

4. ELECTIONS

4.1 Returning Officer

4.1.1 The Returning Officer shall be a member of staff from the National Union of Students.

4.1.2 The Returning Officer shall:

- (a) ~~b~~Be responsible for the proper conduct of the elections for one calendar year;
- (b) ~~B~~bBe responsible for interpreting the election regulations;
- (c) ~~b~~Be responsible for producing and publicising an elections time-table, in conjunction with the Elections Committee;
- (d) ~~m~~ake arrangements to publicise the location of voting stations together with a list of candidates as agreed in the ~~E~~elections ~~C~~ommittee;
- (e) ~~E~~ensure that provision is made for all members of the Union to vote;
- (f) ~~B~~bring any contravention of the ~~e~~Election ~~r~~Regulations to the attention of the Elections Committee;
- (g) ~~b~~Be able to speak but not vote during Elections Committee meetings;
- (h) ~~r~~Recommend the disqualification of candidates from an election for contravention of the ~~—~~Articles or the Education Act 1994; ~~and~~;
- (i) ~~U~~ndertake any duties necessary to ensure the fair and proper conduct of the election process.

4.2 Deputy Returning Officer

4.2.1 There shall be a Deputy Returning Officer who shall be the Chief Executive or nominee.

4.2.2 The Deputy Returning Officer shall be responsible for the following:

- (a) ~~a~~Assisting the Returning Officer in the execution of his/her duties; ~~and~~;
- (b) ~~a~~Acting in the absence of the Returning Officer.

4.3 ~~Full-Time-Executive-terms~~ of office

4.3.1 The term of office of the ~~Full-Time Executive-Officers~~ ~~and~~ Campaign Reps ~~and Faculty Reps~~ shall be from the 1 July to the 30 June the following year. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. There will be a handover period of at least one week.

4.3.2 ~~Full-Time Executive-Officers~~ shall be remunerated in line with their terms and conditions of service.

4.3.3 ~~Faculty and~~ Postgraduate Research Reps will commence their term of office on the fifth day following election and continue until the first day of balloting at the next election.

4.3.4 The Term of Office for a ~~member of a Campaign.~~ Faculty or Postgraduate Research Rep will be terminated before the next balloting period if they are no longer registered as a student.

4.4 Timing of elections

4.4.1 The election of the Full-Time ~~Officers Executive team and~~ Campaign Reps ~~and Faculty Reps~~ shall take place in the second semester prior to the Easter holiday.

4.4.2 The election of the ~~Faculty and Postgraduate Research Reps and~~ NUS Conference Delegates shall take place in the first semester after the Fresher's Period

4.4.3 The dates of all elections, related timetables and a copy of the Election regulations shall be posted on the Union website & notice boards at least 18 University working days prior to the first day of balloting.

4.5 Elections ~~Planning~~ Committee

4.5.1 Membership

The Elections ~~Planning~~ Committee will be chaired by the Returning Officer (or nominee) and is made up of the following people, ~~prohibited from standing for election~~, with voting rights:

- (a) The Deputy Returning Officer;
- (b) The Full-Time ~~Executive~~ Officers ~~(Unless re-running in the elections being discussed by the Elections Committee); and~~
- (c) ~~Four~~ 4 students nominated by Union Council who are not standing in the ~~e~~Election.

The Elections Committee may also be attended by the following people, ~~prohibited from standing for election~~:

- (d) ~~Faculty Campaign~~ and ~~Portfolio Faculty~~ Reps ~~(unless running in the elections being discussed by the Election Committee);~~
- (e) A member of staff from each of the ~~four~~ core campuses with automatic speaking rights;
- (f) A guest or consultant invited to attend to speak on an issue;
- (g) Other staff members as requested/required; ~~and~~
- (h) Other students as requested/required.

4.5.2 Quoracy

The quorum for the Elections Committee shall be 60% of the total voting membership.

4.5.3 Function

The Elections Committee shall:

- (a) ~~agree and publish elections regulations in accordance with these Bye Laws;~~
- (b) ~~c~~Create a year long elections timetable;
- (c) ~~c~~Create an easy process for students to nominate, campaign and vote ~~at — all times;~~
- (d) ~~r~~Review the candidate training;
- (e) ~~r~~Review the voting regulations;
- (f) ~~e~~Ensure a co-ordinated and consistent branding for elections across all available media;
- (g) ~~i~~Investigate and facilitate alternative methods of campaigning and voting; ~~and~~
- (h) ~~h~~Have in mind at all time the need to increase voter turnout and nominations.

4.6 Nominations

4.6.1 For elections to ~~Student Executive 'Reps' Campaign and Faculty Rep~~ positions, all ~~—~~members normally studying at that campus are eligible to stand.

