



Elections Schedule Part 1

1) General

- i) This Schedule is relevant to the election procedures for the following posts:
 - a) President;
 - b) Vice President (Services & Treasurer);
 - c) Vice President (Welfare & Education);
 - d) Sports Union President;
 - e) Student Activities Officer;
 - f) Equal Opportunities Officer;
 - g) Publicity Officer;
 - h) Entertainments Officer;
 - i) Campaigns Officer;
 - j) Ethics & Environment Officer;
 - k) LGBT Officer;
 - l) Black Students Officer;
 - m) Women's Officer;
 - n) Disabled Students Officer;
 - o) International Students Officer;
 - p) Mature Students Officer;
 - q) Brig Editor;
 - r) Air3 1350 Station Manager;
 - s) AirTV Station Manager.
- ii) Full details of the roles and responsibilities for each of these posts can be found in the Committees Schedule of the Constitution of the Association.

2) Returning Officer

- i) The Returning Officer shall be a person nominated by the Elections Committee and approved by the Council of the Students' Association and shall have the following functions:
 - a) The supervision and conduct of the count;
 - b) Overseeing announcement of the result;
 - c) The receipt of a report from the Elections Committee of the Students' Association in respect of any action taken following any complaint in accordance with section 4 below.
- ii) Any appeal against a decision of the Returning Officer must be made, in writing, within two University days to the Elections Committee or to the Appeals Committee, whichever is appropriate. Such an appeal may be made only by a candidate.

3) Elections Committee

- i) There shall be a committee of the Association which shall be called the "Elections Committee". The committee shall consist of the Vice-President (Services & Treasurer), the Publicity Officer and four other members elected by the Council from amongst its own number. If a member of the committee indicates a desire to stand for election, then they will resign and their place will be filled with an appropriate member of Council.
 - a) In the event that the Publicity Officer or elected Council member of the committee resigns, or is deemed to have resigned then a further member of Council shall be co-opted to the Committee by the remaining members. In the event that the post of Publicity Officer is not filled, then another member of Council shall be elected to serve on the Committee until such time as a Publicity Officer is elected.

- b) Should the post of Vice-President (Services & Treasurer) remain unelected, or should the holder of this post have resigned, or have been deemed to have resigned, or should the Vice-President (Services & Treasurer) be a proposer or seconder of any candidate, or should the Vice-President (Services & Treasurer) have informed Council of his/her desire to stand for election, then he/she shall relinquish his/her position on the Elections Committee and this position shall be taken by the Vice-President (Welfare & Education). Should the Vice-President (Welfare & Education) be similarly disqualified then the position of chair of the Elections Committee shall be elected by Council from its own membership.
- c) The Vice-President (Services & Treasurer) shall take the chair of the Elections Committee, and shall act on its behalf in the absence of the full Committee on any matters which have explicit guidance in the Elections Schedule. All decisions which require a relative judgement however, such as the issuing of a formal warning or disqualification, should be brought to the Committee for a decision. Any member of the Elections Committee or election candidate may challenge the actions of the Chair of the Elections Committee, and in this event a full meeting of the Elections Committee shall consider these actions.
- ii) The Elections Committee shall decide the timetable of elections within the parameters of the Constitution and this Schedule. It shall also have such functions as the Senate may see fit, including:
 - a) The acceptance of nominations and the determination and publication of valid nominations.
 - b) Ensuring that submitted manifestos are collected, handled, printed and returned to candidates in a fair and proper manner.
 - c) Overseeing the procedure and running of hustings within the period of the election, and maintaining the ability of candidates to have equal representation wherever possible.
 - d) Ensuring that all candidates adhere to the rules governing publicity as set out in Section 6 below.
 - e) Overseeing coverage of all elections by the Association media, and ensuring that all such coverage is fair, balanced, and provides equal exposure to all candidates, as far as this is possible.
 - f) Consideration of complaints through the procedure laid out in Section 4 below.
 - g) Promotion of election process, both before and during the elections, as well as campaigning to raise election turnout and engagement in a neutral way.
- iii) The Chair of the Elections committee shall give an oral report to the Council after each set of Elections has been completed. The Chair shall also give a report to the University Court where appropriate.

4) Complaints and Appeals

- i) Only complaints by a candidate shall be considered, however, issues of concern may be raised by any Ordinary Member of the Association.
- ii) Complaints during the election period up to the announcement of the result shall be submitted to the Elections Committee of the Students' Association for its consideration.
- iii) The Elections Committee shall investigate any complaint and decide what action shall be taken up to and including the disqualification of any candidate concerned or the annulment of the election. It shall make a report to the Returning Officer on complaints dealt with during the election period.
- iv) There shall be a committee of the Association which shall be called "The Appeals Committee". This Committee shall consist of the Vice-President (Services & Treasurer) who will act as Secretary to the Appeals Committee and five other

members elected by the Council from amongst its own number. If a member of the Committee indicates a desire to stand then they will resign, or be deemed to have resigned and the remaining Committee members will have the power to co-opt a replacement(s) from the Council of the Association. The Vice-President (Services & Treasurer) as Secretary to the Appeals Committee will not have a formal vote on the Committee.

