

# **Student Voice Guide to Elections: Officer Team Elections 2018**

December 2017

<b>Contents</b>	<b>Page No.</b>
<b>Why be a candidate in the Officer Team Elections?</b>	
Welcome from your Guild President	3
Why stand to be a Guild Officer?	4
<b>How to be a Candidate – Step by Step Guide</b>	<b>5</b>
Key Election Dates & Deadlines	
What positions are available?	6-11
What's the difference between Part-time & Full-time Officers?	
<b>Information for Candidates</b>	<b>11</b>
Returning Officer	11
Manifestos & Written Statements	12-13
<b>Guild Support</b>	<b>13</b>
- Elections support for disabled students	13-15
- Deadline Extensions	15-16
Officers re-standing in an election	16
Election Training & Events	16-17
<b>Campaigning</b>	<b>17-18</b>
- Locations/Estates Guidance	
- Developing your Election Platform	
<b>Campaign materials</b>	<b>19</b>
Nicknames	20
Supporters	20
Budget and Public Scrutiny of accounts	20-21
Election Complaint Procedure	21
Appeals Process	22
Guild Membership Discipline and Appeals Policy	22
Voting	22-23
Paper Ballot Procedure	23-24
Results	24
<b>Elections FAQ</b>	<b>25-26</b>
<b>Appendix A</b>	<b>27</b>
Election Regulations	
<b>Appendix B</b>	<b>31</b>
Bye Law 8 – Elections	

## Why be a candidate in the Officer Team Elections?

### Welcome from your President

Dear potential candidate,

In the Officer Team Elections this year, we're really excited to introduce a brand new Officer Team structure, you can read about the new positions in this Guide. Personally, I'm really excited about the new officer team structure. I think it's going to be amazing for international students to have a full time representative officer who can really inform the Guild on what international students need.

Being an officer is really fantastic opportunity to develop as a person whilst, if you're really invested in the Guild, doing something that you love. I won't tell any lies, it's really not an easy job and you have to work hard but it's worth every minute of work. The opportunity to lead such a large organisation is just not one that usually arises to students and the things you learn are invaluable.

The thing that gets me to work every day is changing the lives of students for the better. Whether it's microwaves and wifi on campus or ensuring that Brexit doesn't completely destroy the lives of students.

One thing to remember, Plan, plan, plan. Listen to students, think about your housemates, and your course mates but also think about students who you don't come across in your day to day circles and build your campaign to include and appeal to as many as possible. People really do care about manifesto points. Don't make false promises and don't tell lies, students can see it when you're not being honest with them and it's not respectful either so you're probably only going to lose votes there!

Play fair, have fun and go for it! What have you got to lose? I never thought I was going to win either of my elections (which probably just made me work a little bit harder) but all the way through I thought 'whatever happens, at least I'm having fun and have good stories for those future job interviews'. You'll only regret not giving it a go!

Good Luck!

**Ellie Keiller**

**Guild President, 2016-2018**

## Why stand to be a Guild Officer?

Don't just take our word for it; here's what some past candidates and Officers have said about running in a Guild Election:

*'My time as VPDR has been an incredible journey, developing both myself and the organisation. The journey starts with the campaign trail, where you will soon learn just how incredibly diverse, complex, and in some respects, demanding the needs of the student body are. At the same time, it should soon become apparent how you can play an integral part in changing, for the better, the experience of each and every student. The campaign trail takes a tremendous amount of energy, commitment and support from your friends, campaign manager and campaign team. However, it will be one of the most rewarding and enjoyable experiences you have. I thoroughly recommend spending some time with the Officer you hope to succeed before returning your nomination form. Get a feel for the post and make an informed decision about whether it is right for you or not, and remember the Guild is here to help.'* - **Ashley Chambers, Vice President (Democracy & Resources), 2010/11**

*'Running in the Officer Elections was such a fun experience; getting to talk to hundreds of students about University Sport was great! Also seeing how passionate and enthusiastic the other candidates were about their campaigns made me even more glad to be a part of it all'* - **Molly Browne, Vice President (Sport & Nutrition), 2014/15**

*'Taking action to solve ethical and environmental issues is a growing part of all responsible institutions. Motivations that kept me excited throughout my year included getting to know all about what progress has been made so far on campus and gaining the ability to inspire other students to take on the challenges with you. One key thing to remember is: if you don't do it, who will?'* – **Christopher Jarrold, Ethical and Environmental Officer, 2014/15**

*'Running to be a sabbatical officer was one of the most interesting, ridiculous and tiring experiences so far at Uni. If you have a passion and interest or a belief that you know how you can improve the experience of students of the University through being a Guild officer, go for it, you won't regret it'* – **Joe Armer, Vice President (Education), 2014/15**

## Don't Forget To Encourage Your Friends!

If you know somebody who you think would make a great Guild Officer then don't forget to encourage them to stand. Many potential candidates don't stand due to lack of encouragement, so your recommendation could make all the difference and ensure students can vote for the best possible person. If you want to nominate a mate, you can do so here: <https://www.guildofstudents.com/makeithappen> or email [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk).

