

Schedule 3:  
Sabbatical Election and Referendum Regulations:

1. GENERAL REGULATIONS

1.1. The Electoral Commission:

- a. The EC shall ensure the fair running of the Sabbatical Elections and Referenda (hereafter “election” also refers to “referendum” and “candidate” also refers to “referendum campaign”, unless otherwise stated).
- b. The EC shall enforce these regulations.
- c. The EC shall investigate any complaint made against any candidate or campaign.

1.2. Constitution:

- a. Elections will be conducted in accordance with the Students’ Union constitution.
- b. Breaching these regulations may result in candidates being struck from the ballot, as provided for in section 7.4.2 of the Students’ Union Constitution [does not apply to referenda].

1.3. College Regulations:

- a. Candidates are subject to College Regulations as set out in the 2019-20 College Calendar.
- b. This includes, but is not limited to, regulations governing posterage, flyering and the content of any election material.
- c. Candidates must comply with the College Dignity and Respect Policy.

1.4. Sponsorship:

- a. Candidates may not receive sponsorship from any internal or external organisation.
- b. Sponsorship by an individual acting in a position of authority in any internal or external organisation, or by an individual working with any internal or external organisation may be considered sponsorship by that organisation.
- c. Sponsorship can take the form of, but is not limited to: financial aid or provision of resources or advertising. Sponsorship also includes participation with campaigning by any individual acting in their capacity with any internal or external organisation.

1.5. Campaign Team:

- a. Any person who campaigns on a candidate’s behalf or contributes to a candidate’s election campaign is considered to be a member of that candidate’s campaign team.
- b. A campaign team member must be a fully registered student of Trinity College Dublin for the academic year 2019-20.
- c. Any person campaigning for a candidate must be wearing that candidate’s campaign t-shirt, with the exception of campaigning taking place in Trinity Hall.
- d. Each candidate must nominate a campaign manager, which may be the candidate themselves. This person will be the first point of contact for the EC and must be available to communicate with the EC when necessary.
- e. The campaign manager will be responsible for returning any confiscated material to the EC within a timely manner, as to be decided by the Chair of the EC.
- f. These regulations apply to a candidate’s campaign team as well as the candidate.
- g. Candidates are responsible for the actions of their campaign team and will be held accountable for them by the EC.
- h. Upon request, the EC must be provided with a list of campaign members.
- i. A call for campaign managers for referenda will be conducted by TCDSU.
- j. The Sabbatical Officers may not be part of any election campaign team and they must be neutral in dealing with all candidates, unless they themselves are candidates.
- k. Sabbatical Officers may not take part in referendum campaigning unless they are being impeached, or they take annual leave for the duration of the campaign period.

1.6. Election Briefing:

- a. Nominees and campaign managers must attend a briefing on the election regulations as organised by the EC.
- b. Nominees must sign an agreement to abide by the regulations at this Briefing.
- c. If a candidate and their campaign manager are unable to attend the briefing, they must arrange to meet with the Chair of the EC and Secretary of the EC [Education Officer] within one working day.
- d. Failure to attend or sign the agreement will be considered withdrawal of nomination.

2. CAMPAIGNING (solely for Sabbatical Elections):

### 2.1. The Campaign Period:

- a. Campaigning will begin at 16:00 on Monday 17th of February 2020, with Dining Hall Hustings.
- b. Campaigning will end at 16:00 Thursday 27th of February 2020.
- c. Campaign hours will be 10:00-16.00 each day of the election period, except where the following exemptions apply:
  - Outside of these hours, campaigning may take place at EC approved hustings and EC approved Ents candidate events.
  - Campaigning may also take place in Trinity Hall from 18:00 to 22:00 during the election period.
- d. There shall be no campaigning before the above period. Any campaigning before this period can be severely dealt with by the EC and may result in a candidate being struck off the ballot.
- e. Campaigning between the times of 13.00-14.00 each day of the election period is prohibited, with the exception of off-campus TCD locations.

### 2.2. Online presence:

- a. Any online web presence controlled or generated by a candidate, or any persons acting on behalf of the candidate, is subject to these election regulations:
  - The Chair of the EC must be made joint admin of all Facebook 'like' pages
  - Group messages must not be sent.
  - Any campaign groups must be 'opt-in', as in, you may not add any individual to a campaign group without their express permission.
  - Campaign groups are to be set to secret and the EC will not interfere with the operation of these, bar the restriction outlined above. These must be made closed and non-viewable on timelines.
  - Any pages, Twitter / Snapchat / Tinder accounts or any other use of social media bar private campaign groups must be brought to the attention of the EC.
  - Buying 'likes' for Facebook pages or spending money for the promotion of any social media pages is forbidden. Candidates and their campaign teams may 'invite' users to 'like' their Facebook like pages.
  - Posting in groups such as class pages or society groups is forbidden. This list is not intended to be exhaustive, and remains at the discretion of the EC.

