

# SO8001

## STANDING ORDERS GOVERNING ELECTIONS

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- a. "HUU" means Hull University Union;
- b. "Council" means HUU Council;
- c. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

### 2. General

Statutory (Week 5 of Semester 2) and Emergency elections (as called by UEC) are to be conducted in accordance with the Regulations.

### 3. Neutrality

All HUU employees (non elected officers) and all UEC; Zone; Standing and Sub Committee members must maintain a stance of strict neutrality throughout the election period whilst engaged in performing their duties or whilst employed as staff. No Union offices may be used for the storage or assembly of publicity material or for campaign meetings. Union transport will only be provided for the benefit of all candidates. Candidates may book meeting rooms for meetings if they so wish

### RETURNING OFFICER

4. The Returning Officer (RO) is to be appointed by the Union Executive Committee when elections are called and can be either a permanent member of Union Staff or an assigned National Union of Students RO. The RO or ARO must be available between the hours of 9 a.m. – 5 p.m. during the voting period. Notification of the appointment is to be posted by the Democracy and Equality Co-ordinator on the elections board within forty eight hours of the appointment.
5. The RO is responsible for the organisation of all Statutory and Emergency Elections, and ensuring that they are conducted in accordance with the Regulations.
6. The RO is to be assisted in the conduct of any election by as many Assistant Returning Officers (AROs) as the RO deems necessary, and will either be full-time staff

members of HUU. The duty of the ARO will be to also undertake the duties of the RO in event of absence.

7. All complaints to the RO must be made within 24 hours of the incident occurring or the complainant being made aware of the incident. The RO has complete discretion over actions taken regarding Election Regulation infringements. Complaints may only be made by a candidate. To deal with matters quickly, the RO may put in place procedures that he/she believes are necessary. As an example, regular meetings may be called in the election period for candidates to meet the RO or an ARO to discuss potential complaints or election procedures.

8. **Appeals**

It is the right of any candidate to appeal to the Elections Appeals Committee (EAC) against any decision made by the RO. Appeals must be lodged with the President no later than three clear days from the date of the decision. If the appeal is a challenge to the result of an election, this must be done within 24 hours of the result declaration.

9. **Elections Appeals Committee**

The EAC is governed by Neutrality as described in 3. It is the duty of the President to ensure the members drawn to the EAC conform to the criteria in 10. (b). The President may disqualify EAC membership if there are reasonable grounds to assume a student has a conflict of interest. The President's decision may be challenged. An appeal may then be made to the UEC with the Deputy President in the Chair and the President shall not take part in the decision other than to give evidence for his/her decision.

10. **EAC Membership and Quorum**

The membership of the EAC and quorum for a meeting thereof is detailed below:

- (a) **Non voting membership**

The Chair who shall be the President. In the circumstances of the incumbent President standing for Election, the following order of Sabbatical positions will replace the President as Chair:

- (i) The Deputy President

- (ii) Any other Sabbatical Officer at the RO's discretion

The Democracy and Equality Co-ordinator, who is to advise on the constitutional aspects of the appeal, and act as Secretary to the Committee. The Chair may invite a member of staff to help with advice on the regulations

- (b) **Voting membership**

The voting membership is to be eleven randomly selected students, who are not standing; proposing, or seconding any candidate in the election concerned, drawn by the Returning Officer in the presence of the Chair of Council and the Union Chief Executive overseeing electronic voting immediately following the close of nominations. A further 20 names will be drawn who will act as alternates if the committee is not quorate to hear an appeal. They will be approached to act as alternates in the order in which they are listed. The

membership of each EAC meeting will be published on the official notice boards in Hull and Scarborough 1 hour before each meeting starts. If the candidate(s) involved in the appeal wish to challenge the inclusion of any of the committee they must do so to the President before the meeting stating their reason. No-one is to contact members of the committee about the appeal beforehand.

