



Trustee Election Rules 2022

For RLSS UK elections to be free and fair there are a number of rules and regulations that must be followed. There are six guiding principles to ensure fairness, equal opportunities and transparency for everyone involved.

It is the responsibility of candidates to ensure that they take reasonable steps to understand the election rules before the election commences.

Any reference to candidates equally applies to anyone campaigning on their behalf.

All campaigns should act within the spirit of the election, if candidates are in any doubt about the interpretation of these rules, please contact the appointed Adjudicator.

Breaches of these rules may result in sanctions including disqualification.

1. Principles

- 1.1. Relevant UK law and RLSS UK Policies and Regulations are all in full force and shall apply to all elections.
- 1.2. Members who have entitlement to vote as determined by the Articles of RLSS UK must be free to cast their vote without undue pressure or influence.
- 1.3. To be eligible to vote, membership must be current on the date the voting period opens.
- 1.4. Candidates must treat other candidates, members and staff with respect.
- 1.5. Candidates must not undermine the fair and democratic running of elections.
- 1.6. Candidates must not do anything to gain an unfair advantage.

2. Key Staff

The elections are organised by UK Engage (an elections services organisation), with the assistance of a nominated member of staff and an RLSS UK & Board appointed independent Adjudicator jointly responsible for the good conduct of this election. The Adjudicator shall be responsible for the interpretation of the rules regulating the elections.

- 2.1. The adjudicator will also determine complaints about the election, candidates and campaigns.
- 2.2. The appointed staff member is: Steph Clarke
The independent adjudicator, appointed to ensure that the election is run with third party scrutiny and expertise is: Stephanie Andrews and can be contacted at elections@rlss.org.uk.
- 2.3. The first point of contact, responsible for candidate engagement, day to day supervision and management of the election is: Steph Clarke and can be contacted at stephclarke@rlss.org.uk.



3. Participation

Only those who are defined as Members under clause 10.5 of the RLSS UK Articles are eligible to participate in any part of this election.

Candidates and supporters of candidates who have an official role within RLSS UK, whether this be permanent staff or volunteers must not abuse their position including: endorsing candidates in an official capacity, campaigning while on duty or utilising resources that others do not have access to. *RLSS UK staff and current serving trustees are required to remain impartial.*

4. Campaigning

Candidates must not campaign in any form (including social media) before campaigning has officially opened on Wednesday 7th September 2022.

Campaign videos, social media posts, photos or otherwise must NOT include any members of the current Board of Trustees or RLSS UK staff in any way that could be interpreted as them endorsing candidates or favouring one candidate over another.

5. Conduct

Offensive language of any kind will not be tolerated.

Candidates are encouraged to participate in healthy debate but should not criticise candidates personally.

Campaigners must not cheat, lie or defame other candidates or campaigners.

6. Complaints

All complaints will be investigated by the appointed Adjudicator and dealt with in a reasonable and proportionate manner. Complaints should be made as soon as possible, and no later than the close of voting.

Only complaints made in writing (email or letter) will be considered. Complaints must have the following information:

- i. Name and contact details of person making complaint (anonymous complaints will not be accepted)
- ii. Name of person being complained about
- iii. Details of incident (including time and date)
- iv. Details of any witnesses/ evidence
- v. Details of which rule has been broken
- vi. Details of the action requested



If a substantiated complaint would undermine the fairness of the election the range of decisions that may be taken includes (but is not limited to):

- i. Allowing the election to continue/take no action;
- ii. Disqualify or suspend a candidate;
- iii. Suspend or cancel an election for a particular post;
- iv. Suspend or cancel an entire election;
- v. Issue a clarification and/or guidance to one or all candidates;
- vi. Issue a warning to one or all candidates;
- vii. Take any other action that is deemed appropriate to uphold the fairness of the election, which may include eliminating a candidate from the e-voting site for a period of time or requiring the removal of campaign materials.

7. Appeal

Any decision of the Adjudicator will not be effective until the time in which an affected individual can appeal has expired.

To ensure that there is a route of appeal for the handling of complaints about the election or candidates, an appeal about a decision of the Adjudicator can be made to the President. The role of the President is limited to being responsible for hearing and determining the outcome of appeals against the decisions.

An individual can appeal a decision about conduct during an election. An appeal must be received by 5pm on the day following the receipt of the initial decision. The appeal should be addressed to the President and sent to: marksmith@rlss.org.uk and may be made on one or more of the following grounds:

- i. that there was a material procedural irregularity or misinterpretation of the rules governing the election that led to the decision being unfair;

and/or:

- ii. the decision of the Adjudicator was inappropriate or disproportionate to the nature and seriousness of the complaint.

No new evidence or elements to the complaint made may be introduced upon appeal to the President unless there are exceptional circumstances, and only then at the discretion of the President.

If the appeal is successful, the President may overturn the original decision and then determine what actions should follow, to ensure a reasonable and proportionate outcome. This may include (but is not limited to):

- i. removing any penalties/sanctions imposed;
- ii. issuing a warning to candidates/campaigners;
- iii. disqualifying or suspending a candidate/campaigner;
- iv. reinstating a candidate/campaigner;
- v. confirming that an election should be re-run;
- vi. voiding the election of a winning candidate.