### 2.3 Flyering:

- a. Flyers / manifestos / business cards may only be handed directly to students. Flyers and manifestos delivered by any other methods may be confiscated by the EC until the end of the Campaign Period.
- b. The EC withholds discretion to impose further sanctions in accordance with section 4 of this Schedule upon breach of flyering provisions.

### 2.4. Stalls:

- a. Stalls may be set up in the Hamilton and Arts Building concourses and off campus locations only at times and dates set by the EC.
- b. The position of the stalls will be allocated by lottery.
- c. The size and layout of the stalls shall be determined by the EC.
- d. There may only be one stall per candidate at any time.
- e. Stalls may not be used for any other purpose at the same time.
- f. Stalls may not be left unattended by the candidate or their campaign team.
- g. Candidates are responsible for cleaning their stall and the area around it.
- h. A space will be provided for candidates to hold material in House 6 during the 13.00-14.00 break in campaigning, if necessary.

### 2.5. Campaign Area:

- a. Campaigning may only be conducted in previously approved areas, including; Trinity College campus (inside teaching buildings only), TBSI, D'Olier St. ("The Gas Building"), Trinity Halls, St. James' Hospital, Tallaght Hospital or any teaching centre affiliated with Trinity College or the University of Dublin.
- b. Campaigning may also be conducted in Trinity Hall residences from 18:00 until 22:00.
- c. Candidates running in the Ents race may request campaigning to be allowed at a venue/event, which they run. No TCDSU, CSC, JCR or DUCAC events will be considered and all permissions are given at the discretion of the EC.
- d. The EC shall decide what areas are approved campaign areas and candidates will be informed before campaigning begins.

- e. Campaign teams may not wear approved campaign clothing outside of the above approved areas and times (see 2.1 c), except for the candidate and their campaign manager.
- f. No campaign material should be visible from the windows of any offices or rooms in approved campaign areas.

#### 2.6. Stunts:

- a. A stunt is defined as any action that is performed as part of a campaign that is not already covered in these regulations.
- b. The EC encourage inventive and original stunts. However stunts must comply with these regulations.
- c. Stunts must be approved by the EC in advance and receipts for all materials must be presented in advance. These will be discussed in the strictest confidence. The EC must be given a minimum of 24 hours' notice to approve or reject a stunt. All communication to the EC in this regard must be through email.

#### 2.7. The Polling Area:

- a. The polling area is the part of any building or area being used by the EC for polling.
- b. The limits of the polling area are defined by the EC.
- c. There may be no campaigning in any polling area or in line of sight of any person partaking in voting. This includes but is not limited to the displaying of campaign material.
- d. The EC maintains full discretion on what activity is allowed in any polling area.

#### 2.8. Gifts:

- a. Candidates may not give any form of gift or anything which may be construed as a gift to students, as determined by the EC.

#### 2.9. Electronic Mailing lists:

- a. An electronic mailing list is defined as: Any collection of names and/or e-mail addresses and/or telephone numbers used by an individual or organisation to send material to multiple recipients.
- b. The use of any unsolicited electronic communication is forbidden using electronic mailing lists.
- c. The use of club, society, DU Publications, Students' Union, Graduate Students' Union or college-designed electronic mailing lists is forbidden.
- d. Use of any of the above shall be considered a serious offence and may lead to the disqualification of a candidate.

#### 2.10. Hustings:

- a. All organisers of Hustings must liaise with the chair of the EC before permission for these hustings can go ahead. Requests to host a Hustings must be sought by Thursday 30<sup>th</sup> January.
- b. All applications for hustings shall be submitted to the EC and shall be given permission at the discretion of the EC.
- c. Venue location must be organized by the organizers of the Hustings.

### 3. CAMPAIGN MATERIALS:

#### 3.1 General Regulations:

- a. Each candidate will be allowed a maximum of 500 manifestos or 600 flyers or 700 business cards.
- b. Only one form of paper item is allowed (not including posters).
- c. Printed material may be in any available colour scheme except purple or SU blue.
- d. Candidates must order paper items through the Secretary of the EC.

#### 3.2. Manifestos:

- a. Manifestos must be A4 size.
- b. Only one design is permitted per candidate.
- c. Designs must be submitted by a deadline defined by the Secretary of the EC in order to ensure their arrival in time for the campaign period.
- d. Manifestos must be uploaded to a centralised online platform, provided by the SU (regardless of whether the candidate chooses to print paper manifestos).

