

## **Election Complaints Procedure 2021/22**

The following procedure must be followed by students or candidates submitting an election complaint during a Guild of Students election and by the Guild of Students when investigating an election complaint:

A student or candidate wishing to submit a complaint must do so using the Guild of Students Election Complaint Form (available on the Guild of Students website):

- a) All fields (excluding 'For staff use only' section) on the Election Complaint Form are required from the student making the complaint.
- b) The student making the complaint may use additional pages to continue with the 'Details of Complaint' section.
- c) The completed Election Complaint Form must be emailed to [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk) – we cannot accept hard (paper) copies, except where the student or candidate has a disability that may make submitting the form electronically difficult
- d) On receipt of an Election Complaint Form, the Student Voice Team shall respond by email to the student making the complaint to confirm it has been received and accepted.

Evidence shall be requested (if not already provided) in support of the complaint. Evidence can be (but is not limited to) video recordings, photographs, computer screen shots and emails.

Students making an election complaint should try to ensure they provide evidence which clearly supports their complaint – e.g. if a student is providing a screen shot of a website, the student should try to include the date & time stamp in the bottom right-hand side of a computer screen to show the screen shot was taken at the appropriate time.

If a complaint is submitted without evidence, it may be dismissed.

Once the complaint has been received, the complaint shall be sent to the Returning Officer or nominee for a ruling.

Complaints may be received up to 2 hours after the close of voting.

This procedure must be used alongside the Election Regulations, Guild of Students Bye Laws, Guild of Students Zero Tolerance Policy, University Bullying and Harassment Policy, Guild of Students governing documents, University Legislation, and/or any Laws of the Land.

When a complaint is made, the Student Voice Team should log the complaint and follow up with the complainant if it is deemed that further information is required. All complaints shall be referred to the Returning Officer for a decision.

### **Elections Appeals Procedure 2021/22**

If a student or candidate wishes to appeal a decision made by the Returning Officer or their nominee, as an outcome of a complaint they may do so by emailing the details of their appeal to [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk).

The appeal details shall then be referred onto the University of Birmingham Registrar and Secretary, or their nominee.

Students and candidates may be asked to provide evidence in support of their appeal. Appeals must be submitted within 48 hours of the notification of the original decision.

Both information regarding complaints and appeals, including the circumstances of the complaint or appeal and the names of those involved will be made public by the Guild of Students. If a person believes this should not be made public, notification should be given at the time of submission, along with the reasons why.