



To enhance the student experience

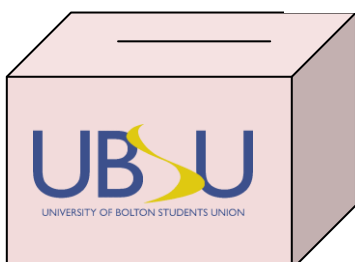
SABBATICAL OFFICER Election Pack 2012/2013

Nominations Open Tuesday 21st February 2012 at 12 noon

Nominations Close Tuesday 6th March 2012 at 12 noon

Manifestos and publicity (*for scrutinizing by the Elections Committee*) must be emailed electronically by close of nominations to:

suelections2012@bolton.ac.uk



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Please read all of the enclosed information carefully. If you have any queries concerning the Election process please contact the Returning Officer at the Students' Union or email suelections2012@bolton.ac.uk

21st February 2012

Dear Students' Union Member

If you want to help make the most of your time here at the University of Bolton, and have a passion for welfare, diversity, education, representation, liberation, campaigning, community then stand for election.

The Students' Union is a diverse organisation, and being an officer at the Union is a great way to get involved.

You will sit on the Students' Union Senate, take part in debates, vote on key decisions, and lead the Union.

Collectively the Senate works together to:

- Promote and defend the rights of students at the University of Bolton
- Campaign on issues affecting Bolton students
- Act as Trustees of the Students' Union
- Represent the voice of students
- Enact policy
- Lead the Union in delivering on students' representative and political priorities.

The benefits to you are immense. You will get full support on the activities and tasks that you carry out. You will also get opportunities to attend conferences and meetings with other Students' Union Representatives.

Whichever position you run for, the skills you gain will make you stand out from the crowd, and can give you a great transition between student life and working life, as well as being great for your CV.

If you have any questions regarding the election or want to know more about the Senate and how the Students' Union works, please contact me on the number below.

Alan Powell
NUS Regional Consultant,
Democracy & Governance
Returning Officer

Sara Burgess
Deputy Returning Officer



BRIEFING SESSION

Candidates must attend at least the Briefing Session

Wednesday 7 March at 1.00pm in Room T4-028

The Briefing Session is intended to inform candidates and their nominated canvassers of the regulations governing the fair and proper conduct of the Election.

The Returning Officer shall discuss the following regulations.

- Publicity by Candidates
- Hustings
- Voting
- The Election Count
- Dealing with issues and complaints during the election period.

It is essential that all candidates and canvassers attend the briefing session.

POSITIONS AVAILABLE

Sabbatical Officer Positions

Three Sabbatical Officer Positions are available:

1 x President

1 x Vice-President Education and Engagement

1 x Vice President Activities and Development

CANDIDATE'S OFFICIAL SUPPORTERS

Candidates must send a list of those people who will officially be promoting their campaign before polling opens (Thursday 8 March at 12.30pm), to the Returning Officer. Candidates can add members to this list at a later date but all official supporters must be documented.

Failure to send this list may result in disqualification.

There is no limit to the number of official supporters, but these must be Ordinary Members of the Union.

The Candidate's Official Supporters Form can be found at the back of this Election Pack.

Publicity By Candidates

- a. No candidate may put out publicity until the nomination forms and manifestos have been posted.
- b. No candidate may canvas for support until nominations have closed.
- c. Each candidate running/standing for a position designated as a Sabbatical Officer may incur an election spend of up to £75 during the 2012/13 academic year. This figure shall be increased in September each year using the Retail Prices Index.
- d. All nominated candidates will be given an allowance of 100 colour A4 photocopies and 250 A4 black and white photocopies using the Union photocopier. The available alternative paper sizes will be calculated as follows: A3=2xA4 and A5=0.5xA4.
- e. A full and accurate record of all monies expended must be submitted to the Returning Officer on an **Expenses Form**. The following conditions must be met:
 - i. All receipts must be attached to the completed form.
 - ii. The completed form must be submitted within 3 hours of the close of poll, and
 - iii. Forms may be submitted in person or in proxy.
- f. Where a candidate has not incurred any spend, they are required to submit an expenses form recording nil expenditure.
- g. Failure to submit a completed expenses form will result in no reimbursement of any expenses incurred during the campaign.
- h. Where a person is a candidate for more than one position in the election, the material shall clearly promote the person as a candidate for the position in which they are declaring the material as election spend. The material may not directly publicise the person as a candidate for any other position.
- i. No publicity shall publicise more than one candidate.
- j. No candidate may source publicity from suppliers that are not readily available to all other candidates.
- k. No candidate may use material that is obtained and accounted for below the usual cost, unless these are available to all other candidates at the same cost.

