

2003

STANDING ORDERS GOVERNING **ELECTIONS (to be in force from 17/12/08 until** **3/7/09)**

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 UEC; 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.

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. Notification of the appointment is to be posted by the General Manager's Secretary on the elections board within forty eight hours.
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. 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. If the RO has any doubts as to the eligibility of a candidate or considers that there has been a serious or wilful breach of election procedures then disqualification is mandatory.

8. **Appeals**

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

9. **Elections Appeals Committee**

The EAC is governed by Neutrality as described in 3. It is the duty of the Union Secretary & Treasurer (UST) to ensure the members drawn to the EAC conform to the criteria in 10. (b).

10. **EAC Membership and Quorum**

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

(a) **Non voting membership**

The UST, who is to advise on the constitutional aspects of the appeal, and act as Secretary to the Committee.

(b) **Voting membership**

The voting membership is to be twelve 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 and Deputy Chair of Council immediately following the close of nominations. Council is to be informed of the result at the first meeting following the draw.

(c) **Quorum**

The quorum for a meeting is the non voting member 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. **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.

12. **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;
- c) Withhold or reduce the subsidy payable towards the cost 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.

In the event that the EAC considers the matter cannot be adequately dealt with by the EAC, the complaint may be referred to the UEC for consideration in accordance with HUU's Complaints Procedure.

13. Notice of Elections

The UST 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.

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.

14. Positions for Election

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

- (a) Five 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.

- (b) Four positions to be elected in week five of semester two:
 - (1) Chair Scarborough Executive Committee;
 - (2) Chair International Students Association;
 - (3) Chair Campaigns and Democracy Committee;
 - (4) Chair Media Committee.

- (c) To be elected in week five of semester two. To stand for positions 4-6 candidates must be registered with the University as a part time, mature or post graduate student respectively. Positions 8-13 are to be voted on only by members that self define into those areas:
 - (1) Councillors for Scrutiny, eight positions;
 - (2) Scarborough Executive Committee, comprising of:
 - a. Community Zone Media representative;
 - b. Community Zone Volunteer and RAG;
 - c. Scarborough Societies
 - d. Education Zone representative;
 - e. Sport Zone Team representative;
 - f. Sport Zone Executive representative;
 - g. Welfare Zone representative;
 - h. Welfare Zone International representative;
 - (3) Chair Raising and Giving;
 - (4) Chair Part time students' Committee;
 - (5) Chair Mature students' Committee;

- (6) Chair Post Graduate Committee;
 - (7) Chair Training Team;
 - (8) Chair Black Students' Committee;
 - (9) Chair Disabled Students' Committee;
 - (10) Chair (Male)Lesbian, Gay, Bisexual & Transsexual Committee;
 - (11) Chair (Female);
 - (12) Chair Women's Committee;
 - (13) Men's Representative;
 - (14) Director of Nightline;
 - (15) Chair Links;
 - (16) Chair Societies Executive Committee;
 - (17) HUSSO representatives to the Community Zone (only members of HUSSO are eligible to stand and vote);
 - (18) AU representatives to Sport Zone (only members of the AU are eligible to stand and vote);
 - (19) Chair Walksafe/HUSAC (Hull University Students Against Crime).
- (d) To be elected in Week four of semester one:
- (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;
 - (2) NUS Women's Conference: one delegate only;
 - (3) NUS LGBT Conference: one delegate only;
 - (4) NUS Black Conference: one delegate only;
 - (5) NUS Disabled Conference: one delegate.

If any of the positions in (a); (b); (c) or (d) are not filled then emergency elections are to be held as detailed in 35.

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

15. Procedural Meeting

The UST is to hold a meeting at 1.15 p.m. on the Wednesday prior to the deadline for semester two election nominations, 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 to sabbatical and part time officer posts, 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 UST.

ELIGIBILITY FOR NOMINATION

16. A candidate is only eligible to stand for one post.

Candidates standing for sabbatical appointments:

- (1) Must, in the presence of the RO, sign an agreement setting out the terms and conditions attached to such office before nominations are displayed;

- (2) Are bound to the Sabbatical 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.
17. 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

18. **Completion:**

HUU Nomination Forms, available from Reception, are to be submitted to the RO or the appointed member of staff at Scarborough by all candidates before noon fourteen clear days prior to the first day of voting.

(a) **HUU Nomination Forms**

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, 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. This part of the form can be covered in coloured card or otherwise embellished.

(b) **University Senate Forms**

The University Senate Forms (see Annex B) are to contain the information detailed below, typed or hand-written in black or blue ink without addition or embellishment.

(1) **Part 1**

- (a) The name of faculty or 'postgraduate' as appropriate;
- (b) The full name of nominee and signature indicating consent to nomination;

- (c) The full names of six undergraduates in the same faculty, or postgraduates, as applicable, and signature indicating support for the nomination;
- (d) A photograph of the candidate not exceeding two inches by two inches, showing full face, head and shoulders only;
- (e) The University course and year of study.

(2) **Part 2**

Part 2 may be used by candidates to give reasons for standing but shall on no account refer by name or inference to any other candidate.