## How to be a Candidate – Step by Step Guide

Below you can find the various deadlines which you will need to follow as a candidate:

Election	Noms. Open	Noms. Close	Election Training	Campaigning and Voting	Deadline for all candidate expenditure	Deadline for complaints	Results
<b>Officer Team</b>	15 <sup>th</sup> January, 10am	26 <sup>th</sup> January, 4pm	Schedule provided in Guide (Page 17)	26 <sup>th</sup> February, 10am – 2 <sup>nd</sup> March, 4pm	1 <sup>st</sup> March, 4pm	2 <sup>nd</sup> March, 6pm	3 <sup>rd</sup> March

To run as a candidate in the Officer Team Elections you will need to do the following:

1. Read this Officer Team Election Guide and decide whether you want to run as a candidate and what position you want to run for
2. If you are still unsure contact the Officer Team or Student Voice who will be able to provide all of the information you need
3. Nominate yourself from Monday 15<sup>th</sup> January online [www.guildofstudents.com/makeithappen](http://www.guildofstudents.com/makeithappen)
4. Make sure you submit your visual manifesto, written statement (see pages 12 and 13) and candidate photo when you nominate yourself
5. Submit any further requests such as additional support if you have a disability (see page 14) before the nomination deadline on 26<sup>th</sup> January
6. Complete the Equal Opportunities Form, and Trustee Declaration Form, which will be sent to you via email once you nominate yourself
7. Attend the candidate training sessions (see page 17 for full schedule)
8. Attend Media Day on 3<sup>rd</sup> February – further information will be provided at the training
9. Prepare your campaign to make sure you are ready to go on 23<sup>rd</sup> February - this could include getting a campaign team together and appointing a campaign manager!
10. Look out for the full campaigning schedule released by the Guild of Students to candidates (via email and online)
11. Campaigning officially opens on 26<sup>th</sup> February so get out on campus and in the surrounding areas to campaign and talk to your potential voters!
12. Remember to look after yourself during campaigning as it can be a hectic time. Within the Guild, Guild Advice can offer advice on student welfare. The University too, can offer other types of support. More information on support available can be found at <http://www.birmingham.ac.uk/undergraduate/support/index.aspx>
13. Students will be able to vote via the Guild app and online at [www.guildofstudents.com](http://www.guildofstudents.com) from 26<sup>th</sup> February at 10am until 2<sup>nd</sup> March at 4pm; remember you too can vote!
14. Come along to results night on Saturday 3<sup>rd</sup> March to find out if you have won!

## What positions are available?

Guild Officers lead the campaigning and representative work of the Guild of Students. They work with Guild Services to ensure that students get value for money and have a great time whilst at Birmingham. They represent students to the University to make sure they get the best possible education.

All of the Full-Time and Part-Time roles are up for election at this time. Further information on each role is available below.

There are 7 Full-Time Officer positions and 9 Part-Time Officer positions open for nomination in the Officer Team Elections 2018!

## What's the difference?

**Full-Time Officers** are paid to lead the Guild of Students for a year. They either take a year off from their course or stay on at Birmingham for a year after finishing their degree. These roles are a fantastic graduate opportunity – representing over 34,000 students, heading a multi-million pound turnover organisation and becoming a trustee of our charity.

**Part-Time Officer** roles are just that – part-time! These are voluntary roles which you can do alongside your studies and are a great way to get some experience as a student leader.

## What positions can I stand for?

Whichever you're most passionate about! All the officers work for students, to improve their time here at Birmingham. However, each position looks after a different area of university life and has some specific responsibilities and tasks. Take a look at the descriptions below for a better idea of what each officer does!

## Full-Time Officer Positions

### President

The President leads the officer team and represents the 34,000+ students here at Birmingham! Being the President is exciting, rewarding and challenging – and we're looking for someone who can motivate the people around them to do incredible things. You'll need to be inspiring and enthusiastic so you can build relationships with a wide range of people, both in the Guild and across the country.

Main Responsibilities:

- Representing over 30,000 students
- Overseeing the running of an organisation with an annual budget of £4 million
- Being the Guild's official spokesperson to the media & TV
- Welcoming all new students to campus at the VC's address
- Working with the University to make amazing changes for students
- Sit on University Council, the University's overall Governing Body
- Lead the Guild of Democratic processes

- Being a Guild Trustee

### **Activities and Employability Officer**

We've got over 280 amazing groups at Birmingham and you'll be helping them do incredible things! From giving advice and support to group committees to helping more and more students get involved, you'll get to help make sure thousands of students are getting the most out of our societies, clubs and volunteering projects. Plus, you'll get to lead our programme of commercial events and activities, making sure they work for all students.

Main Responsibilities:

- Lead officer in looking after over 280 student groups, this means deciding where the £50,000 block grant is allocated and approving new societies
- Lead Officer for the Guild's commercial services and events
- Lead on the Guild Awards event, celebrating the achievements of students
- Work with university to put on activities and events for students
- Help students to become more employable in the future by supporting student group activity
- Support students in University accommodation through activities and events
- Being a Guild trustee

### **Education Officer**

Education is what unites every student here at Birmingham, and you'll lead our efforts to make sure everyone has the best academic experience possible! Whether its study space, the course rep system or anything else education-related, you'll be the voice for 34,000 students on a daily basis.

Main Responsibilities:

- Being a voice for students on academic issues or concerns
- Setting the agenda for education across the University and using your amazing ideas to make things better
- Leading on education campaigns and lobbying for change
- Heading up the Student Representation System, supporting nearly 1000 Student Reps
- Being a Guild Trustee

### **International Officer**

For the first time this year, we will be electing an International Officer in a full-time role. The International Students' Officer is responsible for ensuring that international students get the support, services and representation they need from both the Guild and the University. You'll address the unique issues that students face when studying in a foreign country, campaigning against anything that prevents international students from having the same, full university experience as UK students.

