



University of Bath

**Students' Union**

**Regulation 3**

**Elections**

## Elections

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## Elections

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### 1 *Introduction*

- 1.1. All representative posts within the SU must be elected from the Members and by Members. Associate Members may neither stand for post nor vote.
- 1.2. All elections shall be conducted by secret ballot set up electronically through the Students' Union web site. In exceptional circumstances (for example in the case of the LGBT group), other methods may be used but only with the express permission of the RO, who shall be satisfied that these methods remain fair and democratic.
- 1.3. A timetable of all elections will be agreed and published annually which should be adhered to.
- 1.4. All elections must abide by the Elections Rules. Additional guidelines will apply to each election. These will be reviewed annually by Elections Committee and RO.
- 1.5. The RO is responsible for all elections but may delegate his/her duties to an appropriate Officer or Manager (Acting Returning Officer – ARO). However, the ARO should always discuss major decisions with the RO first.

### 2 *Election categories*

There are three categories of elections

- 2.1. Open to all Members to stand in and to vote in (also known as cross-campus elections):
  - 2.1.1 SU Officer (with the exception of the Postgraduate Officer)
  - 2.1.2 NUS (National Union of Students) Conference Delegates (note not all NUS rep posts)
  - 2.1.3 Representatives to Council, Senate, Students' Union (CSSU) Committee
  - 2.1.4 Representatives to Equalities & Diversity Network
  - 2.1.5 Representatives to Equalities & Diversity Committee
- 2.2. Open to members of a discrete group to stand and vote in (e.g. only postgraduates may stand for election and vote for candidates to the posts on the Postgraduate Association executive committee): Academic Reps
  - 2.2.1 Faculty Reps
  - 2.2.2 Senate Reps
  - 2.2.3 Hall Reps
  - 2.2.4 Sub-group Executive committees
  - 2.2.5 Volunteer Liaison
  - 2.2.6 Individual Student Group committees
  - 2.2.7 NUS Postgraduate Students' Conference

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### 2.2.8 Mature/Part-time Students' Conference

2.3. Only members of a discrete group may stand but all Members may vote (e.g. only members of the Diversity & Support sub-group may stand for a post on Equalities & Diversity Committee but all students may vote).

2.3.1 Postgraduate Officer (only postgraduate students may stand)

2.3.2 NUS Women's Conference Rep (only students who self-define as a woman may stand, all students may vote)

2.3.3 NUS Black Students' Conference (only students who self-define as black may stand, all students may vote)

2.3.4 NUS International Students' Conference (only international students may stand, all students may vote)

2.3.5 NUS Disabled Students' Conference (only students who self-define as disabled may stand, all students may vote)

## 3 *Individual elections*

### 3.1. **SU Officer elections**

3.1.1 These will be held annually in the second term (voting will usually take place in March).

3.1.2 Any Member may stand and any Member may vote

3.1.3 All Members with the exception of SU Officers and SU Officers Elect may propose or second any candidate but may not propose or second two candidates

3.1.4 A candidate may only stand for one post

3.1.5 The term of office is a year running from June to June and is preceded by a two week handover period

3.1.6 An incumbent SU Officer may stand for an Officer post for one further year but no more than two in aggregate

### 3.2. **NUS Conference Delegate elections**

3.2.1 The number of posts available is set by the NUS.

3.2.2 The SU President is a delegate ex-officio

3.2.3 The elections will be held annually as early as possible in the first term, following Academic Rep elections.

3.2.4 Any Member may stand and any Member may vote

3.2.5 All members, with the exception of SU Officers and SU Officers Elect may propose or second any candidate but may not propose or second two candidates

### 3.3. **Council, Senate, Students' Union (CSSU) representatives**

3.3.1 The number of posts available is set by the University

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- 3.3.2 The elections will be held annually, as early as possible in the first term, following Academic Rep elections
- 3.3.3 Any member may stand and any Member may vote
- 3.3.4 No proposers or seconders are required in these elections

