



Procedure for the provision of student data for the purpose of compiling the Electoral Register, for the distribution of political party literature on campus and canvassing

Introduction

Loughborough University believes that participation by young people and students in particular, in the electoral and democratic processes of the country is a good thing. The University therefore seeks to work co-operatively with political parties to facilitate this. The procedures set out how the University will seek to achieve this.

The University anticipates that candidates will actively support the procedure and its intention to provide a 'level playing field' for all candidates.

The procedures will be confirmed to University staff for each election as follows: Student Services, including hall wardens and sub wardens, Security, Estates and Facilities Management, including hall managers and external providers of student accommodation.

The Procedure

Electoral register

1. In October each year, Loughborough University will work with Charnwood Borough Council to maximise the electoral register. Students will be given information, encouragement and opportunity to register to vote.
2. Responsibility for registering lies with individuals and not the University
3. It is open to students and any resident to notify the Borough Council of any errors or updates to the Register subsequently during the year.

Canvassing / "Getting out the vote" / other contact during elections

4. Candidates, their agents and their supporters are free and welcome to canvass or make personal contact with students for election purposes in public places on campus.
5. Public spaces are defined as any open area on campus plus the following areas in buildings: Edward Herbert Building (EHB) (excluding offices / lecture rooms / teaching space); Martin Hall entrance and Taste Cafe area (excluding Towers dining hall/offices /lecture rooms /teaching space).
6. Although an independent body to the University, Loughborough Students' Union also grants candidates, agents and their supporters access to its own public spaces provided candidates, agents and supporters abide by its policies on Equality and Diversity.

7. Candidates, their agents and their supporters will not be given permission to access internal areas of halls of residence. This includes any student who may be a candidate (and their supporters)
8. For this and other purposes, halls of residence are currently defined as Butler Court, Cayley, Claudia Parsons, David Collett, Elvyn Richards, Falkner Eggington, Faraday, , Harry French, Hazlerigg Rutland, John Phillips, Robert Bakewell, Royce, Rutherford, Telford, The Holt, Towers, and William Morris.
9. Candidates and / or their agents are asked to inform University Security (See appendix 1 for contact information) prior to canvassing on campus and to indicate how many other supporters are accompanying them.

Distribution of party political literature

10. All election material must comply with the appropriate statutory guidelines.

Posters

11. No poster that contravenes a University policy will be displayed.
12. Posters should not be attached to trees, lamp posts, the outside of buildings, signage nor phone boxes and may not be displayed in communal areas of the halls of residence. Posters may only be displayed on designated notice boards in the locations specified in schedule 1 below.
13. Candidates and agents are reminded that, if a polling station is located on campus, then they must comply with the appropriate statutory guidelines. This includes not displaying election material in the polling station, or areas leading to it, on Election Day.

Postal material

14. Staff will assist in distributing election material to halls of residence. Election material will be delivered to communal areas. For the purposes of the protocol communal areas are defined as reception areas and common rooms only.
15. Any material addressed to individual students will be treated as any other mail and placed in pigeonholes. Candidates will be asked to bundle post by hall of residence and in alphabetical order (by surname) to assist in dissemination and to allow sufficient time for this.
16. Material arriving with the university later than seven working days before the election cannot be guaranteed to be delivered.
17. Candidates should deliver material as indicated in Appendix 1

Limitations

18. This procedure does not seek to make the University responsible for ensuring students will participate in the democratic process. However, it will provide information to allow students to do this for themselves.

19. This procedure does not commit the University to arranging debates or hustings for political parties. This does not preclude individual members of the University from doing so if they wish.

Members of the University are defined within the University Charter and can be viewed at:

<http://www.lboro.ac.uk/governance/statutes/2/current/>

20. Any invited external speakers must comply with the University policy on external speakers. This can be viewed at:

<http://www.lboro.ac.uk/admin/ar/policy/externalspeakers/>

21. This procedure does not preclude individual members of the University or student societies from participating in the electoral process. However, the University, University Committees (including Hall Committees) and its officers (whilst acting in an official capacity) must treat candidates and parties equally and not seek to favour one over another. This includes not using the lboro.ac.uk domain for election purposes.