Main responsibilities:

- Lead on policy and campaigns relating to international student matters

- Be the first point of contact for international students, those on study abroad periods, and those at Birmingham's International campuses (including those in Dubai).
- Oversee the development of events and activities (including through our Global Buddies scheme!) to help international students integrate into University life
- Be the lead Officer on matters relating to international students' University experience
- Being a Guild Trustee

*Candidates for this role are expected to be an international student, either from an EU or Non-EU country*

### **Postgraduate Officer**

The Postgraduate Officer is here to support and represent the 14,000 postgraduate students on campus! You'll be making sure that our services, events and campaigns are relevant to postgraduate students – and working with the university to ensure postgraduates have the best experience possible. If you're passionate about Postgraduate education and the community, you'll be able to set the tone for what we do. You'll also support the work of the Postgraduate and Mature Students' Association and sit on university committees that are relevant to postgraduate students.

Main responsibilities:

- Advocate for postgraduate students on issues or concerns relating to their experience at Birmingham
- Liaise between University, specifically the Graduate School and Guild on academic issues
- Set the agenda for postgraduate taught and research students across the university
- Lead on education campaigns relating to postgraduate students and lobby for change
- Help develop the Postgraduate community, through Postgraduate Welcome, events and activities
- Being a Guild Trustee

*Candidates for this position are expected to be a postgraduate student – this can be either Taught or Research programmes.*

### **Sports Officer**

You will provide student leadership to sporting activities at the University, and will ensure that everyone has the opportunity to get as involved with sport. You will do this by closely interacting with University of Birmingham Sport (UBS) to support sports clubs and develop the sporting facilities provided by the University of Birmingham. You will also be responsible for promoting healthy living amongst students, organising events and campaigns to promote well-being and healthier lifestyles.

Main Responsibilities:

- Encouraging students to participate in all levels of sport
- Our BUCS representative
- Leading on Sports Ball, our annual celebration for clubs
- Promote healthy living and eating
- Lead on Sports Fair



- Attend Sports Fixtures as official representative
- Being a Guild trustee

### **Welfare and Community Officer**

You'll be responsible for helping standing up for the rights of students and for helping to improve welfare and wellbeing on campus. If you're passionate about housing, mental health, crime, sexual health or anything wellbeing-related and want to spearhead our campaigns to help and inform students, this could be the role for you!

Main Responsibilities:

- To help make the University a safer place and provide better access to welfare services
- To attend private and confidential meetings with senior officials at the university regarding services available to students
- To make sure students can access the help and support they need to find safe, high quality accommodation
- Working with Guild Advice and Student Mentors to help students stay safe and well
- Being a Guild Trustee

### **Part-Time Roles**

#### **Anti-Racism; Anti-Fascism Officer**

We're committed to combating racism and fascism in all its forms. The Anti-Racism; Anti-Fascism Officer campaigns on issues related to removing racism and fascism and supports the work of any relevant Representation Association or committees. You'll attend the Student Equality and Diversity Committee and promote tolerance, respect and diversity to the University of Birmingham, the Guild and wider community.

#### **Commuter Students' Officer**

The Commuter Students' Officer supports those students who have chosen to live at home whilst they study at the University of Birmingham. You'll ensure that home students do not miss out on the full University of Birmingham experience. You'll work other Guild Officers and the University to encourage more local residents to attend university and so widen participation in higher education. You will also work to represent the interests of Part-Time Students within the Guild and the University of Birmingham.

*Candidates for Commuter Students' Officer are expected to be a Full Member normally a resident in or around Birmingham.*

#### **Disabled Students' Officer**

The Disabled Students' Officer gives disabled students a voice in the Guild of Students. They campaign against barriers to participation that can hinder students' experiences during their time at University and encourage all students to take a positive attitude towards understanding the nature of disability and overcoming prejudices.

*Candidates for Disabled Students' Officer are expected to self-define as a Full Member with a disability. This can include, but is not limited to, physical disabilities and specific learning difficulties i.e. Dyslexia.*

#### **Ethical and Environmental Officer**

The Ethical and Environmental Officer raises awareness of ethical and environmental issues amongst students! You'll also help us become more ethically and environmentally aware, and lobby the University to become more socially responsible.

#### **Ethnic Minority Students' Officer**

The Ethnic Minority Students' Officer represents all ethnic minority students within the Guild of Students. They campaign for the rights and interests of Birmingham's ethnic minority students. They work with BEMA, the Birmingham Ethnic Minority Association to energise ethnic minority students and get them involved in the Guild of Students.

*Candidates for Ethnic Minority Students' Officer are expected to self-define as an Ethnic Minority Full Member.*

#### **Lesbian, Gay, Bisexual, Trans and Queer Students' Officer**

The LGBTQ Students' Officer ensures that the Guild of Students is at the forefront of the fight for LGBTQ rights and properly supports all LGBTQ students. They are the Co-Chair and signatory for the LGBTQ Association and ensure that an Annual General Meeting is held to elect the committee. They also work with the Guild's welfare services to ensure that LGBTQ students who are in distress or difficulty get the help they need.

*Candidates for LGBTQ Officer are expected to self-define as a Lesbian, Gay, Bisexual, Trans or Queer Full Member.*

#### **Mature Students' Officer**

The Mature Students' Officer campaigns on issues related to Mature and Part-time Students, promoting the interests of these students to the University of Birmingham, the Guild and the wider community. They ensure that the Guild is actively promoting initiatives to ensure that the welfare and interests of Mature students are protected.

