

BYE LAWS D

ELECTION REGULATIONS

These regulations shall apply to all elections to the Executive and Student Council Officers

1.

- a) The Returning Officer (RO) who shall not be an Ordinary Member of CUSU, shall be appointed annually by Student Council and approved by the Board of Trustees and shall not take effect until such approval has been provided in writing to CUSU by the Board of Trustees. The RO shall be fully conversant with the method of election outlined in the schedule to this Appendix
- b) The RO shall ensure the good conduct of the elections
- c) The RO shall be responsible for the annual elections and by-elections to the following positions:

Executive:

Vice President Communications and Engagement
Vice President Democracy and Finance
Vice President Representation
Vice President Student Activities
All Faculty and School Chairpersons

Student Council:

Campaigns Officer
Campus Officer
International Officer
NUS Officer
Social Experience Officer
BME (Black and Minority Ethnic) Councillor
Disabled Students' Councillor
Environmental and Ethical Councillor
LGBT+ (Lesbian, Gay, Bi-sexual, Trans and Plus) Councillor
Mature Students' Councillor
Part Time Students' Councillor
Postgraduate Students' Councillor
Students with Caring Responsibilities Councillor
Women's Councillor
5 Student Councillors

2. The term of office for Executive positions and Student Council Officers shall be from 1 July to 30 June unless the Student Council decides otherwise for specific reasons

3. Annual elections shall take place before the end of March for Executive and Student Council
4. Any Ordinary Members of CUSU shall be eligible to stand for election, propose a candidate and vote in any election for the above posts with the following restrictions:
 - a) Only members enrolled in the appropriate School/Faculty may stand as a candidate, propose, nominate and vote in elections for School or Faculty Chair, providing they are Ordinary Members of CUSU
 - b) No member shall hold sabbatical office for more than two years in total at the University
 - c) No current Council member may hold more than one seat at the same time
 - d) No member may stand for election having been previously disqualified on the grounds of attempting to disrupt an election or any other dishonest conduct (failure to attend hustings is not considered an attempt to disrupt an election)
 - e) For the following Student Council positions of International Officer, Postgraduate Students' Councillor, Mature Students' Councillor and Part Time Students' Councillor, only members who are respectively from outside the UK, on a postgraduate course, over the age of 21 at the start of the course or on a part time course may stand for election in these elections
 - f) For the Student Council positions of the BME; Disabled; LGBT+ or Women's Councillor, no member may stand for; vote or nominate a candidate for these positions unless they self define as Black and Minority Ethnic; Disabled; Lesbian, Gay, Bi-sexual, Trans and Plus; or Women respectively
5. The Vice President Democracy and Finance shall publicise details for all aspects of CUSU elections in accordance with the established procedures of CUSU
6. Official nomination forms clearly specifying the post for which the candidate is standing, signed by the candidate, proposer and seconder, and eight Ordinary Members of CUSU, shall be handed to the RO or nominee not later than the time and day appointed by the RO for the close of nominations. No nomination shall be accepted after that date which shall be fixed by the RO. Nominations shall remain open for at least five working days
 - a) Official nomination forms for candidates for BME; Disabled; LGBT+ and Women's Councillor, need only to be signed by the candidate; proposer and seconder; and one Ordinary Member of CUSU
7. A list of candidates together with proposer and seconder shall be published immediately after the close of nominations and displayed, by the Vice President Democracy and Finance
8. Where an election for more than one post is taking place simultaneously, a student may be nominated as a candidate for only one post

9. The Vice President Democracy and Finance shall organise hustings for all positions and failure of a candidate to attend hustings without good reason shall cause the candidate to be disqualified from the election
10. Elections may be conducted electronically in place of a paper based version as follows:
 - a) All students enrolled who are members of the Students' Union are eligible to vote by secret ballot for the annual elections and by-elections via the website
 - b) All positions contested at annual and by-elections shall be by electronic means unless there are material reasons why this is not possible
 - c) The method, times, dates and purpose of the election shall be appropriately publicised to the membership in advance of the election, and the Board of Trustees shall be notified in advance
 - d) Electronic voting shall be over three working days
 - e) All students shall be entitled to vote electronically for those positions they are entitled to by virtue of Election Regulations paragraph 4
 - f) The electronic version of the ballot paper and instructions on casting a vote shall replicate, subject to any non-material changes required by the technology, that of a paper-based ballot
11. The Vice President Democracy and Finance shall publicise the location and arrangements of voting stations and ensure that every member is given the opportunity to exercise their voting rights
12. Voting shall take place over a period of three consecutive days by secret ballot and sealed boxes shall be used. The locations and opening of voting stations shall be determined by CUSU policy, with approval of the Board of Trustees, to ensure the fullest opportunity for members to vote
13. An elector shall be required to show his/her CUSU/NUS Card before he/she is issued with any ballot paper. An appropriate mark shall be made on the CUSU/NUS Card
14. All ballot papers shall be numbered, and at the annual elections (or first election to any post) only, shall provide the option of 'Re-Open Nominations'
15. The RO shall be responsible for the conduct of the vote and shall appoint Poll Clerks for each annual election and by-election. No Poll Clerk shall serve in the same election in which that person is a candidate, proposer, seconder, or one of the eight Ordinary Members supporting a nomination
16. The Alternative Transferable Vote System of voting shall be employed to determine the result of the election as defined by the Rules comprising in the Schedule to this Appendix
17. The 'Count' shall take place in accordance with the Rules outlined in the Schedule of this Appendix immediately after the closing of polling
18. Electors shall only be entitled to vote once for any one position in any election
19. If the elector accidentally spoils his/her paper, the elector may obtain another ballot paper from the Poll Clerk, providing the elector returns the 'spoilt' paper to the Poll Clerk

