



**Election of Student Officers**

**Election Regulations**

**&**

**The Appointment Of**

**Non –Trustee Representatives**

**1. Purpose and preamble**

- 1.1 The aim of this document is to clarify and ratify procedures for the election of members of Student Officers/ Student Trustees and NUS Conference Delegates.
- 1.2 From time to time there will be a requirement to update these procedures, this will be done at least every two years.
- 1.3 The Election Regulations form an appendix to the constitution and in the event of any conflict the constitution is the overriding document of authority.

**2. Elections and Election Regulations**

- 2.1 Election of the Student officers shall take place in the spring term.
- 2.2 The joint Returning Officer shall be the Clerk to the Board of Governors (University Returning Officer) and The Union's General Manager (Union Returning Officer). However if contested, the Union Returning Officer shall be elected as soon as practicable at the beginning of the academic year for the duration of one year by Union Council.
- 2.3 The Union Returning Officer shall nominate at least one assistant who can act on his/her behalf always with prior permission. This shall always be by default the Unions Membership Services Manager.
- 2.4 The Returning Officer is obliged to follow the rules and regulations set down in this Constitution.
- 2.5 Nominations shall be open for at least three working days, and shall close no later than two working days before voting takes place.
- 2.6 Nomination forms must be handed into the Union Returning Officer or their nominee who will make them available during that time.
- 2.7 Candidates may not stand for or hold more than one elected student officer post. Student Officers may be elected as a NUS Conference Delegate.
- 2.8 Lists of candidates for election will appear one working day after the close of nominations.

- 2.9 Candidates may not campaign prior to the nomination period closing or the date set for campaigning to begin.
- 2.10 All candidates will have read and understood this Constitution and the election regulations held within it prior to nomination.
- 2.11 Candidates must be a student at Bath Spa University and full member of the Union at the time of the elections, and for non-sabbatical posts must be a student for the full term of office.
- 2.12 Candidates will produce a manifesto of no more than one side of A4 that will be made available to all voters by the Union Returning Officer. If the manifesto is not received before the close of nominations, the candidate will be disqualified. The manifesto must be produced in hard copy and on disk accompanied by a photograph of the candidate.
- 2.13 The Union Returning Officer shall organise Hustings of candidates at which proposers may speak for 2 minutes and candidates for 5 minutes. Questions may follow but must be framed in such a manner that all candidates can answer.
- 2.14 All candidates must attend and speak at Hustings; absence can only be permitted by the Union Returning Officer, with an agreed suitable replacement for representation.
- 2.15 Candidates may not spend more than £25 on campaigning material; receipts must be presented to the Union Returning Officer on request,
- 2.16 No candidate is permitted use any Students' Union materials or equipment or any Students' Union paid man-hours, other than that noted in 2.17-2.18.
- 2.17 All candidates are able to access the Students' Union photocopying facilities through an ordering procedure. Candidates shall pay the current rate for this service.
- 2.18 The Union shall publish the manifestos of each candidate on the Union website, within the Union newspaper and outside the Union Offices.

- 2.19 No permanent campaign material is allowed to be placed within the Students' Union Bar's or Shop or on walls where they may cause damage.
- 2.20 Candidates must not lie or deliberately mislead voters whether they have already voted or not.
- 2.21 Candidates must not interfere in any way with other candidates' campaigns or campaign material
- 2.22 Candidates must not campaign within 20 feet of the ballot boxes.
- 2.23 Candidates must not look or attempt to look at voters whilst they make their voting decision or harass voters in any way
- 2.24 Any candidate disobeying these regulations will answer directly to the Union Returning Officer who is obliged to disqualify that candidate from standing.
- 2.25 The joint Returning Officer has the power to suspend elections or the announcement of results pending an elections enquiry.
- 2.26 An elections enquiry shall take place to ensure that information gathered regarding a candidate is accurate. An elections enquiry shall consist of:
- i) Joint Returning Officer
  - ii) Returning Officer's Assistants
  - iii) President or another member of the Executive who is not standing for re-election.
- 2.27 Candidates, accusers, and other witnesses may be called to give evidence at an elections enquiry and must, therefore, make themselves available.
- 2.28 All complaints must be addressed to the Union Returning Officer in writing.
- 2.29 The names of the accused and accusers must not be revealed by any one on the elections enquiry until after a decision is reached.
- 2.30 The joint Returning Officer's decision shall be final.

- 2.31 Grounds of appeal are restricted to new information coming to light.
- 2.32 Voting for all Union posts will take place by secret ballot of all eligible members upon production of a valid Bath Spa Students' Union members identification i.e. BSU ID Card. Voting shall take place on three consecutive working days at least. Polling stations shall be open at each Union Office for a minimum of 10am and 2pm, the Union Returning Officer shall arrange additional polling stations at their discretion. Online voting shall be permitted.
- 2.33 Polling stations shall be manned by Union staff at all times.
- 2.34 Online voting shall be permitted, online votes cast shall be verified against offline votes and should a member have voted twice the online vote shall be reset and voided. No one is permitted to view the results prior to the close of voting.
- 2.35 Online votes must be downloaded and counted alongside offline votes.
- 2.36 Voting shall be via a Single Transferable Vote system.
- 2.37 A postal vote shall be arranged where required by those students unable to vote in person. A request for a postal vote must be made prior to the start of campaigning in advance of the date of the voting commencing. The vote must be received prior to the close of voting.
- 2.38 After the close of the vote, all votes cast shall be counted. Candidates may have observers present during the count. Online votes must be downloaded and counted alongside offline votes, online votes cast shall be verified against offline votes and should a member have voted twice the online vote shall be reset and voided.
- 2.39 Candidates have the right to demand a recount if they feel the count has not been conducted in an accurate manner.
- 2.40 The outcome of the count shall be announced within two working days of the close of voting.

2.41 At the conclusion of any election the Union Returning Officer must present a report to the Clerk to the Board of Governors, confirming that the elections have been conducted in a fair and proper manner.

### **3. Appointment Of Union Representatives**

3.1 There are a number of Union Representative posts that will not be elected by cross-campus ballot in accordance with the Election Regulations. These post will be:

- a) Clubs & Society Committees who will be elected by members of the individual clubs, in accordance with the regulations set out in the Clubs & Societies Policy.
- b) Student Academic Reps, who will be elected by members of the subject they represent.
- c) Student Academic Reps, who will be elected by Student Academic Reps in the school they represent.
- d) Representatives of groups within the membership, e.g. Black Students' Rep, Women's Rep, Students' With Disability Rep, Lesbian Gay & Bisexual Rep, Mature Students' Rep, Postgraduate Rep, Men's Rep, International Students' Rep, Campus Ent's Reps. Who will either be elected by members of that group. Should such a group is not in exist then the candidate must write a manifesto and submit to the Student Trustees who will consider the application and co-opt the candidate, should the post be contested the Trustees should consider if it is appropriate to hold an election for the post.
- e) Members of Student Officer Advisory Groups will not be elected or appointed other than Executive Committee Members or Union Representatives stated in a-d above. These Student Officers may form Advisory Groups shall be forums only and any decisions or recommendations will be passed to relevant Union Committees for consideration, therefore all members are entitled to speak and have the same voting powers.