



**ALBANY
STUDENTS'
ASSOCIATION**
asa@asa.ac.nz

Campaign Code of Conduct

General Election For all positions on the Albany Students' Association Inc. Executive Committee

1 Purpose:

The purpose of this policy is to outline the limitations on all candidates involved in election campaigns when standing for election to the ASA Executive Committee and to inform them of their rights and responsibilities.

2 Organisational Scope:

This is an Executive policy that applies to all elections for positions on the ASA Executive Committee.

3 Definitions:

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

ASEC	Shall mean the Albany Students' Association Inc. Executive Committee.
Campaign Spending Limit	Shall mean the GST – inclusive amount, including cash, contra and volunteer hours, which a candidate may spend up to as set by the ASEC.
Campaign Material	Shall mean all physical advertising that is used by a candidate during their campaign.
Candidate	Shall mean a person who meets the eligibility criteria to stand for election to the ASEC as laid out in the C&R.
Constitution and Regulations	Shall mean the most current approved copy of the Constitution and Regulations or C&R of the Albany Students' Association Inc.
Contra	Shall mean any product or service that may be provided to a candidate for free.
GST	Shall mean Goods and Services Tax as referred to in the Goods and Services Tax Act 1985 and subsequent amendments.
Electioneering	Shall mean any candidate that is engaged in actively or passively advertising themselves for the purpose of election to the ASEC.

Interference	Shall mean any candidate or candidate volunteer that actively or passively seeks to interfere with the election campaign of another candidate.
Polling Stations	Shall mean locations where eligible voters cast their ballot during an ASEC election.
Returning Officer	Shall mean the person nominated by the ASEC to oversee an ASEC election to ensure that all policy and procedure is complied with.
Solicitation	Shall mean personal approaches to members by candidates or their volunteers for the purpose of electioneering.

4 Policy Content and Guidelines:

Refer to Schedule 2, of the ASA Constitution

4.1 Correct Candidate Information and Disclosure

All candidates for positions in elections are responsible for ensuring that the details provided to the Association on their nomination form are correct.

4.2 Correspondence between Candidates and Returning Officer

Any email correspondence should be to both the Returning Officer and the ASA Office Manager.

4.3 Candidates are responsible for all aspects of their campaign

Each candidate is directly responsible for any actions or material involved in the running of their campaign.

4.4 Campaign Spending Limit

Personal Campaign spending shall be limited to an amount set by the ASA Executive Committee prior to the nomination period for an Election. This limit will include reference to the total amount of money (including donations, contra, volunteers and sponsorship) that each candidate (or collective of candidates) is allowed to collect and use over the entire period of campaigning for each position they run for.

4.5 Campaigning

Candidates may not start their campaigning until after attending the Candidates' Campaign Briefing Meeting and reading and signing the Campaign Code of Conduct form and handing this document in to the Association's Office at Student Central.

4.6 Candidates to account for all Campaign Income and Expenditure

Each candidate (or collective of candidates for one position) is to provide a budget and receipts for all expenditure relating to their campaign to the Returning Officer.

Candidate budgets are to be provided prior to the first day of polling, and failure to provide this information is grounds for disqualification.

4.7 Candidates to provide the Returning Office with Promotion Details and Locations

Candidates are responsible for making available to the Returning Officer a list that details what sort of promotion they intend to undertake, where they intend to post material, and how much material is in any particular location. This must be made available to the Returning Officer within two (2) clear days of the Campaign Briefing Meeting.

4.8 Interference with other Candidates' Campaigns

Candidates and their volunteers may not interfere with the campaign or publicity material of other candidates; unless they have express written permission from the candidate and this can be produced on demand.

4.9 Removal of Campaign Material

Candidates are responsible for the removal of all their personal campaign publicity material by 5pm on the last day of campaigning or at the instruction of the Returning Officer. They are responsible for notifying the Returning Officer in writing within two (2) clear days of the last day of campaigning that, to the best of their knowledge, all personal campaign material has been removed and accounted for.

4.10 No Electioneering on Polling Days

No form of electioneering will be permitted on Polling Days (Section 7, Schedule 2, Elections, ASA Constitution and Regulations). Electioneering shall include (but is not limited to):

- a. Distribution of promotional material (e.g., posters, badges, fliers, buttons, etc) in physical, verbal or electronic form;
- b. Personal approaches to members by, or on behalf of, candidates, instructing members to vote in a certain way (solicitation);
- c. Deprecatory remarks made about other candidates in public or in any form of media (including websites, blogs, social media etc).

4.11 No Solicitation around Polling Stations

Candidates are not to remain in polling places or the near vicinity of polling places, and must disperse immediately after themselves voting.

There is to be no communication with voters at polling places with reference to any aspect of the election. Any candidates (or representatives of candidates) must immediately move away from the vicinity of polling booths when requested by the Returning Officer or their delegate, at any time when the polling booth is open.

4.12 No promotional material around Polling Stations

All voters displaying promotional material at or near polling booths may be asked to surrender the material on demand by the Returning Officer or their delegate(s). Refusal to do so will invalidate their vote.

4.13 Breaches of Policy leading to Disqualification

Non-observance of this policy is grounds for disqualification.

Actions that contravene Massey University regulations or statutes, or the ASA Constitution and Regulations, or Policy and Procedure will be assessed on a case-by-case basis, and may result in disqualification and disciplinary action.

Candidates must attend the pre-campaign meeting or make a time to meet with the Returning Officer in order to go over the code of conduct requirements. The attendance and compliance will be noted by the Returning Officer by his or her notarising this form. Non-attendance is grounds for immediate disqualification.

Each Candidate must attend the entire Part One of an Albany Student Executive Committee Meeting (Section 2, Schedule 7, Elections, ASA Constitution and Regulations) before the end of the campaign period. Candidates will be informed of when these meetings occur, so that they are aware of when and where the meeting is scheduled. Non-attendance is grounds for immediate disqualification.

Candidates are advised that the following actions will not be tolerated and will deem to have been committed when a candidate directly or indirectly, by himself or herself, or by any other person/s on his/her behalf:

- a. Attempts to vote twice or vote as another person (impersonation);
- b. Incites or organises a protest or disturbance at any polling place on polling days;
- c. Attempts to influence any person to vote or refrain from voting, for the purpose of procuring election by:
 - o Offering a monetary reward or gift;
 - o Offering food, drink or entertainment;
 - o Undue influence such as force, violence or threats.

4.14 Appeals

If a candidate is disqualified, they have the right to appeal their disqualification. Notice of such an appeal must be made in writing, and received by the Vice-President within 24 hours of receipt of the written notice of disqualification.

If an appeal is lodged, the appellant will pay a bond of \$100 (GST-inclusive) towards administration costs associated with the appeal. The \$100 bond will only be refunded if the appeal is upheld.

The appeal panel shall meet to consider appeals (should any be made) on dates and times set in accord with the ASA Election Policy.



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DECLARATION

(Note – copy to be sent to Returning Officer)

I,

declare that I have read the ASA Candidate Campaign Code of Conduct and will abide by the same during my election campaign for the position of

.....
in the ASA General Executive Elections.

I make this solemn declaration conscientiously believing the same to be true by virtue of the Oaths and Declarations Act 1957.

Declared at

this..... day of....., 20.....

Candidate Signature

Student Identification Number

Seen and notarised by the Returning Officer: _____