



**Guild of
Students**

Appendix 2

Bye-Laws
Of the
University of Birmingham
Guild of Students

May 2023

Manager Responsible for Review: **Chief Executive**

Method of Approval: **Trustee Board and University Council**

Date Approved: **15th May 2023 (Trustee Board)**

Next scheduled Review Date: **Oct 2023**

BYE-LAW 8 – Elections

1. Scope

1.1 This Bye-Law shall apply to all Guild elections elected via a cross-campus ballot.

2. Returning Officer

2.1 The Returning Officer shall be the Registrar and Secretary of the University of Birmingham.

2.2 The Returning Officer may delegate the management of complaints, appeals, and other appropriate business to a nominee (or nominees), as agreed between the Guild and University, and described in the Guild Election Regulations.

2.3 The Returning Officer shall be responsible for the good conduct and administration of the elections and shall have final interpretation of the Election Regulations. However, the nominee(s) shall be responsible for the day to day good conduct and administration of the elections. The powers and responsibilities of the Returning Officer and their nominee(s) shall be as described in the Guild Elections Regulations.

3. Notice

3.1 The Guild of Students shall publish notice of every election.

3.2 Such notices shall state:

3.2.1. The date(s) and times of ballot

3.2.2. The earliest and latest times of receipt of nominations

3.2.3. The substance of any regulations governing the election

3.2.4. The type and number of vacancies

4. Nominations

4.1 Nominations shall be accepted by the Nominee until the close of nominations.

4.2 Re-open Nominations (RON) shall be a candidate in every election, unless otherwise stated

5. Voting

5.1 All Full Members eligible to vote, as specified in the Election Regulations, shall be allowed to vote.

5.2 The method of voting shall be outlined in the Election Regulations Documents.

5.3 Voting shall be by the Single Transferable Voting System for all multi-seat elections, and by the Alternative Transferable Voting System for all single-seat elections.

5.4 Polling shall be held on at least one day for no less than the advertised number of hours.

6. Provision for Secrecy of the Ballot

6.1 At the time of closing the ballot the voting register shall be sealed. Under no circumstances shall the voting register and the ballot papers be viewed together unless the validity or conduct of the election is questioned.

- 6.2 The voting register and ballot papers shall be kept for a minimum of three months after the declaration of the result after which time they will be destroyed unless the validity or conduct of the elections is questioned.

7. Ties

- 7.1 In the event of a tie, the Returning Officer or their representative shall decide the issue by drawing lots, having given the candidates prior notification and the opportunity to be in attendance.

8. Election of Re-open Nominations

- 8.1 The election of Re-open Nominations shall result in nominations being re-opened, and a By-election being held as soon as possible after the time of the original election result.
- 8.2 This shall not affect the return of any candidate elected before Re-open Nominations in an election for a Committee or other role where there is more than one position available.

9. Complaints

- 9.1 Any complaints regarding the conduct of the election shall be dealt with in accordance with the Guild of Students' Elections Complaint Procedure.
- 9.2 Complaints may be received up to two hours after the close of the ballot.

10. Declaration

- 10.1 Results of the elections shall be declared by the Returning Officer or nominee when the count for each post has been successfully completed.
- 10.2 Results shall be provisional until confirmed by the Returning Officer, which will normally be not less than 5 working days after the close of the ballot.
- 10.3 Results of the elections shall be announced as soon as possible after the completion of the count.