

SECTION 28

TITLE N ELECTIONS

1 ARRANGEMENTS FOR ELECTIONS

Guild Council shall consider and ratify proposals by the Chairperson of Elections Committee regarding:

- 1.1 Dates and timings of elections, in accordance with the Constitution and Bye-Laws.
- 1.2 Siting of polling stations.
- 1.3 Times at which polling stations shall be open.
- 1.4 Regulations for fair and proper conduct of elections, which shall be appended to this Title of the Bye-Laws.

2 NOTICE

- 2.1 The Chairperson of Elections Committee shall publish notice of the election of:
 - 2.1.1 Executive Officers, at least twenty-four days prior to the opening of the ballot.
 - 2.1.2 Delegates and Observers to all Conferences of N.U.S., which shall include N.U.S. Delegates, at least eighteen days prior to the opening of ballot.
 - 2.1.3 Warden or Guild Councillor, at least fifteen days prior to the opening of the ballot.
- 2.2 Such notices shall state:
 - 2.2.1 The date(s) and times of ballot.
 - 2.2.2 The earliest and latest times of receipt of nomination papers by the Returning Officer.
 - 2.2.3 The latest time by which a nominated candidate may withdraw from the election without forfeit of deposit.
 - 2.2.4 The substance of any regulations governing the election.
 - 2.2.5 The type and number of vacancies.

3 NOMINATIONS

- 3.1 Nominations shall be received by the Chairperson of Elections Committee.

3.2 A nomination paper shall contain the full name, signature, course and year of residence of each proposer and, with the exception of the election of Warden, of the candidate.

3.3 **Nomination for Guild Councillor**

A candidate and proposers for Guild Councillor for a particular Constituency must be members of that Constituency.

3.4 **Proposers**

3.4.1 The number of Full Members required as proposers for an election shall be:

3.4.1.1 For President or Vice President, twenty.

3.4.1.2 For Non-Sabbatical Executive Officers, twenty.

3.4.1.3 For Delegates and Observers to Conferences of N.U.S., ten.

3.4.1.4 For Warden or Guild Councillor, two.

3.4.2 No Full Member may sign more than one nomination paper in the same election.

3.5 **Times for Receipt of Nominations**

3.5.1 The times for receipt of a nomination shall be set by Elections Committee.

3.5.2 Nomination shall be open for at least 10 days and notice for elections should be made when nominations open if not before.

3.5.3 **Acceptance of Nomination Papers**

Completed papers shall be accepted until the deadline for close of nominations as set by Elections Committee, unless Elections Committee, at its sole discretion, decides that there is good reason for late receipt in which case Elections Committee may accept a nomination paper up to one day after the latest time for receipt of a nomination paper.

3.6 **Nomination for Warden**

The Chairperson of Elections Committee shall establish

that a nominee for Warden has accepted nomination, not later than two days before the opening of the ballot.

3.7 **Nomination for Re-open Nominations**

Re-open Nominations shall be a candidate in all elections except Guild Councillor elections.

3.8 **Provisional List**

The Chairperson of Elections Committee shall ensure that a provisional list of nominees for an election is published not later than one day after the latest time for receipt of nominations.

4 **CONFIRMATION OF CANDIDATURE**

4.1 **Withdrawal before Confirmation of Candidature**

A nominee may withdraw from an election by giving to the Chairperson of Elections Committee written notice no later than five days after the latest time for receipt of nominations.

4.2 **Final List**

4.2.1 The Chairperson of Elections Committee shall ensure that a final list of candidates for election is published, not later than two days after the latest time for withdrawal of nominations.

4.2.2 Upon publication of such final list, nominees shall be confirmed as candidates in an election.

5 **WITHDRAWAL FROM ELECTION**

A candidate may withdraw from an election by giving to the Returning Officer written notice. (S)he may forfeit his or her deposit, at the discretion of Elections Committee, if such notice is given after (s)he has been confirmed as a candidate.

6 **RE-OPEN NOMINATIONS**

6.1 Only Elections Committee or their nominees shall undertake the running of a publicity campaign on the

behalf of Re-Open Nominations.

6.2 Such campaigns shall be prominent.

7 **BALLOT**

7.1 **Voting**

Full Members shall present their membership cards at the polling station to be marked in the method determined to establish that their votes have been cast. They shall then sign a Register before voting. Each line in the Register and each ballot paper shall be numbered and each voter shall use the ballot paper bearing the number against which his or her signature appears in the Register.