*Candidates for Mature Students' Officer are expected to be either a mature student, aged over 21 or over at the beginning of their undergraduate course, or aged 25 or over at the beginning of their postgraduate course.*

#### **Trans Students' Officer**

The Trans Students' Officer will campaign on matters of importance or concern to Trans students. They will take an active role in promoting initiatives to ensure the welfare and interests of the Trans student population are protected. They will also attend relevant Guild Committees and Associations of relevance to Trans Students, such as the Student Equality and Diversity Committee

*Candidates for this role are expected to self-define as a Trans Full Member.*

## Women's Officer

The Women's Officer is here to ensure that everyone on campus is aware of women's issues and the fight for equality. You'll be motivating women & non-binary students to get involved in your campaigns and ensuring that their needs and concerns are at the heart of everything that we do. The Women's Officer is also Co-Chair and signatory for the Women's Association and ensures that an Annual General Meeting is held to elect the committee.

*Candidates for Women's Officer are expected to self-define as a woman, or as non-binary.*

If you have any further questions, please contact [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk) or ask any of the current Guild Officer Team, or contact the Student Voice Team

---

## For more information on these positions please refer to Bye Law 7 of the Guild of Students' Byelaws. Information for candidates

By submitting a nomination form you are giving permission for the Guild of Students to:

- Include your name in publicity and press releases for the Elections
- Display your manifesto/written statement in publicity for the Elections
- Display your name and contact details on its website should they be successfully elected
- Forward your name, email address and Student University Card Number to the University for them to verify that the information you have provided is correct
- Use the contact details provided to contact you regarding any other Guild of Students business
- Share your contact details with Guild Media Groups for purposes of organising election coverage and Media Day
- The collection of Equal Opportunities data for the purposes of diversity monitoring in the case of election candidates and the Trustee Board

Students who submit a nomination form will receive receipt of acknowledgement. This can be in the form of an email confirmation/automated response from a website submission.

All nominations should be confirmed with the candidates within 48 hours after the close of nominations for that election. A list of confirmed candidates is then published by the Guild of Students (normally online).

## Returning Officer

The Returning Officer is the Registrar and Secretary of the University of Birmingham, or nominee. The nominated Returning Officer for the period 2017/18 academic year will be the Representation and Resources Officer. The deputy Returning Officer for the period 2017/18 academic year will be a representative from National Union of Students.

The Returning Officer is responsible for the good conduct and administration of the elections and has final interpretation of the Election Regulations.

They can be contacted by e-mailing: [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk)

## Manifestos & Written Statements

All candidates in all Officer Elections must submit a visual manifesto and written statement. Student Voice shall set the guidelines for these (word limit, image size, etc.). These must be submitted by close of nominations for that election.

The following manifesto requirements are set for the Officer Team Elections:

<b>Election</b>	<b>Written Statement</b>	<b>Visual Manifesto</b>
Officer Team Elections Full-Time Positions	YES 500 words maximum	YES
Officer Team Elections Part-Time Positions	YES 200 words maximum	YES

### *Visual Manifestos*

An Officer campaign starts with a visual manifesto which candidates will submit before nominations close. A visual manifesto is one of the most important pieces of publicity and is widely disseminated amongst the student body, normally via the Guild of Students' website and posters. Therefore, it's crucial that visual manifestos properly sets the tone for campaigns and are consistent with the candidates' message to voters.

There's no 'right way' to create a manifesto but below is a list of musts:

- A visual manifesto must be A4 in size, and be designed in landscape orientation. If it's not the Guild may have to resize it and that may impact its legibility
- It must have the Guild of Students logo in the design
- Ensure the candidate name and the position is very prominent
- If there is a background design/image, make sure that it isn't obscuring any text
- Make sure the layout is coherent and encourages people to read all of the information

If a candidate is having trouble creating a manifesto of the right size then there are examples from previous candidates available online. Alternatively, candidates are advised to email [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk) for further help with designing a manifesto.

Top Tips on how to create a visual manifesto:

- Be concise and use clear language
- Include key policies but keep them as short as possible, trying to use as few words as possible
- Use an easy to read font, like Arial or Times New Roman; text should be readable and no smaller than font size 14

- Ask what friends and supporters think about the manifesto
- And above all....make sure to check for typos!

### *Written Statements*

A Written Statement should be used to declare why a candidate is running for a position, what they hope to achieve if elected, detail their main policies and why students should vote for them. Depending on the position there is a word limit on Written Statements. To assist with preparing a written statement, candidates can use the following questions:

- What do you want to achieve in this role to benefit your constituents?
- What has inspired you to run for this role?
- What do you think is the Guild's key function and why?

### **Guild Support**

The Guild of Students wants to ensure that all students can stand in the elections. Therefore the Guild offers the following support to all candidates running in elections:

- The Guild shall provide an Elections Budget so no candidate is out of pocket
- The Guild shall provide a full, comprehensive training schedule to all candidates to prepare them for the elections to follow
- The Guild shall enforce strict election rules and regulations to ensure that no candidate has an unfair advantage (please refer to Appendices A & B)
- The Guild offers support to candidates with disabilities
- During an election for Officer Team positions the Guild has an agreement with the University to offer extensions of up to two weeks on all University Coursework that falls during or immediately after the week of campaigning.

All candidates, where possible, will have the opportunity to complete a post-election questionnaire at the conclusion of the elections where feedback is welcomed and suggestions for future support of candidates can be given.

### **Elections support for disabled students**

#### *Introduction*

The purpose of this process is to make Guild elections more accessible to disabled students by offering the support of a member of student staff to assist in election activities.

#### *Scope*

This policy relates to Guild of Students elections including but not limited to Officer Team, Assessment Group, Chair of Officer Question Time, Residents' Associations and NUS Delegate Elections, and any other election deemed appropriate by Representation & Resources Officer or nominee.