Nomination Forms are not to be cut or increased in size by use of additional material.

19. **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 sabbatical officer, is prohibited.

20. **Display**

The UST 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.

21. **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

22. The UST is to make arrangements for Hustings (election speeches) in University House and Scarborough Campus for all candidates nominated for a Sabbatical or Part Time Officer role, in the week prior to the first day of polling, at a time decided by the UST.

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 prior to the start of Hustings.

23. The Hustings session is to be chaired by the President or the UST. 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 registered charity.

PUBLICITY MATERIAL

24. **Categories**

All candidates, except those standing for Senate, can arrange for the production of publicity material, as detailed below. All publicity shall be produced in no more than 2 colours (Black and White are counted as colours). No candidate may spend more than two hundred pounds upon publicity material. All publicity must be seen and approved by the RO.

(a) **Sabbatical posts**

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).

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**

Each candidate standing for a non-sabbatical post (except NUS Conference and Senate) 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 not larger than 60 square centimetres).

No other publicity material is to be displayed or distributed.

(c) **NUS Conference**

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:**

Candidates may nominate one website or social network group to publicise their campaign. This is to be presented to the RO with a paper copy at the same time as nomination forms; after this date the content of pages cannot be altered. 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 cannot use any electronic contact list that they have access to as a result of holding any position in HUU or the University.

- (e) **Campaigning in University Halls of Residence:**
Campaigning is allowed in all halls of residence only with the expressed permission of the hall warden.
- (f) **Senate Posts:**
Candidates for the position of Student Representative on Senate may not use publicity for that post.

Electronic versions of the candidates' nomination forms will be displayed on the official HUU website

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

25. **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 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 who will then decide on the appropriate action to take, see 7.
- (b) The Returning Officer shall deem someone distributing campaign publicity a campaign team member.

26. **Authorisation**

All original publicity must be authorised by the RO. 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 and the UST are to arrange suitable times for candidates to have their posters marked.

27. **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 or Part time Officer post 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 before noon on the last day of polling; the forms are available from Reception. Failure to make this declaration by the due time will cause the nomination to be declared null and void.

28. **Display and circulation restrictions**

Candidates are responsible for removing all their material and handing it in to the UST 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 on 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 day preceding 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 VP Media & Volunteering. 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, after 10:00 am on the Tuesday following the closure of nominations.
- (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.
- (f) **Volunteers**
Candidates may nominate a maximum of two additional 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. This only applies between the hours of 10.00 a.m. and 12.00 midday on internal display deadline day.

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

29. **Subsidy**

A candidate standing for a sabbatical post is to receive a subsidy of no more than £25.00 towards the cost of their publicity material if they poll not less than 50% of the votes cast divided by the number of candidates standing, at the first stage. This subsidy is reliant on candidates presenting receipts of not more than two hundred pounds with their publicity declaration form. Candidates shall also be allowed the cost of one return fare to or from Scarborough by coach or train.

30. **Hullfire and JAM Radio:**

The VP Media & Volunteering is to arrange:

- (a) For an insert to be placed in the edition of Hullfire published prior to the semester two week five elections, containing the text of the nomination form, together with a

photograph of each candidate standing for a sabbatical post; instead of the nomination form text, Hullfire may print a typed submission from a sabbatical candidate of up to 200 words, if he or she chooses. This is to be handed in with the nomination form. The VP Media & Volunteering is to arrange distribution of Hullfire prior to elections at Scarborough.

- (b) For JAM Radio to broadcast an election special question and answer programme, when all candidates standing for sabbatical posts are to invited to answer pre-set questions within a five minute time limit. The questions are to be agreed by the Programme Manager in conjunction with the VP Media & Volunteering in advance and made available to candidates prior to the programme. All candidates standing for a particular position are to be asked the same questions. Candidates from Scarborough will be allowed to have their interview recorded or carried out over the telephone. All questions are to be relevant to the position they are standing for.
- (c) For each candidate to have the opportunity to make a 1 minute video of them making an election speech to be displayed on the official HUU website.

31. **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

32. **Polling Times and Dates:**

Polling will be open to all members via the official HUU website from 12:00 a.m. Tuesday of week five and will close at 19:30 on the Thursday of Week five.

33. **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.

34. **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 35.

EMERGENCY ELECTIONS

35. **Occurrence**

If any of the positions detailed in 14 (a), (b) or (c) 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 14 (d) should not be filled than emergency elections shall be held at a

time determined by the UEC. If positions detailed in 14 (c) or (d) become vacant during the academic year then emergency elections can be held at the discretion of the Sabbatical officer overseeing the relevant zone.

36. **Procedure**

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

VOTING

37. **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.

38. **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>.

39. **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 three working days later providing there are no outstanding election appeals for the election concerned.

40. **Subsequent Resignations**

Any candidate successful in a sabbatical election will be deemed to have automatically resigned from any Zone or Council position held immediately after the close of polls.

Annexes:

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

AH/PT/SEB

December 2008

Passed at UEC:

17th December 2008

Passed at Union Council:

Ratified by the Board of Trustees: