



ELECTION REGULATIONS

CONSTITUTION APPENDIX J

Passed at Union Council 11/1/10

Introduction

This schedule outlines the procedure for all Chester Students' Union (CSU) elections, detailing the procedures to follow when a vacancy occurs. These regulations form the rules that are put in place to ensure that the all Chester Students' Union elections are run smoothly. They must be read in conjunction with Chester Students' Union Constitution.

All CSU elections are governed by these regulations in accordance with the CSU Constitution.

All prospective candidates are strongly advised to attend the pre-election meeting with the Returning Officer.

It is the sole responsibility of all candidates to read and understand all rules and regulations issued for use during elections, asking questions when appropriate. All candidates are strongly urged to approach the Returning Officer or nominated deputy, if they are unsure of any part of the election procedure including the rules and regulations.

All candidates are responsible for the conduct and action of their supporters. Any breach of election regulations by either candidate or supporter will be seen as a violation. All violations will result in penalties being issued to the respective candidate, including expulsion from Election.

1. Returning Officer

- 1.1 The Returning Officer shall not be a full time student member of CSU.
- 1.2 The Returning Officer shall be the Students' Union General Manager, their nominee or the NUS Regional Officer, or their nominee.
- 1.3 The Returning Officer shall have the relevant knowledge and experience of Students' Union elections, as deemed fit by Union Council.
- 1.4 The Returning Officer shall be responsible for the good conduct and administration of all Union elections.
- 1.5 The Returning Officer shall have sole interpretation of the Election Regulations.
- 1.6 The Returning Officer's decision shall be final and binding.
- 1.7 The Returning Officer shall be assisted by the Steering Committee.
- 1.8 If the Returning Officer nominates another individual, all references to the Returning Officer in this policy shall refer to that nominee.

2. Steering Committee

- 2.1 The Steering Committee of Chester Students' Union shall be as specified in the roles of officers Appendix B of the Constitution, except where a Representative is a candidate for election. The following people will also sit on the committee:
 - The Returning Officer,
 - The Deputy Returning Officer,
 - The Deputy General Manager (Membership Services),
 - Sabbatical Officers,
 - Union Council Chairperson,
 - One elected Union Representative who is not standing for one of the positions,
 - Union Administrator (Committee Secretary).
- 2.2 The Chair shall be taken by the Returning Officer or their nominee.
- 2.3 The Steering Committee shall meet at least twice a term and will concern itself with:
 - 2.3.1 The administration of the Annual General Meeting (AGM) and Union Council, ensuring that all Union affairs abide by the Constitution.
 - 2.3.2 The continual review of the Constitution for suitability.

- 2.3.3 The proper running and administration of all Union elections of representatives and Committees.
- 2.3.4 The Chair of Steering Committee shall communicate the results of all Union elections, the Vice Chancellor, Clerk to the Board of Governors, Dean of Students and the Head of Registry Services.

3. Election Schedule

- 3.1 The Returning Officer shall ensure that election of the Executive Committee takes place before the end of March each year.
- 3.2 Election Timetable
- 3.2.1 Election 1 (First half of autumn term)**
Election for all first year Union Council posts, and where necessary, by-election for vacant Union Council and Executive Committee posts.
- 3.2.2 Election 2 (Second half of the spring term)**
Election for all Union Council and Executive Committee posts for the following academic year and, where necessary, by-election for vacant Union Council and Executive Committee posts.
- 3.2.3 Election 3 (First half of summer term)**
Where necessary, election for vacant Union Council and Executive Committee positions.
- 3.3 The Returning Officer may be mandated by Union Council to run an election for a post, or an election at a time not mentioned in the Constitution.
- 3.4 The election schedule shall be posted out electronically to all members. It will also be on all Union notice boards and website at least 7 Calendar days before the elections.
- 3.5 A copy of the Election Regulations will be readily available on the Union Website, or in hard copy from the General Manager.

4. Union Council

- 4.1 All Union Council positions are part-time and voluntary.
- 4.2 The positions are as follows:
- The Union Council Chairperson (across both campuses)
 - First year (level one) students' representative
 - Second year (level two) students' representative
 - Third year (final year) students' representative
 - Fourth year (final year) students' representative
 - Nursing and Midwifery students' representative
 - Postgraduate students' representative
- 4.3 Additional representatives may be elected per 500 students of that specific body or group, for example students with specific needs or studying at Kingsway.
- 4.4 Where possible, the Union Council should annually elect from its membership, by simple majority at a caucus vote, liberation representatives as appropriate.
- 4.5 The Union Council Secretary shall be the Students' Union Administrator, or their nominee, who shall be a non-voting member of permanent staff.
- 4.6 No member may be elected into more than one Union Council Office.