- I. No elected Union Officer may use their elected office, or other facilities of the Union for the purposes of electioneering.

Election 2012/2013 Expenses Form

All claims for reimbursement should be submitted on this form.

A written description outlining the reason for the expense must be supplied and any receipts must be stapled on this reimbursement form.

If the amount being claimed is £25.00 or below, payment will be by cash. For all claims above £25.00 then a cheque will be issued.

Reimbursement requests will be made within 7 days on receipt of this form.

Claiming an expense does not guarantee reimbursement.

DATE	DESCRIPTION OF EXPENSE	AMOUNT (£)
TOTAL		(£)
Name (Please Print)	Signature	Date

OFFICE USE ONLY

Date Received	Date Reimbursed
Authorised By	Date

SABBATICAL OFFICER NOMINATION FORM 2012/2013

This form should be returned to UBSU Reception by 12 noon on Tuesday 6 March 2012

Name Of Candidate	
University Student Number	
I Wish To Stand For the Position Of	Sabbatical Officer
Contact Telephone Number	
Contact Email (<i>Please print</i>)	

You will need two students who wish to nominate you to stand for this position. Please complete the details below:

NOMINATORS

Name (<i>Please Print</i>)	University Student Number	Signature
1.		
2.		

All candidates must attend at least the briefing session on: Wednesday 7 March at 1.00pm in Room T4-028

If any of the following statements apply, you will be ineligible to stand in these elections:

- You are not a student at the University of Bolton
- You are not an Ordinary Member of the University of Bolton Students' Union
- You are suspended or excluded as a consequence of disciplinary action under the University's Student Disciplinary Rules and Procedures
- You do have an outstanding debt owing to the University in respect of tuition, accommodation or other fees that are not de minimis

I can confirm that I have read the above statements and confirm that none of them apply to me. To my full knowledge, I am fully eligible to stand in the Sabbatical Officer Elections of the University of Bolton Students' Union.

Signed _____ Date _____

This nomination form shall be valid only if it is:

- (i) Accompanied by a manifesto maximum 400 words emailed to: suelections2012@bolton.ac.uk
- (ii) Accompanied by 1 passport size photo or passport size photo on manifesto.
- (iii) Signed by the candidate and two nominators.
- (iv) Accompanied by the Trustee Declaration Form.
- (v) Is returned to the Returning Officer on or before the date and time for close of nominations, Tuesday 6th March 2012 at 12 noon)

Received by UBSU

Name: _____ Signature: _____ Date: _____ Time: _____

Trustee Declaration Form

Name Of Candidate	
University Student Number	
Position	Sabbatical Officer

**This form should be returned along with the Nomination Form to
UBSU Reception by 12noon on Tuesday 6th March 2012**

The University of Bolton Students' Union is an unincorporated association and is an exempt Charity under the Charities Act 2006, registered Charity Number 1142687. If elected you shall be a Trustee of this organisation.

If any of the following statements apply, you will be ineligible to stand in these elections:

- You are under the age of eighteen (18) years old.
- You have been convicted at any time of any offence involving deception or dishonesty, unless the offence is legally regarded as spent.
- You are an undischarged bankrupt.
- You have made compositions with your creditors and have not been discharged.
- You have at any time been removed by the Charity Commissioners or by the Board of Governors in England, Wales, Northern Ireland or Scotland from being a trustee because of misconduct.
- You are disqualified from being a company director.
- You have failed to make payments under the County Board of Governors Administrators Orders.
- You have been employed as a permanent member of staff by the Students' Union within five years previous to the date of commencement of post.