#### *Purpose*

The objective of this policy is to ensure that candidates with disabilities receive practical support during campaigning periods so that no candidate, as far as is reasonably possible, is disadvantaged during the campaigning process due to their disability.

#### *Request Process*

If a candidate with a disability feels they will require additional support during the set campaigning period they must state this as soon as is reasonably possible following their nomination. This will give Student Voice enough time to make sure arrangements can be put in place. . Please note any requests made after the nominations deadline may not be accepted, however, Student Voice shall endeavour to make every effort to put in place the relevant and reasonable arrangements once a request has been submitted.

Candidates must complete an Additional Election Support Request form (which is available online or can be requested from Student Voice department by emailing [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk)). If a candidate finds it difficult to use a computer as a result of a disability, then requests can be made in person. In such cases written records of the meeting will be kept, and followed up with the candidate.

When completing the Additional Election Support Request form, candidates will be asked to provide information about their disability and how they might use the support to stand in the election.

All information submitted shall be kept confidential and stored in accordance with Guild of Students' data protection policy.

Student Voice shall then contact the candidate to clarify what support is required and confirm the exact details of the work to be carried out. It is the candidate's responsibility to ensure that the information is provided by the agreed deadline. In cases where information is provided after the deadline, we will aim to meet requests but this is not guaranteed,

#### *Student Staff Support Process*

The candidate will be contacted by Student Voice to ascertain preferred dates/times for the student staff support as well as to confirm the duties which will be carried out remain the same as those confirmed in the initial request form. This will then form a rota which will be emailed to all student staff.

The support may not be offered as one period of time, but may be various times depending on the candidate's needs and/or student staff availability. Support will be offered in no less than 1 hour time slots.

To ensure candidates gain the maximum benefit from the support offered, a detailed schedule of tasks shall be agreed with the candidate and student staff member prior to any work commencing via a rota.

#### *Student Staff Training*

Student Staff shall receive training from the Guild of Students prior to any work commencing. This shall consist of;

- Guild of Students overview

- Election Rules and Regulations
- Equality Act 2010
- Diversity training
- Briefing on how to complete a time sheet, staff attire and what duties the student staff members may be asked to complete

#### *Student Staff Support - Responsibilities*

Student Staff will have the following responsibilities:

- Student Staff may campaign on the candidates' behalf by carrying out pre-agreed duties such as putting up posters and giving lecture shout outs where they will be delivering the candidates' campaign message.
- Student Staff are not active supporters.
- Student Staff will provide neutral, practical support.
- Student Staff will not carry out any additional tasks which were not agreed prior to the work commencing.
- If a candidate requires assistance with the use of a computer as a result of a disability. This support will match that already provided by the university. The candidate will need to provide confirmation of this support from their welfare tutor
- If a candidate requires support which involves a computer this will be made available within the Guild of Students' building. Student Staff are not permitted to visit a candidate's home.
- Candidates are asked to be mindful of these responsibilities when pre-agreeing the campaigning duties required.

#### *Candidate Feedback*

Candidates may be contacted by the Guild of Students after the election has ended for their feedback.

#### *Review of policy*

This policy will be reviewed in August 2018 by Student Voice.

#### **Deadline Extensions**

An Officer Team candidate is entitled to extensions on any coursework for which the deadline falls within the last 5 days of campaigning or immediately after campaigning in the Officer Team Elections. This is outlined in the University's Code of Practice on Taught and Module Assessments (extract below):

'3.3.5 In addition Registered Students who are standing for election to Guild Officer posts during the main Officer Elections (which are normally held in March, as notified to the Head of School by the Guild of Students) will be eligible for extensions to their coursework deadlines (where coursework is understood as work being submitted where the question paper has been set in advance. This does not include class tests or presentations or preparation for seminars or online multiple choice questions or equivalent). Registered Students acting as campaigners for candidates will not be eligible.

(a) Under these circumstances, extension to coursework deadlines will be for the purpose of replacing lost time through election commitments. Therefore, the extension period will relate to the deadline and not to the size of the piece of coursework.

(b) The campaigning period for Guild elections will be confirmed by January of each year. If the deadline falls within the final five days of campaigning, the Registered Student is entitled to a two week extension from the expected date of submission for each piece of work. If the deadline falls up to two weeks after the end of the voting, the candidate is entitled to an extension of one week from the expected date of submission for each piece of work.'

Candidates will need to request their extension through their school office/welfare tutor as with any other extension. Candidates will be emailed a letter from The Guild of Students that confirms their candidacy and explains their entitlement to extensions.

If a candidate encounters problems securing their extensions they are advised to contact the Guild of Students by emailing [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk).

### **Officers re-standing in an election**

In being an elected Full Time Officer, there is an inherent obligation to conduct oneself in a highly responsible and professional manner, and to abide by the Full Time Officer Group Code of Conduct. The following guidelines were approved by Representation and Resources Officer and the Returning Officer, for Officers wishing to re-run in an Officer Election:

- Full-Time Officers are required to take annual leave or TOIL (time in lieu) during the campaign/voting period, and this should be recorded appropriately
- Any Officer activity (such as attending University meetings etc ) during this period must be pre-requested by email and approved by the Representation and Resources Officer
- Officers may not have any access to their office in the Guild during the campaigning/voting period, or use the resources of the Guild towards their election campaign
- Officers may not use their office from the time of declaration of candidacy to the conclusion of the elections for storage of campaign materials or any other campaign related purposes
- Officers should not wear Guild branded clothing whilst campaigning that is not available to all students whilst campaigning
- Officers should not chair meetings which involve students
- Officers are prohibited from posting on official Guild Accounts unless permitted to by Representation and Resources Officer. Permission to do so should be requested beforehand for likely instances. An email record should be sent to the Representation and Resources Officer
- Officers are prohibited from doing any lecture shout outs that are not directly related to their candidacy
- Officers shall not participate in any Officer engagement schemes or other duties which involve face-to-face contact with membership in relation to their official capacity



- Officers are prohibited from conducting interviews with student media groups about issues not related to their candidacy/campaign during the campaigning period
- The above guidelines will come into effect at the start of campaigning and be in force during the entire campaigning period

## Election Training & Events

All elections training and hustings are organised by the Student Voice Department.