(c) **Quorum**

The quorum for a meeting is the Chair plus seven voting members. In the event of a tied vote the appeal is to fall. On request from a voting member, the EAC may move into closed session; all persons other than the EAC are to withdraw at this stage.

11. **Conduct of the meeting**

The RO or his/her representative shall present the reasons for the decision against which the appeal is being made. Questions may be asked of the RO by the appellant or members of the committee only. The RO will then withdraw from the meeting at this stage. The appellant shall then make their case and call a maximum of 2 witnesses.

Written statements from these witnesses will be acceptable if they are not available for the meeting. Only members of the EAC may ask questions of the appellant or witnesses.

When the evidence has been heard, everyone other than the EAC and the secretary shall withdraw.

When a decision has been reached the meeting will move into open session and the Chair will announce the decision of the committee. The Secretary will confirm this decision in writing within 48 hours.

12. **EAC Jurisdiction**

The EAC is to meet to hear:

- (a) Any matters referred to it by the RO;
- (b) An appeal by a candidate or candidates standing in the election against a decision made by the RO, including a challenge to the result of an election.

Appeals, in the first instance, are to be forwarded to the President in writing.

13. **Powers of the EAC**

The EAC has the power to:

- a) Overturn a decision made by the RO;
- b) Withdraw or restrict circulation of publicity material;
- d) Disqualify a candidate;
- e) Instruct the RO to re-run the election;
- f) Make recommendations for the amendment to Standing Orders governing Elections.

All EAC decisions are final. In the event that the EAC considers the matter cannot be adequately dealt with using one or more of the above powers, the complaint may be referred to the UEC for consideration in accordance with HUU's Complaints Procedure.

14. **Notice of Elections**

Chair Campaigns and Democracy is to publish a notification of any election called in accordance with these Regulations, at least fifteen clear days prior to the close of nominations. Such notice shall include:

- a) The positions available;
- b) Closing date for nominations;
- c) Dates and times of Hustings;
- d) Dates, times and locations for voting.
- e) How to vote
- f) Details of an Information meeting in Semester 2 (Refer to paragraph 16(a)), which will have the purpose to encourage students to stand in the Elections.

These notices are to be displayed in the foyer of University House; the Lawns Centre and in each of the Traditional Halls of Residence; Scarborough Campus and the Union website and sent in an all student e-mail.

15. **Positions for Election (Cross Campus, unless specified)**

Positions listed below are to be elected by Cross Campus ballot as follows:

- (a) Six full time sabbatical officers. To be elected in week five of semester two:
  - (1) President;
  - (2) Vice President Welfare;
  - (3) Vice President Education;
  - (4) Vice President Sport;
  - (5) Vice President Community.
  - (6) Vice President Scarborough Campus
  
- (b) To be elected in week five of semester two. To stand for positions 2-4 candidates must be registered with the University as a part time, mature or post graduate student respectively. Those running for Positions 5-8 must be members that self define into those areas. Positions 5-8 will also act as HUU's representatives to the relevant NUS conferences:
  - (1) Chair International Students Association;
  - (2) Chair Campaigns and Democracy Committee;
  - (3) Chair Media Committee;
  - (4) Councillors for Scrutiny, six positions;
  - (5) Chair Part Time students' Committee;
  - (6) Chair Mature students' Committee;
  - (7) Chair Post Graduate Committee;
  - (8) Chair Black Students' Committee;