I confirm that I have read the above statements and confirm that none of them apply to me. To my full knowledge, I am fully eligible to stand in the Sabbatical Officer Elections of the University of Bolton Students' Union.

Signed _____ Date _____

President

The Remit of the President of University of Bolton Students' Union

- To provide leadership and strategic direction for UBSU.
- To be the responsible Officer of the Union, and be accountable to the Governors, for the activities of the Union, and for the use of its funds.
- To be responsible for the preparation of the Union's budget.
- To co-ordinate all Union expenditure.
- To have ultimate responsibility for the staff employed by the Union.
- To represent the Union on external bodies and committees, official functions and public occasions.
- To act as sole Press Officer for the Union or to nominate someone else to do so.
- To be nominated to serve on the University Board of Governors and on any other committees on which the University invites the President to sit.
- To work with the Vice-President Education and Engagement on ensuring that a course representative system is in place and effective.
- To be responsible for the liaison and work with NUS.
- To be an ex officio delegate to NUS Conference and to act as the delegation leader or nominate somebody to act as delegation leader.
- To be responsible for the liaison and work with the NUSSL.
- To be responsible for the Union Media, both the radio station and the newspaper in conjunction with the Vice-President Activities and Development.
- To Chair and prepare the agenda for the Senate Meetings.
- To ensure that the Senate, as individuals and as a body, are functioning properly.
- To carry out tasks and duties as assigned by the Senate.
- To be responsible, with the Vice-Presidents for the creation and distribution of publicity for social events.
- To co-ordinate, with the Vice-Presidents the publication of a Union Handbook, to be issued to all students when they join the Union.
- To control and co-ordinate the running of the Union's commercial services.
- To be an Officer Trustee member of the Board of Trustees and carry out in a proper fashion the obligations of a Trustee.
- To be an Officer Member of the Employment and Finance Committee.
- To organise, and participate in, Students' Union representation at Open Days.

Vice-President Education and Engagement

The Remit of the Vice President Education & Engagement shall be as follows:

- To take the lead on engaging, empowering and campaigning for students to enhance the quality of their teaching and learning experience.
- To be responsible for representing students on all academic matters to the University and other such bodies as appropriate.

- To be responsible for Union policy on academic matters and education.
- To engage with national education agencies on areas of policy development and implementation.
- To plan, develop and implement education related campaigns, events and materials to better the students' experience of students at the University.
- To work in collaboration with Union Officers, staff, external bodies and the University to continually develop and support an effective Course Representative network to ensure student engagement in the enhancement of the learning experience at Bolton.
- Help students with complaints and academic appeals.
- To undertake appropriate casework for students in conjunction with the relevant staff.
- To be responsible for the promotion and awareness rising of physical, sexual and mental health and wellbeing issues within the student body through events, campaigns and materials.
- To be an Officer Trustee member of the Board of Trustees and carry out in a proper fashion the obligations of a Trustee.
- To represent the Students' Union at University Open Days.

Vice President Activities and Development

The Remit of the Vice President Activities & Development shall be as follows:

- To develop, support and guide clubs and societies within the Students' Union.
- To ensure an effective strategy is in place for recruitment, retention and reward of student volunteers.
- To lead on policy, development and implementation with regard to community involvement.
- To campaign to improve the student experience for all students at the University.
- In conjunction with the Students' Union President, develop the Union Media.
- To develop diverse entertainments for students.
- To champion and co-ordinate the personal and professional development of students in their time at University so as to enhance their employability, student experience and wider civic engagement.
- To ensure a member-focused, student-led and 'cooperative' economic approach to the Union's commercial areas.
- To have responsibility for the development of commercial strategy which ensures wide access to the Union's Loft Bar for all student groups and act responsibly to develop the student community.
- To sit on relevant committees coordinate all commercial and Union events, such as Fresher's and Re-Freshers' Week, to ensure they are student focused.
- To be an Officer Trustee member of the Board of Trustees and carry out in proper fashion the obligations of a Trustee.
- To represent the Students' Union at University Open Days.

