

## BYE LAW 10 ELECTIONS

<p><b>Elections</b></p>	<ol style="list-style-type: none"> <li>1. Appointment of the Chair of the Union Council, Student Trustees and of members of the Officer Committee shall be by Election by Cross-campus Ballot in which all Full Members are entitled to vote.</li> <li>2. The Union shall conduct its Elections fairly and properly in accordance with this Bye-Law The Officer Committee shall supply to the Board of Trustees and the University such information that the Board of Trustees and/or the University shall request so as to satisfy itself that an Election is to be, is being or has been fairly and properly conducted.</li> <li>3. A Returning Officers(s) shall be elected to by Union Council who along with the Elections Committee shall be responsible for the organisation and conduct of the elections.</li> </ol>
<p><b>Method of Election</b></p>	<ol style="list-style-type: none"> <li>4. All elections shall be conducted by cross-campus ballot and Single Transferable voting system, or alternative Vote in single vacancy elections, in a manner approved by the Electoral Reform Society, unless otherwise stated in these Articles of Governance and Bye Laws.</li> <li>5. A polling record shall be kept at each ballot box in order to cross reference against the number of votes received.</li> <li>6. "Re-open nominations" (RON) shall be specified on the ballot paper in all elections, apart from elections to NUS Conference.</li> <li>7. The Returning Officer and staff attending at a polling station shall maintain and aid in maintaining the secrecy of voting and shall not communicate to any person before the poll is closed information as to the candidate for whom any vote is given on any particular ballot paper. No person shall:-             <ol style="list-style-type: none"> <li>7.1 Interfere with or attempt to interfere with a voter when recording her/his vote.</li> <li>7.2 Otherwise obtain or attempt to obtain at a polling station information as to the candidate for whom a</li> </ol> </li> </ol>

	voter at that station is about to or has voted.
<p><b>Duties of the Elections Committee</b></p>	<p>8. The Finance and Services Executive shall convene an Elections Committee to support the Union's elections and referendum for each academic year. The Committee shall include:</p> <p>8.1 The Finance &amp; Services Executive (Chair)</p> <p>8.2 An Elected Returning Officer</p> <p>8.3 Up to 3 Full Members appointed from Union Assembly and approved by Union Representative Council</p> <p>8.4 The Development and Democracy Manager who will also be the Returning Officer</p> <p>8.5 Any other person as deemed appropriate by the CEO</p> <p>9. Student committee members must declare if they have an interest in any of the candidates running for election. Where, in the opinion of the Returning Officer(s) this may prejudice the deliberations of the Elections Committee, the member shall be asked to step down and may be replaced.</p> <p>10. Where the Finance and Services Executive is standing in an election another Chair will be appointed by the Officer Committee.</p> <p>11. The Elections Committee along with the Returning Officer(s) shall be responsible, at the appropriate time, for the conduct of all Union Elections.</p> <p>12. In conjunction with the Returning Officer(s) they will produce the nomination pack which will set out:</p> <p>12.1 The theme and publicity for elections</p> <p>12.2 Timetable for elections</p> <p>12.4 Any other relevant matters relating to the running of the elections</p> <p>13. The Chair shall have the casting vote in the elections committee.</p>

14. The Elections Committee along with the Returning Officer(s) shall be responsible for producing all relevant literature with respect to the notification of the election procedures and timetables in particular:-

14.1 The positions open for election, and all conditions of elections, as specified in these Articles of Governance and Bye Laws.

14.2 The opening and closing dates for nominations, and the conditions for nomination as specified in this Constitution.

14.3 The list of names of all candidates for all positions open for election as soon as practicable after the close of nominations.

14.4 The closing date for submission of candidates' election publicity material, for approval prior to printing and distribution.

14.5 The designated areas in which publicity may be displayed.

14.6 The dates and times of hustings, if any.

14.7 The dates and times of day that ballot boxes will be open and on which sites of the University and Union they will be lodged.

