

Electoral Register and Party Political Canvassing Policy

The Policy

Keele University is seeking to engage proactively with political parties and candidates and to ensure that the student population is sufficiently informed about the political process so that they are enabled to participate in it if they so wish.

Electoral register

1. Keele University will supply Newcastle-under-Lyme Borough Council (NBC) with the names and addresses (including room numbers) and nationality of all students eligible to vote (British, EU, Commonwealth or Irish citizens) and who live in halls of residence. This information will be supplied annually in October / November following a request from NBC.
2. In order to maintain data integrity the University will supply NBC with bi-monthly updates to the register to reflect movements into and out of halls of residence and monthly updates in March and April.
3. NBC will provide written communications to all students, inviting them to register to vote in accordance with the legislative requirements on the registration of voters.
4. Keele University will work with NBC to ensure that the legislative requirement that at least one personal visit is made to students who have not registered to vote is fulfilled. These visits will take place within the halls of residence but will only occur where representatives of NBC are accompanied by a member of University staff.
5. No other parties will be permitted to enter halls of residence for the purposes of intending to gain voter registration.
6. Details of the above process will be included in literature to students in halls of residence to increase student awareness of the process.
7. The University will also send emails to all students to provide information on how those students may register to vote.
8. Following notification from NBC the University will email all students advising them of the date of an election and reminding them how to register to vote if they have not already done so at least six weeks beforehand.
9. A week before elections a final email will go out reminding students of the dates and that polling cards for those eligible to vote and who are in halls are available for collection from the post room.

Canvassing

10. Candidates are free to canvass students in public places, such as the concourse outside the Students' Union, but will **not** be given access to halls of residence.
11. Candidates will be asked to inform 24 hour reception prior to canvassing on campus and to indicate how many other supporters are accompanying them.

Distribution of party political literature

Posters

12. No poster that contravenes a University policy (including that on equal opportunity) will be displayed.
13. Posters should not be attached to trees, 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.
14. The University has a number of A-frame boards and candidates will be able to make use of these on the day before and the day of an election, subject to their availability.
15. Candidates are reminded that if a polling station is located on campus then they may not display election material in the polling station, or areas leading to it, on election day.

Postal material

16. Space will be made available for literature to be collected from the post room in the week before the election.
17. If material arrives addressed to individual students then this will be treated as any other mail and placed in pigeon holes, however, given that this may involve large quantities of mail, candidates will be asked to bundle post by hall of residence and block to assist in dissemination and to allow sufficient time for this.

Limitations

18. This policy does not seek to make the University responsible for ensuring students will participate in the democratic process. However, it will provide timely information and support to allow students to do this for themselves.
19. This policy does not commit the University to arranging debates or hustings for political parties. This does not preclude Schools, Keele University Students' Union, Keele Postgraduate Association or individual members of the University from doing so if they wish.
20. This policy does not preclude individual members of the University or student societies from participating in the electoral process. However, the University and its officers (whilst acting in an official capacity) must treat parties equally and not seek to favour one party over others.

Schedule 1 – permitted poster locations

Chancellor's Building Reception
Library refreshment area and top floor balcony
Medical School common room
Keele University Students' Union. Candidates and supporters must receive permission from KeeleSU before displaying any posters.
Keele Postgraduate Association Clubhouse. Candidates and supporters must receive permission from the KPA Secretary or President before displaying posters.

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