5. Executive Committee

- 5.1 There are 19 members of the Executive Committee of Chester Students' Union.

5.2 The positions are as follows:

(a) Full-time paid (Sabbatical) representatives:

- The President (Global)
- The Vice President (Chester)
- The Vice President (Warrington)

(b) Part-time voluntary representatives: (alphabetical order)

Global Positions

- Equal Opportunities Representative

Campus Specific

- Club and Society Representative
- Events Representative
- Marketing Representative
- Nursing and Midwifery Representative
- Publications Representative
- Welfare Campaigns Representative

5.3 The elected Sabbatical Representatives shall officially take office on the 1st July by signing a “Contract of Commitment” that shall be held on record in their personnel files with a copy sent to the Union finance department to indicate the commencement of their remuneration for that elected period of office, with one period being no more than 12 months.

5.4 The Executive Committee are trustees of Chester Students’ Union and therefore are accountable for all financial and managerial decisions made on behalf of the student membership.

5.5 Those who become members of the Executive Committee are held collectively accountable for all decisions made during their term of office for a period of 7 years after the cessation of their post.

6. Eligibility

6.1 Only full members of Chester Students’ Union are eligible to stand as a candidate or nominate a candidate in Union elections.

6.2 A member is not permitted to stand, or take up their post if they:

- 6.2.1 Have a Union Disciplinary record.
- 6.2.2 Have an outstanding debt to CSU.
- 6.2.3 Are unable to fulfil the legal criteria for being a trustee (if standing for a trustee position).
- 6.2.4 Have already held a Sabbatical position for 2 terms of office at CSU.
- 6.2.5 Cannot fulfil their role due to University disciplinary sanctions.

6.3 Sabbatical Officers may stand for a Council or Executive position if they will be current students for the term of office.

6.4 No member can stand for more than one post in any Union election.

6.5 No Sabbatical elect may stand for any other post within the Students’ Union.

6.8 All candidates must be over 18 years of age.

6.9 Sabbatical positions

- 6.9.1 Sabbatical Officers of one years standing are permitted to stand for re-election to the same post or election for another sabbatical position.
- 6.9.2 At the time of election Candidates for Sabbatical positions shall be registered students at the University of Chester.
- 6.9.3 Candidates who wish to take a year out from their studies to take up a sabbatical position must submit written consent from their subject(s) head of department.
- 6.9.4 Sabbatical – elects must successfully pass the year of study prior to their term of office.
- 6.9.5 In the event of a candidate failing to meet these requirements, a by election will be held for the post as soon as possible.

- 6.10 Voluntary Positions
- 6.10.1 Only students studying at the specific campus, may stand for campus specific Executive positions.
 - 6.10.2 Any student fulfilling all other criteria may stand for any Union Council position.
 - 6.10.3 All candidates for volunteer posts shall not be in their final year at time of election.
- 6.11 Any current Union representative must resign their post if standing for a different post in the same term of office.
- 6.12 **Voting Eligibility**
- 6.12.1 All full members may vote in all Union Council and Global Executive positions.
 - 6.12.2 All full members studying at the specific campus, may vote in specific campus Executive positions.

7. Nominations

- 7.1 Nomination forms will be available from www.chestersu.com and all CSU offices.
- 7.2 Members of the Union can stand for election upon the completion of a nomination form signed by:
- The candidate,
 - The student proposing the nomination,
 - The student seconding the nomination (who shall be a different person from the person making the proposition).
- 7.3 The responsibility for ensuring that a candidate is validly nominated shall lie with the candidate.
- 7.4 In addition to a completed nomination form, the candidate must also submit:
- A completed Charity Trustee Declaration (for trustee positions),
 - An electronic version of their manifesto,
 - An electronic passport size photograph.
- 7.5 If the Returning Officer rejects a nomination, notice shall be immediately given of the reason for its rejection and reasonable efforts made to inform the relevant candidate.
- 7.6 In the event of a nomination being rejected, the candidate shall have the right to appeal to the Steering Committee so long as that appeal is lodged by noon on the next working day following the publication of the names of candidates.
- 7.7 No existing Sabbatical Representative, voluntary Executive Committee member or member of the Steering Committee are permitted to nominate, propose or second any candidate in any Students' Union election.
- 7.8 No member may nominate or second more persons in the election to a certain post than there are to be elected to that post.
- 7.9 No member standing for election may propose or second any other member standing for election to the same post in the same election period.
- 7.10 Nomination forms must reach the Returning Officer or a person appointed by them not later than the publicised time for that specific election on the election timetable.
- 7.11 All nominations received late, after the closing time has expired, will not be entered into the election.

