

Schedule Two

Elections & Referenda Regulations

1. General

- 1.1 This Schedule applies to the election procedures for all the positions identified in the Officer Profile Schedule (Schedule Three) and the relevant elected positions identified in the Committees Schedule (Schedule One) of the Constitution of the Union.
- 1.2 The Union's NUS Delegate Entitlement, as defined by the National Union of Students (NUS), less one place which shall be reserved for the Union President as ex-officio delegate, shall be elected specifically for this position in line with the regulations provided for in this schedule, within the period of the Autumn Semester, and shall be further subject to the restriction of NUS Delegate Entitlement Quotas.
 - i) If required, a delegation leader shall be decided amongst the delegation through a simple vote.
- 1.3 The ability to hold elected office in the Students' Union is dependent upon membership status and one of the rights and privileges of membership. Any member who is the subject of an allegation or complaint regarding a level 2 offence or above within the University of Stirling and/or Students' Union discipline procedures will be suspended from holding office or standing for election pending the outcome of the discipline procedures.

2. Returning Officer and Deputy Returning Officer

- 2.1 All Student Union Elections shall be overseen by a Returning Officer and a Deputy Returning Officer.
 - i) The Returning Officer shall not be a Member, Trustee or Staff Member of the Union or the University of Stirling.
 - ii) The Chief Executive shall appoint a Deputy Returning Officer from a member of Union Staff.

3. Election Committee

- 3.1 There shall be a standing procedural committee of the Union, known as the "Elections Committee" which has responsibilities for:
 - i) Ensuring all candidates adhere to the regulations as set out in this Schedule;

- ii) Consider and address formal complaints through the procedure laid out in Section 13;
 - iii) Support the Deputy Returning Officer and the Union with the organisation of the Elections while remaining neutral and impartial.
- 3.2 The Elections Committee shall consist of three Ordinary Members elected by the General Meeting prior to any elections or referenda taking place, plus the Deputy Returning Officer in a non-voting capacity who shall act as Chair of the Elections Committee. All decisions of the Elections Committee shall be made by a simple majority.
- 3.3 All members of the Elections Committee must remain totally neutral in all Elections or Referenda. If any member wishes to stand for a position or express any public preference for a candidate or outcome they must immediately resign.
- 3.4 If the membership of the Elections Committee drops below three Ordinary Members, and the Deputy Returning Officer, eligible ordinary members of the Union shall be appointed by the Executive Council to fill the vacancies to achieve a membership of three in a temporary capacity pending the vacancy being filled by the General Meeting.

4. Notice and Period of Elections

- 4.1 The timetable of Elections for posts as defined in Section 1 of this Schedule will be as follows:
- i) There will be a Main Election where all positions, (with the exception of the NUS delegates, Ordinary Members of Zone Executive Committees and the 4 Equalities Officer positions), will be open for students to run in and will be held in the second semester of the academic year and these Elections will be conducted over three consecutive University days.
 - ii) There will be a separate Election held every year, at which the Postgraduate Officer and the Union's NUS delegation entitlement will be elected as well as any positions which remain, or have become vacant since the previous year's Main Election.
 - iii) There will be a separate Election held every year, at which the Unions' 4 Equality Officers will be elected; this will be done at an Equalities Zone. This election will take place during the second semester of the academic year. The Deputy Returning Officer will oversee the fair running of the Election.

- iv) Following nominations closing all candidates for all positions will be encouraged to attend a meeting with all other candidates in the election, where the Deputy Returning Officer shall communicate all important information to them on the process and answer any questions. If a candidate cannot attend this meeting, they can send a representative on their behalf.

4.2 Full details of dates and times will be produced and publicised prominently at least two weeks prior to the first date on the Elections Timetable by the Deputy Returning Officer.

5. Nominations

5.1 All Ordinary Members of the Union will be eligible to stand as a candidate in the Elections.

- i) No member may run for Election for more than one post as listed in Section 1 in any one Election, except for those also wishing to run for NUS Delegation.

5.2 The procedure for nominations shall be as follows:

- i) All nominations must be made via the Union website, which shall be electronically signed and dated by the nominee.
- ii) Nominations for Postgraduate Officer may only be made by Postgraduate Ordinary Members.

5.3 Candidates may not publicly announce or discuss their candidacy (in-person or online) until the campaigning period. Candidates may be subject to disciplinary action for doing so.

5.4 All candidates are encouraged, although not required, to submit a candidate photograph, slogan and manifesto which will be displayed to all voters.

5.5 At the close of nominations, the Elections Committee and the Deputy Returning Officer, will verify all nominations comply with this Schedule.

6. Referenda

6.1 If policy is referred to referenda by either a General Meeting or the Executive Council it must be followed by a cross-campus vote within fifteen University days.

6.2 Publicity for the referendum shall be displayed on the Union website the University day following the General Meeting's decision.

6.3 All Ordinary Members of the Union shall be entitled to vote at referenda.

- 6.4 In order to validate the result, referenda shall require a minimum of 1/40 of the Full Time Equivalent population of ordinary members to vote, except in issues of affiliation which will follow the regulations of the body in question.
- 6.5 All business taken to referenda shall be judged to have passed if a simple majority votes in favour, except on issues of affiliation which will follow the regulations of the body in question.
- 6.6 Amendments to the constitution, questions of affiliation and the overturning or alteration of policy previously passed by a referendum must be put to referendum.
- 6.7 The categories for voting will consist of 'Yes', 'No' and 'Abstain' so a referendum question must reflect this.
- 6.8 All referenda will be conducted in accordance with this schedule.