14.8 the date and time at which the ballot boxes will be opened and the counting of votes conducted, and shall undertake the following duties:-

14.9 The declaration of and the publication of the results.

14.10 Reporting the result to the next meeting of the Officer Committee.

14.11 Ensuring that all procedures governing Union elections have been properly applied.

14.12 To provide a report to the University Secretary on the conduct of the elections

15. The elected Returning Officer shall typically be a staff member of the Union, University or NUS or any

<p><b>Duties of the Returning Officer(s)</b></p>	<p>other appropriate boy but may also be a Full Member of the Union</p> <p>16. The Development and Democracy Manager shall also be appointed as a second Returning Officer to assist and advise the Elected Returning Officer.</p> <p>17. If a Returning Officer is not elected the Development and Democracy Manager will act as the sole Returning Officer.</p> <p>18. The Elections Committee shall be responsible for determining the appointment process for the position of Returning Officer. The process may be reviewed from time to time.</p> <p>19. The Returning Officer(s) along with the Elections Committee shall be responsible, at the appropriate time, for the conduct of all Union elections and the Returning Officers' decision is final.</p>
<p><b>Eligibility for standing as a candidate in the Elections</b></p>	<p>20. All candidates for election shall:</p> <p>20.1 provide proof of being a Full Member.</p> <p>20.2 only be eligible to stand for one post on the Officer Committee.</p> <p>20.3 be proposed by a Full Member (not the candidate).</p> <p>20.4 be seconded by a Full Member (not the candidate).</p> <p>20.5 provide a statement of candidature outlining her/his proposed programme of action for the period of office, of not more than one A4 size sheet of paper.</p> <p>20.6 Fulfil all the requirements set in the Election Nominations.</p> <p>21. The following specific conditions shall apply to candidates for elections:</p> <p>21.1 candidates for election to the post of International &amp; Black Students Executive shall be from an ethnic or minority cultural group as determined by the Equal Opportunities Commission and the Commission for Racial Equality, or an international student as defined by the Board of Governors.</p>

	<p>21.2 no candidate shall be eligible to stand if they are a current member of Union staff</p> <p>21.3 no candidate shall be eligible to stand if they have been previously employed as a member of staff at the Union and been dismissed due to gross misconduct.</p> <p>21.4 any candidate who has previously been subject to disciplinary action by Union Council shall be subject to approval by the Returning Officers and the elections committee before being allowed to stand.</p> <p>21.5 all candidates for election to Union Council as representative from a Faculty shall be registered on a course of study with that Faculty.</p> <p>21.6 candidates to represent Standing Committees on the Union Council shall be members of the same Standing Committee.</p>
<p><b>Eligibility for Voting in Elections</b></p>	<p>22. All elections shall be conducted by way of a secret cross campus ballot except in respect of the following elections:-</p> <p>22.1. Union Council Representatives for the Schools shall be elected only by Students registered on a course of study within the same School.</p> <p>22.2 Union Council Representatives from Standing Committees shall only be elected by Students who are members of the same Standing Committee</p>
<p><b>Postal Voting</b></p>	<p>23. The Returning Officer(s) shall permit voting by post for Full Members living abroad or in cases where Full Members are legitimately unable to attend a polling station, in accordance with the provisions of this Schedule. The Returning Officer(s) shall make such administrative arrangements as necessary to permit the counting of postal votes to be carried out at the same time as the counting of all other votes.</p>
<p><b>Candidate Briefing</b></p>	<p>24. There shall be a briefing to all prospective candidates informing them of the roles and responsibilities of the elected officer positions. Another briefing shall be given to candidates after close of nominations in order to explain all election regulations. This shall be held at a time and place nominated by the Returning Officer(s) and notified to all candidates.</p>

<p><b>Withdrawal of Candidature and insufficient nominations.</b></p>	<p>25. In the event of there being insufficient nominations received to proceed with voting the Returning Officer(s) shall inform the Officer Committee who shall determine whether to re-open nominations and/or agree a revised timetable for any elections.</p> <p>26. Candidates shall inform the Returning Officer(s) in writing of any decision to withdraw their candidature from any election no later than one week after close of nominations.</p>
<p><b>Hustings</b></p>	<p>27. The Elections Committee along with the Returning Officer(s) shall set a timetable of hustings for elections to the Executive Committee, and may call hustings for other elections and referenda at her/his discretion.</p> <p>28. If held, all candidates for election shall be notified of the dates and times of hustings, and shall be expected to attend any hustings so held.</p>
<p><b>Timetable of Elections</b></p>	<p>29. The timetable of elections will be determined by the Elections Committee</p>
<p><b>Publicity Material</b></p>	<p>30. The following rules and regulations shall apply to all election material:-</p> <p>30.1 No publicity shall be displayed until nominations have closed, candidates' nominations have been approved, and all publicity material issued by the Union has been approved by the Returning Officer(s).</p> <p>30.2 Publicity may only be displayed in areas designated and approved by the Returning Officer(s).</p> <p>30.3 No election material or canvassing shall be permitted within 5 metres of the ballot boxes.</p> <p>30.4 No Members or candidates shall remove, deface or damage any election material.</p> <p>30.5 Other election literature, publicity or material may be distributed by candidates in accordance with the nomination pack issued via the Elections Committee other than that provided by the Union for this purpose.</p> <p>30.6 Full-time Officers standing for re-election must ensure their duties as a Full-time Officer take</p>