8. Re-Open Nominations

- 8.1 Re-Open Nominations shall be a candidate in each election and shall be treated as a normal candidate in all elections.
- 8.2 If Re-Open Nominations is elected the post shall be declared vacant and shall be subject to co-option and by-election.

- 8.3 If there are less candidates than posts, the excess posts are declared vacant and the election is then run as a normal election with the number of posts equal to the number of candidates, and Re-Open Nominations also included.

9. Manifesto Document

- 9.1 The manifesto should:
- 9.1.1 Be no more than 300 words
 - 9.1.2 Include the candidates name
 - 9.1.3 Include the position being run for
 - 9.1.4 A clear photo of the candidate including their face
 - 9.4.5 Be ready for publication
 - 9.4.6 Be A4 in size
- 9.2 Any expense incurred in the production of this material shall be the responsibility of the candidate, and should not be deemed an election expense.
- 9.3 While promotion of a slate is permissible, the manifesto must refer to one candidate only.

10. Role of Current Sabbatical Officers

- 10.1 Sabbatical Officers may give candidates quotes of support for use on their campaign material, however they may not actively campaign for any of the candidates.

11. Campaigning and Advertising

- 11.1 All candidates will be informed of the specific pre selected campaign colour for their position.
- 11.2 All candidates will receive the following publicity free of charge:
- 11.2.1 Sabbatical positions receive up to 200 A4, colour, back to back photocopies of either manifesto or campaign material.
 - 11.2.2 Non - Sabbatical positions receive up to 100 A4 copies colour, back to back photocopies of either manifesto or campaign material
- 11.3 It is the responsibility of each candidate to investigate any copyright clauses that may exist on any material they wish to use in their respective campaigns.
- 11.4 All election photocopying material must be produced via the Students' Union, with an original kept on file.
- 11.5 All Election campaign material (including the use of banners and clothing) will be officially stamped once approved by the Returning Officer or his / her nominee in their absence.
- 11.6 Any campaign material used that has not been authorised (officially stamped) by the Returning Officer shall be removed from use with the violating candidate receiving a penalty or expulsion from the election.
- 11.7 A candidate may submit up to 4 poster or flyer designs.
- 11.8 It is the candidate's responsibility to specify how many copies of a specific design are required to be printed.
- 11.9 No candidate is permitted to accept any unauthorised form of internal or external sponsorship or publicity. Any deviation will be brought to the attention of the Steering Committee and may result in expulsion from the election.
- 11.10 Candidates may colour in posters and flyers, but this may have a cost implication on each poster or flyer coloured.
- 11.11 The following publicity will NOT be allowed (unless with express permission by the Returning Officer):
- Media: newspapers, tannoy, megaphone, DJ microphones or radio broadcasts,
 - Sponsorship: any form of external sponsorship, company sponsorship or club/team sponsorship,