20. Votes shall be counted or the count supervised, by the RO who may appoint a sufficient number of tellers to assist in the count. No teller shall serve in the same election in which that person is a candidate, proposer, seconder or one of the eight Ordinary Members supporting a nomination. The Vice President Democracy and Finance and Vice President Communications and Engagement or his/her representative, the candidates and one person nominated by each of the candidates shall be entitled to be present. No other person shall be present without the express permission of the RO
21. The Vice President Democracy and Finance shall declare the results of all elections immediately they are known
22. The Vice President Democracy and Finance shall publish the result of all elections as soon as possible after the results have been declared
23. No announcement regarding the elections of the candidates may be made without the permission of the RO or his/her appointee
24. No candidate or other person shall make or cause to be made deliberate misrepresentation of other candidates either verbally or on any publication or by any other means
25. No candidates or any other person shall bribe, or attempt to bribe, any elector in any way whatsoever
26. Any attempt that may be made to disrupt an election will be considered a breach of order and accordingly brought before the Executive
27. Objections to the procedure, result or any other aspect of any CUSU elections must be made in writing to the RO or his/her nominee not later than two working days after the result(s) have been published, and objections raised after this time will not be considered. The RO may consider objections at any time during the election and need not necessarily wait until voting has been completed. Objections shall be published in writing by the RO. In the case of all objections the RO's ruling shall be final and binding
28. The RO shall maintain a record of all matters relating to a particular election, together with copies of the candidates' manifestos
29. Any contravention of these Rules may lead to the candidate(s) being disqualified from taking part in the elections for the particular office concerned
30. If an election is found to have been held in an improper fashion, the RO may declare the result invalid, and order a new election. Disqualifications of a particular candidate shall not be grounds alone for declaring an election invalid. The RO may order a new election at any stage during the elections
31. Should any post fall vacant during the period 1 July to 30 June a by-election shall be held. The Vice President Democracy and Finance shall give immediate notice of the vacancy and the RO shall organise in conjunction with the Vice President Democracy and Finance the by-election in accordance with the regulations outlined in points 1-29 of this Appendix

32. The second round of Student Council by-elections in any academic year will run in accordance with points 33-38 of this Bye Law
33. The Vice President Democracy and Finance shall give immediate notice of the vacancy. The RO shall organise, in conjunction with the Vice President Democracy and Finance, the by-election nominations to be closed after ten working days of receiving the first nomination
34. Any Ordinary Members of CUSU shall be eligible to stand for election, propose a candidate and vote in any election for the above posts with the following restrictions:
 - a) No current Council member may hold more than one seat at the same time
 - b) No member may stand for election having been previously disqualified on the grounds of attempting to disrupt an election or any other dishonest conduct (failure to attend hustings is not considered an attempt to disrupt an election)
 - c) For the following Student Council positions of International Officer, Postgraduate Students' Councillor, Mature Councillor and Part Time Students' Councillor, only members who are respectively from outside the UK, on a postgraduate course, over the age of 21 at the start of the course or on a part time course may stand for election in these elections
 - d) For the Student Council positions of the BME; Disabled; LGBT+ or Women's Councillor, no member may stand for; vote or nominate a candidate for these positions unless they self define as Black and Minority Ethnic; Disabled; Lesbian, Gay, Bi-sexual, Trans and Plus; or Women respectively
35. Official nomination forms clearly specifying the post for which the candidate is standing, signed by the candidate, proposer and seconder, and eight Ordinary Members of CUSU, shall be handed to the RO or nominee not later than the time and day appointed by the RO for the close of nominations. No nomination shall be accepted after that date which shall be fixed by the RO. Nominations shall remain open for at least five working days
 - i. Official nomination forms for candidates for BME; Disabled; LGBT+ and Women's Councillor, need only to be signed by the candidate; proposer and seconder; and one Ordinary Member of CUSU
36. A list of candidates together with proposer and seconder shall be published immediately after the close of nominations and displayed, by the Vice President Democracy and Finance
37. Where an election for more than one post is taking place simultaneously, a student may be nominated as a candidate for only one post
38. The voting will take place in accordance with the regulations outlined in points 10-29 of this Bye Laws