### 3.4. Equalities & Diversity Network and Committee

- 3.4.1 The number of posts available is set by the University
- 3.4.2 The elections will be held annually, as early as possible in the first term, following Academic Rep elections
- 3.4.3 Any Member may stand and any Member may vote
- 3.4.4 No proposers or seconders are required in these elections

### 3.5. Academic Rep elections

- 3.5.1 These are run in conjunction with the individual University academic departments which set the number of posts for their own departments
- 3.5.2 The elections will be held annually in the first two weeks of the first term
- 3.5.3 Candidates and voters may only stand and vote in their own departmental election
- 3.5.4 Proposers and seconders are not required for these elections

### 3.6. Faculty Rep elections

- 3.6.1 These are run in conjunction with the individual University faculties which set the number of posts for their own faculties
- 3.6.2 Undergraduate elections are held in the second semester; postgraduate elections are held at the beginning of the first term, as soon as possible after the Academic Rep elections (usually weeks 3 and 4)
- 3.6.3 Candidates and voters may only stand and vote in their own faculty election
- 3.6.4 Proposers and seconders are not required for these elections

### 3.7. Senate Rep elections

- 3.7.1 The number of posts is set by the University. Currently, there are two posts: undergraduate and postgraduate.
- 3.7.2 The postgraduate Senate Rep elections will be held in the first term as soon as possible after the Academic Rep elections (usually weeks 3 and 4)
- 3.7.3 The undergraduate Senate Rep election will be held in the second semester.
- 3.7.4 Only postgraduate Members may stand and vote in the postgraduate Senate Rep election; only undergraduate Members may stand and vote in the undergraduate Senate Rep elections
- 3.7.5 No proposers or seconders are required in these elections.

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### 3.8. Hall rep elections

- 3.8.1 Each hall group has a committee of representatives.
- 3.8.2 Candidates may only stand for post on the committee attached to their hall group and voters may only vote in their own hall group election
- 3.8.3 Candidates may stand for more than one post but these may be limited by the ARO
- 3.8.4 Nominations will open during Freshers' Week
- 3.8.5 No proposers or seconders are required in these elections

### 3.9. Sub-group Executive committees, Volunteer Liaison and Individual Student Group committees elections

- 3.9.1 All the above area elections will be run in line with the area constitution

## 4 *Elections Committee*

- 4.1. The core function the Elections Committee will be to assist and support the Returning Officer in the smooth running of the elections process, in particular the SU Officer elections and to make recommendations on improvements to the elections procedure.
- 4.2. The Chair of Elections Committee shall be appointed in line with the process set out in the role description.
- 4.3. The Elections Committee will meet as necessary during the SU Officer election process and less frequently at other times of the year.
- 4.4. Elections Committee will report to the Board of Trustees.
- 4.5. The Elections Committee will comprise:
  - Returning Officer
  - Chair of Elections Committee
  - SU President (unless s/he is rerunning)
  - One representative from each of the following
  - Academic Executive
  - Postgraduate Association Executive
  - Diversity & Support Executive
  - Student Media Executive
  - Sports Executive
  - Societies Executive
  - Volunteer sub-group
  - 
  - Two SU Officers in addition to the SU President, usually the Activities and Sports Officers, as long as they are not rerunning.
  - Chief Executive of the SU (in attendance)
  - Other co-opted members approved by the RO and Chair of Elections Committee

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### 5 **The Process of Election**

5.1. The Returning Officer shall produce and make publicly available an Elections Timetable for the year incorporating all elections, which shall include the dates and times for the notification and completion of the following:

- Nomination process
- Candidates Training (if any)
- Manifestos
- Questions to Candidates (if any)
- Voting
- The count

#### 5.2. **Nominations**

5.2.1 Nomination forms will be available online on BathStudent.com Only Members may propose or second a candidate except current SU Officers and SU Officers Elect, but may only propose or second one candidate for each election to a specific position.

5.2.2 The Returning Officer shall have the sole responsibility of declaring a submitted nomination form valid. In the event of two or more candidates having the same proposer or seconder in an election for a single position, the Returning Officer may allow up to 24 hours for the candidate(s) to find fresh proposers or seconds.