The University of Bolton Students' Union

Bye-Law 6: Election Regulations

Amended by the Board of Trustees on 8th February 2012

Approved by the Board of Governors on 14th February 2012

Affirmed by Senate on 17th February 2012

Preamble

This Byelaw is issued in accordance with Clause 12, 13 and 68 – 73 of the Constitution of the Union.

There is a statutory requirement under Section 22(f) of the Education Act 1994 that *“appointment to major Union offices should be by election in a secret ballot in which all members are entitled to vote”*.

Major Union offices within the Union is taken to mean Sabbatical Officers. It is a requirement of Clause 13 to the Constitution that Sabbatical and Non-Sabbatical Officers are elected in a secret ballot of all the Ordinary Members of the Union.

Clause 68 – 73 to the Constitution requires that there be an Elections Committee responsible for the arrangement and government of all Union elections and referendums, and that its membership be appointed by the Board of Trustees save that one member be an appointee of The Governors.

Section 22(e) of the Education Act 1994 requires The Governors to satisfy themselves that elections are fairly and properly conducted. The code of practice for the Union requires that:

“The Constitution as approved by the Governing Body contains provisions for the election to all major Union Offices by secret ballot by all members who are entitled to vote (major Union Offices are defined in the Constitution).”

The code goes on to say that the Governing Body believes these arrangements to be free and fair.

As this Bye-Law forms an integral part of the constitutional arrangements for the running of elections, it is a requirement that any amendment to it is approved by The Governors.

This Bye-Law is intended to set out that arrangement for a free and fair election, beyond the requirement in the Constitution that elections in which all Ordinary

Members be entitled to vote be held and the requirement in the 1994 Act and the code of practice that they be free and fair.

1. GENERAL PROVISIONS

- 1.1 There shall be a Returning Officer appointed by the Board of Trustees, who shall not be a candidate in the election or have a conflict of interest in the outcome of the election.
- 1.2 The Elections Committee, with the assistance of the Returning Officer, shall be responsible for the fair and proper conduct of elections and referendums.
- 1.3 Should the Returning Officer become unable to carry out their duties, the Elections Committee shall appoint a Deputy Returning Officer who may carry out the duties of the Returning Officer in the absence of the Returning Officer.
- 1.4 All questions on matters of procedure relating to the conduct of an election or referendum shall be referred to the Elections Committee whose decision shall be final.
- 1.5 Under clause 13.4.3 of the Constitution, each candidate for a Sabbatical Officer position must be an Ordinary Member and a student of the University. Under clause 43.4 of the Constitution, the office of a Sabbatical Officer will be vacated if he/she is excluded from the University as a consequence of disciplinary action under the University's Student Disciplinary rules and procedures. 1.6 Each candidate for Sabbatical Officer at the start and during the course of their term of office must not have overdue debts above the threshold of £25 owing to the University in respect of tuition, accommodation or other fees.
- 1.7 Candidates for any Sabbatical Officer or Non-Sabbatical Officer role shall be eligible to stand for only one post in an election.

2. ELECTIONS COMMITTEE

- 2.1 The Elections Committee shall;
 - 2.1.1 be responsible for the arrangement of all elections;
 - 2.1.2 If the question of continued affiliation to an external organization is raised then in accordance with Clause 79 to 80.2 of the Constitution a secret ballot of Ordinary Members will be organised;

- 2.1.3 ensure that all elections are fairly and properly conducted within the framework of the Constitution and these Election Regulations, and that the elections are open to all Ordinary Members who are entitled to vote in the election;
- 2.1.4 the Returning Officer shall have the responsibility of the monitoring of those Ordinary Members, who are eligible to nominate, stand and vote in the elections;
- 2.1.5 approve the timetable for the election, giving consideration to maximising the opportunity that members have to cast their vote;
- 2.1.6 set a maximum spending limit for all candidates running in the election subject to the reimbursable election spend stated by the Employment and Finance Committee;
- 2.1.7 consider any reports of election malpractice made by the Returning Officer in writing to the Elections Committee; ensure that the use of materials and resources by candidates is effectively and fairly monitored;
- 2.1.8 consider all appeals on elections;
- 2.1.9 report to the Board of Trustees and The Governors on elections;
- 2.1.10 meet as and when necessary and at the request of the Board of Trustees or the Returning Officer;
- 2.1.11 ensure all minutes of the Elections Committee are made available to the Board of Trustees and the Clerk to The Governors.

