



National College of Ireland Students' Union

# Elections Manual

The NCISU Elections are overseen and regulated by the NCISU Electoral Commission as set out in the NCISU Constitution.

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## TIMETABLE AND DEADLINES

### Executive Elections 2025 - Timeline and Key Dates

- **'Run for SU' (or other slogan) Promotional Campaign - Monday January 27<sup>th</sup>**
- **Nominations Open - Monday February 10<sup>th</sup> 8am**
- **Nominations Close - Monday February 24<sup>th</sup> 8pm**
- **Nominations Announced - Tuesday February 25<sup>th</sup> 2pm**
- **Briefing Session – Saturday, March 1<sup>st</sup>, 1pm ONLINE.**
- **Manifesto Submission – March 3<sup>rd</sup>, 3pm.**
- **Canvassing - Monday March 3<sup>rd</sup> - Friday March 7<sup>th</sup>**
- **Break from in person canvassing - Wednesday March 5<sup>th</sup>**
- **Hustings - Thursday March 6<sup>th</sup>**
- **Voting/Canvassing - Monday March 10<sup>th</sup> (opens 8am) - Tuesday March 11<sup>th</sup> (closes 5pm)**
- **Counting/Tallying - Tuesday March 11<sup>th</sup> (Mi:Voice confirm results by 6.30pm)**
- **Election Results - Tuesday March 11<sup>th</sup> @ 7pm**
- **Appeal Window - Within 48 hours of results being announced.**

## OVERVIEW

There are three full-time, paid positions to run for including...

- President
- Vice President for Academic Affairs (→ Education; All candidates are asked to encourage a YES vote to change Academic Affairs → Education)

- Vice President for Welfare & Equality

There are also three part-time roles, these are...

- Clubs and Societies Officer
- Entertainments Officer
- Communications Officer

The elections will be held both campuses with polling taking place using Evasys, an external voting software. Results will take place physically in the NCI Students' Union Basement.

The elections are regulated and supervised by the Electoral Commission, which can be contacted on [elections@ncisu.ie](mailto:elections@ncisu.ie). All elections queries should be sent to this email address. No elections correspondence should be directed to any Officer of the students' union.

### ***Membership***

Membership of the Electoral Commission as provided by the Constitution shall be:

- Kimberly Austin, Independent Chairperson and Chief Returning Officer.
- ~~Tre Robert, NCISU President~~ → Temporarily withdrawn
- Alex McLaughlin Glynn, Student Representative elected by Council.
- Aoibhe Gerathy, Student Representative elected by Council.

In the event that any sabbatical officer who is also a member of the Electoral Commission runs for election, they shall nominate a deputy (Jordan Buckley) on their behalf to fill the position during the period of the election. If no deputy can be appointed, the position will be considered vacant for the period of the election.

**\*\*** *N.B. Jordan Buckley will be the judge of Hustings as chair will not be on campus* **\*\***

**Decisions of the Electoral Commission on matters of elections shall be final as set out in Article 8 and Schedule 3 of the Constitution.**

## ELECTION PROCESS

### ***Nominations Period - 10th of February - 24th of February***

- To be deemed nominated, a candidate must receive 30 nominations using the evasys nomination website. A link to this will be sent to all students.
- Candidates can use the 'self-nomination' function to attain this.
- Candidates must receive 30 nominations before the deadline passes.
- Only registered students/ordinary members of the Union can nominate candidates for a position.

### ***NCISU Official Candidate List Announcement -Tuesday February 25th***

- The names of all nominees/candidates will be listed on all NCISU social media platforms.

### ***Campaign Content Submission – Friday, February 28<sup>th</sup> 3pm***

- Please refer to the [Guide To Campaign Content Submission](#) for details on manifesto, ballot photo and video submission.
- These items should be submitted to elections@ncisu.ie via their submission website by 3pm on Monday, March 3rd.

2 copies of the manifesto/poster are to be submitted physically to the NCISU Office by **Monday March 3rd @ 3pm.**

If posters are submitted late to the Electoral Commission, they will not be displayed until the following working day after they are submitted e.g. posters submitted on Tuesday 4th will not be displayed until Wednesday the 5th March.