- v) No-one involved in a candidate's campaign shall be involved in the appeals procedure.
- vi) In the event of the Elections Committee deciding that action should be taken, there shall be a right of appeal against that action. The appeal shall be submitted to the Appeals Committee and shall be considered by those members not involved in the campaign of any candidate. Those members of the Appeals Committee shall be empowered to overturn the decision of the Elections Committee provided that a motion to this effect is carried by a two-thirds majority of those present and voting. The decision of the Appeals Committee shall be final and the complaint may not be lodged again after this decision has been made.
- vii) Complaints arising after the announcement of the election result shall be considered by the Elections Committee if the verdict of the Election Committee is appealed then an External University Appeals Committee will consider the complaint.
- viii) The External University Appeals Committee shall consist of two members of the University Court and the Returning Officer. At a meeting of the External Appeals Committee, the Chair of the Elections Committee shall be invited to provide an overview of the election, but shall not take part in any deliberations which the External Appeals Committee may have. Full details of the procedures of the External University Appeals Committee are attached to this Schedule as a Code (Procedure for meetings of the External University Appeals Committee).
- ix) In the event that the complaint relates to the actions of the Returning Officer, his or her place shall be taken by a nominee of the Elections Committee. Such a nominee shall not have been involved in any earlier decision of the Elections Committee or the Council in the considerations of election complaints nor involved in the campaign by any candidate.
- x) The External Appeals Committee shall be empowered to order that an election be held again.

5) Notice and Period Of Elections

- i) The timetable of elections for posts as defined in Section 1 of this schedule will be as follows:
 - a) The elections shall be held at such other time as may be agreed by the Council of the Student's Association, and will be conducted over two consecutive days.
 - b) There shall be a candidates meeting for all candidates 1 week prior to the first day of the elections taking place. There will then be regular meetings during the election between all the Sabbatical candidates and, if necessary, all candidates in contested elections. These meetings will be where any issue, problem or complaint can be informally discussed and the Elections Committee can maintain good communication between all parties. Such meetings must happen at the start of every day that the election count is underway.
 - c) An election must be announced to the student body two weeks before any nominations open.
 - d) A meeting for all prospective candidates must be publicised and held within that period, for the purpose of informing any student of the processes of the election and to answer any question that the student may have on any position

- they are considering running for. This will include, for the relevant position, a preliminary trusteeship briefing.
- e) Once nominations have opened, all candidates will have exactly seven days to collect all signatures and return all nominations, documentation, print and non-print publicity, with a 12.00pm deadline being strictly adhered to.
 - f) Within five days of this deadline all candidates who have submitted forms for a Trustee position must receive a secondary Trustee briefing outlining in significant depth the responsibilities entailed. If any relevant candidate fails to attend any such briefing then the Elections Committee can disqualify them from the election.
 - g) Within three days of nominations closing all candidates for all positions will need to attend a meeting with all other candidates in the election, where the Chair of Elections Committee shall communicate all important information to them on the process and answer any questions. At this meeting candidates will also be able to view any opponent's publicity, and have an opportunity to issue a complaint if they wish then. If a candidate cannot attend then they can send a representative.
 - h) Once printed, publicity for all positions must only be made available at the same time, so that no candidate gains an advantage. This must happen within five days of nominations closing.
- ii) Section 5) i) is a guideline for the Elections Committee and full details of dates and times will be produced and publicised prominently 2 weeks prior to the first date on the Elections Timetable.
 - iii) The procedure for nomination shall be as follows:
 - a) All nominations must be made on an official Association nomination form which shall be signed and dated by the nominee.
 - b) Nomination of a candidate for election to the sabbatical posts may be made by any ordinary member of the Association, provided that the nomination is supported (seconded) by fifty registered ordinary members other than the candidate or the proposer.
 - c) Nomination of a candidate for election to the posts of Equal Opportunities Officer, Publicity Officer, Entertainments Officer, Campaigns Officer and the Student Activities Officer may be made by any ordinary member of the Association, provided that the nomination is supported (seconded) by thirty registered ordinary members other than the candidate or the proposer.
 - d) Nomination of a candidate for election to the posts of Ethics & Environment Officer, LGBT Officer, Black Students Officer, Women's Officer, Disabled Students Officer, International Students Officer, Mature Students Officer, Brig Editor, Air3 1350 Station Manager, AirTV Station Manager may be made by any ordinary member of the Association, provided that the nomination is supported (seconded) by twenty registered ordinary members other than the candidate or the proposer.
 - e) Nominations for Trustee positions must include a signed 'Trustee Pledge', which shall be property of the Students' Council.
 - iv) The full registered name of the candidate only will appear on official Association posters and ballot papers. This will exclude candidates own official manifesto materials.
 - v) A list of the candidates together with proposers and seconders, shall be displayed on a prominent notice board within two University Days of the close of nominations.
 - vi) No person, or persons, shall indulge in campaigning for a particular candidate until that candidate's form of nomination has been lodged with the Chair of the Elections Committee or their delegate.
 - vii) Each post may only be filled by one member of the Association and no member may run for Election to more than one post as listed in section 1) in any one election.