#### 3.3. Flyers & Business Cards:

- a. Flyers must be a maximum size of A6, and business cards must be standard card size.
- b. Candidates may have multiple flyer or business card designs.

c. Designs must be submitted by a deadline defined by the Secretary of the EC in order to ensure their arrival in time for the campaign period.

#### 3.4. Posters:

- a. Posters must be A3 size.
- b. There will be a maximum of 15 posters per candidate.
- c. Posters may be in any available colour scheme except purple or SU blue.
- d. There is only one design permitted per candidate.
- e. Posters may only be affixed to SU notice boards or places named in the poster locations as specified by the EC.
- f. There may only be one poster per candidate per notice board.
- g. Posters may not be placed over other legitimate posters.
- h. Candidates or their campaign teams may not remove any poster from these notice boards unless it is a campaign poster of that candidate.
- i. Posters which fail to comply with the election regulations or college regulations will be removed and may incur a penalty decided by the EC in accordance with section 4.
- j. Poster designs must be submitted by a deadline defined by the Secretary of the EC in order to ensure their arrival in time for the campaign period.

#### 3.5. Campaign T-shirts:

- a. There will be a maximum of 10 campaign t-shirts per candidate.
- b. T-shirts may be in any available colour scheme except purple or SU blue.
- c. T-shirts must be stamped or otherwise marked by the EC before being used for campaigning.
- d. The stamp or marking must be shown to any member of the EC upon request.
- e. T-shirt designs must be submitted to the Secretary of the EC by a deadline defined by the EC in order to ensure their arrival and stamping in time for the campaign period.
- f. A candidate and their campaign manager shall be responsible for returning any campaign t-shirts to the EC in a timely manner, should it be requested by the EC. Failure to do so may result in further sanctions being imposed by the EC.

#### 3.6. Ordering:

- a. Ordering of posters, manifestos / flyers / business cards and t-shirts must be done through the Secretary of the EC.
- b. The EC shall source printers to be used for all candidates
- c. No candidate may use any printed material, except if obtained through the EC.
- d. T-shirt designs may be ordered once the nominations have opened, but must be ordered through the Secretary of the EC.
- e. All material submitted to the EC will be treated in the strictest confidence.
- f. The EC shall set a deadline for submission of designs. This deadline will be the 31st of January at 5pm.
- g. Candidates will be issued with their campaign material in time for the campaign period, provided that it has been submitted by the aforementioned deadline.

#### 3.7. Photocopied & Hand-made Campaign Material:

- a. The use of any campaign material not mentioned in the above sections must be discussed with and approved by the EC in advance of the campaign period.
- b. Candidates who do not wish to issue printed material may use written or black & white photocopied posters, manifestos and flyers.
- b. Candidates may use hand-made material such as banners, clothing etc. instead of ordering campaign t-shirts.
- c. All photocopied or handmade material must be stamped by the EC.
- d. Receipts must be provided in full before the use of this material.

#### 3.8. Unsanctioned Campaign Material:

- a. Any unsanctioned campaign material will be confiscated by the EC and returned to the candidate after the campaign period.
- b. The use of unsanctioned campaign material may be considered a serious offence.
- c. Stickers are not permitted.
- d. Candidates may only use campaign materials approved by the EC.
- e. Any campaign material that is not covered above must be cleared with the EC in advance.

#### 4. BREACH OF REGULATIONS, STRIKES, SPENDING AND CONDUCT:

##### 4.1. Deposit:

- a. Candidates must deposit €50 with the Secretary of the EC by 17:00 on the 24th of January 2020, at which time all registered candidates will be announced on the steps of House 6 by the Secretary of the EC, and are required along with their campaign managers to attend a short briefing meeting.
- b. Candidates may be reimbursed at the end of the elections, subject to achieving a proportion of the valid poll as decided by the EC.
- c. Any monies not returned to candidates will be given to a charity chosen by the EC.

##### 4.2. Breach of regulations:

- a. Any breach of the regulations contained within this document will require the candidate to report to the daily evening meeting of the EC where sanctions will be issued.
- b. A breach of these election regulations in letter or in spirit will result in the confiscation of materials and require the candidate/campaign manager to sign a formal agreement acknowledging the result of any further breach of regulations.
- c. Failure to report to these meetings or failure to sign the formal agreement will result in the candidate being removed from the ballot.
- d. All decisions regarding the amount of confiscated materials and/or the severity of future agreed punishments remain at the discretion of the EC.

