

# Bangor University Students' Union (Undeb Bangor) Bye-Laws

## Bye-Law 7 – Elections

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*This Bye-Law is the property of the Trustee Board and can be amended by the Trustee Board and Undeb Bangor Council, in line with their procedures.*

### 1 Elections

1.1 Elections shall be held according to this Bye-Law for the following positions each year:

- 1.1.1 NUS Wales Conference and Liberations Conference Delegates,
- 1.1.2 NUS UK Conference and Liberations Conference Delegates,
- 1.1.3 Sabbatical Officers,
- 1.1.4 Student Trustees (where agreed by the Appointments Committee)
- 1.1.5 Undeb Bangor Councillors

### 2 Bye-Elections

2.1 Subject to the Bangor University Students' Union (Undeb Bangor) Articles of Association, any vacant positions which arise during the course of the year should be filled by a by-election held according to this Bye-Law.

### 3 Rights of Members

3.1 All Members, as defined in the Bangor University Students' Union (Undeb Bangor) Articles of Association have the right to stand as candidates in any election, with the following exceptions:

- 3.1.1 Candidates for Undeb Bangor Councillor Positions must satisfy the relevant eligibility conditions defined in Bye-Law 6 of these Bye-Laws.
- 3.1.2 Sabbatical Officers and Student Trustees are limited to two terms of office.
- 3.1.3 Candidates for Is-Lywydd Myfyrwyr Cymraeg / UMCB President must satisfy candidate and voting eligibility criteria as stated in the Bangor University Students' Union (Undeb Bangor) Articles of Association
- 3.1.4 Student Members completing their course in January and PhD students in their write-up year have the right to stand as candidates in the Sabbatical Officer elections for that academic year.

### 4 Appointment of the Returning Officer

- 4.1 The Returning Officer shall be appointed annually by the Trustee Board
- 4.2 The Returning Officer shall be independent and shall not be a Member.

### 5 Powers and Duties of the Returning Officer

5.1 The Returning Officer shall be responsible for the good conduct and administration of the elections and shall have sole interpretation of the Election Bye-Law and Regulations.

5.2 The Returning Officer shall appoint a Deputy Returning Officer and other election officials to ensure the good administration and promotion of the election. The Deputy Returning Officer and Election officials shall be instructed by the Returning Officer on their duties and shall perform these in an impartial manner.

5.3 The Returning Officer may remove officials who are not carrying out the Returning Officer's instructions or acting in an impartial manner.

5.4 The Returning Officer may seek legal advice if they believe that statements made or the contents of publicity could leave Undeb Bangor open to legal action.

5.5 The Returning Officer can rule out of order any statement or the contents of any publicity which in their view is in breach of the Bangor University Students' Union (Undeb Bangor) Articles of Association, Bye-Laws or Regulations.

5.6 The Returning Officer will select an appropriate voting method for each election and ensure that this is publicised and explained to Members.

5.7 The Returning Officer will publish elections rules and regulations prior to any election. The rules and regulations will be focused on establishing a fair, transparent and equitable election process and provide clarity regarding campaigning behaviour, publicity and expenditure. These rules and regulations must be presented to the Elections Committee for adoption prior to the start of the election process.

5.8 The Returning Officer will publish an Elections and Referenda Complaints Procedure prior to any election. The complaints procedure will clearly establish a route for members to complain about the behaviour of candidates and elections officials and outline the powers that the Returning and Deputy Returning Officers are able to use. The complaints procedure must also highlight a route of appeal for candidates who do not agree with the decisions of the Returning Officer. The complaints procedure must be presented to the Elections Committee for adoption prior to the start of the election process.

5.9 The Returning Officer may delegate any task to the Deputy Returning Officer or Committee but retains responsibility for the election at all times.

## **6 Elections Committee**

6.1 The core function of the Elections Committee will be to assist and support the Returning Officer in the smooth running of the elections process and to ensure that this Bye-Law is being adhered to at all times.

6.2 The membership of Elections Committee shall be:

6.2.1 The Elections Returning Officer, appointed by the Trustee Board in accordance with this bye-law.

6.2.2 The Elections Deputy Returning Officer, appointed by the Returning Officer in accordance with this bye-law.

6.2.3 Two full members of Undeb Bangor Council, elected at Undeb Bangor Council

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6.2.4 Two open places which may be filled by any full member of Undeb Bangor, elected at the first Student Members Meeting of the year.

