



Elections

Rules

NTSU

NOTTINGHAM TRENT STUDENTS' UNION

   TRENTSTUDENTS  TRENTSU

Section One: Purpose

- 1.1 These rules are to be used for any election which involves electing Executive Officers, Equality and Diversity Network Chairs, Confetti or Mansfield Officers or NUS Delegates.
- 1.2 Elections for Executive Officers, Confetti and Mansfield Officers and NUS Delegates will be carried out by cross-campus secret ballots
- 1.3 Elections for the Chair and Vice Chair of each Equality and Diversity Network will be carried out by secret ballot within their respective Networks:
 - 1.3.1 The Elections Committee has discretion to determine if a Network is insufficient to carry out elections and will rule on an appropriate alternative.

Section Two: Returning Officer

- 2.1 The Returning Officer will be a nominee of the National Union of Students. They will be presented with a copy of the Election Regulations as devised by the Elections Committee, the Memorandum and Articles, and the Democratic Procedures Document.
- 2.2 The Election Regulations can be amended by the Returning Officer in liaison with the Elections Committee if it is deemed necessary.
- 2.3 The lead staff member with responsibility for democratic affairs within the Union shall serve as the Deputy Returning Officer, and shall assist the Returning Officer in advising and ruling on all elections-related matters.

Section Three: Election Rules

- 3.1 A copy of the rules and regulations will be issued to all candidates who will sign to say they have received them.
- 3.2 A formal notice of elections should be issued no later than 14 days before the start of voting and 7 days before the opening of nominations.
- 3.3 The notice of elections should include:
 - 3.3.1 Date and time when nominations open and close;
 - 3.3.2 Procedure for nomination;
 - 3.3.3 Date and location of hustings;
 - 3.3.4 Rules and regulations for elections;
 - 3.3.5 Date and time when voting opens and closes;
 - 3.3.6 Date and time when the results will be announced;
 - 3.3.7 Contact details for election queries;
 - 3.3.8 The voting mechanism to be used for the election.
- 3.4 Nominations shall open no later than 14 days before the start of voting.
- 3.5 Nominations shall close no later than 7 days before the start of voting.
- 3.6 Members eligible to stand for election must submit an official online nomination form, before the close of nominations, which includes:
 - 3.6.1 The candidate's full name (and their name as they would like it to appear on the ballot paper) and university student ID number (N number or equivalent).
 - 3.6.2 A recent passport-style photograph of the candidate that will be used on the ballot paper.
 - 3.6.3 A 150-word statement that will be placed on the ballot paper.
 - 3.6.4 Candidate's current contact details, including but not limited to; telephone number and email address.
- 3.7 If any of the information in Section 3.6 is missing from the candidate's nomination, the nomination may become invalid and the candidate will be asked to resubmit the nomination where reasonably practicable. If the nomination is not submitted in full by the nomination deadline, the candidate will be excluded from the election.
- 3.8 Any member who is eligible to stand for election may only stand for one position on the Student Council at any given time.

Section Four: Breaches of Rules and Regulations

- 4.1 All suspected rule breaches must be made in writing to the Elections Committee and

emailed to elections@su.ntu.ac.uk no later than 24 hours after the incident has occurred or the concern has been realised.

4.2 The Elections Committee will communicate with all parties involved in any dispute electronically via email.

4.3 For a complaint to be considered, clear evidence must be attached which warrants the Deputy Returning Officer making a judgement. Acceptable forms of evidence include but are not limited to:

4.3.1 Photographs and videos;

4.3.2 Screen shots of web pages;

4.3.3 Copies of emails;

4.3.4 Staff witnesses (who are considered neutral).

4.4 The Elections Committee will investigate any reported rule breaches and make a decision on potential punishment within 24 hours. The Elections Committee have the power to choose a range of punishments at their discretion, ranging from limited campaigning bans to exclusion from the election.

4.5 Candidates can appeal the decision of the Elections Committee via the Returning Officer, who will return a final decision within 24 hours of the appeal being submitted.

4.6 For issues of gross misconduct concerning candidates and/or their campaigners, the Students' Union reserves the right to use the 'Code of Conduct for NTSU Members' guidelines in addition to these Election Rules.

4.7 The absolute deadline for receiving complaints will be one hour after voting has closed.

Section Five: Appeal Process

5.1 Candidates, in which a penalty has been imposed upon them or their campaigners, have the right to appeal to the Returning Officer. The Deputy Returning Officer will submit the appeal to the Returning Officer on behalf of the candidate.

5.2 The Returning Officer will hear any complaint made against a candidate or their supporters and will take action if they feel a rule has been broken.

5.3 The Returning Officer can rule that there is insufficient evidence that a rule has been broken, and can overrule the original decision of the Elections Committee.

5.4 If the Returning Officer reaches the decision that the complaint should be upheld, they can either agree with the original decision of the Elections Committee or decide to increase or decrease the original penalty imposed.

5.5 If a candidate submits an appeal to a punishment levied by the Elections Committee, the punishment in question is suspended until the Returning Officer rules on the appeal.