***Mandatory Briefing Session (Rules and Regulations) – Saturday, March 1<sup>st</sup> at 1pm ONLINE***

- Briefing session provided by the Chief Returning Officer or nominated deputy on election rules and regulations for **ALL** candidates.
- This is a ***mandatory session***, all candidates must attend.
- Rules and regulations are discussed with all candidates with any questions answered.
- All candidates must sign a declaration demonstrating that they understand the rules and sanctions attached to any breaches in procedure.

***Canvassing - Monday March 3<sup>rd</sup> – Tuesday March 11<sup>th</sup>***

- Canvassing begins both on campus and virtually from 00:01 Monday March 3<sup>rd</sup> and ends on Tuesday the 11<sup>th</sup> 12pm (more on what canvassing entails later).
- You are responsible for the conduct and behaviour of your campaign team during the elections period so ensure they are aware of the rules and you are supervising them and their conduct.
- Candidates may have campaign teams to assist them in canvassing.
- These team members in t-shirts must be registered NCI students only.

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You are only allowed to have 10 campaign t-shirts in use by active canvassers at any one time.

You may have any number of NCI students supporting you separately to this

- Candidates may hand out flyers pertaining to their campaign while canvassing.
- The only item you **MUST** print are the 2 posters to be submitted.
- The approximate cost in previous years of printing several hundred flyers, 10 manifestos/posters and 10 t-shirts would be anywhere from €100-200 depending on how many flyers you printed.

### ***No In-Person Canvassing - Wednesday March 5th***

- There will be a full day break from physical canvassing on Wednesday 30th March.
- **There will be NO in person canvassing allowed on this date** - if any candidates are found to have done so, it will result in a strike.
- Candidates are free to canvas on this day through social media but they should not enter any classrooms or learning spaces virtually or physically.
- **This is to give candidates a break from canvassing so please respect this!**

### ***Hustings - Thursday March 6th***

- Hustings will take place in NCI Students' Union Basement on Thursday March 6th at 1pm.
- Candidates must attend in person and the Hustings will be live streamed.
- The sabbatical roles will receive 5 minutes each for their speech.



The part-time roles (Clubs & Socs, Entertainments & Communications) will receive 3 minutes each for their speech.

Questions will be welcomed and each candidate gets 1 minute to answer.

- There will be a limit of 2 questions per candidate.
- Questions must be applicable to all candidates.

Students will be given an opportunity to submit questions prior to the hustings and these will be selected at the discretion of the Chief Returning Officer or their nominated deputy.

***Polling - opening Monday March 10<sup>th</sup>, 12pm & closing Tuesday 11th March, 12pm***

- Online voting begins using Evasys.
- All registered students and ordinary Union members will receive an email with a link to cast their vote.

***Results - Tuesday March 11th @ 7pm***

- Election results will be announced in a venue TBC at 7pm after polls close. Any candidate that wishes to request a recheck of votes or believes there was an irregularity of any kind, has 2 days to submit a request to do so from this date.
- This must be done by contacting the Electoral Commission on [elections@ncisu.ie](mailto:elections@ncisu.ie).

### ***Canvassing/Campaigning***

- This consists of but is not limited to:
  - A candidate or member of their campaign team asking for votes or actively campaigning on your behalf.
  - Launching any social media campaign pages, this includes but is not limited to, Facebook, Instagram, Twitter, Snapchat or TikTok.
  - Displaying posters / videos / pictures or statements online.
  - Visiting physical or virtual classrooms. You need to contact the lecturer in advance and receive permission.
  - Creating group chats and adding students with their permission to act as a campaign team group chat.
  - Posting into group chats such as class groups, clubs and societies and other college related group chats/Teams.
  - Hosting open-call (eg. Zoom) and live (eg. Instagram) sessions with students.
- Candidates should choose the colour of the campaign theme/t-shirts. Each candidate will get the chance to choose their colour based on a first come first served basis. This is dependent on when each candidate completes their nomination form using Evasys - the Electoral Commission will keep the record of colours and advise on what candidates may choose.