~~If standing for Experience Officer, candidates must nominate for the position at the campus at which they are studying.~~

4.6.2 Candidates wishing to stand are required to complete a nomination form, stating the name of the post for which they wish to stand, the name, and SID number.

4.6.3 Candidates may not stand for more than one elected position, with the exception of standing additionally for National Conference Delegate.

4.6.4 The current registration status of all nominees for election will be checked before the list of candidates is composed. Any nominee found not to be a registered student of the ~~—~~University will not be allowed to stand for office.

4.6.5 The list of candidates shall be displayed on Union website and notice boards.

4.7 Manifestos

4.7.1 Candidates for any ~~all~~Executive ~~—~~positions ~~s~~ must produce a manifesto.

- 4.7.2 The manifesto shall be ~~a maximum of one side of A4 paper and be a~~ minimum of 10 words submitted online and, ~~—~~a photograph ~~MUST~~ must be provided.
- 4.7.3 The Students' Union has the right to reproduce the manifesto but may not alter the content or layout in any way. The Students' Union reserves the right not to publish a manifesto that contains defamatory material or material that contravenes the Union's Equal Opportunities Policy. The Returning Officer (or nominee) will decide if manifesto material is defamatory or contravenes the Union's Equal Opportunities Policy ~~—~~and their decision is final.
- 4.7.4 Manifestos will be printed unabridged, with any spelling or grammatical mistakes left uncorrected by the Students' Union. ~~If any manifesto exceeds the A4 paper limit, the manifesto will be cut off at that point.~~
- 4.7.5 Once submitted all manifestos shall be checked by ~~the~~ a nominee of the eElections Committee ~~within 24 hours~~ to ensure compliance with the Students' Union Policies or Articles and ~~these its~~ -Bye Laws. If the ~~elections committee nominee~~ has any issues with the content of the manifesto, the candidate shall be given the opportunity to resubmit the manifesto ~~within a further 24 hours~~.
- 4.7.6 Candidates will receive copies of the eElections regulations ~~and Guidelines~~ to which ~~they~~ must adhere before balloting starts.

4.8 Balloting

- 4.8.1 Balloting shall be held over a period of five University working days, concluding on the fifth day.
- 4.8.2 All members of the Union may vote for any full time position once they have completed the security procedures in place at the time. Student Executive Campaign and Faculty Rep campus-specific posts may only be elected by members of the Union from that campus.
- 4.8.3 Members voting online will only be able to access the voting page once they have entered their website registration details which will check that they have not voted previously.
- 4.8.4 Voting for Student Executive Campaign and Faculty Rep posts will be restricted to members normally studying at that campus.
- 4.8.5 ~~Voting slips~~ Ballots shall bear the name of each candidate and the position being contested and a re-open nominations option.
- 4.8.6 The elections shall be held in accordance with the Single Transferable Vote system or Alternative Transferable Vote system as applicable, as specified in the Electoral Reform Society publication "How to conduct an election by Single Transferable Vote" and shall be the adopted voting system.

4.9 "Question the Candidate" sessions

- 4.9.1 "Question the Candidate" sessions for all elections shall be organised for core campuses only, as deemed appropriate by the Elections Committee, in

conjunction with the Returning Officer. "Question the Candidate" sessions shall be after the close of nominations.

4.9.2 "Question the Candidate" sessions shall be chaired by a member of Elections Committee or nominee. The Chair cannot be running for a ~~Full time Executive or Student Executive post~~.

4.9.3 Each candidate will be given the opportunity to speak for a maximum of two minutes.

4.9.4 Re-open nominations is not permitted to speak during "Question the Candidates".

4.10 Expenses

4.10.1 The Elections Committee will set budgets for candidates' campaigns and rates for photocopying, which will be publicised in advance of the elections. It will also make provision for the use of Union facilities. Expenditure for any elections materials will be reimbursed on production of receipts, provided that the expenses limit is not breached.

4.10.2 If anyone is found to be providing false information on expenditure this is a breach of election regulations and the candidate, at the discretion of the Returning Officer, could be disqualified from the election.

4.11 Media

4.11.1 The Union may produce a manifesto document on behalf of all candidates, at no cost to the candidates.

4.11.2 Candidates may use any election material they wish, as long as it conforms to the election regulations guidelines. Candidates may use both sides of the paper.

4.11.3 Material produced on behalf of the candidate must not be of a defamatory nature and may not mention any other candidates in any other Students' Union election unless they are part of an official slate. It must conform to the Students' Union Equal Opportunities policy.

