



SSAGO

*Student Scout and
Guide Organisation*

POLICY DOCUMENT:

**CODE OF CONDUCT FOR
ELECTIONEERING
(Nov 2007)**

POLICY DOCUMENT

1. Nomination

- 1.1. The SSAGO returning officer will be responsible for overseeing the nominations process, and ensuring it adheres to this document and the constitution;
- 1.2. All candidates must be eligible for election, according to the Constitution;
- 1.3. A candidate must be nominated and seconded according to Standing Order C;
- 1.4. Candidates should submit the following as part of their nomination:
 - Their name and club;
 - The name and club of the person nominating them;
 - The name and club of the person seconding them;
- 1.5. It is advised that candidates also submit the following
 - Their manifesto (according to section 3 of this document)
 - A photograph of themselves
- 1.6. To anticipate enough time for all procedures and delays nominations close on 1st January of the year of the election. (which should be well before the timescale of C1e of the Constitution Appendix)
- 1.7. Considering the time of term and its time constraints nominations should open on the 1st December before the year of election to allow enough time for nominations to be received.

2. Candidacy

- 2.1. Candidates should **not** publicise their nomination before the official announcement of candidates, to allow all potential candidates to stand without being pressurised out of running;
- 2.2. The Members Officer will be asked to check the membership status of everyone nominating/seconding or nominated within a week of nominations closing. This should take the form of a list of names and clubs without saying whether they are nominating/seconding/nominated;
- 2.3. The returning officer will allow a suitable period of time to correct any discrepancies in membership, and/or change proposers/seconders;
- 2.4. The full list of candidates will be announced to the membership at least 4 weeks before the event, to allow for the process defined in clause **2.2**;
- 2.5. Along with the full list of candidates the method for question submittal (in accordance with clause 5.2) must be announced;

3. Manifestos

- 3.1. A manifesto should be a document of no more than two sides, that can be read if printed as two sides of A5 in SSAGO News;
- 3.2. Manifestos typically should address three main areas:
 - Who you are, and where you come from;
 - What skills / experience you have for the post you're running for;
 - What you intend to do in your position, and how you intend to do it;

4. Campaign materials

- 4.1. The distribution / wearing / advertising for publicity of any candidate is prohibited;
- 4.2. Two A4 copies of each candidate's manifesto will be displayed at the site alongside a photo of the candidate;

5. Questions to Candidates

- 5.1. No questions may be posed directly or openly to any/all candidates before the AGM;
- 5.2. The Returning Officer may use any method easily available to collect and distribute questions to, and answers from the candidates;
- 5.3. Questions for the Candidates must be submitted to the Returning Officer no later than 2 weeks after their nominations have been announced;
- 5.4. The Returning Officer must alert all candidates of the questions pertaining to the position that they are nominated for within 1 week of questions closing.
- 5.5. The Candidates have 1 week to privately answer their questions and submit them to the Returning Officer;
- 5.6. The Returning Officer then has 1 week to display all questions to, and answers from the candidates;

6. Conduct

- 6.1. The returning officer will address any complaints regarding conduct of candidates, liaising with the SSAGO Exec / Full Committee if appropriate;
- 6.2. The returning officer cannot exclude a candidate for their conduct prior to the election;

All fixed dates (i.e. 1st December) are subject to change where elections do not take place at the Spring Conference. Where the date has been changed another suitable date decided by the SSAGO Exec will be substituted.