

## **Election Rules**

### **1 Election Rules**

1.1 These Election Rules shall apply to the election of all Executive Officers and Non-Executive Officers.

1.2 There shall be the following elections:

- Full-time Executive Officers
- Faculty Representatives
- Student Parliamentarians
- UPC Representatives
- NUS Delegates

1.3 Dates of Elections shall be decided by the Board of Trustees.

1.4 All terms of office shall be decided by the Board of Trustees.

1.5 Once elected, there should be a handover period before/during the term in office, for all elected officers to learn about their role from their predecessor. The time period of the handover process can change from time to time.

1.6 The Board of Trustees shall, on an annual basis, determine the financial allowance for publicity available to candidates from Union funds.

### **2 Rights of Full Members**

2.1 All full members of the Union are eligible to stand for any position except UPC reps which shall only be open to members studying at UPC colleges.

2.2 All full members, except Full-time Executive Officers are eligible to nominate another student in the election.

2.3 All full members have the right to attend and participate in the 'Question Time' for the candidates in the elections in which they are eligible to vote.

2.4 All full members have the right to information about the process of the election, the positions available and the candidates standing in the election.

2.5 All full members have the right to vote by secret ballot in the elections.

### **3 Appointment of the Returning Officer**

- 3.1 The Returning Officer shall be appointed annually by the Nominations Committee and the officer in charge of elections.
- 3.2 The Returning Officer shall be responsible for the good conduct and administration of the elections and shall be the sole arbiter in the interpretation of the election rules.
- 3.3 The Returning Officer shall be independent and shall not be a full member of the Union.

### **4 Powers of the Returning Officer**

- 4.1 The Returning Officer shall appoint a Deputy Returning officer to ensure the good administration and promotion of the election. The Deputy Returning Officer and shall be instructed by the Returning Officer on their duties and shall perform these in an impartial manner.
- 4.2 The Returning Officer may remove the Deputy Returning Officer if they are not carrying out the Returning Officer's instructions or are not acting in an impartial manner.
- 4.3 The Returning Officer may seek legal advice if he or she believes that statements made or the contents of publicity could leave the Union open to legal action.
- 4.4 The Returning Officer can rule out of order any statement or the contents of any publicity which, in his or her view, is in breach of the Constitution, Election Rules and Equal Opportunities Policy of the Union.
- 4.5 The Returning Officer is the sole official charged to deal with complaints about the conduct and administration of the election.
- 4.6 In determining a complaint, the Returning Officer, after hearing all the appropriate evidence may choose not to uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in his or her view, the candidate(s) has breached election rules.
- 4.7 The ruling of the Returning Officer on any complaint shall be final subject only to a successful challenge by a two thirds (2/3) majority of an emergency meeting of Union Parliament.
- 4.8 Returning Officer shall arrange 'Question Time' for the candidates on each site where there are eligible voters and a Candidates Training session.
- 4.9 The Returning Officer shall appoint a Chair for the Question Time. The Question Time will be conducted according to a process agreed at the candidates' training.
- 4.10 The Returning Officer shall draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification.

## **5 Nominations**

- 5.1 A full member may propose a candidate, but may only make one nomination to each post to be elected.
- 5.2 The Officer in Charge of elections will be responsible for determining the validity of any submitted nomination form. In the event of two or more candidates having the same proposer in an election, the Returning Officer may allow up to 24 hours for the candidate(s) to find fresh proposers.
- 5.3 Once the Returning Officer is satisfied, all valid nominations will be published and confirmed with the candidates.

## **6 Voting**

- 6.1 Voting in all elections shall be by secret ballot using a Single Transferable Vote
- 6.2 The Returning Officer shall make arrangements whereby provision is made for full members of the Union to vote.
- 6.3 Voters shall be able to express preferences for as few or as many candidates in an election for a position in accordance with the guidelines for the Single Transferable Vote (STV).
- 6.4 The ballots shall bear the name of each candidate and the office being contested. The order of candidates will be randomly generated. There will be a facility for voting for RON or "Re-open Nominations".

## **7 The Count**

- 7.1 Once voting polls close the Returning officer shall shutdown the voting system and conduct an electronic count.
- 7.2 The candidates' appointed representatives may, if they so wish, witness the counting s observers only. Those representatives will then not be able to disclose the details of the vote until after the results have been publicly released and presented to the membership.
- 7.3 The Count will commence only if the Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved. Complaints after the count has commenced may only relate to the conduct of the count.
- 7.4 The count will be conducted according to the rules laid down by the Electoral Reform Society for running elections by the Single Transferable Vote for single constituency elections.

## **8 Results**

- 8.1 Results of the elections shall be declared by the Returning Officer or Deputy President when the count for each post has been successfully completed.
- 8.2 A list of successful candidates will be posted online within 1 working day of the declaration

of results.

## **9 By Elections**

9.1 If any Executive Officer or Non-Executive Officer posts fall vacant then the Board of Trustees will determine if a By-election shall be held.