Appendix 1

Contact Information for Loughborough University Security

Tel: 01509 222141

Email: gatehouse@lboro.ac.uk and securityservicemanagers@lboro.ac.uk

Delivery locations for party political literature:

For, Faraday, Royce, Rutherford, and halls deliver to:

Village Central Hub
University Road
Loughborough University
LE11 3TY

Contact: villagecentral@mailbox.lboro.ac.uk

For Elvyn Richards, Hazlerigg Rutland, John Phillips and Robert Bakewell deliver to:

Reception
The Hub
Village Park (UPP)
Loughborough University
LE11 3UR.

Contact: villagepark@lboro.ac.uk

For Butler Court and Towers deliver to

Reception
Butler Court
Towers Way
Loughborough University
LE11 3TS

Contact: Eastparkreception@lboro.ac.uk

For Claudia Parsons deliver to

Reception
Claudia Parsons Hall
Loughborough University
LE11 3TU
Contact: northvillagehub@lboro.ac.uk

For David Collett deliver to

Reception
David Collett
University Road
Loughborough University
LE11 3UE

Contact: Davidcollett@lboro.ac.uk

For Falkner Eggington Courts deliver to
Reception
Falkner Eggington Court
Margaret Keay Road
LE11 3UG/3UF

Contact: Falkeggreception@lboro.ac.uk For Harry French, The Holt, William Morris and Somerton Lodge deliver to:

Unite
Harry French Court
Ashby Road
Loughborough
LE11 3UN

Contact: Natalie.Baines@unitestudents.com

Schedule 1 – permitted poster locations

Posters may be displayed in specified designated areas in the Edward Herbert Building (EHB); Martin Hall entrance and Taste Cafe area; Whitworth reception and meeting room area only.

Schedule 2 - Code of Practice on Meetings on University Premises and on the Premises of the Loughborough Students' Union

Preamble

In pursuance of its duties as laid down in Section 43 of the Education (No 2) Act 1986, the Council of the University hereby approves the following Code with a view to taking the steps which are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the University and for visiting speakers.

1. Principles

- i. So far as is reasonably practicable, no premises of the University or of Loughborough Students' Union shall be denied to any individual or body of persons on any grounds connected with:
 - a. the beliefs or views of that individual or of that body; or
 - b. the policy or objectives of that body.
- ii. The University will also take account of other legal obligations which may require it to take such steps as are reasonably practicable to ensure that what is said on University premises or on the premises of Loughborough Students' Union is within the law.
- iii. The University and Loughborough Students' Union attach great importance to the provision of a right of reply in a situation in which controversial views are being expressed.

2. Procedures

- a. By the authority of the Council of the University the following procedures must in future be followed by members, students and employees of the University in respect of:

- i. meetings or any other activities which are to be held on premises of the University or of the Loughborough Students' Union falling within the class of meetings specified in paragraph 3 below; and
 - ii. the conduct required of all persons in connection with any such specified meetings or activities; and
 - iii. any other related or ancillary matters which the Council of the University from time to time declares to fall within this Code.
(See also paragraphs 4(v) and 5 below.)
- b. Infringements of, or departures from, these procedures in whatever respect will render those responsible subject to disciplinary proceedings. In the case of students of the University these will be in accordance with the Charter, Statutes, Ordinances and Regulations for the time being in force; in the case of employees any proceedings will be in accordance with the employee's terms and conditions of appointment.
 - c. Additionally, if any such actions involve breaches of the law the university authorities will be ready to assist the prosecuting authorities to implement the processes of law and, if charges are preferred, will stay disciplinary proceedings pending the outcome of any such proceedings.
 - d. The Council of the University, in laying down the following, authorises the Chief Operating Officer to act on its behalf to ensure as far as is reasonably practicable that all members, students and employees of the University and visiting speakers comply with the provisions of this Code.

3. Meetings or other activities to which this Code applies

Any meetings or other activities where there is a real likelihood that the speaker may not be able to enter or leave the building safely and/or deliver his or her speech will be deemed to fall within the requirements of this Code.