- Employees: no employee of the Students' Union are permitted to canvas for any candidate during hours of employment.
- 11.12 Any reference in such media to an individual candidate(s) in any election will be considered to be a breach of these Regulations and appropriate action shall follow.
- 11.13 Candidates are only permitted to use the designated campaigning areas set aside for this specific purpose. All designated areas are clearly marked.
- 11.14 Candidates or anyone on their behalf may not remove, deface or damage Union or University property whilst campaigning.
- 11.15 Candidates remain solely responsible for the cost of cleaning or of repair of any damage to Union or University property caused as a result of their election campaign, including the actions of those assisting them in their campaign.
- 11.16 The use of chalk (except of blackboards) is considered vandalism, and may attract a fine by the Steering Committee and/or University.
- 11.17 Candidates may not place publicity on any Union Club or Society notice board webpage, unless by the express, written permission from the relevant group. A copy of the approval shall be submitted to the Returning Officer before publicity is in place.
- 11.18 No Club or Society of the Union may promote any candidate or groups of candidates standing for election, except in the case where all candidates are given fair, unbiased and equal treatment. It shall be the responsibility of the Union Executive Committee to reprimand any group or individual violating this regulation.
- 11.19 Candidates may continue any normal duties they hold in a Union Club or Society position, providing that in doing so they do not promote their candidacy. Candidacy promotion may lead to suspension of duty for the duration of the election.
- 11.20 All election coverage by the Union shall be carried out in an unbiased, fair and equal manner.
- 11.21 Students' Union premises shall remain impartial during any election, with no campaign material being used in these areas, with the sole exception of Hustings
- 11.22 Publicity may not be:
- on any fire escape
 - on unauthorised University property
 - on top of other candidate's election material
 - on floors or ceilings of Union or University buildings
 - above the height able to be reached without ladders or equivalent from the ground floor
 - affixed using sellotape
 - produced using the funds of the Union, including the money or equipment of any recognised Club or Society
- 11.23 The Steering Committee reserves the right to designate other areas in which election material should not be placed.
- 11.24 Any material deemed to pose a fire hazard or safety risk by the Returning Officer will be destroyed without refund.
- 11.25 The Returning Officer and other authorised Union personnel may temporarily remove and store any banners or election material as necessary for the duration of events within the Union building(s).
- 11.26 Candidates may ask students to display authorised publicity in their accommodation rooms, windows and cars. This can only be carried out with the student's permission.
- 11.27 No candidate is to intimidate any student into displaying their campaign material.
- 11.28 Candidates are not permitted to use any Union equipment to produce election materials.

- 11.29 No candidate, nor anyone acting on a candidate's behalf, may remove or deface other candidate's publicity.
- 11.30 Existing Sabbatical Officers standing for re-election or election for another Sabbatical position will be expected to work their contracted hours and must continue to satisfy their job descriptions. Alternatively, they may take all or part of their holiday entitlement.
- 11.31 Existing Executive Representatives standing for either re-election or election to another Executive position must continue to satisfy their job descriptions.
- 11.32 No slander of other candidates, the Students' Union or its Staff, no foul language, no rude or obscene images, no racist comments, no fascist comments and no party political comments.
- 11.33 The Returning Officer must be given the address and access to any social networking sites prior to their use for campaigning.
- 11.34 Candidates must not campaign with a student or group of students personally if that student or group of students requests them not to do so.
- 11.35 Proven harassment and/or intimidation of students by candidates and/or candidate's supporters will result in disqualification from the election effective immediately.
- 11.38 The SOURCE may print news reports of Union Elections, provided that they are unbiased and impartial. No comment or opinion may be offered and the Returning Officer must check all such news reports prior to publication.
- 11.39 If an opinion poll is conducted it must be by independent body from a representative sample and amount of students determined by the Independent body.
- 11.40 Any candidate thought by the Steering Committee to have contravened any of the above clauses may be investigated by the Steering Committee, and disciplinary action may be taken. This investigation may commence if no formal complaint has been brought to the group.
- 11.41 The following is the maximum amount of A4 paper allowed to be used by candidates:
 - 11.41.1 President Candidates – 1500 A4 sheets or equivalent
 - 11.41.2 Vice President Candidates – 1000 A4 sheets or equivalent
 - 11.41.3 Global Executive and Council Candidates – 1000 A4 sheets or equivalent
 - 11.41.4 Campus Executive and Council Candidates – 500 A4 sheets or equivalent
- 11.42 Candidates may not send unsolicited emails.

12. A Slate

- 12.1 Two or more candidates may form themselves into a Slate (defined as a group with a joint and supportive campaigning strategy) subject to the following provisions:
- 12.2 Candidates wishing to stand together on a Slate must declare this intention on the appropriate form for each candidate when submitting their nominations.
- 12.3 Two candidates thought to be campaigning using a joint and / or supportive strategy may, at the discretion of the Returning Officer, be deemed to be standing as a Slate. In such instance, candidate budgets shall be adjusted accordingly, and failure to declare this intention may result in disciplinary action.
- 12.4 A Slate may not stand more candidates in any election than there are posts available in that election.
- 12.5 Candidates standing as a Slate must not number the candidates or give any indication of any preferred order of voting amongst the Slate.
- 12.6 A Slate may not consist of a mixture of candidates for Sabbatical and Non-Sabbatical posts, or Executive and Non-Executive posts.
- 12.7 Members of a Slate must provide a common "description" on their nomination form.

