

University of Cumbria Students' Union

Bye-Law 6: Elections

1. Introduction

- 1.1. This Bye-Law shall apply to all elections within the Union, including but not limited to the election of:
 - i) Full Time Sabbatical Officers
 - ii) Campus Representatives
 - iii) NUS Delegates
- 1.2. The dates of elections shall be approved by the Board of Trustees.
- 1.3. All Union elections will run in accordance with this Bye-Law, other Union policy, the Constitution, University regulations, and United Kingdom law.
- 1.4. All University and Union staff may promote the election and its candidates as a whole but shall also remain impartial throughout the process. Promotion of a single candidate will be deemed as campaigning activity in accordance with clause 4.1.

2. The Returning Officer

- 2.1. The Board of Trustees is responsible for the appointment of the Returning Officer and Deputy Returning Officer, and may dismiss them.
- 2.2. The Returning Officer will normally be a relevant member of staff from the National Union of Students (NUS).
- 2.3. The Returning Officer is responsible for resolving complaints about election candidate conduct and the administration of elections. When appropriate, these responsibilities may be delegated to the Deputy Returning Officer.
- 2.4. The Deputy Returning Officer will normally be a member of Students' Union staff.

3. Nominations

- 3.1. All full members of the Union may nominate themselves for the following positions:
 - i) Full Time Sabbatical Officer
 - ii) NUS Delegate
- 3.2. All full member of the Union may nominate themselves for the Campus Representatives role for their primary campus location.
- 3.3. Eligibility for the role of NUS Delegate may be subject to the Rules and Policies of the National Union of Students.
- 3.4. Associate Members, Honorary Members, and students who have opted out of membership of the Union are not permitted to nominate themselves for any post within the Union.

- 3.5. All eligible members wishing to nominate themselves must complete and submit a nomination form before the close of nominations in which they must provide:
- i) Their Name
 - ii) A short written statement of no more than 300 words briefly introducing themselves and outlining the key objectives they wish to achieve in the role.
 - iii) Candidates may also submit an accompanying photograph, though this is not compulsory.
- 3.6. As members may not hold more than one position on Executive Committee, eligible members may only nominate themselves for one position in any election, though members may hold a position on Executive Committee as well as the role of NUS Delegate.
- 3.7. Once eligible members have successfully submitted their nomination they shall be treated as a candidate in the election.
- 3.8. Candidates will be invited to attend training prior to the commencement of campaigning.

4. Campaigning

- 4.1. Campaigning is defined as any activity which promotes any candidate(s) for the elected role.
- 4.2. Campaigners are defined as any member or non-member who undertakes any campaigning activity in support of a candidate. Candidates are responsible for the conduct of their campaign and campaigners.
- 4.3. Campaigning may commence at a date and time set by the Deputy Returning Officer.
- 4.4. Candidates may campaign with other candidates. In such an arrangement, all participating candidates are responsible for all shared activity or materials associated with their campaign.
- 4.5. Candidates must not spend beyond the budget defined by the Deputy Returning Officer on the delivery of their campaign.
- 4.6. Candidates must not access any resource that the Deputy Returning Officer could not reasonably expect other candidates to be able to access. In some instances, an equivalent alternative resource may be accessible.
- 4.7. Candidates and Campaigners must let members cast their vote independently from any undue influence.
- 4.8. Candidates must not use any Union or University branding in their campaign.
- 4.9. Full Time Sabbatical Officers running to be re-elected should take annual leave for the campaigning period to avoid any conflict of interest.

5. Voting

- 5.1. All full members of the Union may vote for candidates in elections for the following positions:
 - i) Full Time Sabbatical Officer
 - ii) NUS Delegate
- 5.2. All full member of the Union may for candidates in elections for the Campus Representatives role for their primary campus location.
- 5.3. Associate Members, Honorary Members, and students who have opted out of membership of the Union are not permitted to vote for any post within the Union.
- 5.4. Voting will follow the rules of the Alternative Transferable Voting (ATV) system.
- 5.5. Voting in all positions will include Re-Open Nominations (RON) as a candidate. Should Re-Open Nominations be successfully elected, the election shall be re-run and nominations re-opened at a later date set by the Board of Trustees.

6. The Count and Announcement of Results

- 6.1. Following the close of voting and deadline for complaints, votes will be counted by an automated system overseen by the Returning Officer according to the ATV rules. Each candidate will need at least 25 votes to be elected.
- 6.2. Results of the election shall be publicised by the Union once the count is complete and all complaints have been resolved.

7. Complaints

- 7.1. Anyone may submit a complaint against the conduct of an election candidate or the administration of the election.
- 7.2. All complaints must be submitted via the official complaints form.
- 7.3. Complaints against the conduct of a candidate must be sent to the Deputy Returning Officer. All such complaints will be considered and investigated by the Deputy Returning Officer. Complainants will be informed of the outcome of their complaint in writing and will be informed of the process for appeals.
- 7.4. Complaints against the administration of the election must be sent to the Returning Officer. All such complaints will be considered and investigated by the Returning Officer. Complainants will be informed of the outcome of their complaint in writing. The decision of the Returning Officer is final.
- 7.5. The deadline for all complaints 1 hour after the close of voting. No complaints will be accepted after this deadline.

8. Sanctions

- 8.1. The following sanction may be applied by the Deputy Returning Officer as a result of a complaint or investigation into the conduct of a campaign or candidate:
- i) Amendments to offending materials.
 - ii) Removal of offending materials.
 - iii) Limited time ban on campaigning activity in support of the offending candidate.
 - iv) Complete ban on campaigning activity in support of the offending candidate.
 - v) Removal of the offending candidate from the election.
- 8.2. Candidates will be informed of any sanction in writing and will be informed of the process for appeals.

9. Appeals

- 9.1. Candidates may appeal any sanction applied by the Deputy Returning Officer using the official appeals form. Such appeals must be sent to the Returning Officer.
- 9.2. Complainants may appeal any decision applied by the Deputy Returning Officer using the official appeals form. Such appeals must be sent to the Returning Officer.
- 9.3. Appeals must be submitted within 24 hours of the original sanction or decision.
- 9.4. The Returning Officers' decision is final and will be communicated in writing.