6) Publicity

- i) All printed publicity material, shall be supplied by the Association, and thus, the only expenditure to be incurred for elections shall be through the Association.
- ii) All candidates must submit a manifesto. A manifesto will consist of the candidate's name, position, pledges, the date of the election and the ways in which members may vote. This manifesto will be used by the Association in both online and paper polling booths.
- iii) Candidates for the sabbatical posts shall be allowed a budget to the value of £15 for printed publicity.
- iv) Sabbatical candidates may be afforded an additional budget of £10 to spend on non-printed publicity. This may include balloons, decorations, bunting, coloured un-marked paper and t shirt printing. Candidates may not use this budget to purchase gifts for voters.
- v) Candidates for the posts of Equal Opportunities Officer, Publicity Officer, Entertainments Officer, Campaigns Officer and the Student Activities Officer shall be allowed a budget to the value of £10 for printed publicity.
- vi) Candidates for the posts of Ethics & Environment Officer, LGBT Officer, Black Students Officer, Women's Officer, Disabled Students Officer, International Students Officer, Mature Students Officer, Brig Editor, Air3 1350 Station Manager and AirTV Station Manager, shall be allowed a budget to the value of £7.50 for election publicity purposes.
- vii) All candidates will be provided with a SUSA-based website through SUSA's own online system. The content for this website can include, within reason as judged by the Elections Committee, any design, pictures or text that the candidate wishes. All content must be submitted in its entirety by the close of nominations, in digital format. This will be moderated solely by the Elections Committee and once built and agreed to at the meeting defined in 5. i) g., cannot be updated or changed during the election. Candidates are free to use the internet in any other way they wish, with the strict stipulation that no cost can be incurred by a candidate or anyone associated with a candidate.
- viii) All candidates in elections, shall be allowed no other publicity other than that described in the relevant section above. The Elections Committee will be the sole interpreter of whether something is deemed as 'additional publicity' or not.
- ix) All printed publicity must be returned in a print-ready state, to the appropriate person within the Membership Services Office of the Association, by 12 noon on the day of close of nominations relevant to the particular post, accompanied with the candidate's completed nomination form. When publicity material and completed nomination forms are accepted, the candidate will be provided with a receipt from the Membership Services Office, bearing the Official Association's Stamp. Candidates for the sabbatical posts shall submit their non-printed publicity expenditure sheets and associated receipts by 12 noon on the corresponding day of the week following the closure of nominations.
- x) Candidates may use their own money to purchase drawing pins, sellotape, blue tack, sticky back plastic, masking tape, brown tape, unmarked cardboard, string, glue or staples. Equally candidates may have access to a limited stock of the above held by the Association's Membership Services Office.
- xi) No candidates may distribute or make use of any printed or non-printed publicity from third parties outside the University.

- xii) No candidates shall be afforded additional publicity by any Association group, including all Association Clubs or Societies. Where elections are covered in Association media, coverage shall give equal, fair and impartial exposure to all candidates standing in an election.
- xiii) Any election materials produced by or on behalf of candidates in the election shall not be offensive in terms of the SUSA Equal Opportunities policy or offensive in any other fashion in the view of the Elections Committee and shall not seek to denigrate by name or title, any other member of the Association.
- xiv) Publicity produced for candidates by the Association must display the times and dates of the election in a clear and legible manner.
- xv) All manifesto statements regarding the Students' Association must be factual and this shall be solely judged by the Elections Committee.
- xvi) Candidates are responsible for their own publicity material which must not deface the University. Only official notice boards may be used. No publicity shall be displayed in the Association premises, on glass doors, in a way as to obscure security camera or within the vicinity of the polling desk.
- xvii) No candidates or their agents shall deface, alter, move, remove or interfere in anyway with another candidate's publicity.
- xviii) Once nominations have closed, if any candidate is uncontested with the exception of Re-open Nominations, then the Elections Committee should halve their print and extra publicity allowance. The changes to a candidate's expenditure in this eventuality should be negotiated with the candidate by the Chair of Elections Committee. If a candidate has a good reason to appeal against this halving of their allowance then the Elections Committee can revoke this in exceptional circumstances, but the measure would then not be applied to any other candidate too.