- (9) Chair Disabled Students' Committee;
  - (10) Chair Lesbian, Gay, Bisexual & Transgender (LGBT) Committee;
  - (11) Chair Women's Committee;
  - (12) Chair Societies Executive Committee;
  - (13) Chair Raising and Giving;(RAG)
  - (14) Chair Environmental & Ethical Committee
  - (15) Chair HUSSO SCA (Hull University Social Services organisation Student Community Action)
  - (16) The Sports Zone executive positions, which will include:
    - (i) Secretary
    - (ii) Treasurer
    - (iii) Communications Officer
    - (iv) Events Officer
    - (v) BUCS Representative
    - (vi) Kit Representative
    - (vii) Tour Representative
    - (viii) Varsity Representative
  - (17) Faculty Co-ordinators (Senate Reps):
    - (i) Faculty of Arts and Social Science
    - (ii) Faculty of Science
    - (iii) Faculty of Health and Social Care
    - (iv) Hull University Business School
    - (v) Faculty of Education
    - (vi) Hull York Medical School
- (c) To be elected in Week five of semester two:
- (1) NUS Conference, as many delegates as the Union is entitled minus one; the President who shall be the delegation leader. The President elect shall attend as an observer, unless elected;
- (d) To be elected in Week 4 of Semester one:
- (1) Councillors of Scrutiny, two positions. These positions will be held until week 4, semester one of the following year.

If any of the positions in (a); (b); (c) (d) are not filled then emergency elections are to be held as detailed in 36.

All positions available in standing committees are also to be elected in week seven of semester two by the membership of those committees.

(e) Positions for Election (Scarborough Campus)

Positions listed below are to be elected by Scarborough Campus ballot as follows:

Scarborough Executive Committee. To be elected in week five of semester two:

- a) Scarborough Education Officer;
- b) Scarborough Sport Officer;

- c) Scarborough Welfare Officer;
- d) Scarborough Campaigns Officer;
- e) Scarborough Community Officer.

16. **Preparation for candidates**

**(a) Information meeting**

There will be an information meeting held in week one of Semester two. This is intended to give information about running in the Elections, fulfilling the role of a Sabbatical Officer and the strategy of HUU. This meeting will be held in Hull and Scarborough and all Sabbatical Officers will be in attendance.

**(b) Procedural Meeting**

The President is to hold a meeting at 1.15 p.m. on Wednesday of week 2 of Semester 2, prior to the close of nominations at 5pm. This meeting will be to explain election procedures to all members of the Union who are considering standing or supporting a candidate standing in the election; attendance is mandatory for candidates standing for election as a sabbatical officer and is voluntary for other candidates. Any candidate standing for a sabbatical post who fails to attend the meeting is to be disqualified, unless their reason for absence satisfies the RO. There will also be a concurrent meeting at Scarborough Campus to be organised by the Vice President Scarborough.

**ELIGIBILITY FOR NOMINATION**

17. A candidate is only eligible to stand for one post plus a delegate to NUS Conference. Publicity for each campaign must be kept separate and a publicity declaration form completed for each position

Candidates standing for sabbatical appointments:

- (1) Must, in the presence of the RO or representative, sign an agreement setting out the terms and conditions attached to such office before nominations are displayed;
- (2) Are bound to the UEC Code of conduct until such a time as the election is complete. Sabbatical elects remain bound to the code until the end of their term in office.
- (3) Must be a registered student for the academic year in which they hold office. Candidates who are debtors of the University will not be registered as students and therefore will not be able to take up their position until the debt has been paid. By signing the nomination form, sabbatical candidates confirm they are

aware of this. The University will be asked to confirm all elected officers are registered students.

18. All candidates for election must be bona fide full members of the Union for the academic session in which they are standing as a candidate.

## NOMINATION FORMS

19. **Completion:**

HUU Nomination Forms, available from Reception and on [www.hullstudent.com](http://www.hullstudent.com), are to be submitted to the RO or the appointed member of staff at Hull/Scarborough by all candidates before 5pm on Wednesday of Week 2 of Semester 2. All nominations forms must be submitted in hard copy – email is not permitted unless agreed beforehand by the RO or Assistant RO and only then in exceptional circumstances.

The HUU Nomination Forms (see Annex A) are to be completed as detailed below.

(1) **Part 1**

Part 1 of the form shall be typed or hand-written in black or blue ink without addition or embellishment.