4. Preparation for and conduct of meetings on university premises and on the premises of the Loughborough Students' Union

- i. This section applies to any meetings or activities falling within the meaning of paragraph 3 above.
- ii. The organisers of any such event shall ensure that a single person is appointed as principal organiser of the event.
- iii. The principal organiser of such an event shall secure that at least **four weeks** before the date proposed for the event notice of the proposal is given to the Chief Operating Officer. Such notice shall contain a written statement of the name of the speaker, the subject of the address and the precise timing of arrival and departure of the speaker. In the case of a meeting covered by paragraph 3 above proposed to be held on the premises of Loughborough Students' Union such notice shall also be given to the President of Loughborough Students' Union.

- iv. Within **seven days** of receiving such notice the Chief Operating Officer, after such consultation as he considers appropriate, shall issue a statement which shall either grant or withhold permission for the use of University premises or the premises of the Loughborough Students' Union as proposed for the conduct of the event. In the case of such meetings proposed to be held on the premises of Loughborough Students' Union, before issuing his statement the Chief Operating Officer shall consult the President of the Loughborough Students' Union or, in his/her absence, another member of the Executive.
- v. Permission so granted may be granted subject to such conditions as the Chief Operating Officer considers reasonably necessary to secure fulfilment of the University's statutory responsibilities concerning the protection of freedom of speech within the law (see paragraph 5 below).
- vi. The principal organiser and every other person concerned with the organisation of an event for which permission has been granted shall be required to comply with any and every condition laid down by the Chief Operating Officer under the provisions of this Code. Such conditions may include a requirement that tickets must be issued for public meetings and that an adequate number of stewards should be available, as to whose suitability the Chief Operating Officer must be satisfied, in addition to any security staff that the Chief Operating Officer may feel should be present to maintain order. (See paragraph 5 below.)
- vii. Organisers have a duty to see that nothing in the preparations for or conduct of a meeting or activity infringes the law for example by conduct likely to cause a breach of the peace or incitement to illegal acts.
- viii. The chairman of the meeting has a duty so far as is reasonably practicable to secure that both the audience and the speaker act in accordance with the law during the meeting. In case of conduct in breach of this Code the chairman is required to give appropriate warnings and, in case of such conduct continuing, to require the withdrawal or removal of persons concerned by the stewards or security staff.
- ix. No article or objects may be taken inside the building where the meeting is taking place, or taken or used elsewhere on university premises or the premises of the Loughborough Students' Union in circumstances likely to lead to injury or damage.
- x. Premises used for meetings or activities must be left in clean and tidy condition in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required. Payment in advance or evidence of ability to pay towards these costs may be required by the Chief Operating Officer.
- xi. The conditions prescribed by the Chief Operating Officer under subsection (v) above and paragraph 5 below may include conditions concerning admission or exclusion of press, television or broadcasting personnel.
- xii. The costs arising from any special security measures required to protect freedom of speech shall be apportioned in such manner as the Chief Operating Officer shall determine, having regard to all the circumstances.

5. In addition to the conditions set out in paragraph 4 above the Chief Operating Officer has discretion to lay down further conditions, if appropriate, after consultation with the police. Thus he/she may, for example, require the designated meeting or activity to be declared public (which would permit a police presence); he/she may arrange for university staff to be responsible for all security arrangements connected with the meeting or activity and appoint a member of staff as "controlling officer" for the occasion. If not satisfied that adequate arrangements can be made to maintain good order he/she may refuse or withdraw permission for the meeting or activity. Such a step would normally only be taken on the advice of the police.
6. An appeal against the rulings of the Chief Operating Officer may be made to the Vice-Chancellor. Such an appeal must be lodged with the Vice-Chancellor within **seven days** of receipt of the statement by the Chief Operating Officer referred to in paragraph 4 iv above. The decision of the Vice-Chancellor shall be final.

Schedule 3 – University Policy Regarding External Speakers

Statute XXI enshrines the right of the University's academic staff to 'have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions'

External speakers should normally be offered the same freedom of expression, with two exceptions noted below

- Facilities will not be provided for speakers who advocate or incite unlawful racial hatred or discrimination on the grounds of race, religion, sex, class, sexual orientation, age, disability or special need.
- Facilities will not be provided for speakers who advocate or incite violence or harassment of any individual or group, or damage to property.