

Schedule 3

(Part 1)

Election and Referendum Regulations (Ballot)

This Schedule shall apply to all elections by ballot for all Student Trustees; membership of Student Council; Chair of Student Council; Sabbatical and Non-Sabbatical Student Officers as indicated in this Schedule, and shall be read in conjunction with the Memorandum and Articles of Association of the Students' Union. The ballot could be conducted by electronic means or by paper ballot.

1 Returning Officer

- 1.1 The returning officer who shall not be a Full Member shall be appointed annually by the Executive Committee. The returning officer shall be responsible for the good conduct and administration of all Students' Union elections and shall have the sole interpretation of the election regulations.
- 1.2 The returning officer may appoint deputies and election officials to assist in the conduct of elections. They shall hold office until the completion of the elections for which they were appointed.
- 1.3 Sabbatical and Non-Sabbatical Student Officers, candidates, their proposers and seconders are not eligible to be election officials.
- 1.4 A list of election officials shall be made available for inspection. Any candidate shall have the right to object to election officials. The returning officer shall consider any objection and replace officials if the objection is upheld.
- 1.5 Candidates breaching election regulations will be subject to disciplinary action as determined by the returning officer. A severe breach may result in disqualification from elections.

2 Notice of Elections

- 2.1 Elections shall take place during the University term. Notice of elections shall be published not less than five (5) working University days prior to the opening of nominations.
- 2.2 The notice of elections shall list all positions to be elected and outline the elections timetable. Job descriptions shall be available on request.

3 Nominations

- 3.1 Any Full Member, including any student successfully completing their course of study during the relevant academic year is eligible to stand for any of the DSU positions referred in this Schedule..
- 3.2 Nomination forms shall be available, which must be completed and signed by the candidate and shall require the name, course and student registration number of at least one proposer and one seconder who shall both be Full Members.
- 3.3 No full time or part time Sabbatical or Non-Sabbatical Student Officer or member of Student Union staff shall propose or second a candidate.
- 3.4 Any elected Sabbatical or Non-Sabbatical Student Officer who wishes to re-run should declare:
 - 3.4.1 this prior to the opening of nominations and should be removed completely from the election process; and
 - 3.4.2 their conflict of interest in meetings where the election process they wish to participate is in being discussed.
- 3.5 Candidates can only stand for one Sabbatical or Non-Sabbatical Officer post in each set of elections.
- 3.6 Completed nomination forms must be submitted to an election official by the deadline determined by the returning officer.
- 3.7 Nomination forms must be accompanied by a passport-sized photograph of the candidate, together with a manifesto and the proposed election publicity the candidate wishes to use in the format stipulated on the nomination form.
- 3.8 Prior to the candidates' meeting the election official or their nominated representative will review the publicity to ensure that it meets DSU guidelines with a view to discussing any changes necessary with the candidate. The proposed publicity will be returned to candidates for immediate use at the candidates' meeting.
- 3.9 The returning officer or nominated person(s) shall produce a list of candidates, together with their proposers and seconders, which shall be available by the commencement time of the candidates' meeting.

4 Candidates' Meeting

- 4.1 The returning officer or nominated person(s) shall organise a meeting for all candidates to be held as soon as possible after the close of nominations.
- 4.2 At the candidates' meeting candidates will have returned to them their proposed publicity which will be approved for immediate use.
- 4.3 Election campaign packs shall be distributed at the candidates' meeting, which shall contain any necessary materials to be determined by the returning officer in conjunction with Executive Committee and in accordance with the requirements (if any) of the Memorandum and Articles of Association, the Bye-Laws and the Schedules to them.

5 Campaigning

- 5.1 The period of campaigning shall start after the candidates' meeting and shall continue until the close of the ballot.
- 5.2 All candidates shall be allocated a maximum campaigning budget, to be determined by Executive Committee. All campaign materials including publicity must be costed and subject to the restrictions of the budget allocation. Candidates can reclaim their expenses after the close of elections provided suitable receipts have been submitted and all publicity material has been removed. Candidates going over budget may be penalised at the discretion of the returning officer.
- 5.3 Candidates must submit an account of expenditure, together with all receipts, to the returning officer by the stated deadline. Failure to submit an account of expenditure may result in the results of the ballot being postponed at the discretion of the returning officer.
- 5.4 All election publicity shall be subject to the Students' Union's election publicity regulations, copies of which shall be made available at the time the election notice is issued.
- 5.5 Candidates will be expected to follow Students' Union and University policies and regulations, as well as any legal requirements for the running of fair and open elections for the period of Union elections.
- 5.6 Candidates should not undertake any high profile role in the Students' Union during the election period other than that pertaining to their candidacy. Candidates must

seek clarification from the returning officer with regards to any additional posts they hold.

- 5.7 Current officers seeking re-election to their sabbatical role or election to NUS Conference must take annual leave during the period of campaigning. In the event of insufficient annual leave remaining, unpaid leave will be granted. Officers must not use their working resources to campaign.
- 5.8 Candidates assisting or influencing voters whilst voting may, at the discretion of the returning officer, be disqualified.
- 5.9 Candidates may form a campaigning team. It is the responsibility of the candidate to ensure that all members of their campaigning team act in accordance with these regulations. Failure to act appropriately can result in the candidate being penalised.
- 5.10 Campaigning may only take place on the University campus and not within five metres of the entrance or exit to any building so as not to present a safety hazard.
- 5.11 Any complaints regarding the administration or conduct of the election campaign shall be submitted in writing to the returning officer before the commencement of the election count in accordance with paragraph 12 below.