7. Campaigning

- 7.1 Campaigning is defined as all actions performed to promote a confirmed candidate for a position at a Student Union Election.
- 7.2 The campaigning period will run from a date announced by the Elections Committee and the Deputy Returning Officer until the close of voting.
- 7.3 Candidates will be permitted to spend up to an amount set by the Deputy Returning Officer during their campaign.
- i) Candidates will be reimbursed half of their total campaign budget on the production of receipted campaign spend. Candidates will be eligible to apply for hardship support to cover more, or all of their election expenses. A decision shall be made by the Elections Committee on a case-by-case basis.
 - ii) Candidates may only use this budget for using promotional methods or resources which are reasonably accessible to all candidates.
 - iii) Candidates may give away items as part of their campaigning, however, candidates may not use their budget to provide bribes or incentives to voters. Candidates must ensure voters are clear that any items given away are not being received in return for voting.
 - iv) All printed publicity material shall be supplied by the Union. Sabbatical candidates will be entitled to a total of 20 A3 sheets, Volunteer Officers of 10 A3 sheets, NUS Delegates of 10 A3 sheets.
- 7.4 Campaigning can take place in public places, with the exception of within the Library, next to University PCs or computer work stations.
- 7.5 Candidates are free to use social media and digital communications to promote their campaign, although this must be fair and equal, with all

candidates having the same opportunity and access to promote their campaign across any social media platform.

7.6 Where elections are covered in Union Media or by Media Societies, equal, fair and impartial exposure shall be given to all candidates standing in an election.

7.7 Printed publicity material cannot be put up within the Library, next to PCs or computer work stations, on glass doors or windows, over signs or other posters, in a way as to obscure security camera, within the vicinity of the polling desk or anywhere that breaches Health and Safety guidance. Any publicity infringing upon this may have their materials removed and may face disciplinary action. Candidates are responsible for their own publicity material which must not deface the University.

7.8 All election materials produced shall not seek to denigrate by name or title, any other Member of the Union or University of Stirling Staff.

7.9 No candidates or their campaign team shall deface, alter, move, remove or interfere in anyway with another candidate's publicity.

7.10 Candidates may receive endorsements or statements of support from individual members and/or committees of Societies or Sports Clubs. Any Club or Society endorsements must be democratically decided by the groups committee and declared to the Elections Committee providing minutes of any endorsement decision meeting.

8. Election Debate

8.1 The Deputy Returning Officer, with the support of the Elections Committee, will be responsible for organising the Union Election Debate for Sabbatical Officer candidates prior the voting period of the Elections.

8.2 The timings, order, organisation and execution of the Election Debate will be decided by the Elections Committee and the Deputy Returning Officer. All candidates will be informed of the details at their respective candidates meetings.

8.3 All Sabbatical Officer candidates are encouraged to attend the Election.

9. Voting

9.1 Responsibility for ensuring that the voting is conducted in accordance with this schedule shall rest with the Deputy Returning Officer who shall report to the Returning Officer.

9.2 Voting shall be undertaken by online ballot over three University days at times to be determined by the Deputy Returning Officer. In the event of a sufficiently serious technical fault in any of the voting systems, the Elections Committee

and Deputy Returning Officer in consultation with the Returning Officer may extend the period of the election to compensate for any lost time.

9.3 Only Ordinary Members of the Union may vote.

9.4 The Elections Committee shall be available to help any student who needs assistance in how to vote and only the Elections Committee or Union Staff can provide this assistance.

9.5 All ballot papers shall bear the name of each candidate and the office being contested

9.6 All ballot papers shall bear a brief description of the voting procedure.

9.7 There shall be an option on the voting forms entitled "Re-open Nominations" ("R.O.N"). 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 decided by the Deputy Returning Officer and the Union.

10. The Count

10.1 The Alternative Transferable Vote system shall be employed as appropriate to determine the result of the election except for NUS Delegates which will be elected by Single Transferable Vote.

10.2 The Count shall be administered by the Deputy Returning Officer, overseen by the Elections Committee and the Returning Officer. The count will follow the guidance provided by the Electoral Reform Society and NUS Scotland.

11. Tenure of Office

11.1 Tenure of office for those elected in the main elections shall be from June 1st that year until 31st May the following year. For those elected through by-election, the tenure will run from the date of their election until 31st May in that same academic year.

12. Vacancies

12.1 Vacancies shall be filled in accordance with the constitution.

13. Complaints and Appeals

13.1 All formal complaints must be made in writing using the Elections Complaint Form to the Elections Committee and submitted to the Deputy Returning Officer.

- i) Formal complaints must be made as soon as possible after the event they are relating to, and no later than one hour after the close of voting. Investigation of complaints will not begin until it is submitted in writing, and the burden of proof rests with the complainant.

13.2 The Elections Committee and the Deputy Returning Officer shall investigate formal complaints, and should it determine that a breach has occurred it shall decide what action, if any, to take up to and including the disqualification of a candidate.