7) Campaigning

- i) The Elections Committee and Chair of Elections Committee should work to increase turnout to the best of their ability, but must only do so in a neutral and impartial manner.
- ii) If any campaigning by a candidate, associate of a candidate or any individual taking part in the election is deemed to be inappropriate the Chair of Elections Committee can take what ever action is necessary to stop this from continuing, including excluding them from the Atrium or if appropriate referring them to SUSA Discipline.
- iii) In the specific case of online campaigning, members and observers to the election can comment and discuss the election online, however should any inappropriate content be posted then the Chair of Elections Committee is entitled to contact any website or online host demanding content is removed. If the offending comments are published by a current Stirling student then the measures outlined in 7. ii) can be used

8) Hustings

- i) The Elections Committee will be responsible for organising hustings for candidates for the posts of Sabbatical Officers, Equal Opportunities Officer, Publicity Officer, Entertainments Officer, Campaigns Officer and the Student Activities Officer within the week prior to the first day of the elections taking place.
- ii) The exact time and place for hustings will be decided by the Elections Committee and all candidates will be notified of the details at their respective candidates meetings.

- iii) Each of the candidates for the posts set out above will be required to make a speech of a maximum length, set by the Elections Committee, setting out their Manifesto pledges.
- iv) After all candidates for a specific post have made their speeches, all candidates for that post will have the opportunity to question each other. These questions must be submitted at the start of the hustings in writing specifying both the candidate to whom they are addressed and the candidate who has submitted the question.
- v) After candidates have questioned each other, there will then be an opportunity for questions to be put to the candidates by ordinary members.
- vi) This process will then be repeated for each further post. The above process (7 i - iv), in terms of timings, order, organisation and execution, will be decided by the Elections Committee and all candidates will be informed of the details at their respective candidates meetings.

9. Voting

- vii) Responsibility for ensuring that the voting is conducted in accordance with the practice listed below shall rest with the Elections Committee, who shall report to the Returning Officer.
- viii) All elections should be carried out by way of a secret ballot and from Ordinary Members of the Association. However, only female Ordinary Members may vote for the position of Women's Officer.
- ix) Voting shall be provided online, through an election system decided upon by the Elections Committee. Online voting shall be available from 9.30am on the first day of the election and shall close at 6.15pm on the second day of the. In the event of a sufficiently serious technical fault in any of the voting systems, the Elections Committee in consultation with the Returning Officer can extend the length of the election, so as to compensate for any lost time.
- x) It should also be made available for all students to vote in the Atrium, through online voting booths manned by the Elections Committee. Voting shall take place in the Andrew Miller Building between the hours of 9.30am and 6.15pm on the second day of the election. The location and arrangements of voting stations along with the list of candidates shall be publicised.
- xi) Only full members of the Association can vote. An Elections Committee member shall operate the polling desk at all times and ensure that a record is kept of all members who have voted.
- xii) The Elections Committee should be available to help any student who needs assistance in how to vote, and only the Elections Committee or SUSA Staff can provide this assistance.
- xiii) Online voting forms shall bear the name of each candidate and the office being contested.
- xiv) Online voting forms shall bear a brief description of the voting procedure.
- xv) There shall be an option on the voting forms entitled "Re-open Nominations". This, for the purposes of the Count, shall be treated as a candidate, though it will not be allowed the publicity allowed to other candidates in the election. If "Re-open Nominations" wins the election, then the election shall be re-run, at a date to be determined by the Elections Committee.

xvi) Those students, being full members of the Association, who are unable to vote in person due to illness or unavoidable absence from the University shall be eligible to vote as follows:

- a) The member shall present to the Election Committee, or its designate, within two weeks of the election, their matriculation card, and a signed letter detailing why they are unable to vote on the prescribed polling day.
- b) The election committee or its designate will on receipt of the above present the member with a sealed envelope containing a ballot paper.
- c) The member shall complete the ballot paper and return it in the sealed envelope, which shall then be held, along with the member's letter, and a photocopy of the members matriculation card.
- d) All envelopes containing ballot papers shall be presented to the Returning Officer following completion of voting on polling day and then entered into the online voting system, ensuring that the voter has not already vote and cannot vote again.

9) The Count

The Alternative Transferable Vote system shall be employed as appropriate to determine the result of the election. The count shall be made in the presence of the Returning Officer on a date and time decided by the Returning Officer and the Elections Committee.

10) Tenure of Office

Tenure of office shall be as set out in the Constitution of the Students' Association.