- (a) The office or position for which the candidate is nominated;
- (b) The full name of nominee and signature indicating consent to nomination;
- (c) The full names of the proposer and seconder and signatures indicating support for the nomination; both the proposer and seconder must be full members of Union;
- (d) A photograph of the candidate not exceeding two inches by two inches, (5cm by 5cm) showing full face, head and shoulders only;
- (e) The biographical details showing University course and year of study.
- (f) The candidate's substantial political beliefs, if any.
- (g) Membership of HUU Societies, AU Clubs and any other Standing Committees.

(2) **Part 2**

Part 2 may be used by the candidate to give reasons for standing but shall on no account refer by name or implication to any other candidate, nor contravene HUU policy governing publications.

20. **Sabbatical Officers**

No incumbent sabbatical officer or sabbatical candidate is to propose or second any candidate for a position on the Union Executive Committee. In addition, the display of publicity material supporting any candidate for election to the Union Executive

Committee, either on the door or within the office of an incumbent Union Executive Committee member, is prohibited.

Any sabbatical officer re-standing for election must take mandatory holiday for the duration of the voting period.

21. **Display**

Chair Campaigns and Democracy is to arrange for nomination forms to be displayed by the day following that on which nominations close as follows:

- (a) All original nomination forms in the Reception area, University House;
- (b) Photocopies of all nomination forms, other than those standing for Council, in all halls of residence of the University of Hull;
- (c) Photocopies of all nomination forms will be displayed at Scarborough Campus;
- (d) A copy on the official Union website.

22. **Withdrawal**

Any candidate wishing to withdraw from an election is to give such written notice to the RO by 12 noon five clear days prior to the first day of polling.

## **HUSTINGS IN THE UNION**

23. The Democracy and Equality Coordinator is to make arrangements for Hustings (election speeches) in University House and Scarborough Campus for all candidates nominated for a Sabbatical positions, in the week prior to the first day of polling, at a time decided by President.

Any candidate failing to attend Hustings is deemed to have withdrawn from the election, unless absent on University or HUU business, or through illness, and that written apologies, including an explanation for absence, are handed to or arrive with the RO or their representative prior to the start of Hustings.

24. The Hustings session is to be chaired by the President. In the circumstances of the incumbent President standing for Election, the following order of Sabbatical positions will replace the President as Chair:

- (i) The Deputy President
- (ii) Any other Sabbatical Officer at the RO's discretion

The conducting of Hustings is at the discretion of the chair, but typically shall include an opportunity for each candidate to make an election address and answer questions put forward by any full member of HUU. These questions shall relate to the suitability of the candidate to stand for their chosen position and act as a Trustee of a charity.

## **PUBLICITY MATERIAL**

25. **Categories**

All candidates, except Student Trustees, can arrange for the production of publicity material, as detailed below. Publicity may be produced in full colour. No candidate may spend more than two hundred pounds upon publicity material. All publicity must be seen and approved by the RO or their representative before distribution. This includes banners, stickers, flyers, posters, t-shirts and any other material used.

All literature (paper based publicity) must be printed by HUU Marketing Department, in Hull and Scarborough. Candidates must conform to the deadlines as agreed from time to time and explained at the Procedural Meeting and the Candidates handbook. A5 leaflets/flyers cannot be used as posters.

No printed publicity material (posters, flyers, stickers) can be used in HUU commercial areas, including Asylum.

(a) **Sabbatical posts** (15(a))

Each candidate standing for a sabbatical post is to be allowed:

- (i) a maximum of 70 A3 posters **or** 140 A4 posters **or** 35 A3 and 70 A4;
- (ii) a maximum of 1500 A5 or smaller flyers;
- (iii) unlimited number of stickers (each not exceeding 60 square centimetres in area).
- (iv) a 1 minute video that shall be displayed on Hullstudent.com

All other publicity material is to be approved by the RO before distribution. Approval shall not be withheld unless material is considered unsafe or contravenes the Regulations.