6 'Hustings' for Sabbatical Trustees

- 6.1 A 'question time' session at which candidates may address potential voters, ('Hustings') shall be arranged by the returning officer for all Sabbatical Trustee elections.
- 6.2 The dates, times and locations for Hustings shall be made available by the returning officer at the candidates' meeting.
- 6.3 Any candidate banned from the venue will be allowed to attend Hustings or general meetings. They will not however be allowed service at any of the venue outlets.
- 6.4 The length of speeches by candidates shall be determined by the returning officer, or nominated person(s), who shall be the chair.
- 6.5 Written questions may be submitted to the returning officer, or nominated person(s) who will determine that the questions are appropriate.

- 6.6 Questions must be addressed to candidates in the relevant election and not to individuals and must not make reference to any member of staff or the current elected Sabbatical or Non-Sabbatical Student Officers..

7 The Ballot

- 7.1 Re-opened nominations shall be a candidate in all DSU elections.
- 7.2 Voting for all positions shall be by secret ballot and shall be conducted in accordance with the Single (or Alternative) Transferable Vote system.
- 7.3 Where electronic voting is used all Full Members may vote by inputting their DMU student user name and password. If a paper ballot is used all Full Members may vote on production of a valid Students' Union membership card or appropriate document as decided by the returning officer.
- 7.4 The order of candidates' names on the ballot paper shall be rotated.
- 7.5 Where appropriate the locations and times for voting shall be publicised at least five (5) working days of the University term before the opening of the ballot.

8 The Count

- 8.1 The returning officer shall inform the candidates of the time and venue where the results will be released. The candidate, or their representative, may attend.
- 8.2 Where appropriate ballot boxes shall not be opened until the count commences.
- 8.3 The returning officer shall satisfy himself/herself that all the votes are valid.
- 8.4 The ballot papers or relevant database will be kept for a period of six (6) months after the completion of the election.

9 Publication of Results

- 9.1 Election results shall be published as soon as possible after the results have been released.

10 Complaints

- 10.1 Any challenge or complaint concerning the administration or good conduct of the election should be submitted to the returning officer before the commencement of the count.

- 10.2 All complaints must be signed by at least ten (10) Full Members of the Students' Union, who must also state their full name and student registration number.
- 10.3 Any challenge or complaint regarding the conduct of the count must be submitted to the returning officer within one (1) clear day of the University term of the end of the count.
- 10.4 In the event of a complaint being received concerning the conduct of the count, the returning officer shall suspend the publication of the result until the complaint has been resolved.
- 10.5 In determining a resolution to a complaint, the returning officer - after a full investigation - may not uphold the complaint; or may halt elections for specific post(s) or disqualify individual candidate(s) if, in his/her view, a candidate(s) has breached election regulations. The ruling of the returning officer on any complaint shall be final.

11 Appeals

- 11.1 Any appeal against the decision of the returning officer shall be made to the University within two (2) clear days of the University term of that decision being communicated to the complainant. The decision of the University shall be final with no further right of appeal.

12 Student Council Elections

- 12.1 The following clauses of Schedule 3, Part 1 (Elections by Ballot) shall apply to elections for membership of the Student Council [and the Chair of Student Council]:

1.1 – 1.5, 2.1 – 2.2, 3.1 – 3.3, 3.6 – 3.9, 4.1 – 4.3, 5.1, [5.2 – 5.3], 5.4 – 5.11, 7.1 – 7.5, 8.1 – 8.4, 9.1, 10.1 – 10.5 and 11.1.

13 Student Trustee Elections

- 13.1 The following clauses of Schedule 3 Part 1 (Elections by Ballot) shall apply to elections for Student Trustee:

1.1 – 1.5, 2.1 – 2.2, 3.1 – 3.3, 3.6 – 3.9, 4.1 – 4.3, 5.1, [5.2 – 5.3], 5.4 – 5.11, 7.1 – 7.5, 8.1 – 8.4, 9.1, 10.1 – 10.5 and 11.1

14 Union Representative to the Academic Board

14.1 The following clauses of Schedule 3, Part 1 (Elections by Ballot) shall apply to the election for the Union Representative to the University's Academic Board:

1.1 – 1.5, 2.1 – 2.2, 3.1 – 3.3, 3.6 – 3.9, 4.1 – 4.3, 5.1, [5.2 – 5.3], 5.4 – 5.11, 7.1 – 7.5, 8.1 – 8.4, 9.1, 10.1 – 10.5 and 11.1

15 Referendums

15.1.1 Any referendum shall be supervised by the returning officer. The voting times shall be agreed by the Executive and publicised.

15.1.2 The returning officer shall be responsible for deciding the wording of the question on the referendum ballot paper. The question shall require a decision either 'FOR', 'AGAINST' or 'ABSTAIN' (Consider moving this responsibility to Student Council)

15.2 The quorum for referendums shall be 5% of Full Members.

Part 2

NUS Conference Delegates

1 The following clauses of Schedule 3, Part 1 (Elections by Ballot) shall apply:-
1.1-1.5, 2.1-2.2, 3.1-3.3, 3.6-3.9, 4.1-4.3, 5.1-5.11, 7.1-7.5, 8.1-8.4, 9.1, 10.1-10.5 and 11.1.