3. NOMINATIONS

- 3.1 Nominations for elections shall be open for at least 10 University working days.
- 3.2 Notices inviting nominations shall be displayed on all sites throughout the period of nominations and at such times as determined by the Elections Committee.
- 3.3 Notices inviting nominations shall also be displayed in other places and in various media as determined by the Elections Committee.

- 3.4 All candidates shall run for one of two categories. The categories will be Sabbatical Officer or Non-Sabbatical Officer (Open-Portfolio). Sabbatical Officer candidates shall further specify the post within the Sabbatical Officer category they are running for ie. President, Vice President Education and Engagement or Vice President Activities and Development .
- 3.5 Nominations shall be submitted on a standard form approved by the Elections Committee which shall ask;
- 3.5.1 Name of candidate.
 - 3.5.2 Position; Sabbatical Officer and specific post or Non-Sabbatical Officer (Open-Portfolio)
 - 3.5.3 University of Bolton student number of candidate.
 - 3.5.4 Signature of candidate.
 - 3.5.5 Date.
 - 3.5.6 Name of proposer.
 - 3.5.7 University of Bolton student number of proposer.
 - 3.5.8 Signature of proposer.
 - 3.5.9 Name of seconder.
 - 3.5.10 University of Bolton student number of seconder.
 - 3.5.11 Signature of seconder.
- 3.6 A nomination form shall only be accepted if;
- 3.6.1 The correct details are entered by the candidate.
 - 3.6.2 The declaration has been read by the candidate, proposer and seconder.
 - 3.6.3 The proposer and seconder are current Ordinary Members of the Union.
 - 3.6.4 It is accompanied by a written manifesto appropriate for the position the candidate is running for.
 - 3.6.5 It is accompanied by photographs of the candidate in the number and format required by the Elections Committee.

- 3.6.6 The candidate has not been nominated for more than one position as an elected member of the Senate.
- 3.7 Re-Open Nominations (RON) shall be a candidate in all Union elections.
- 3.8 At the close of nominations, all forms are to be scrutinised for validity by the Returning Officer. Any candidates whose nomination is considered invalid shall be withdrawn. Any appeal about the validity of a nomination shall be made to the Elections Committee.
- 3.9 At a time after the close of nominations but after the opening of polls, the nomination forms shall be displayed in or around the Union office in a place available for public inspection.
- 3.10 At the close of nominations all candidates will be expected to attend a candidate training event which will be run by the returning Officer and will cover a minimum of the following topics:
 - 3.10.1 Briefing on the Election Regulations.
 - 3.10.2 Briefing of Hustings.
 - 3.10.3 Briefing on Publicity.
 - 3.10.4 Briefing on the role of Officer Trustees.

4. MANIFESTOS

- 4.1 Candidates shall submit a manifesto of up to 400 words with their nomination form.
- 4.2 The name of candidate and position the candidate is running for shall be given at the top of the manifesto and shall not be included in the word count.
- 4.3 Should a candidate submit a manifesto containing more than 400 words, the Returning Officer shall delete the excess words from the end of the manifesto, without consultation. Exceeding the manifesto word limit shall not in itself invalidate the nomination.
- 4.4 The Returning Officer shall appoint an independent member of Union staff who shall type all manifestos in a standard format with a standard typeset and font size.
- 4.5 The only graphics permitted on a manifesto is a photograph of the candidate and any standard graphics such as the Union emblem placed

on all the manifestos in the same position. If a manifesto is submitted with any other graphics, the other graphics shall be deleted without consultation. The inclusion of other graphics shall not in itself invalidate the nomination.