(b) **Non sabbatical posts** (15(b), (d), (e) & (f))

Each candidate standing for a non-sabbatical post (except NUS Conference) is to be allowed:

- (i) 35 A3 posters **or** 70 A4 posters **or** 20 A3 and 35 A4 posters;
- (ii) 250 A5 or smaller flyers;
- (iii) Unlimited number stickers (each cannot be larger than 60 square centimetres).

No other publicity material is to be displayed or distributed.

(c) **NUS Conference** (15 (c))

Each candidate standing for NUS Conference is to be allowed:

- (i) 20 A3 posters **or** 40 A4 posters **or** 10 A3 and 20 A4 posters;
- (ii) 170 A5 or smaller flyers;
- (iii) Unlimited number of stickers (each not larger than 60 square centimetres).

No other publicity is to be displayed or distributed.

- (d) **E-Campaigning:**  
E-Campaigning is limited to positive use only and shall on no account refer by name or implication to any other candidate, nor contravene HUU policy governing publications. Candidates and their supporters cannot use any HUU or University of Hull electronic contact lists as defined by the RO. There will be an opportunity to create a web page on [www.hullstudent.com](http://www.hullstudent.com) using the HUU marketing team. This will be on a first come first served basis. Each candidate will be allocated a 30 minute appointment with a member of the marketing team and this will be inside their normal working hours.
- (e) **Campaigning in University Halls of Residence:**  
Campaigning is allowed in all halls of residence only with the expressed permission of the hall warden.

Messaging for candidates on the Union's pa system or text messaging in Asylum is not allowed.

No publicity shall contain reference to other candidates by name or by implication.

Candidates at an assembly of students such as training, society meetings, standing committees, lectures, seminars etc can reference other candidates providing such references are factually correct.

## 26. **Campaign Team Members**

- (a) Candidates are responsible for the behaviour of their team members during the election campaign. It is their responsibility to ensure that all of their campaign team are full members of HUU and briefed on the rules and regulations surrounding elections. Candidates are all provided with Standing Orders governing elections and it is imperative that they relay this information to their teams and explain that many of the rules also apply to team members. If a complaint is made it will be referred to the RO or their representative who will then decide on the appropriate action to take, see 7.
- (b) The Returning Officer or their representative shall deem someone distributing campaign publicity a campaign team member.

## 27. **Authorisation**

All original publicity must be authorised by the RO or their representative. Photocopied material must bear the signature or initials of the RO or his or her representative or a copy of printed material must be handed in to the RO before publication. Otherwise, material it is to be withdrawn from circulation and destroyed. The Returning Officer is to arrange suitable times for candidates to have their posters approved.

28. **Registration and declaration**

All original publicity material is to be submitted to the RO by 10.00 am six days prior to the start of polling and once submitted, may not be altered or amended. All candidates standing for a Sabbatical post in and NUS Conference Delegates, whether producing publicity material or not, are required to submit a completed Publicity Declaration Form (see Annex C) to the RO or their representative before noon on the last day of polling; the forms are available from Reception in Hull and Scarborough. Failure to make this declaration by the due time will cause the nomination to be declared null and void.

29. **Display and circulation restrictions**

Candidates are responsible for removing all their material by 12pm on the day after polling closes and handing it in to the Chair Campaigns and Democracy for recycling, and any who do not do so shall be charged for the staff costs for cleaning.

The following restrictions apply to the display and circulation of publicity material:

(a) **Deadline for display**

No publicity material is to be displayed or circulated prior to 10.00 a.m. on the Tuesday following closure of nominations.

(b) **External display**

Publicity material is not to be displayed externally of University House, except that posters may be displayed outside the Main Entrance and Walkway Entrances (this excludes the frontage of Waterstones Bookshop and the copper cladding above the walkway) from 5.00 p.m. on the first day of polling and until 5.00 p.m. on the day after polling is completed.