5.5.1 In the event that the Returning Officer rejects the Appeal and chooses to uphold the Elections Committee's punishment (or increase the severity of said punishment), and there is insufficient time to carry out the punishment, the candidate will be excluded from the election.

5.6 The Elections Committee will inform the candidate of the Returning Officer's ruling within 24 hours of the ruling being taken.

5.7 The Returning Officer's ruling is final.

Section Six: Election Results

6.1 The results for the elections will be calculated within 24 working hours after the close of the voting period, subject to the following:

6.1.1 Calculation of the voting taking place within the presence of the Deputy Returning Officer, and Chair of the Elections Committee. Counting cannot take place until the aforementioned are present. Any counting of the votes without the aforementioned present will invalidate that result, and a recount will take place;

6.1.2 Calculation of the voting taking place where there are no candidates or campaigners present;

6.1.3 All complaints being settled as per Section 4.7.

6.2 The results will be announced by the Elections Committee, and will take place no later than 72 working hours after the counting of the elections has finished.

Section Seven: Executive Team Elections Arrangements

7.1 Executive Team positions will be elected in the second term of the academic year. The positions available are:

- 7.1.1 President (full time sabbatical, paid);
- 7.1.2 Vice President Education (full time sabbatical, paid);
- 7.1.3 Vice President Postgraduate (full time sabbatical, paid);
- 7.1.4 Vice President Sport (full time sabbatical, paid);
- 7.1.5 Vice President Opportunities (full time sabbatical, paid);
- 7.1.6 Vice President Community and Welfare (full time sabbatical, paid);
- 7.1.7 Brackenhurst Officer (part time non-sabbatical, unpaid).

7.2 The Executive Team will serve for a period of one calendar year from the first working day of July until the last working day of June of the next calendar year.

7.3 To stand for an Executive Team position the individual must be a fully enrolled student at Nottingham Trent University at the time of nomination. An incumbent Executive Officer can seek re-election only once as stipulated by the Education Act 1994:

- 7.3.1 To stand for Vice President Postgraduate the individual must be a fully enrolled postgraduate student at Nottingham Trent University at the time of nomination;
- 7.3.2 To stand for Brackenhurst Officer the individual must be a fully enrolled student studying at Brackenhurst Campus at the time of nomination and throughout their term in office.

7.4 An incoming member of the Executive Team will not be able to take up their role and the position will be considered vacant if, prior to the commencement of their term in office:

- 7.4.1 They cease to be a member of the Union;
- 7.4.2 Their student status is revoked or materially affected;
- 7.4.3 The University refuses to recognise the individual as a representative, in line with the Education Act 1994.

7.5 If, in line with the Memorandum and Articles of Association of the Union, it is required to fill a vacant Executive Team position, the arrangements for the by-election will be decided by the Elections Committee.

Section Eight: NUS Delegate Elections Arrangements

8.1 NUS Delegate positions will be elected in the first term of the academic year. The number of positions available is decided by the National Union of Students using a formula based on how many students study at the institution.

8.2 If a NUS Delegate position becomes vacant, the election results will be recalculated after withdrawing applicable candidate(s), and the unfulfilled position will be offered to the next highest polling candidate. In the event where there are no surplus candidates, the Deputy Returning Officer will agree an appropriate course of action with the Elections Committee.

Section Nine: Equality and Diversity Network Chair Elections Arrangements

9.1 Equality and Diversity Network Chairs are unpaid voluntary roles which do not fall under the role of the Executive Team. There will be a chair of each Equality and Diversity Network as set out in the Networks' Code of Practice.

9.1.1 Each Network will also elect a Vice Chair using the same arrangements as for the Chair.

9.2 Equality and Diversity Network Chair positions will be elected in the second term of the academic year.

9.3 The Equality and Diversity Network Chairs will serve for a period of one calendar year from the first working day of July to the final working day of June of the following calendar year.

9.4 To stand for an Equality and Diversity Network Chair position, the individual must be a fully enrolled student at Nottingham Trent University at the time of nomination and throughout their term in office, and a member of the relevant Equality and Diversity Network.

9.5 If an Equality and Diversity Network Chair position becomes vacant, a by-election will take

place during a time and place decided by the Executive Team in consultation with the Deputy Returning Officer.

Section Ten: Confetti and Mansfield Officers Election Arrangements

10.1 Confetti and Mansfield Officers are unpaid voluntary roles which do not fall under the role of the Executive Team.

10.2 Confetti and Mansfield Officer positions will be elected in the second term of the academic year.

10.3 The Confetti and Mansfield Officers will serve for a period of one calendar year from the first working day of July to the final working day of June of the following calendar year.

10.4 To stand for either Confetti or Mansfield Officer, the individual must be a fully enrolled student at Nottingham Trent University at the time of nomination and throughout their term in office, and must be studying at the relevant campus.

10.5 If a Confetti or Mansfield Officer position becomes vacant, a by-election will take place during a time and place decided by the Executive Team in consultation with the Elections Committee.