7.2 **Postal Voting**

7.2.1 A Member who will be unable to attend a polling station of the polling day(s) may apply for a postal vote.

7.2.2 Application

A form or email giving the Member's name, address on polling day, Constituency, degree programme, details of reason for inability to attend a polling station and application for a postal vote, shall be submitted to General Manager not later than five days before the opening of the ballot. A valid Guild card must also be posted for attention of the Chairperson of Elections Committee.

7.2.3 Granting

7.2.3.1 The Chairperson of Elections Committee shall inspect such application and shall grant it unless (s)he considers there to be reason to refuse an application in which case (s)he shall pass the application to the Returning Officer, whose decision on the application shall be final.

7.2.3.2 Reason to refuse an application shall include the case where there is insufficient time between the receipt of an application for a postal vote and the close of ballot for the despatch and return of a ballot paper to and from the postal voter to be made.

7.2.4 Registration

If approved, the Chairperson of Elections Committee shall place the applicant's name on a register of postal voters for the election concerned.

7.2.5 Despatch to Postal Voters

After the publication of the final list of candidates the General Manager shall despatch, by post, to Members whose names are on the register of postal voters:

- 7.2.5.1 A list of the candidates.
- 7.2.5.2 A ballot paper with special ballot paper envelope.
- 7.2.5.3 A copy of the Bye-Laws relating to postal votes.
- 7.2.5.4 Information available relating to the candidates.
- 7.2.5.5 Information containing the date of polling.

7.2.6 Return of Ballot Paper

7.2.6.1 Each postal voter shall immediately return to the General Manager, by post in an envelope marked "Guild Elections":

- 7.2.6.1.1 The ballot paper sealed in the special ballot envelope. The voter shall sign the envelope on the outside to confirm his or her vote.
- 7.2.6.1.2 His or her membership card.

7.2.6.2 Upon receipt, the General Manager shall mark the membership card in the method determined to establish that the Member's vote has been cast, and shall then return the card to the Member. The General Manager shall immediately pass the returned ballot paper, sealed in the special ballot paper envelope, to the Returning Officer, for the vote to be included in the count.

7.2.6.3 A ballot paper received by the General Manager later than the close of ballot shall be invalid.

7.3 **Provision for Secrecy of Ballot**

7.3.1 At the time of closing the polling station(s) the Register shall be sealed and shall under no circumstances come together with the ballot papers unless the validity or conduct of the election is questioned.

7.3.2 The Register and ballot papers shall be kept for three months after the declaration of the result and shall

thereafter be destroyed unless, but only for so long as, the conduct or validity of the election remains in question.

7.3.3 The Returning Officer may not refer to the Register without prior written notification to the President.

7.4 **Procedure**

7.4.1 Polling shall be held on at least one day for a set number of hours in a set list of venues, as determined by Elections Committee.

7.4.2 Voting shall be by the Single Transferable Voting System in the elections of:

7.4.2.1 President.

7.4.2.2 Vice Presidents.

7.4.2.3 Non-Sabbatical Executive Officers.

7.4.2.4 Warden.

7.4.2.5 Delegates and Observers to Conferences of N.U.S.

7.4.3 Voting shall be by the Multi-member simple majority Voting System in the election of:

7.4.3.2 Guild Councillors

7.5 Special Requirement for NUS Delegate Election

7.5.1 At least one polling station shall be open for at least six hours on the day of voting. These shall be between the hours of 8.30am and 7pm.

7.5.2 There shall be hustings before the ballot.

8 **DECLARATION OF THE RESULT**

8.1 The result shall be decided as soon as practicable after close of ballot.

8.2 **Ties**

In the event of a tie the Returning Officer shall decide the issue by drawing lots, having given the candidates concerned prior written notification, except that, in the case of Guild Councillor elections where agreement between tying candidates can be reached, the post may be shared under the guidance of the Committee of

Independent Chairpersons.

9

ELECTION OF RE-OPEN NOMINATIONS

The election of Re-open Nominations shall result in nominations being re-opened as soon as possible, and a Bye-election being held. This shall not affect the return of any candidate elected before Re-Open Nominations in a multi-member election.

10

QUESTIONS RELATING TO VALIDITY AND CONDUCT

Any question relating to the validity and conduct of an election shall be referred:

10.1

If raised before the opening of the ballot, to Elections Committee.

10.2

If raised thereafter, to the Returning Officer. Such question should be submitted within five days of the declaration of the result.

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INFRINGEMENT

An infringement of the Bye-Laws relating to elections shall invalidate the ballot paper of the Member concerned.