(c) **Internal display:**

Internal display of publicity material in University House is subject to any rules published by the RO or his representative. Display in other University buildings is subject to the agreement of the respective managers. Lapel stickers and shirts may be worn by candidates and their supporters in any location, as soon as nominations close.

(d) **Display at Scarborough**

Internal display of material at Scarborough Campus will be allowed subject to any rules about posters and advertising materials in force by the University.

(e) **Polling area**

Campaigning activity must not occur in the polling area, as defined by the RO or their representative. If a laptop or computer is use for voting, then candidates must be at least 3 metres away from voter.

(f) **Volunteers**

Candidates must nominate a maximum of two volunteers (who must be full members of the Union) to aid them in displaying publicity material in reference to 28. a, b, c and d. between the hours of 10.00 a.m. and 12.00 p.m. on internal display deadline day. No other helpers are allowed until after 12 mid-day.

Publicity material displayed contrary to these conditions is to be removed by the RO or AROs.

30. **Subsidy**

Each candidate running for a Sabbatical position will receive £30 as an upfront allowance for publicity purposes through HUU marketing. Candidates shall be allowed the cost of one return fare to or from Scarborough by coach or train.

31. **Elections publication:**

This will be co-ordinated by the Democracy and Equality Co-ordinator, in conjunction with the marketing department.

32. **Assistant Returning Officers**

Any ARO aiding the RO in accordance with paragraph 6 of these Regulations is to maintain and aid in maintaining the secrecy of voting and is to sign a statement to affirm their reading and compliance to this regulation.

## **POLLING**

33. **Polling Times and Dates:**

Polling will be open to all members via the official HUU website from 5.00pm of Friday of week four in semester 2 and will close at 5.00pm on the Thursday of Week five in semester 2.

34. **Assisted polling**

Assisted polling will take place in the Brynmor Jones Library; University House and any other areas agreed by the UEC at times and dates as published in the Semester Two Election Timetable.

35. **Re-open Nominations**

All candidates in all elections will run against "Re-open Nominations". The purpose of this is to enable the voting membership to prevent a candidate they do not see as suitable for the position to win; usually if they are the only candidate running. If Re-open Nominations receives more votes than the said candidates then the elections are re-opened and an emergency election shall take place as detailed in 36. Campaigning for RON is not allowed.

## **EMERGENCY ELECTIONS**

36. **Occurrence**

If any of the positions detailed in 15 (a), (b) or (d) are not filled then emergency elections shall be held in week seven of semester two. If the positions are still vacant following these elections then there shall be a further set of emergency elections in week four of semester one. If the positions detailed in 15 (c) should not be filled than emergency elections shall be held at a time determined by the UEC. If positions detailed in 15 (b) or (c) become vacant during the academic year then emergency elections can be held at the discretion of the Sabbatical officer overseeing the relevant zone.

37. **Procedure**

Emergency elections will take place using the same procedures as for week 5 semester 2 elections.

## **VOTING**

38. **Alternative Voting**

If any member, for reasons of disability, is not able to use a computer, the member should contact the RO who will make alternative arrangements for voting.

39. **Voting System**

All elections are to be conducted according to the single transferable voting system as detailed at:

<http://www.electoral-reform.org.uk/oldsite20070123/votingsystems/stvrules.htm>.

40. **The Count**

The count is to be conducted externally by the company overseeing the electronic voting system. Once the results of any election have been ascertained the RO is to sign the declaration form, noting the time and date, prior to posting on the Elections Notice Board. Such notice is to show the number of votes cast for each candidate, with the results at the first and subsequent stages, as appropriate. These results shall be declared final 24hours later providing there are no outstanding election appeals for the election concerned.

### **Annexes:**

- A. HUU Nomination Form
- C. Publicity Declaration Form
- D. University Faculty Nomination Form

AM/MM/SR/KLH November 2011

Passed at Union Council: 12/12/11