- 4.6 Any reasonable costs incurred in providing a photograph for the manifesto shall be reimbursed by the Union. The amount shall not count toward any limit on spend incurred by candidates.
- 4.7 The contents of a manifesto must be lawful, must not risk bringing the Union into disrepute and must not mention any other candidate, Union Officer or former Union Officer by name or reference.
- 4.8 Manifestos shall be displayed near all polling stations during polling times in a place visible from the polling station.

5. PUBLICITY BY CANDIDATES

- 5.1 No candidate may put out publicity until the nomination forms and manifestos have been posted.
- 5.2 No candidate may canvas for support until nominations have closed.
- 5.3 Candidates must send a list of those people who will officially be promoting their campaign before polling opens, to the Returning Officer. Candidates can add members to this list at a later date but all official supporters must be documented. Failure to send this list may result in disqualification.
- 5.4 There is no limit to the number of official supporters, but these must be Ordinary Members of the Union.
- 5.5 Each candidate running/standing for a position within the election may incur reimbursable election spends as determined by the Employment and Finance Committee each Academic Year.
- 5.6 All nominated candidates will be given an allowance of 100 colour A4 photocopies and 250 A4 black and white photocopies using the Union photocopier. The available alternative paper sizes will be calculated as follows: A3=2xA4 and A5=0.5xA4.
- 5.7 A full and accurate record of all monies expended must be submitted to the Returning Officer on an expenses form. The following conditions must be met:
 - 5.7.1 All receipts must be attached to the completed form.

- 5.7.2 The completed form must be submitted within 3 hours of the close of poll, and
- 5.7.3 Forms may be submitted in person or in proxy.
- 5.8 Where a candidate has not incurred any spend, they are required to submit an expenses form recording nil expenditure.
- 5.9 Failure to submit a completed expenses form will result in no reimbursement of any expenses incurred during the campaign.
- 5.10 No publicity shall publicise more than one candidate.
- 5.11 No candidate may source publicity from suppliers that are not readily available to all other candidates.
- 5.12 No candidate may use material that is obtained and accounted for below the usual cost, unless these are available to all other candidates at the same cost.
- 5.13 No elected Union Officer may use their elected office, or other facilities of the Union for the purposes of electioneering.
- 5.14 No candidate is allowed to use any Student Union Resource unavailable to others.

6. HUSTINGS

- 6.1 Hustings shall take place in locations determined by the Elections Committee.
- 6.2 Where candidates are unable to attend a hustings, they may appoint a spokesperson to attend on their behalf.
- 6.3 Each candidate must attend a minimum of the hustings. Should a candidate fail to attend the hustings without practical reasons or without providing an appointed spokesperson, the Returning Officer in conjunction with the Elections Committee shall deem the candidacy to be withdrawn.
- 6.4 The Chair of the hustings shall be a nominee of the Elections Committee
- 6.5 The Chair shall ensure that no candidate is unfairly prejudiced during the hustings.
- 6.6 At the commencement of the hustings each candidate shall make a husting speech of up to three minutes duration. The order in which

candidates running/standing for a particular position are called to give their speech shall be rotated by the Returning Officer.

- 6.7 Candidates will be asked to reply to written and/or verbal questions tabled by members of the Union.
- 6.8 All questions, written or verbal, shall be directed at all candidates standing/running for a particular position and shall not mention a candidate by name.
- 6.9 The order in which candidates shall answer questions shall be determined by chance.
- 6.10 Candidates shall have up to one minute to verbally reply to each question.