Schedule for the Ballot Paper and the Count of Votes

1. An elector in giving his/her vote:
 - a) Must place on his/her voting paper the figure 1 opposite the name of the candidate or 'Re-Open Nominations' (RON) of his/her first preference
 - b) May in addition place on his/her voting paper the figure 2 or the figure 2 and 3, or 2,3 and 4 and so on, opposite the names of other candidates, or RON, in order of his/her preference
 - c) Or may place on his/her voting paper a cross or tick opposite the name of the candidate, or RON, of his/her choice for a non-transferable vote
2. A voting paper shall be invalid and not counted:
 - a) On which the figure 1 standing alone indicating a first preference for some one candidate, or RON, is not placed: or
 - b) On which the figure 1 standing alone indicating a first preference is set opposite the name of more than one candidate, or RON: or
 - c) On which the figure 1 standing alone indicating a first preference and some other number is set opposite the name of the same candidate; or RON, or
 - d) Which is unmarked or void for uncertainty
3. The RO Shall:
 - a) After rejecting any voting papers that are invalid, cause the valid voting papers to be arranged in parcels, according to the preference recorded for each candidate and RON
 - b) For the purpose of facilitating the processes prescribed by these Rules each valid voting paper shall be deemed to be of equal value
 - c) Count the number of papers in each parcel and in accordance with section b) of this rule, credit each candidate with value of the valid papers on which a first preference has been recorded for such candidates
4. The RO shall then add together the value in all the parcels and divide the full total value by a number exceeding by one the number of vacancies to be filled. The result increased by one, any fractional remainder being disregarded, shall be the number sufficient to secure the return of the candidate. The number is herein called the 'quota'
5. If at the end of any count the value credited to a candidate is equal to or greater than the quota, that candidate shall be deemed to be elected
6. If at the end of any count no candidate has achieved a vote equal to the quota and one or more vacancies remain unfilled the RO shall exclude the candidate credited with the lowest value and shall transfer his/her papers to the continuing candidates as indicated on the voting papers in the parcel or sub-parcels of the excluded candidate as the voter's next available preference, and shall credit the continuing candidates with the value of the papers transferred. The parcel containing original votes shall first be transferred, the transfer value of each paper being equal

7. In the transfer of each parcel or sub-parcel a separate sub-parcel shall be made of the non-transferable papers, which shall be set aside at the value at which the excluded candidate obtained them
8. If, when a candidate has to be excluded under this Rule, two or more candidates are each credited with the same value and are lowest, regard shall be had to the total value credited to those candidates at the latest count at which they had unequal values, and the candidate with the smallest value at the count shall be excluded. If two or more candidates are lowest and are each credited with the same values at all counts, the RO shall arrange the papers of such candidates according to the next available preferences recorded thereon for continuing candidates, including the candidates in question, and shall exclude the lowest candidate for whom the total value of the next available preferences recorded for two or more of the candidates in question are equal and smallest, the RO shall determine by lot as between the candidates last mentioned which candidate shall be excluded
9. Whenever any transfer is made under any of the preceding rules, each sub-parcel of papers transferred shall be placed on top of the parcel or sub-parcel, if any papers of the candidate to whom the transfer is made, and the candidate shall be credited with a value ascertained in pursuance of these Rules
10. The RO shall record the total of the values credited to each candidate at the end of every count. Such record shall include:
 - a) the value of the non-transferable papers, not effective and
 - b) the loss of value owing to the disregard of fractions
11. In these rules:
 - a) The expression 'continuing candidate' means any candidate not deemed to be elected and not excluded
 - b) The expression 'second preference' means the figure '2' standing alone in succession to figure '1' and the expression 'third preference' means the figure '3' standing alone in succession to the figure '1', '2' set opposite the name of any candidate and so on
 - c) The expression 'next available preference' means a second or subsequent preference recorded in consecutive numerical order for a continuing candidate
 - d) The expression 'transferable paper' means a voting paper on which following a first preference, a second or subsequent preference is recorded in consecutive numerical order for a continuing candidate
 - e) The expression 'non-transferable paper' means a voting paper on which no second or subsequent preferences is recorded for a continuing candidate provided that a paper shall be deemed to have become non-transferable paper whenever:
 - i. the name of two or more candidates (whether continuing or not) are marked with the same number and are next in order of preference, or:
 - ii. the name of the candidate next in order of preference (whether continuing or not) is marked:

- by a number not following consecutively after some other number on the voting paper: or
 - by two or more numbers: or
 - iii. it is void for uncertainty
12. The expression 'original vote' in regard to any candidate means a vote derived from a voting paper on which a first preference is recorded for that candidate
 13. The expression 'transferred vote' in regard to any candidate means a vote derived from a voting paper on which a second or subsequent preference is recorded for that candidate
 14. The expression 'surplus' means the number by which the total value of the votes, original and transferred, credited to any candidate exceeds the quota
 15. The expression 'count' means:
 - a) All operations involved in the counting of the first preferences recorded for candidates, or
 - b) All the operations involved in the transfer of the surplus of an elected candidate, or
 - c) All the operations involved in the transfer of the votes of an excluded candidate
 16. The expression 'deemed to be elected' means deemed to be elected for the purpose of counting, but without prejudice to the declaration of the result of the elections
 17. The expression 'determine by lot' means determine in accordance with the following: The names of candidates concerned having been written on similar slips of paper, and the slips having been folded so as to prevent identification, and mixed and drawn at random the candidate or candidates shall, in cases of exclusion, be excluded in the order in which their names are drawn and, in cases of surpluses shall be transferred in the order in which the names are drawn
 18. The expression 're-open nominations' means a preference on all ballot papers for elections where there is one or more candidates nominated for a post and that preference shall have equal value as a transferable vote in accordance with the regulations and procedures in this Schedule

Election Regulations for Student Councillors from Halls, Faculties/Schools, RAG, Volunteering, Sports and Societies, Multi-Faith, Radio, Newspaper, TV and Commercial Services

1. The **Hall Reps** shall elect 14 Councillors, the elections shall be conducted in a fair manner agreeable to all Halls Reps. Each Candidate shall be given time to address the Halls Reps. The returning officer shall be the Vice President Representation or his/her appointee
2. Each **Faculty or School** shall elect five Faculty Councillors, elected by the Course Representatives of that Faculty; the elections shall be conducted in a fair manner agreeable to all Course Reps. Each Candidate shall be given time to address the Course Reps. The returning officer shall be the relevant Faculty/School Chair or his/her nominee.

3. **Sports and Societies** Officials shall elect four Sports Councillors, and four Societies Councillors, elected by executive of each recognised sports club or society. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be given time to address the Officials. The returning officer shall be the Vice President Student Activities
4. The Student **Volunteers** shall elect two Student Volunteer Councillors. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be allowed to display an election poster containing their manifesto in the Volunteering and Employability office
5. The **RAG** Group shall elect two RAG Councillors from amongst their membership, at their first meeting of each academic year. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be given time to address the members of the Society. The returning officer shall be the Vice President Student Activities
6. Source **Radio** members shall elect one Councillor from amongst their membership, at their first meeting of each academic year. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be given time to address the members. The returning officer shall be the Vice President Communications and Engagement
7. The Contributors to The Source **newspaper** shall elect from amongst themselves one Source Newspaper Councillor at their first meeting. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be given time to address the contributors. The returning officer shall be the Vice President Communications and Engagement
8. The **Multi-Faith** Officials shall elect from amongst themselves two members to Student Council who shall represent the views of all Multi-Faith members. The election shall be conducted in a fair manner agreeable to all present
9. The members of **Source TV** shall elect from amongst members one Source TV Councillor at the first meeting of the academic year. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be given time to address the members. The returning officer shall be the Vice President Communications and Engagement
10. Commercial Services Committee shall elect one **Commercial Services** Councillor from the membership at the first meeting of the academic year. The election shall be conducted in a fair manner agreeable to all present. The returning officer shall be the Chair of Commercial Services Committee
11. The resolution of any complaints or anomalies shall be the prerogative of the relevant returning officer, if candidates are not satisfied with this result they may appeal to the returning officer for CUSU's Executive elections returning officer

Election Regulations for Chair of Student Council

1. The Chair of Student Council shall be elected from amongst and by the membership of Student Council within the last term of the previous

academic year. Executive members elect and portfolio officers elect of Student Council shall not be eligible to stand for election as Chair of Student Council

2. The President shall act as the Returning Officer and shall also Chair the meeting until a Chair of Council is elected
3. Candidates must simply inform the President of their intention to stand at the meeting
4. Candidates are not permitted to print publicity and campaigning shall be limited to hustings. Each candidate shall make a two minute speech and then take questions from the floor. Questions may be directed to specific candidates but every candidate shall have the right to comment on each question
5. A vote shall then be held, which shall be by a show of voting cards, unless a candidate objects to this, in which case the vote will be held by secret ballot. Only Council members shall be permitted to vote
6. The count shall be by the Alternative Transferable Vote according to the schedule in this Appendix