



## SRUCSA Regulations – Election of Officers 2020-21

### 1.1 Returning Officer

The Returning Officer is responsible for running the elections. A member of SRUC staff has the designation of Returning Officer.

1. The Returning Officer shall be responsible for the good conduct and administration of all SRUCSA elections and shall have the sole interpretation of the election regulations specified in this document.
2. The Returning Officer may appoint deputies, none of which may be a student, in order to facilitate the election.
3. The Returning Officer will set the dates of the election in consultation with SRUCSA and the Learner Engagement Manager.
4. The Returning Officer is responsible for organising the election results announcement and notification to SRUC.

### 1.2 Election Timetable

1. The Returning Officer shall ensure that election of the Faculty Co-Presidents takes place before the Easter Break each year. Once elected, they shall take office on 1<sup>st</sup> July and shall serve for not more than 12 months without re-election.
2. The Returning Officer shall ensure that election of the Women's Officer, Black Students' Officer, LGBT+ Officer and Disabled Students' Officer takes place before the Easter Break. Once elected they shall take office on 1st July and shall serve for not more than 12 months without re-election.
3. Dates of elections, a copy of the election timetable and a copy of the election regulations shall be posted on SRUCSA notice boards at least 21 college days before the elections.

### 1.3 Standing for Election

The Officers appointed by the SRUCSA election process shall be the:

- ◆ North Faculty Co-President
- ◆ Central Faculty Co-President
- ◆ South-West Faculty Co-President
- ◆ Women's Liberation Officer
- ◆ Black Students' Liberation Officer
- ◆ Disabled Students' Liberation Officer
- ◆ LGBTQ+ Liberation Officer

1. No member who has opted out of SRUCSA Membership may stand for any position.
2. Reopen nominations (RON) shall be a candidate in all SRUCSA elections.
3. Nomination forms will be available at least ten (10) college days before the election. The nomination form shall include an Opportunity Profile outlining the role being contested. It shall also contain information on the facilities SRUCSA will make available to each candidate.
4. Members of SRUCSA may stand for election upon completion of a nomination form signed by the candidate.
5. Nomination forms must reach the Returning Officer or their appointee not later than 4pm on the day, five (5) college days before the date of the commencement of the ballot.

### 1.4 Promoting the Election

1. The Returning Officer shall produce a list of candidates which shall be made available to all students within one (1) college day of the close of nominations.
2. The Returning Officer or a person appointed by them shall provide the candidate with a Campaign Pack.
3. The contents of the Campaign Pack shall be determined by the Returning Officer in conjunction with the SRUCSA Executive Committee.

### 1.5 Campaigning

1. The candidates may commence campaigning once their candidacy has been confirmed at the close of nominations.
2. Specific guidelines as to relevant dates and types of sanctioned campaigning will be outlined in the Campaign Packs.
3. Candidates cannot use any communication materials that are not sanctioned by the Campaign Pack.

## 1.6 Election Regulations

These regulations shall be in effect for any election or by-election.

1. The election will be carried out using an appropriate voting system.
2. The duration of the election will be set by the Returning Officer.
3. The count will take place within one (1) week of the election completing.
4. The Returning Officer will circulate this information to the Candidates.
5. All comments made in the election must be fair comment and be evidence based.
6. All Candidates must submit election manifestos to the Returning Officer for circulation to the student body by the date specified.
7. Hustings may take place on campus for Faculty Co-President Elections. Where the current Officer is not seeking re-election they will be asked to organise this. Where re-election is being sought, the Returning Officer or deputy will organise and facilitate.
8. No candidate may exceed the spending cap set by the Returning Officer.
9. No promotional material may be circulated without prior approval of the Returning Officer
10. If any post on the SRUCSA Executive Committee falls vacant, then a by-election shall be arranged by the Returning Officer. Nominations shall open no later than three (3) college days after confirmation of the vacancy arising. All other election regulations apply.

## 1.7 Voting Procedures

1. The Returning Officer shall ensure that all members of SRUCSA have access to vote no matter their place or mode of study.
2. Voting shall be by secret ballot and shall be conducted using an appropriate system.
3. A postal vote shall be granted to any full member of SRUCSA who is unable to exercise their right to vote by alternative method.
4. The Returning Officer shall publicise the arrangements for postal voting at the time of close of nominations.
5. The member must inform the returning officer in writing, at least two (2) college days before the start of voting, that they wish to vote by post.
6. Postal votes will be accepted up until the close of ballot boxes, at the end of the voting period.

## 1.8 Complaints

1. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours, of such a complaint being lodged by any full member of SRUCSA, election candidate or their nominee.
2. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
3. The ruling of the Returning Officer on any complaint shall be final, subject only to a successful appeal in accordance with Operating Procedure 6, contained within the SRUCSA constitution.

### **1.9 Sanctions**

The Returning Officer may use one or more of the following, if required:

1. Confiscation of materials by the Returning Officer
2. Verbal warning
3. Candidate removal from the election process or elected position.

In the event that a candidate is found to have violated any of the regulations after the election, the Returning Officer may use the sanctions retrospectively.

### **1.10 Election of Class Representatives**

1. Class Reps and Depute Class Reps shall be elected by a meeting of each class during the first four (4) of Term/Semester One (1).
2. There shall be one (1) Class Rep and one (1) Depute Class Rep per 20 students for each year of study in each programme of study.
3. Once elected they shall take office immediately and shall serve for no more than 12 months without re-election.
4. In cases where a course begins at a different time of year, class reps will be elected at the first available opportunity.
5. Nominations shall open at the start of the meeting.

If more than one nomination is received, a vote by secret ballot shall be held.

### **1.11 Election of Council Secretary and Council Treasurer**

1. A Council Secretary and Council Treasurer shall be elected at the first Campus Council meeting of Term/Semester One (1).
2. There shall be one (1) Council Secretary and one (1) Council Treasurer for each Campus Council.
3. Once elected they shall take office immediately and shall serve for no more than 12 months without re-election.
4. Nominations shall open at the start of the meeting.

If more than one nomination is received, a vote by secret ballot shall be held.