7. POLLING

- 7.1 Only Union members may vote in an election.
- 7.2 Members must display their University of Bolton student identity card in order to vote.
- 7.3 No member may vote more than once in an election.
- 7.4 A complete list of current Union members, correct at the time of close of nominations, shall be used to verify Union member's eligibility to vote.
- 7.5 When a student is issued with a ballot paper, a mark shall be made against their name on the list of Union members. No ballot paper shall be issued to a member who has such a mark against their name.
- 7.6 Ballot papers shall state the words:

“Use your vote by entering ‘1’ against your first preference, and if desired, ‘2’ against your second preference, ‘3’ against your third preference and so on until you are indifferent. If you would like none of the candidates to be elected to the position, you are advised to vote for ‘Re-Open Nominations (RON)’.”
- 7.7 Each ballot paper shall display a unique number, and ballot papers shall be issued sequentially.
- 7.8 Each ballot paper must display an official stamp of the Union or the mark of the Returning Officer in order to be valid.
- 7.9 Voting by proxy is prohibited.

- 7.10 Candidates and canvassers may not cause undue stress to members of the Union or other candidates whilst voting is taking place.
- 7.11 The Election Officials will mark a boundary around each polling station. During polling times candidates and canvassers may only cross this boundary in order to cast their own vote and may not talk to persons other than the Returning Officer who is inside the boundary.
- 7.12 At the published closing time of the polls, no further ballot papers shall be issued, except to persons who are queuing for a ballot paper at the time of the close of polls.
- 7.13 After the close of the polls, those who have been recently issued with a ballot paper will be asked by the Returning Officer or a Polling Official to cast their votes, after such time as all those issued with a paper have had reasonable time to cast their votes the ballot box shall be closed and no further votes shall be accepted.
- 7.14 Polling shall be open for a minimum of twelve hours throughout the duration of the election.
- 7.15 Polling shall take place on all university sites as determined by the Elections Committee, rotating location throughout the election and, as far as is reasonable, maximising the opportunity for Union members who study in different parts of the university to vote.
- 7.16 The Returning Officer and Polling Officials shall aid in maintaining the secrecy of the ballot and shall not;
- 7.16.1 Communicate the names of those who have voted or not in an election.
 - 7.16.2 Record or communicate the unique number on any ballot paper issued.
 - 7.16.3 Communicate the way in which any member has used their vote.
 - 7.16.4 Give any indication as to what they believe will be the likely outcome of an election.
- 7.17 No person shall attempt to view a ballot paper that has been completed before it is deposited in the ballot box.

8. COUNTING OF VOTES

- 8.1 Candidates may not attend the count, but each candidate may appoint a scrutineer to do so. The name of any candidate appointed scrutineer shall be submitted to the Returning Officer at least 24 hours prior to the close of polls.
- 8.2 The Elections Committee, Returning Officer and the appointee of The Governors on the Elections Committee may appoint independent scrutineers at their discretion.
- 8.3 The count shall take place in a room where the doors are secured. No-one may enter or leave the room where the count is taking place from the time that the lock on the ballot box is removed until the time that the count is complete to the satisfaction of the Returning Officer.
- 8.4 At the commencement of the count, before the ballot box is unlocked, the Returning Officer shall explain to those present the system of counting that is to be used.
- 8.5 All Union elections shall be held by Single Transferable Vote with Quota.
- 8.6 Scrutineers may verbally challenge, or verbally reserve the right to challenge any part of the count. The Returning Officer will write any such challenges down, and if the scrutineer remains unhappy about the Returning Officer's verdict, the matter will be referred to the Elections Committee.
- 8.7 No person present at the count may communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.
- 8.8 Any extraneous markings will not invalidate a ballot paper which shows a clear first preference.
- 8.9 A ballot paper will be deemed spoilt if the paper is not marked.
- 8.10 A ballot paper will be deemed spoilt if has been marked, but does not show a preference.
- 8.11 The Returning Officer shall determine the voting intention where the markings on a ballot paper may be considered ambiguous. Where the voting intention remains unclear, the ballot paper shall be deemed as spoilt.
- 8.12 The results of the election will be announced at a time when the Returning Officer in conjunction with the Elections Committee has decided on, this will be the same day as the last ballot box opening times.

8.13 Any member of the Union may challenge in writing to the Returning Officer any breaches of these Election Regulations and of the Constitution, providing that the challenge or notification is received in writing to the Returning Officer within two University working days of the results being announced.