6.2.5 A Sabbatical Officer appointed by Executive Committee.

6.2.6 A Student Trustee, appointed by the Trustee Board.

6.2.7 Any additional persons selected by the Returning Officer for their expertise and advice, though only those members detailed in clauses 6.2.3 – 6.2.6 are full voting members.

6.3 It is essential that members of Elections Committee are independent of all candidates and potential candidates in an election. No member of the Elections Committee may endorse, or campaign on behalf of any candidate, and must pledge neutrality prior to the start of any elections process.

## **7 Election Timetable**

7.1 The Returning Officer shall produce an Election Timetable, which shall include the dates and times for the notification and completion of the following:

7.1.1 Nominations

7.1.2 Candidates' Training

7.1.3 Manifestos

7.1.4 Candidates' Question Times

7.1.5 Voting

7.1.6 The count

7.2 The Election Timetable shall be published and adequately circulated with materials promoting the election.

7.3 The Election Timetable shall allow sufficient time to ensure the highest level of participation in the election.

## **8 Nominations**

8.1 Nomination forms will be made available on the Undeb Bangor website, and elsewhere as determined by the Returning Officer.

8.2 The nomination period will be a minimum of five (5) clear days prior to the start of canvassing

8.3 When the Returning Officer is satisfied, all valid nominations will be confirmed with the candidates.

## **9 Candidates' Training**

9.1 The Returning Officer shall arrange for training to be provided to which all candidates will be expected to attend.

9.2 The training will include briefings on campaigning skills, the Election Regulations, Candidates' Question Time, publicity, and the role of Trustees.

## **10 Manifestos**

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10.1 The Returning Officer will issue guidance on manifestos in the elections rules and regulations.

10.2 All candidates wishing to submit a Manifestos must ensure this is submitted by the date laid down in the Election Timetable.

10.3 Manifestos will be displayed on the Undeb Bangor website, and elsewhere as determined by the Returning Officer.

### **11 Incumbent Candidates**

11.1 Incumbent Sabbatical OfficerS must declare paid holiday to the Returning Officer if they wish to undertake campaign activity during normal office hours in the election period.

11.2 Incumbent Sabbatical OfficerS may not use any of the resources of their current position to assist any election campaign.

11.3 The Returning Officer will produce a guide to assist incumbent Sabbatical OfficerS in complying with Clause 11 of this Bye-Law.

### **12 Candidates' Question Time**

12.1 The Returning Officer shall arrange at least one Candidates' Question Time.

12.2 The Returning Officer or their nominated appointee shall chair Candidates' Question Time. Candidates' Question Time will be conducted according to a process agreed at the candidates' training.

12.3 Questions should be directed to all candidates standing for the post. The Chair may rule out of order any questions which are not directed to all candidates.

12.4 Candidates on placement, or studying abroad, may nominate a deputy to speak on their behalf.

### **13 Voting**

13.1 Details of the elections and voting process shall be published through the Undeb Bangor website, and elsewhere as determined by the Returning Officer.

13.2 The ballot shall bear the name of each candidate and the office being contested.

13.3 There shall be the option to vote for 'Ro-open Nomination (RON)'

### **14 Complaints**

14.1 Any complaints regarding the conduct of the election must be submitted in writing to the Returning Officer before the start of the count. The Returning Officer shall decide on any complaints, and there will be a route of appeal as laid out in the Elections and Referenda Complaints Procedure required by Clause 5.8 of this Bye-Law.

### **15 The Count**

15.1 The candidate or their appointed representatives or any other Member may, if they so wish, attend the counting of the votes, as observers only.

15.2 Any Member wishing to observe must apply to the Returning Officer prior to close of voting.

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15.3 The Returning Officer, or their nominated deputy, is the only person who can initiate the count.

15.4 The count will commence only if the Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved. Complaints after the count has commenced may only relate to the conduct of the count.

15.5 The count will be conducted according to the guidelines laid down by the Electoral Reform Society where possible, or as agreed by the Elections Committee where no guidelines exist.

## **16 Declaration**

16.1 Results of the elections shall be declared by the Returning Officer when the count for each post has been successfully completed.

16.2 Results of the elections shall be posted on the Undeb Bangor website within one (1) working day of the count.

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