### ***Candidates are NOT ALLOWED To:***

- To spread slanderous or false information about other candidates.  
To acquire or seek votes in exchange for money, goods or services.
- Engage in 'trolling' either by the candidate or their election team.
- Engage in spamming of college related (clubs, societies, classes etc) group chats. Candidates should use common sense when posting into chats where other candidates have also recently posted to avoid spamming members of the chat. Candidates should also be conscious of spamming in all their online activities.
- Candidates and their campaign teams may not interfere with the campaign of any other candidate.
- Tag external accounts such as NCIRL, NCI\_INT, NCISU, NCICareers, NCILibrary or clubs and societies or use Union or clubs and societies resources (group chats are not resources).
- Use any resources of the Union or the college in the course of their campaign that have not been expressly made available to them
- Use any branding of the Union or NCI in their campaign materials, unless expressly made available to them
- Have any of their content shared by any pages affiliated to NCI or NCISU. Clubs & Socs pages cannot share a candidate's content also.
- Post or repost defamatory content towards another candidate or the elections.

- Fake accounts - Accounts not in your name or specifically linked to you personally or on behalf of your campaign are disallowed and if an investigation links you with a fake profile you will face penalisation.
- Pay for targeted ads or paid promotion on any platform, social media or otherwise.
- Provide gifts in exchange for votes.
- Accept any sponsorship or promotional deals pertaining to your campaign (e.g. Show a flyer of X candidate at Y restaurant for 10% discount or use X code for 10% off on Y website). This includes sponsored material for which a candidate provides a form of payment.
- Mock or breach any current Covid-19 guidelines in place by NCI. The current advice can be found [here](#).
- It is strictly prohibited to use alcohol or items pertaining to gambling as campaign tools.
- **Please note, this list is not exhaustive.**

***Once Polling Begins, Candidates Are NOT Allowed:***

- Interfere with the voting process in any way.
- Interfere with a voter whilst they are engaged in voting.

***Failure to follow the above regulations will result in the following sanctions:***

- **Strike 1** - Candidates will be restricted from all canvassing for any period of time up to 24 hours from the time at which the sanction was given. This includes

physically, virtually or through social media. The candidate in breach will also receive a written warning.

- **Strike 2** - Candidates will be restricted from all canvassing for any period of time up to 24 hours from the time at which the sanction was given in the same manner as Strike 1 and given a final written warning.
- **Strike 3** - The candidate will be disqualified from the election and can no longer run for the position.

*The Electoral Commission reserves the right to decide a variation of penalties where they see fit.*

*The CRO or nominated deputy reserves the right to investigate any potential breach of these regulations during the period of election. Candidates, canvassers, and supporters should make themselves available as part of any investigation.*

## COMPLAINT PROCEDURE

- As set out in Schedule 3 of the Constitution...
  - Any person who has a reason to believe that there was any irregularity of any kind regarding the conduct of an election shall have the right to submit to the Returning Officer a letter of complaint which shall contain all the details relevant to the complaint and the contact information of one person willing to speak in support of the complaint.

- This complaint shall be lodged within a two-day period from the incident occurring or the declaration of the results of the election.
- All complaints must be emailed in writing to [elections@ncisu.ie](mailto:elections@ncisu.ie) and the Chief Returning Officer will then bring it to the Electoral Commission for consideration. The Electoral Commission will then discuss the complaint and come to an agreement on an outcome.

## ADDITIONAL INFORMATION

- For the purpose of ensuring candidates are treated fairly and with consistency, candidates will be ordered on the basis of alphabetical order for polling and Hustings.
- EG. If John Smith and Jane Doe are both running for President, Jane would speak first and appear first on the ballot page.
- Remember to carry yourself with dignity and respect both for yourself, other candidates, students and staff at all times. You are representing the college and your fellow students so you should bear this in mind during the election process.
- You are responsible for your team and any breaches of conduct by a member of your team will be sanctioned in the same manner as if a candidate was in breach.
- Should a candidate or a team member breach the [NCI Social Media Policy](#), that information will be passed on to the College.

- Information posted on social media must be to the best of your knowledge, accurate. If you are unsure of anything, please check with the appropriate source.
- If you are ever unsure of anything, please contact a member of the Electoral Commission.

### DECLARATION

I have read and understand the rules, regulations and sanctions as set out above. I will adhere to these requirements at all times during the election process and ensure my campaign team also adhere to the same.

Candidate Print Name: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_