9. COMPLAINTS

9.1 Complaints against a candidate or those acting on behalf of a candidate or the administration and good conduct of the election must be submitted in writing to the Returning Officer in a timely manner which will be dealt with before the commencement of the Count.

9.2 Any challenge or complaint about the count must be submitted to the Returning Officer in writing who will, unless by exception resolve the complaint within two University working days.

9.3 Evidence should be submitted with the formal complaint, and the complaint should identify which Elections Rules stated in this Bye-Law or Union guideline found in the Constitution have allegedly been broken.

9.4 In determining a resolution to the complaint, if the Returning Officer should feel that a candidate has breached election regulations or guidelines they may:

9.4.1 Halt elections for specified block(s) and/or;

9.4.2 Disqualify specified candidate(s).

9.5 The ruling of the Returning Officer shall be final; however there shall be a right of appeal to the Elections Committee if either party involved in the complaint believes the Returning Officer has acted in an improper or biased manner.

10. NON-SABBATICAL OFFICERS

10.1 The six candidates, who received the highest number of votes, providing they receive more votes than RON, will be offered the position of Open-Portfolio Non-Sabbatical Officers.

10.2 Should less than six candidates receive more votes than RON, positions will be given to those with more votes than RON and the remaining positions filled during a by-election.

11. BY-ELECTIONS

11.1 Where positions are vacant or positions become vacant, a By-Election must be arranged by the Board of Trustees.

11.2 Any By-Election shall be held under the same rules as any other election as outlined in these regulations.

MAJOR ELECTION TIMETABLE 2013

ELECTION EVENT	DATE	TIME	LOCATION
Nominations Open	Tuesday 21 February	12 noon	Students' Union Offices
Nominations Close	Tuesday 6 March	12 noon	Students' Union Offices
Briefing Session	Wednesday 7 March	1.00pm	T4-028
Publicity Day	Wednesday 7 March	After 3.00pm	Students' Union Offices
Hustings	Thursday 8 March	12.30pm	Social Learning Zone
Ballot Box Open	Thursday 8 March	1.30pm to 4.00pm 5.00pm to 7.00pm	Chancellor's Mall Chancellor's Mall
Candidate Briefing Session Ballot Box Open Candidate Briefing Session Ballot Box Open	Friday 9 March	8.30am to 9.00am 9.00am to 12.00noon 12.10pm to 12.20pm 12.30pm to 4.00pm	SLZ Court Entrance, Senate House SLZ Chancellor's Mall
Candidate Briefing Session Ballot Box Open	Monday 12 March	9.00am to 9.25am 9.30am to 1.00pm 1.30pm to 4.00pm	SLZ Court Entrance, Senate House Chancellor's Mall
Candidate Briefing Session Ballot Box Open	Tuesday 13 March	9.00am to 9.25am 9.30am to 12.00noon 12.30pm to 3.00pm 5.00pm to 7.00pm	SLZ Chancellor's Mall Court Entrance, Senate House Chancellor's Mall
Ballot Box Open Candidate Briefing Session	Wednesday 14 March	9.30am to 12.30pm 12.35pm to 1.00pm	Chancellor's Mall SLZ
Ballot Box Open Candidate Briefing Session	Thursday 15 March	9.00am to 1.15pm 1.20pm to 1.45pm	Chancellor's Mall SLZ
Candidate Briefing Session Ballot Box Open	Friday 16 March	8.30am to 9.25am 9.00am to 12 noon	SLZ Chancellor's Mall
Ballot Box Closes	Friday 16 March	12.00noon	
Election Results	Friday 16 March	6pm onwards	SLZ

CANDIDATES OFFICIAL SUPPORTERS FORM

Candidates must send a list of those people who will officially be promoting their campaign before polling opens (Thursday 8 March at 12.30pm) to the Returning Officer. Candidates can add members to this list at a later day, but all official supporters must be documented.

Failure to return this list to the Returning Officer may result in disqualification.

There is no limit to the number of official supporters, but these must be Ordinary Members of the Union.

FIRST NAME	SURNAME	ID NUMBER	TEL NUMBER	EMAIL

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