13. Election Expenses

- 13.1 All candidates can create their own “Campaign Budget” set at a maximum of £100, which can be spent by them as and when at their own expense. Any candidate attempting to exceed this limit will be in violation of the Election Regulations and may receive a penalty or expulsion from the election.
- 13.2 All expenditure on election campaign publicity material will be deducted from the candidates’ £100 budget.

14. Publicity Charges

14.1 The Tariff

B&W A3 Copy:	5p per sheet
B&W A4 Copy:	2p per sheet
B&W A5 Flyer:	1p per copy (2 x A5 = A4)
Colour A3 Copy:	15p per sheet
Colour A4 Copy:	10p per sheet
Colour A5 Flyer:	5p per copy (2 x A5 = A4)
Clothing:	£7 each
Banners:	£10 each
Badges and Balloons:	5p each
Keyrings	5p each
Miscellaneous:	Publicity media not covered above may be permitted at the discretion of the Returning Officer.

- 14.2 In the case of a Slate of candidates, the total amount of campaign budget must be divided up as follows;

The Slate should split the total amount allocated to them into a:

- (a) Communal budget,
- (b) Candidate budget.

- 14.3 The Communal budget may not exceed 50% of the total amount (£100 max) allocated to the Slate.
- 14.4 The fraction of the remainder is allocated 50/50 (£50 max) for candidate budget.
- 14.5 Publicity which refers to one candidate only (although publishing the Slate name is permissible), shall be charged to that individuals budget.
- 14.6 Publicity that refers to all candidates on a Slate or to the Slate name only, must be charged to the Communal budget.
- 14.7 A Slate candidate shall take collective responsibility for their finances.
- 14.8 If an individual attempts to exceed their campaign budget limit, action shall be taken.

15. Unacceptable Candidate Conduct

- 15.1 Knowingly make false statements of supply false information to the Steering Committee or any member of the group acting in an official capacity, or the Arbitrator, or to induce any other person to do so.
- 15.2 Advise voters to give another candidate a higher preference than himself or herself, or induce any other person to do so.
- 15.3 Claim support of the Steering Committee, or any other Union body or produce any material which breaks current Union Policy or the Union Constitution and its appended regulations.
- 15.4 Engage in opportunistic activities or publicity as determined by the Steering Committee.
- 15.5 Defame either verbally or in written form the character of any other candidate or Slate of candidates or any member of an Ad Hoc Group campaigning on a Referendum Motion.

- 15.6 Misrepresent the views or policies of any candidate or member of the Union.
- 15.7 The Steering Committee may investigate the activities of any candidate thought to have acted against these Regulations, even if no formal objection has been raised.

16. Hustings (Question Time)

- 16.1 Hustings shall be required to take place only for the election of all apposed Sabbatical and Executive Representatives.
- 16.2 The Steering Committee may add Hustings requirements for other positions if required.
- 16.3 The Returning Officer shall chair Hustings and has sole discretion during the course of the running order.
- 16.4 The Chair shall make provision that all candidates be given an equal opportunity to be heard.
- 16.5 If at any time the candidates feel that they are not being given a fair opportunity to be heard, they may request the Chairperson of Hustings calls for order.
- 16.6 If appropriate, the Chairperson of Hustings shall then alter the amount of remaining time accordingly.
- 16.7 The Returning Officer with the notice of elections shall give notice of Hustings. That shall normally be held between the close of nominations and the first or only day of polling.
- 16.8 Any candidate unable to attend Hustings that gives the Returning Officer at least 24 hours notice will have their speech read by the Returning Officer. A candidate who does not give notice will simply be recorded as absent.
- 16.9 Candidates shall be sat from left to right in alphabetical order of position and secondly in surname.
- 16.10 Candidates will be expected to make a speech / presentation for no more than:
- 16.10.1 Union Council Chairperson: 3 minutes
 - 16.10.2 Sabbatical Positions: 3 minutes
 - 16.10.3 Non Sabbatical Positions: 2 minutes
- 16.11 All questions will be put to all candidates for a position. No question can be directed at a sole candidate.
- 16.12 To ensure fairness of question distribution, all candidates will be asked the respective question(s) in differing orders as designated by the Returning Officer, so that the same candidate does not have the opportunity to answer each question first.
- 16.13 All questions must be submitted and approved by the Returning Officer before use.
- 16.14 Only full members of CSU may submit questions.
- 16.15 All submitted questions shall be kept in a sealed and signed envelope, locked away until their use is required in Hustings.
- 16.16 Questions shall not be asked if:
- They are of a racist, sexist or homophobic nature, or in anyway contravening the Equal Opportunities Policy Statement of Chester Students' Union,
 - They are intimidating and/or personal,
 - That question, or a similar, has already been asked,
 - They refer to a permanent member of Staff by name or position, in a way in which they can be identified