5.2.3 When the Returning Officer is satisfied all valid nominations will be confirmed with the candidates.

#### 5.3. **Manifestos**

5.3.1 Manifestos must be submitted by the date of close laid down in the Election Timetable.

5.3.2 All manifestos must be set out in accordance with Rules for Candidates issued by the Returning Officer.

5.3.3 Manifestos shall be displayed on an appropriate noticeboard and/or on-line on BathStudent.com

#### 5.4. **Campaign Publicity**

5.4.1 The only elections in which candidates are allowed to produce publicity material which incurs expenditure are:

5.4.2 SU Officer elections

5.4.3 NUS Conference Delegate elections

5.4.4 The Board of Trustees or a body nominated by them shall determine the expenditure allowed for publicity for candidates in SU Officer and NUS Conference Delegate elections on an annual basis.

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- 5.4.5 The Returning Officer shall draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification.

### 5.5. Questions to Candidates

- 5.5.1 The Returning Officer shall arrange Questions to Candidates in SU Officer elections
- 5.5.2 Individual student groups may arrange Questions to Candidates for their own committee elections, with agreement from the appropriate ARO.
- 5.5.3 The Chair of Elections Committee or nominated appointee shall chair Questions to Candidates in SU Officer elections
- 5.5.4 The RO shall be responsible for ensuring that Questions to Candidates are fair to all candidates.
- 5.5.5 Candidates on placement may nominate a deputy to speak on their behalf or agree other arrangements to be represented with the RO.

### 5.6. Incumbent Candidates in SU Officer elections

- 5.6.1 Incumbent SU Officers must declare paid holiday, and time in lieu taken during the campaign period to the Returning Officer before the count begins.
- 5.6.2 Incumbent SU Officers may not use any of the resources of their current position (publicity photos and material, working resources such as stationery or email addresses or any other resources that are not accessible to ordinary candidates).

### 5.7. Voting

- 5.7.1 The Returning Officer and Elections Committee shall publicise arrangements for voting.
- 5.7.2 . Voting shall be as detailed in 2 and 3 above
- 5.7.3 All SU Members will be made aware of the elections through Bathstudent.com
- 5.7.4 The voter will be presented with the ballot and informed how to vote once logged on to BathStudent.com.
- 5.7.5 The ballot shall bear the name of each candidate and the office being contested. The order of candidates for each post shall be randomised on the ballot.
- 5.7.6 In all elections except Academic rep elections, there shall be a facility for voting for "Re-open Nominations" (also known as "RON")
- 5.7.7 Candidates or their supporters may not canvass voters in the immediate vicinity of someone voting.



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### 5.8. Complaints

- 5.8.1 Any complaints regarding the conduct of the election shall be submitted in writing to the Returning Officer before the start of the count. The Returning Officer shall decide on any complaints.
- 5.8.2 If the complainant is not satisfied by the Returning Officer's decision, they have a right of appeal to the Board of Trustees. A 2/3 majority of all of the Board of Trustees (not just those present) may overturn the Returning Officer's decision. The Board of Trustees' decision will be final.

### 5.9. The Count

- 5.9.1 The candidate or their appointed representatives or any other Member may, if they so wish, attend the counting of the votes, as observers only.
- 5.9.2 Any Member wishing to observe must apply to the Returning Officer prior to voting.
- 5.9.3 The Returning Officer, or his deputy, is the only person who can initiate the count for the SU Officer Election. The Returning Officer can also delegate this duty, in the case of Student Group elections to the appropriate SU Officer or manager.
- 5.9.4 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. Complaints should be in writing to the Returning Officer.
- 5.9.5 The count will be conducted according to the guidelines laid down by the Electoral Reform Society for running elections by the Single Transferable Vote or Alternative Transferable Vote.

### 5.10. Declaration

- 5.10.1 Results of the elections shall be declared by the Returning Officer when the count for each post has been successfully completed.
- 5.10.2 Results of the elections shall be posted on BathStudent.com within one (1) working day of results.