All candidates will be expected to read information on the election rules and regulations at the time of submitting their nomination, and to specify they have read and understood the information provided.

The other sessions are not necessarily compulsory for all candidates, but they will be useful to prepare you for the campaign. You can choose to attend each session to build the skills you think you need.

The following training sessions will be provided for candidates to attend:

- **11<sup>th</sup> January** – How to write an elections manifesto (6-8pm) Guild Council Chambers
- **1<sup>st</sup> February** – Election Rules and Regulations (6-8pm) Guild Council Chambers – **This is a compulsory session for all candidates**
- **3<sup>rd</sup> February** – Candidate Media Day, location TBC. Candidates are **strongly advised** to attend Media Day.
- **8<sup>th</sup> February** – “How to Win”/Effective use of social media – (6-8pm) Guild Council Chambers
- **19<sup>th</sup> February** – Public Speaking (6-8pm) Amos

Hustings information will be provided to candidates during the elections process.

## Campaigning

During campaigning candidates may critique each other's policies but may not engage in personal attacks or negative campaigning. This activity may be referred to the Guild's Harassment & Bullying Policy and Membership Disciplinary Procedure.

## Locations/Estates Guidance

Candidates will be able to store campaigning material in the Pankhurst Room during the campaigning period; candidates will be expected to sign the key in and out at reception and must not interfere with any of the other materials in that space belonging to other candidates.

Candidates will be provided with guidance from University Estates regarding putting out publicity on campus. No material that will damage an interior or external surface may be used in the display of publicity.

Candidates are permitted to campaign within the Guild, but must not interfere with any student who is voting.

## Developing an Election Platform

This section offers some advice about how to develop an election platform i.e. the arguments that candidates use to convince students to vote for them. It will concentrate on how candidates can develop a robust and relevant set of policies and how to highlight any prior experience.

### *What is a Policy?*

Policies are the beliefs and ideas that candidates would seek to implement should they be successfully elected. They are there to show the voters what a candidate would do with the position.

There are roughly two types of policies: statements of belief and pledges of action. They differ in what the candidate is promising the voters. In the 'statement of belief' the candidate is promising to believe certain things or advocate certain stances. If the candidate were to have a policy such as 'I am committed to furthering equality' they wouldn't be advocating anything specific but informing people that their general commitment to equality would guide their actions as an Officer.

'A pledge of action' is different in that it's a promise to undertake an action during the candidate's term of office i.e. promising to run a campaign. Such policies are good because they give students an idea of what the candidate would actually do if they were elected. However, it's important to remember that these types of policy have to be achievable, because should the candidate win, they will be expected to fulfil their manifesto pledges. And of course, a blatantly unachievable manifesto policy could undermine a candidate's credibility during the campaign and lose them votes.

Both types of policy are useful and send different messages to the voters. Usually it's wise to have a mixture of the two types of policy, so that voters know what you believe in and what you would do with the role.

### *Evidence Based Policies*

It's important that policies are backed up with a firm evidence base, so that a candidate can convincingly explain to students how they would make a positive impact. This evidence can be firmly rooted in the candidate's own experience as a student and a member of the Guild of Students, if they have direct personal experience of a problem then it makes sense to directly refer to those experiences when proposing the solution.

However, it also helps to look beyond personal experiences and look at the bigger picture. Over the past five years the Guild of Students has done a significant amount of market research to build a clearer idea about what students feel the Guild should focus on and what their personal priorities are. These can be found in the Guild of Students' Strategic Plan.

Students increasingly see their higher education as an investment in their future and so expect the Guild of Students to help them ensure that they get the best possible return on their investment. When developing policies you should be thinking about what proposals you can put forward to ensure that students are getting the best possible experience at the University of Birmingham.

### *Presenting Policies*

Policies are primarily presented in a manifesto and/or written statement. When writing policies it's wise to use as concise and direct language as possible. Concisely written policies are easier for voters to read.

It is generally a good idea to limit the amount of policies a candidate puts forward to ensure that students can focus and understand all of them and ensure that the candidate is not promising more than they can deliver.

## Campaign materials

### Printing

Candidates are permitted to choose their printing vendor.

Candidates must submit receipts or proof of purchase of all printing to Student Voice along with a completed Personal Expense Claim Form (yellow form which can be collected from the Student Development Counter). Once all receipts and forms have been received and approved, candidates shall be reimbursed for their election expenditure.

Candidates must not exceed their candidate budget, this includes all printing.

Candidates are prohibited from printing publicity on a personal printer.

### Noise

Electronic sound and loud-hailing equipment are prohibited by University of Birmingham. Candidates may be subject to disciplinary action by the University if they use this equipment.

### List of Freely Available Items

Below is a list of items that you can use in your campaign without making a budget claim. All other items that are not on this list must be claimed for and receipts provided.