	<p>precedence over canvassing and that they are accessible to Students in order to carry out their designated functions.</p>
<p><b>Union Funded Material</b></p>	<p>31. A maximum permissible amount, decided by the Officers Committee can be spent as a tab within the Union on designated items to promote campaigns and cannot be exceeded. Candidates deemed to be over the limit will be subject to disciplinary action. Candidate expenditure rules and regulations will be set out annually in the nomination pack.</p>
<p><b>Offences by Candidates</b></p>	<p>32. The Returning Officer(s) with the support and advice of the Elections Committee, shall subject any candidate for election to disciplinary procedures, which may include disqualification if s/he is responsible for corrupt practice including:-</p> <p>32.1 Giving money or making any gift of substantial value to any voter in order to procure the vote of that voter. Substantial value will be defined in the rules and regulations which will be set out annually in the nomination pack.</p> <p>32.2 Directly or indirectly, by her/himself or by any other person on her/his behalf, making use of or threatening to make use of any force, violence, or restraint in order to induce or compel that person to vote or refrain from voting.</p> <p>32.3 Directly or indirectly, by her/himself or by any other person on her/his behalf, making use of or threatening to make use of or threatening to make use of any force, violence, or restraint towards any other candidates in order to induce that person not to campaign, or to act in any way which could be detrimental to their candidature.</p> <p>32.4 Falsification of any document or information which constitutes a requirement of the election procedures.</p> <p>32.5 Any other serious misconduct or behaviour that undermines the conduct of the elections. This will be decided by the Returning Officer(s) at their discretion.</p> <p>33. A candidate shall be guilty of an offence where:-</p> <p>33.1 She/he directly or indirectly defaces or destroys any nomination paper, ballot paper or any other election material.</p>

	<p>33.2 She/he fraudulently supplies any ballot paper; puts into any ballot box any paper other than the ballot paper; or otherwise interferes with any ballot boxes or ballot papers in use for the purpose of the election.</p> <p>33.3 as a member of the Officers Committee he/she supports the candidature of a person or group of persons standing for election by way of an endorsement on the publicity material of that/those candidate(s).</p>
<p><b>The Election Count</b></p>	<p>34. The Returning Officer(s), or their nominee, shall preside at all times to conduct and supervise the counting of votes. The following rules shall apply at the counting of votes:-</p> <p>34.1 Every person attending at the counting of votes shall maintain and aid in maintaining the secrecy of voting and shall not ascertain or attempt to ascertain at the counting of votes any information as to the candidates for whom any vote is given on any particular ballot paper.</p> <p>34.2 A candidate may, if present when the counting of votes is completed, require the Returning Officer(s) to have the votes re-counted. The Returning Officer(s) may refuse to do so if in their opinion the request is unreasonable.</p> <p>34.3 Where, after the counting of votes is completed (including any recount), an equality of votes is found to exist between any candidates, the Returning Officer(s) shall in the first instance count the number of first preference votes received of each candidate and that the candidate with the greatest number of first preference votes shall be deemed elected.</p> <p>34.4 Where an equality of votes still exists the Returning Officer(s) shall forthwith decide between those candidates by the toss of a coin, and proceed as if the candidate on whom called correctly had received an additional vote.</p>
<p><b>Void Ballot Papers</b></p>	<p>35. Any ballot paper shall be void at the discretion of the Returning Officer(s):-</p> <p>35.1 It does not bear the official mark.</p> <p>35.2 There is an unclear preference on the ballot paper.</p>

	35.3 Anything is written or marked on the ballot paper by which the voter can be identified.
<b>Void Elections</b>	<p>36. The Returning Officer(s) may declare an election null and void or may declare a particular vote null and void where it is proven that:-</p> <p>36.1 A voter has been guilty of impersonation, that is to say, voting in person or by post as some other person, whether that person is living, dead or fictitious; or</p> <p>36.2 A voter has voted as an elector more than once in an election where s/he is not entitled so to do.</p>

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