17. Paper Voting

If electronic voting is not feasible the Steering Committee may decide to hold paper voting:

- 17.1 All votes must be on an official ballot form, which must include;
 - 17.1.1 The name of each candidate (including nickname if requested) in random order which is rotated on each ballot form,
 - 17.1.2 Clear explanation of the voting system,
 - 17.1.3 An official Chester Students' Union stamp to show the form's authenticity.
- 17.2 Access to ballot boxes and ballot papers shall be restricted to Polling Staff (Polling Clerks) and voters.
- 17.3 Where there is only one post to be elected, the Alternative Voting System applies (ATV).
- 17.4 Where there is more than one post, the elections will use the Single Transferable Voting System (STV).
- 17.5 A voter shall be identified by their CSU Membership card only.
- 17.6 A whole will be punched at the bottom of the Membership Card once the member has exercised their right to vote.
- 17.7 The Polling Clerks shall record all voters' details as follows;
 - 17.7.1 Highlight the student's name on the University current student list,
 - 17.7.2 Record the students' name and year of study,
 - 17.7.3 Ask the student to sign to confirm they have received the ballot paper
- 17.8 A member can only vote once in any election.
- 17.9 RON (Re-Open Nominations) shall stand in all Executive Elections. If elected, nominations shall be re-opened.
- 17.10 All ballot boxes shall remain locked during voting, the Returning Officer being the only individual in possession of the key to unlock the ballot boxes. At the end of each voting session the Returning Officer may, at their discretion, ratify the count for that day.
- 17.11 Polling Clerks will enforce the Election Desk Regulations with any infringements being reported to the Returning Officer immediately.
- 17.12 Normally two members of the Steering Committee shall be present at each and every polling station throughout polling. It is accepted that one member of Steering and one other (being a member of the Executive Committee, Union Council or other Standing Committees) be present at the Polling Station.
- 17.13 In the case where one person is to staff a Polling Station alone this person must be a member of permanent staff of the Students' Union.
- 17.14 No Polling Clerk may not have stood for election or proposed, nominated or seconded a candidate in that election, nor if they are acquainted with any candidate personally.
- 17.15 The Steering Committee may take any responsible measures to prevent fraudulent voting, and shall be responsible for all aspects of the design and production of ballot forms.
- 17.16 Candidates found guilty of taking part in or inciting ballot rigging, intimidation, bribery, impersonation or any other corrupt practice shall be disqualified.

18. E-Voting

If the Steering Committee decide the vote will be by Electronic ballot:

- 18.1 Where the e-voting system is used all voting shall be conducted via the website.

- 18.2 The database will be checked for any multiple registrations.
- 18.3 The Returning Officer will build the appropriate election areas on the website including election schedules and information and candidates details.
- 18.4 The voting pages will be created as part of the election schedule.
- 18.5 Voting pages will be made live and taken off line at the correct time and date. Voting pages will be available 24 hours a day within the voting period.
- 18.6 All members will be emailed voting details and links to the secure voting pages.
- 18.7 Voting pages can only be accessed once. A database of results is collated by the system that only includes the votes not who and how they voted.
- 18.8 Only the Returning Officer may have access to the results.

19. Paper Voting Count

- 19.1 The count shall be held as soon as practicably possible after the close of Polling and at a time determined by the Steering Committee.
- 19.2 Observers to the count shall be at the discretion of the Returning Officer of the Steering Committee and are normally limited to the Steering Committee, Sabbatical Officers, candidates or their nominee.
- 19.3 The Returning Officer shall inform the candidates of the time and venue of the count but only members of the Steering Committee may participate in the count.
- 19.4 No other person may touch the ballot papers or interfere in any way with the count.
- 19.5 It is not permitted for any individual to leave the room or communicate with any individual out of the room whilst the count is still in progress.
- 19.6 The votes will be counted by the transferable system suitable for that election as defined by the Electoral Reform Society.
- 19.7 Once the votes have been counted they should be kept for a period of one month in case of appeals against the result.
- 19.8 In the event of a dead heat (tie) at the end of the count, the Returning Officer shall consult the regulations concerning such an event as recognised by the Electoral Reform Society.