Item	Note/Examples
Materials used to affix publicity (please remember that in putting up publicity you must not cause any damage)	Blue Tac, Drawing Pins, Rope, Safety Pins, Bamboo Sticks
Items used for cutting fabric	Scissors/Craft knives
Writing materials (please remember that you may not graffiti interior or external surfaces)	Pens, Pencils
Transport solely for the purpose of moving items or people	Journeys by Car or Public Transport
Plain fabric for use as banner material	To be provided by the Guild of Students
Other General Items	Candidates may use their personal social media accounts instead of creating campaign-specific ones, however you may not use 'corporate' ones that you have set

	up in a non-personal capacity
--	-------------------------------

No candidate or supporter shall use electronic messaging systems (including but not limited to email, mailing lists, instant messaging, social networking, mobile phone text messaging) to send unsolicited bulk messages regarding the elections or their candidacy. This is a breach of the law (data protection).

### **Nicknames**

Candidates are permitted to campaign under a nickname. The chosen nickname must be submitted at the point of nomination. The nickname will be used on the ballot paper for that candidate.

### **Supporters**

All candidates may appoint a 'campaign manager' to act as a point of contact between the Guild of Students and their campaign.

All supporters must be Full Members of the Guild of Students. Candidates are not permitted to seek support from external organisations.

Guild Media Groups are not allowed to support a candidate as a student group.

Candidates are reminded that they are responsible for the conduct of their supporters throughout the election period.

### **Budget and Public Scrutiny of accounts**

The candidate budget for the Officer Team Elections is £50.

Candidate budgets can only be spent on campaign materials for the election or which the budget has been allocated.

All personal expenditure must be declared to the Guild of Students and shall be reimbursed on the presentation of itemised receipts. Money can only be reimbursed if receipts are provided, it is the candidates responsibility to ensure they keep all of their receipts.

Candidates will be asked to submit their campaign expenditure before the end of the campaigning and voting period. It is strongly advised that you submit expense claims as soon as possible after the amount has been spent and keep the Student Voice Team regularly informed of any spending.

#### *Public Scrutiny of Candidate Spending*

Candidates and students will be given the opportunity to scrutinise each candidate's spending in an election and make a complaint if they feel a candidate has breached the rules surrounding candidate budgets. The following procedure shall be followed:

- All candidates shall be encouraged to provide full details of their campaign expenses (including free and fair use items) prior to the opening of campaigning. Candidates should update their expenses throughout the election by emailing [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk)

- Student Voice shall make candidate budgets available for public scrutiny as soon as this information is received.
- All candidates are required to have completed spending and submitted all expense claims (with receipts) to Student Voice department 24 hours prior to the close of voting.
- Students are given a period of 2 hours after the close of voting to scrutinise candidate spending and submit a complaint to the Returning Officer if it is felt that a candidate has breached regulations.
- The Returning Officer shall not accept complaints made after 2 hours of close of ballot.
- All complaints shall be reviewed and resolved as soon as possible after the close of voting. This will normally be within one day of the polls closing.
- Results shall remain provisional until the Returning Officer has resolved any outstanding complaints.

### **Election Complaint Procedure**

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

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

- 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) – hard copy versions of this form shall not be accepted.
- d) On receipt of an Election Complaint Form, Student Voice shall respond by email to the student making the complaint to confirm it has been received and accepted.

In most cases 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.

Once the complaint has been reviewed, the complaint shall be sent to the Returning Officer or their nominated person for a ruling.

Complaints may be received up to 2 hours after the close of voting. Complaints received after this time will not be considered.

This procedure must be used in conjunction with Election Regulations, Guild of Students Bye Laws, Guild of Students governing documents, University Regulations, or any Laws of the Land.

When a complaint is made, Student Voice staff 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.

### **Appeals Process**

If a student wishes to appeal a decision made by the Returning Officer 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 Deputy Returning Officer.

Students may be asked to provide evidence in support of their appeal.

All appeals must be submitted within 48 hours of the notification of the original decision. Any appeals received after this time will not be considered.

### **Guild Membership Discipline and Appeals Policy**

Should an election complaint be deemed a membership disciplinary issue (e.g. complaint about harassment) then the complaint shall be referred to this policy (full policy are details available at [www.guildofstudents.com](http://www.guildofstudents.com)).

Complaints that a student feels should be dealt with under this policy should be submitted in writing, and should contain as much information as possible about the nature of the complaint. This should be sent via email to: [complaints@guild.bham.ac.uk](mailto:complaints@guild.bham.ac.uk)

You may also speak to the Welfare Officer, or any other member of the Officer Team if you wish to.

### **Voting**

Polling should be held for at least one day for a set number of hours, as determined by Guild of Students. In the 2018 Officer Team Elections polling shall be open for 5 days. Voting will be conducted online.

No candidate or supporter shall attempt to influence voters whilst they are voting. This means once a student has begun to complete their ballot. Candidates are permitted to campaign in sight of a ballot station such as a computer but are not allowed to interrupt a vote.

### **Paper Ballot Procedure**

The following procedure will be followed by Guild of Students if a paper ballot is to be conducted:

1. Check eligibility to vote
  - a. Only Full Members may vote in a Guild of Students election (unless otherwise stated). Certain other restrictions may apply in elections for particular self-defining or other representative roles. Further information on where and when these apply can be found in the Guild of Students Elections Regulations.