4.11.4 Non-manifesto materials do not have to be identical. Although the Union will produce one manifesto for each candidate, other election material is not limited to the content of the manifesto.

4.11.5 Additional rules governing publicity may be decided upon by the Elections Committee prior to and during the election, in consultation with the Returning Officer.

4.12 Bye Elections

4.12.1 A bye election may be called by the following ~~2 ways~~:

- (a) ~~a~~ Automatically at any time if a ~~Student Executive officer~~ Campaign, Faculty or Postgraduate Research position is vacant, through no candidate standing for election or the removal/withdrawal of ~~an~~ an

elected officer or a previously elected officer no longer being a registered student; or-

- (b) bBy a two-thirds majority of Union Council to fill any vacant posts, related to the position/s open.

4.12.2 If after the submission of a manifesto and nomination, the vacant ~~Student Executive 'Rep'~~ position in question is un-contested, the ~~Democracy & Administration Manager~~ Union may decide not to ~~run a bye~~ election but to appoint those candidates to those positions via co-option at Union Council.

4.12.3 If after the submission of manifestos and nominations, the vacant ~~Student Executive~~ position in question is contested, the ~~Democracy & Administration Manager~~ Union will trigger an online vote for the period of 5 days from the beginning of the next working week.

4.12.4 A candidate standing for co-option ~~as a member of the Student Executive~~ will submit a manifesto to Union Council stating their aims and objectives for the position they are standing for. Union Council shall vote on whether the candidate is acceptable for co-option. A co-opted officer's term of office begins 5 days after the student meeting and ends on the first day of balloting of the next election period.

4.12.5 If more than one candidate stands for co-option to a position, then a ~~bye~~ election (online vote) shall be called.

4.12.6 ~~Student Executive Officers~~ Campaign, Faculty or Postgraduate Research Repts elected by ~~bye~~ election (online vote) or co-opted will have the ~~full~~ rights and responsibilities of the office to which they have been elected/co-opted, including voting rights. Their term of office shall commence 5 days following the ~~bye~~ election/co-option and continue until the first day of balloting at the next election. ~~However, the term of office for a member of the Student Executive will be terminated before the next balloting period if they are no longer registered as a student.~~

4.13 The Count

4.13.1 The count ~~S~~ shall be conducted by the Returning Officer, or nominee.

4.13.2 Each candidate shall have the right to send a representative to attend the count.

4.13.3 The count shall take place in a closed area.

4.13.4 The count shall begin as soon as is practical after the close of balloting.

4.13.5 The Returning Officer, or nominee will witness the online votes being counted.

4.14 Declaration of Results

4.14.1 The declaration of the results of a Union election shall be made at the completion of the count and posted on the Union website and notice boards.

4.15 Disputes

- 4.15.1 Any complaints must be received by the Deputy Returning Officer before the count starts.
- 4.15.2 Any complaint received must be in writing and clearly state which rule has been broken, by whom and supply any evidence that they have in their possession. The complainant must provide their full name and contact details.
- 4.15.3 Any complaint regarding the count must be received within five University working days.
- 4.15.4 In the event of the Deputy Returning Officer receiving a complaint, s/he shall investigate the complaint and any evidence accompanying it and then shall report his/her findings and submit any evidence s/he may possess to the Returning Officer.
- 4.15.5 The Returning Officer and Deputy Returning Officer will make a decision based on the investigation and evidence provided to them.
- 4.15.6 At the end of the elections period the Deputy Returning officer and Elections Committee will compile a report of the conduct of the elections for the Returning Officer.
- 4.15.7 In the event of a complaint being made against any member of the Elections Committee the Deputy Returning Officer will judge ———whether the complaint about the alleged action is worthy of investigation and if so, he/she will investigate and decide what action to take.
- 4.15.8 If the complainant is dissatisfied with the decision they may ———appeal to the Returning Officer in writing no later than 7 days after the decision was made. The Returning officer will investigate the appeal and make a ———decision which shall be final and shall notify the complainant and Elections Committee within 14 days of the appeal being lodged under normal circumstances.

4.16 Conduct

- 4.16.1 All members of the Union shall act in the interests of a fair election.
- 4.16.2 All candidates and their campaigners shall obey the Election Regulations including any additional rules imposed by the Returning Officer.
- 4.16.3 Candidates are responsible for their campaign and the conduct of their campaigners.
- 4.16.4 Any candidates found to be in breach of any of the Regulations shall, at the discretion of the Returning Officer, be disqualified from the election.
- 4.16.5 All candidates and their supporters shall abide by the Equal Opportunities policy at all times during the election.
- 4.16.6 All Union staff and Union members are bound by the Staff/Student Protocol in relation to elections.

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