership officer on behalf of the Returning Officer.
- 2.4. Nominations should satisfy the subpoints of 2.2 by the close of the nominations period (see 6.3.1) to be progressed to public display by the returning officer. This includes the confirmation from the proposer and seconder being completed.

3. National Event Bids

- 3.1. Potential event committees bidding to host a national event must be comprised of any registered members of SSAGO.
- 3.2. A potential event must have a preliminary committee formed of at least a chairperson, secretary and treasurer.

- 3.3. All national event bids must be proposed and seconded by a member of SSAGO who is not affiliated to the club or group of individuals placing the bid, who must be eligible for election with full membership as of the time of election, in accordance with the SSAGO Constitution.
- 3.4. In place of a manifesto, clubs must submit a proposal for their event of no more than 1000 words, including (but not limited to):
 - 3.4.1. The club or group of people who will be running the event.
 - 3.4.2. A summary of the proposed venue.
 - 3.4.3. A proposed theme
 - 3.4.4. An outline of the programme and activities
 - 3.4.5. A loose draft budget (this can be in separate, dedicated document)
- 3.5. Bids must satisfy the subpoints of 3.4 by the close of the nominations period (see 6.3.1) to be progressed to public display by the returning officer.

4. Campaign Material

- 4.1. A candidate's manifesto / event bid will be primarily online, available to all SSAGO members. If the election is taking place whilst at a national event, two copies of each candidate's manifesto will be displayed at the site. Information on each candidate may also be included in an event newsletter.
- 4.2. Any publicity regarding one's manifesto / event bid, as outlined in 4.1., must make no reference to any other nomination / bid.
- 4.3. There will be a centrally organised hustings where all candidates are given the opportunity to present themselves / their bid.

5. Returning Officers

- 5.1. In accordance with standing order 2.1.b of the SSAGO Constitution, SAGGA will be contacted requesting returning officers.
 - 5.1.1. Should SAGGA not be able to provide, a suitable officer can be sourced from the Scouts or GirlGuiding
 - 5.1.2. In last resort, the SSAGO Executive Committee will appoint the Returning Officer
- 5.2. They will address all reports regarding any breaches of this policy and the conduct of candidates throughout the election, liaising with the National SSAGO Executive Committee and SSAGO Representative Committee if appropriate, adhering to section 9.

5.3. They will be given the email address: elections@ssago.org

6. Timeline of Election

6.1. Eight weeks prior to voting:

6.1.1. Contact with SAGGA must be initiated to start the process of appointing a returning officer

6.2. Five weeks prior to voting:

6.2.1. The returning officer for the election must be appointed.

6.3. Three weeks prior to voting:

6.3.1. Online submission of nominations open.

6.3.2. Questions to candidates and bids are open.

6.3.3. All SSAGO members are notified of this timeline and the relevant deadlines via an all-members email.

6.4. Two weeks prior to voting:

6.4.1. Submitted nominations will be published two weeks before the election, nominations submitted after this point will be published once they meet the requirements of this policy and have been approved by the Returning Officer.

6.5. One week prior to voting:

6.5.1. Nominations will be closed, allowing no further nominations past this date. Nominations submitted but not approved by the close of nominations must be approved within 24 hours. If they do not meet the requirements to be approved within that time, the nomination may be rejected.

6.5.2. Questions can no longer be submitted 48hrs after the closure of nominations.

6.6. The day of voting opening:

6.6.1. Hustings must be the last event before voting opens.

6.6.2. At the conclusion of hustings, voting opens online.

6.6.3. SSAGO Members are reminded of this via an all-members email.

6.7. Three days post voting opening:

6.7.1. Voting closes.

6.7.2. The Returning Officer ratifies the results and informs the SSAGO Executive Committee.

6.7.3. Results will be announced by the National SSAGO Executive Committee, as set out in 8.2., within 72 hours of voting closing.

6.8. The above timeline is a minimum, extensions can be made upon agreement between the returning officers and the SSAGO Executive

Committee prior to membership notification in 6.2.3., ensuring minimum time periods are maintained between each step.

7. Questions to Candidates

- 7.1. Questions may only be posed to candidates before the election through the established elections mechanism on the SSAGO website, and at the hustings event.
- 7.2. Online questions must be submitted before the date set in 6.3.2, and answered by the candidates / events within three days of being asked, or will be considered ignored by the Returning Officer.
- 7.3. Hustings questions may be collected in advance or opened to the floor, at the discretion of the Returning Officer.
- 7.4. Hustings questions must be addressed to the Chairperson (or whomever is running hustings in the absence of the chairperson), who will then re-address the question towards the candidates.
 - 7.4.1. Should the national SSAGO Chairperson be one of the candidates, the national SSAGO Secretary will fill this role.
 - 7.4.2. Should both the national SSAGO Chairperson and national SSAGO Secretary be candidates questioned, the Returning Officer will fill this role.
 - 7.4.3. The Chairperson will offer equal time to all candidates per question; they do not need to use the full time, but may not exceed it.
 - 7.4.4. Prior to the last question for each set of candidates, it must be announced that it is the last question. After, no more may be asked to that set of candidates.
 - 7.4.5. Minutes of the hustings shall be available afterwards, being published to all members within 24 hours of the advertised start of hustings.
- 7.5. Questions (both online and at hustings) must be:
 - 7.5.1. A question and not a statement,
 - 7.5.2. To all nominations/bids of each position and event, and not targeted to specific persons/bids
 - 7.5.3. Cannot use any offensive language
 - 7.5.4. Encouraging of a constructive response
- 7.6. Questions may be altered by the returning officer, for instance to merge similar questions into one, providing that this does not change the substance of the question.

- 7.7. The eligibility of questions is of the discretion of the Returning Officer, in conjunction with the SSAGO Executive Committee. Ineligible questions may be outright refused, or may be returned to the asker to be rephrased in order to meet the requirements set out in this policy, at the Returning Officer's discretion.

8. Announcement of Results

- 8.1. Once the vote has closed, the Returning Officer will count the votes and provides this to the SSAGO Executive Committee
- 8.2. The SSAGO Executive Committee will notify the SSAGO membership via an all-members video call, announcement at a pre-arranged general meeting, or a National Event opening or closing ceremony (depending what is suitable with the timings of the election), with a simultaneous email with the results and Returning Officer's report attached.
- 8.3. Any challenging of results must be sent to elections@ssago.org

9. Penalties for Violation of Policy

- 9.1. Minor breaches of the above policy can result in a warning from the Returning Officer, and an order to change/remove the contravening/offensive material from SSAGO's online spaces or manifestos.
- 9.2. Significant or repeated breaches of the above policy can result in:
 - 9.2.1. Order of correction/removal of the contravening/offensive material from SSAGO's online spaces or manifestos.
 - 9.2.2. Redaction of parts or all of contravening/offensive material from SSAGO's online spaces or manifestos.
 - 9.2.3. Suspension of an individual from the hustings event
 - 9.2.4. Dismissal from the election process.
- 9.3. Breaches of this policy by candidates will be announced with their manifesto, clearly visible to anyone voting online, and by the Chairperson of the hustings event.
- 9.4. The above rules are enforced by Returning Officers with the support of the National SSAGO Executive Committee.
 - 9.4.1. The National SSAGO Executive Committee must meet with the Returning Officer to explain the policy and relevant processes before the election takes place.