20. E-voting Count

- 20.1 At the end of the voting period the voting pages will be manually closed off from members.
- 20.2 The Returning Officer will log on to access the results download. A spreadsheet detailing all results can only be downloaded by the Returning Officer.

21. Declaration of Results

- 21.1 The Returning Officer shall declare results of the elections when the count for each post has been completed and any complaint has been resolved to the satisfaction of the Returning Officer.
- 21.2 A list of successful candidates will normally be posted at each site within one working day of the declaration of results.
- 21.3 The Returning Officer will send a copy of the results to University Registrar, Vice Chancellor and Clerk to the Governing Body.
- 21.4 The results will become official if no complaint has been lodged with the Returning Officer after 48hours.

- 21.5 If the event of a complaint being received by the Returning Officer, the results shall be suspended until the complaint has been resolved.

22. Complaints

- 22.1 Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours of a complaint being lodged by any full member or the candidate or their nominee.
- 22.2 The Returning Officer should receive any complaint against the conduct or administration of the election. Any challenge or complaint during or following the count must only relate to the conduct of the count, and be lodged with the Returning Officer who shall resolve the complaint within 48 hours of it being lodged.
- 22.3 In determining a resolution to the complaint the Returning Officer, after hearing all appropriate evidence, may not uphold the complaint or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations.
- 22.4 The ruling of the Returning Officer on any complaint shall be final, subject only to successful challenge of a 75% majority of a meeting of a quorate Union Council.

23. Candidate Disciplinary

- 23.1 The Returning Officer reserves the right to enforce disciplinary penalties against candidates who deviate from the Election Regulations.
- 23.2 The Returning Officer reserves the right at any time to dismiss a candidate with immediate effect from any election for gross deviation of the Election Regulations; interpretation of this clause shall be at the sole discretion of the Returning Officer.
- 23.3 An absolute maximum of two verbal warnings may be issued to any candidate prior to their dismissal from the election.
- 23.4 The Steering Committee shall maintain an up to date disciplinary file that details all candidates disqualified from Union elections for future reference.

24. Suspension or Cancellation of Elections

- 24.1 If the Returning Officer believes that the voting system is not running in accordance with election regulations, the election can be suspended.
- 24.2 An emergency Steering Committee will be called to discuss the situation and resolutions with the aim to restart or begin a new election with 5 University days. This may include the cancellation of the elections in extreme circumstances.
- 24.3 All election candidates and members will be kept informed of the situation as soon as practicably possible.
- 24.4 All existing nomination forms and campaign materials will stand for a rearranged or restarted election.
- 24.5 Steering Committee may increase every candidate's campaign budgets if necessary. This cost may be incurred by the candidate or Union.

25. Election of Course Representatives (University held Elections)

- 25.1 Course Representatives shall be elected before the end of October by all members of the relevant faculty/course/school, who shall all be eligible to vote. (Refer to the guidelines specified within that University department).

27. Co-Options

- 27.1 The Executive Committee shall be entitled to co-opt a full member of the Union into any vacancy amongst the Union's Representatives provided that the member co- opted does not have a prior

disciplinary record and fulfils the requirements laid down in the Constitution and its appended Regulations for election to the post in question.

27.2 A full member co-opted as a Union Representative shall serve until such time as a by-election or election is held for that post.

27.3 At most a co-opted Union Representative shall not serve beyond thirteen months after the previous election for that post.

28. By-elections

28.1 By-elections shall take place in the event of a vacancy arising amongst the Union's Officers.

28.2 The Steering Committee shall arrange for the holding of a by-election as soon as is reasonably possible following the occurrence of the vacancy.

28.3 In scheduling the by-election, the Steering Committee shall consider factors that may prevent those eligible standing for election or voting such as teaching practice or examinations.

28.4 If the Steering Committee deems that it is not possible to immediately fill the vacancy through a by-election, the Executive shall be entitled to co-opt a full member into that position under the procedures laid out in the Co-opt Regulations above.

29. Regulation Amendments

29.1 Amendments to these regulations may be passed by Referendum, AGM or Union Council.

29.2 Amendments passed by Referendum shall take precedence over amendments passed by an Annual General Meeting and Union Council.

29.3 Amendments passed by Annual General Meeting shall take precedence of those passed by Union Council.