

Regulation E: Elections

5.1 The Returning Officer

5.1.1

The Returning Officer, who shall be a person wholly independent of the Students' Union, shall be responsible, at the appropriate times, for producing all relevant literature with respect to notification of election procedures and timetables. This literature shall include:

- (a) The positions open for election, and all conditions of election, as listed in Regulation E and Schedule E to this Constitution;
- (b) The opening and closing dates for nominations, and the conditions for nomination, as listed in Regulation E and Schedules D and E to this Constitution;
- (c) List the names for all candidates for all positions open for election;
- (d) The closing date for submission of candidates literature, for approval prior to printing and distribution;
- (e) The designated areas in which publicity may be displayed;
- (f) The opening and closing dates for candidates question time, if any;
- (g) The dates and times of day that ballot boxes will be open, and on which sites of the University they will be lodged, and details of how to make postal votes, if applicable;
- (h) The date and time of the count;
- (i) The outcome of the count.

5.1.2

The Returning Officer shall also be responsible for:

- (a) Ensuring all procedures governing elections are rigorously applied;
- (b) Reporting the election results to the next meeting of Union Council after the Count;
- (c) Safe keeping candidates deposit cheques (when required) until production of paid invoices and receipts for election expenses.

5.2 Eligibility for election

All candidates for election shall:

- (a) Provide proof of full membership status of the Union;
- (b) Be proposed by a proven full member of the Union;
- (c) Be seconded by a full proven member of the Union;
- (d) Provide nomination forms signed by a further 6 (six) full members of the Union,
- (e) Provide 2 (two) full-face photographs of at least passport size at the time of submission of the nomination forms.
- (f) Provide a personal cheque to the value of £15.00 (where required) at the time of submission of nomination forms, by way of a deposit against election expenses incurred on Union services and facilities, such cheques are to be held by the Returning Officer and returned in full on production of paid invoices and receipts for election expenses.

All elections are by cross-campus ballot, unless determined otherwise by Schedule E to this Constitution.

5.3 Election Timing

- (a) Elections shall be held twice per academic year, in the first and second terms of the academic year.
- (b) Elections to Union Council and Standing Committees of the Executive Committee shall be held in the first term of the academic year.

- (c) Elections to the Executive Committee and NUS delegation shall be held in the second term of the academic year.
- (d) By-elections may be held at the discretion of the Executive or Union Council.

5.4 Candidates Question Time

The Returning Officer shall issue a timetable of Candidates Question Times, formerly known as Hustings, (where necessary) for elections to the Executive, and may call Candidates Question Times for Council, NUS Delegation and standing sub-committees of the Executive in accordance with the provisions of Schedule E to this Constitution.

5.5 Method of Election

All elections shall be conducted by open cross-campus ballot and single transferable vote in a manner approved by the Electoral Reform Society, unless otherwise stated in Schedule H to this Constitution.

Unopposed Candidates shall submit themselves to a “yes/no” vote.

5.6 Timetable for Elections

5.6.1 Autumn Term (excluding Union Council elections)

- (a) Nominations shall open on the first working day and close on the last working day of the 3rd (third) week of the term.
- (b) Candidates’ publicity shall be submitted to the Returning Officer for approval by the last working day of the week in which nominations close.
- (c) Approved publicity shall be distributed from the first working day after nominations close.
- (d) Candidates Question Time (if any) shall be held during the 4th (fourth) week of the term.
- (e) Ballot boxes shall be open on the Tuesday, Wednesday and Thursday or three other consecutive days, of the 4th (fourth) week of the term.
- (f) The election count shall be held on the Friday of the 4th (fourth) week of the term.
- (g) Declaration of Results shall be the responsibility of the Returning Officer, whose determination shall be final, except that candidates may request a recount if the difference in votes between them is 5% (five percent) or less of the total valid vote.
- (h) Declaration of results shall be immediately after the count.

5.6.2 Spring Term timetable

- (a) Nominations shall open on the first working day of the 1st (first) week of term and close on the last working day of the 3rd (third) week of term.
- (b) Candidates’ publicity shall be submitted to the Returning Officer or the appointed Deputy by the 4th (fourth) working day of the 4th (fourth) week of term.
- (c) Approved publicity shall be distributed from the 1st (first) working day of the 5th (fifth) week of term.
- (d) Candidates’ Question Time shall be held in the 5th (fifth) week of term.
- (e) Ballot boxes shall be open for three consecutive days as determined by the Returning Officer or the appointed Deputy in the 6th (sixth) week of term.
- (f) The Count shall be held on the last day that Ballot boxes are open, immediately after they close.
- (g) Declaration of results shall be the responsibility of the Returning Officer or appointed Deputy, whose determination shall be final, except that Candidates may request a recount if the difference in votes between them is 5% (five percent) or less of the total valid vote.
- (h) Declaration of results shall take place immediately after the count.

5.7 Code of Practice on Publicity

The following rules and regulations shall apply to all election material:

- (a) No publicity shall be displayed until nominations have closed, candidates' nominations have been approved, and the Returning Officer has approved all publicity.
- (b) No publicity shall be displayed prior to being stamped at the Union's central office.
- (c) Publicity shall only be displayed in areas designated by the Returning Officer.
- (d) No election material or canvassing shall be permitted within three metres of the ballot boxes.
- (e) No members or other candidates shall remove, deface or damage any election material. Persons found to have contravened this rule shall be subject to sanction by the Executive.
- (f) Subject to 5.7(g) below, the candidates shall pay for all extra publicity. No expenditure above the levels set out by Regulation E shall be permitted.
- (g) Photocopies of candidates' publicity shall be provided for by the Union, subject to the limits set out by the Returning Officer.
- (h) If held, all candidates are expected to participate in Candidates Question Time, formerly known as Hustings, at the times and venues arranged by the Returning Officer.
- (i) Any damage caused by candidates' publicity to Union or University premises shall be repaired at the cost of the candidate.