##### 4.3. Material:

- a. If candidates breach these election regulations in letter or in spirit they will have campaign material confiscated for a duration set by the EC.
- b. The EC may confiscate any material as defined in Section 3 and any material used in authorised or unauthorised stunts.
- c. The type and quantity of material confiscated by the EC shall be determined by the EC.
- d. The EC shall have discretion to vary the type and quantity of material confiscated.
- e. The EC shall have the discretion to vary the duration of time for which material will remain confiscated.
- f. A candidate may not replace any confiscated material by purchasing new material of the same type, whether the spending limit has been reached or not, for the duration of the confiscation period.
- g. All confiscated material will be made available to the candidate within one week following the end of the campaign period.

##### 4.4. Strikes:

- a. At the beginning of the campaign period, candidates are given 3 chances.
- b. If candidates breach these election regulations in letter or in spirit they are liable to receive strikes (a strike constitutes the loss of a chance). The evidence provided for breach of regulation is at the discretion of the EC.
- c. The value of a strike shall be determined by the EC.
- d. The EC shall have discretion to vary these deductions.
- e. There shall be parameters on deductions for different types of regulation breaches. These parameters shall be decided by the EC and made known to candidates and campaign managers.
- f. Strikes will be given in conjunction with confiscated material.
- g. In the case where a candidate is at risk of being struck from the ballot, a meeting will be organized with the EC and the candidate/campaign manager. A member of the law school may be invited to attend.
- h. If a candidate receives more than 3 minor strikes they will be struck off the ballot. Similarly, if a candidate receives two major strikes a decision will be made at the discretion of the EC as to whether they will remain on the ballot. These breaches include all mentioned in Schedule 3, with the exclusion of Section 4.5.1.f and 4.7.a where the candidate will be immediately struck off the ballot for breach.
- i. The above section 4.4.h is non-exhaustive, and in exceptional circumstances a candidate may be struck from the ballot at the discretion of the EC.

##### 4.5. Spending:

###### 1. Elections

- a. Campaign expenditure on materials or clothing may not exceed €200.  
An additional €80 is available to be spent on stunts only. This additional expenditure does not preclude the use of some or all of the standard limit on stunts.
- b. Expenditure is limited to:
  - i. Approved Campaign Materials (as in Section 3 of these regulations)

- ii. Approved Stunts
- c. Receipts for any campaign expenditure must be provided to the EC
- d. Receipts must be provided before the use of any campaign material or the performing of any stunts.
- e. The validity of any receipt can be investigated by the EC. Contact details for the provider of any receipt must be provided on request to the EC.
- f. Falsifying evidence of campaign expenditure or failing to provide evidence of expenditure is a serious offence and will result in a candidate's name being struck from the ballot.

## 2. *Referenda*

- a. Campaign expenditure on materials or clothing may not exceed €100. An additional €40 is available to be spent on stunts only. This additional expenditure does not preclude the use of some or all of the standard limit on stunts.
- b. Expenditure is limited to:
  - i. Approved Campaign Materials (as in Section 3 of these regulations)
  - ii. Approved Stunts
- c. Receipts for any campaign expenditure must be provided to the EC
- d. Receipts must be provided before the use of any campaign material or the performing of any stunts.
- e. The validity of any receipt can be investigated by the EC. Contact details for the provider of any receipt must be provided on request to the EC.
- f. Falsifying evidence of campaign expenditure or failing to provide evidence of expenditure is a serious offence and will result in an investigation by the EC.

## 4.6 Ents & Accessibility:

- a. Ents candidates may run either one or two events. In the case where they decide to run a second event, one of the events must be non-alcoholic.
- b. Where appropriate, all Ents events should be fully accessible. It is advised that Ents candidates consult with the Disability Officer in relation to accessible events.

## 4.7. Conduct:

- a. Verbal, physical, online or other forms of attack or intimidation used against other candidates, members of the EC or any student or staff member will be considered a serious offence by the EC and will result in a candidate's name being immediately struck off the ballot.
- b. Candidates are expected to behave in a manner that does not bring Trinity College or the Students' Union into disrepute.
- c. The EC may require candidates or members of their campaign team to cooperate with investigations into complaints. This may include asking candidates or campaigners to attend meetings into investigations.
- e. The Nomination Period will take place from the 14th of January at 9:00am to the 24th of January at 5:00pm, when candidates will be announced on the steps of House 6.  
See section 4.1 regarding deposits.

## 5. COUNTING

### 5.1 Procedure for Recount

Candidates or campaign managers may call for a recount if that candidate has lost by 10% or less of the valid poll to the nearest candidate.

## 6. IMPORTANT NOTICE

All persons participating in Elections and Campaigning are reminded that the campaign period is a stressful and difficult time for campaign managers and candidates especially. While tensions may run high, it is expected that competing candidates and members of opposition campaign teams are treated with respect at all times. The EC asks the student body to celebrate and encourage those who are running for election – putting yourself forward for such an important role is not at all easy, and we wish to foster a supportive environment for all.