



Referendum Regulations

1. Purpose and preamble

- 1.1 The aim of this document is to clarify and ratify Referendum Regulations for conducting of a membership wide ballot of a issue.
- 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 Referendum Regulations form an appendix to the constitution and in the event of any conflict the constitution is the overriding document of authority.

2. Referendum Regulations

- 2.1 A requisition may be made for a referendum on an issue of concern to the Student Council that is deemed to affect the entire membership. This decision must be supported by two thirds of the membership present at the Student Council.
- 2.2 A referendum is a vote upon a question. The question will be decided by a secret ballot of the entire membership.
- 2.3 The Returning Officer shall be responsible for deciding the wording of the question on the referendum ballot paper.
- 2.4 Referendums shall be run in accordance with the Unions referendum regulations.
- 2.5 The Returning Officer shall be the Institutions Assistant Director who is the Clark to the Board of Governors. However if contested, a Returning Officer shall be elected as soon as practicable at the beginning of the academic year for the duration of one year by Student Council.
- 2.6 The Returning Officer shall nominate at least one assistant who can act on his/her behalf always with prior permission. This position by default shall always be the Unions Finance/General Manager.
- 2.7 The Returning Officer is obliged to follow the rules and regulations set down in this Constitution.
- 2.8 Campaigning shall be open for at least three working weeks, and shall commence on the Friday three working weeks before the referendum take place.
- 2.9 Campaigners that are either for or against the question to be put to a referendum may not campaign prior the official campaigning period.
- 2.10 The pro and anti group may not spend more than £10 on campaigning material (however, the Union will donate 100 sheets of A4 paper to each group if required).

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- 2.11 Both groups are able to access the Students' Union photocopying facilities through an ordering procedure. The campaign groups shall pay the current rate for this service.
 - 2.12 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.
 - 2.13 No campaigning is permitted within any Students' Union materials or equipment other than that noted in 2.10, or any Students' Union paid man-hours.
 - 2.14 Campaigners for the pro or anti group must not lie or deliberately mislead voters whether they have already voted or not.
 - 2.15 Campaigners for the pro or anti group must not interfere in any way with other campaigners' campaigns or campaign material
 - 2.16 Campaigners must not campaign within 10 feet of the ballot boxes.
 - 2.17 Campaigners must not look or attempt to look at voters whilst they make their voting decision or harass voters in any way
 - 2.18 Campaigners for the Pro or Anti campaign group will produce a summary of between 100 and 200 words stating their argument, that will be made available to all voters by the Returning Officer. If the summary is not received before 4.30pm on the Friday before campaigning begins, it will not be published. The summary must be produced in hard copy and on disk accompanied by a image that the campaign group wants published.
 - 2.19 The Returning Officers shall organise Hustings of the spokes person of the pro and anti campaign groups at which the spokes persons can speak for 5 minutes, questions may follow but must be framed in such a manner that both spokes persons can answer.
 - 2.20 Any campaigners disobeying these regulations will answer directly to the Returning Officer who is obliged to disqualify that candidate from standing.
 - 2.21 The Returning Officer has the power to suspend elections or the announcement of results pending an elections enquiry.
 - 2.22 An elections enquiry shall take place to ensure that information gathered regarding a candidate is accurate. An elections enquiry shall consist of:
 - i) Returning Officer
 - ii) Returning Officer's Assistant
 - iii) A member of the Senior Management Team
 - 2.23 Those campaigners accused, accusers, and other witnesses may be called to give evidence at an elections enquiry and must, therefore, make themselves available.
 - 2.24 All complaints must be addressed to the Returning Officer in writing.

- 2.24.1 The names of the accused and accusers must not be revealed by any one on the elections enquiry until after a decision is reached.
- 2.25 The Returning Officer's decision shall be final.
- 2.26 Grounds of appeal are restricted to new information coming to light.
- 2.27 Voting on all referendums will take place by secret ballot of all eligible members upon production of a valid Bath Spa Students' Union members identification i.e. NUS Card. Voting shall take place on three consecutive days at least, between the hours of 10am and 4pm at all Union Offices simultaneously.
- 2.28 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 two working weeks in advance of the date of the voting commencing. The vote must be received prior to the close of voting.
- 2.29 At the conclusion of any referendum the Returning Officer must present a report to the Student Council, confirming that the referendum have been conducted in a fair and proper manner.

Approved by:

on:

Implementation Date: 1st July 2005

Review date: by 1st February 2007

Person responsible for review: Returning Officer

Committee responsible for implementation: Returning Officer

Person responsible for interpretation: Returning Officer