

# SO 8006

## **STANDING ORDERS GOVERNING ELECTIONS TO APPOINT STUDENT TRUSTEES**

### 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**

Elections for Student Trustees will normally be held in Week 5 of Semester 2 and are to be conducted in accordance with these Regulations. However the Board of Trustees may call an election at any time if the number of "paid" trustees is in the majority brought through the resignations of existing trustees.

### 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.

## **RETURNING OFFICER**

4. The Returning Officer (RO) is to be appointed by the Board of Trustees when elections are called and will be a permanent member of Union Staff. Notification of the appointment is to be posted by the Chief Executive's Secretary on the elections board within forty eight hours of the appointment.
5. The RO is responsible for the organisation of the Election, and ensuring that they are conducted in accordance with these 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. All such AROs must be full members of Union who are not standing, proposing or seconding a candidate in the election concerned. The RO is also to appoint another member of staff to act as the RO's representative, who is to 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, their powers, jurisdiction, conduct and quorum for a meeting will be as described in SO 8001, governing HUU elections.

11. **Notice of Elections**

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

- a) The position available;
- b) Closing date for nominations;
- c) The date of the Appointments Committee meeting to interview candidates
- d) Dates, times and locations for voting.

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.

12. **Appointments Committee**

The Appointments Committee will meet no later than fifteen clear days prior to the first day of polling, to interview candidates to confirm that they are suitable to act as trustees. If a nominee is deemed unsuitable by the Appointments Committee, their nomination will be withdrawn. This Appointments Committee shall comprise:

- a) An external trustee who will chair the meeting
- b) Chief Executive;
- c) Two Sabbatical Officers;
- d) Two members of Union Council.

## **ELIGIBILITY FOR NOMINATION**

13. Candidates standing for Student Trustee positions:
- (1) Must be registered students of the University of Hull
  - (2) Must be eligible to act as a trustee (see guidance from Charity Commission website )
14. 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 and for the year in which they wish to take up the position. As the term of office is for a period of 2 years, the Appointments Committee may prefer candidates who will be students for the full term of office.

## **NOMINATION FORMS**

15. **Completion:**  
HUU Nomination Forms for Student Trustees are to be handed in by the time and date specified by the RO or ARO. Nominations forms must be submitted in hard copy in sealed envelopes to the main student union reception (Hull or Scarborough) or posted to the Chief Executive at University House, Cottingham Road, Hull HU6 7RX

The HUU Student Trustee 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 full name of nominee and signature indicating consent to nomination;
  - (c) A photograph of the candidate not exceeding two inches by two inches,(5cm by 5cm) showing full face, head and shoulders only;
  - (d) The biographical details showing University course, year of study and student status.
  
- (2) **Part 2**  
Part 2 may be used by the candidate to give reasons for standing as a student trustee. This part of the form may be full colour or otherwise embellished. Candidates should refer to the Candidates Guide for Student Trustees before completing this section. The role of a Student Trustee is different to that of a Student (Sabbatical) Officer. If in any doubt clarification should be sought from the Returning Officer.

16. Display

The Campaigns and Democracy officer and Democracy Co-ordinator is to arrange for nomination forms to be displayed immediately after the Appointments Committee have approved the list of candidates as follows

- (a) All original nomination forms in the Reception area, University House;
- (b) Photocopies of all nomination forms, 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.

17. 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.

## **PUBLICITY**

18. Candidates for a Student Trustee position may not use publicity. The only form of publicity will be the completed nomination forms displayed as described in paragraph 16.

## **POLLING**

19. Polling Times and Dates:

Polling will be open to all members via the official HUU website from 5.00pm. Monday of week five and will close at 19:30 on the Thursday of Week five.

20. Assisted polling

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

## **EMERGENCY ELECTIONS**

22. Occurrence

If any of the positions are not filled then emergency elections shall be held as soon as possible after it becomes clear that the place(s) is(are) unfilled.

23. Procedure

Emergency elections will take place using the same procedures as described in these regulations

## **VOTING**

24. **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.

25. **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>.

26. **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.

27. **Taking up Office.**

Elected candidates will take up office as soon as the incumbent's term of office ends. In the event that incumbent Student trustees have different termination dates, the candidate who reaches the quota first will take up office first and so on until all the retiring Student trustee positions are filled.

**Annexes:**

- A. HUU Student Trustee Nomination Form

Passed at UEC: 7/12/10

Passed at Union Council: 13/12/10