- b. On approaching a ballot station, voters must give their full name and Student ID number. They must then present their University ID card as proof of ID. This must be checked against the voter register and the photograph should be checked to ensure the voter is in possession of their own ID card.
  - c. Once eligibility to vote has been confirmed. A student's name will be marked on the voter register to ensure voting only takes place once mark their name on the register and update this on other registers to ensure they only vote once.
2. Issue ballot paper
    - a. Once the voter's eligibility to vote has been confirmed, ballot papers may then be issued.
    - b. Voting can only take place on a ballot paper that bears an official mark. A separate ballot paper for each election will be issued if multiple elections are being run at the same time (e.g. Officer Team Elections)
3. Voting
    - a. Voting shall be carried out by STV for multi-seat elections or ATV for single seat elections. This means voters place a number against each candidate's name in order of preference. Voting takes place and voters place a 1 next to their most preferred candidate, 2 against the second etc. Not all preferences have to be used.
    - b. Voting should take place in a polling booth to maintain secrecy of the ballot.
    - c. Voters should show the ballot paper number and unique identifying mark on the back of the ballot paper before placing it in the ballot box to ensure they have not used a counterfeit ballot paper.
    - d. Voters should place their ballot paper into the ballot box directly, and it should not be given to staff.
    - e. All ballot boxes will be fully secured, locked and monitored by a member of staff for the duration of the voting period.
  4. Counting
    - a. Counting shall take place at the earliest possible time after the close of ballot.
    - b. Counting for each election shall be done separately – ballot papers should be divided into each election and counted.
    - c. Where possible, results shall be inputted into 'OpenSTV' programme which will then calculate the final results using ATV/STV.
    - d. Once counting has been concluded, if the number counted does not tally with the verification figure, then the votes will be counted again in full.

- e. If a voter spoils their ballot paper (e.g. by placing an 'X' next to a candidate's name instead of numbering their preference) the spoilt ballot paper shall be declared invalid. It will be held separately from all other ballot papers and retained until at least 5 days after the close of voting.

#### 5. After the Election

- a. 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.
- b. 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.

This procedure must be used in conjunction with Election Regulations, Guild of Students By-Laws, Guild of Students governing documents, University Regulations, or any Laws of the Land.

#### **Results**

All results shall be provisional until confirmed by the Returning Officer following the closure of any complaints – this should be no longer than 1 day following the close of voting. However, results shall only be announced once the Returning Officer is satisfied with the conduct of the election and after any outstanding complaints have been resolved.

Candidates will be contacted by Student Voice regarding their invitation to Results Night on Saturday 3<sup>rd</sup> March 2017.



## Elections FAQ

- **Who runs the Elections?**

Arrangements for the Elections are made by Representation and Resources Officer with the Student Voice team, and overseen by the Guild's Returning Officer or nominee.

- **Are there any rules?**

Yes, the Election Regulations and Bye Law can be found at the end of this guide (Appendix A & B). If you are proven to have broken any of these you could be subject to removal from the election.

- **Can I support my friend who is standing for another position?**

Yes. Candidates in different elections can endorse each other. This is called a Slate. However, if you are running in the same election e.g. a multi seat election such as the NUS Conference Delegate Elections you are prohibited from supporting each other.

- **Can I run for more than one Officer Team role?**

No, you can only nominate yourself for one role. So please take the time to consider the role that would be right for you. If you need some help deciding, you can always contact a member of the Officer team who will be happy to talk to you about what the role involves.

- **Can I run if I'm a Postgraduate Student?**

Yes, students at any level of study can run in the Elections – and we even have a dedicated Postgraduate Students' Officer, specifically to look out for you!

- **Can my friends help?**

Of course! The more people who get involved in your campaign the better.

- **What if I change my mind and don't want to be a candidate anymore?**

You are free to withdraw as a candidate from the election at any time. You will be asked to provide your wish to withdraw in writing to [elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk).

- **I am an International student; can I run to be an Officer?**

Yes! If you're elected, we'll help you with the visa extension process. International student sabbatical officers are exempt from the maximum length of stay for the time that they are in post. If you are a one-year postgraduate student, you must run during your year of study and not after.

- **Who do I go to for advice?**

This depends on the information being sought – please find a directory below:

### Student Voice

The Guild's Student Voice Department is there to support candidates with election issues such as having problems completing their nomination forms, understanding the election regulations, providing candidates with election dates and designing their manifesto.



[elections@guild.bham.ac.uk](mailto:elections@guild.bham.ac.uk)



0121 251 2428

### Representation and Resources Officer – Jess Levy

The RRO oversees the running of elections as part of their remit and will be happy to answer any questions about the election process.

 [rrro@guild.bham.ac.uk](mailto:rrro@guild.bham.ac.uk)

### Officer Team

If you're interested in standing for a position but want to find out more about what is involved in doing the role, then feel free to approach the current Officer. They'll be more than happy to answer any questions you have and give you a true picture about what you could achieve should you be elected. You can find their contact details at [guildofstudents.com](http://guildofstudents.com).

## Appendix A

### Election Regulations 2016/17

#### 1. Interpretation

- 1.1 These Regulations are written with the intent of ensuring free and fair elections at the Guild of Students.
- 1.2 These Regulations are in conjunction with Byelaw 8 (Elections) of the Guild of Students. Please refer to this Byelaw in addition to these regulations.
- 1.3 The Returning Officer of the Guild of Students shall have the final say over the interpretation of these Regulations.
- 1.4 These Election Regulations shall apply to all Guild of Students elections.
- 1.5 In addition to these Regulations, all other Guild of Students governing documents, University Legislation, and all Laws of the Land shall apply.

#### 2. Notice and Nominations

- 2.1 All nominees must be Full Members of the Guild of Students. In some elections further restrictions apply (as stated in these regulations).
- 2.2 Full Members may not stand for two positions on the same committee.
- 2.3 The procedure for return of nominations is outlined in Byelaw 8, Section 4.
  - 2.3.1 In Officer Team elections, Full Members may only stand in elections for liberation positions who self-define as belonging to that liberation group.
  - 2.3.2 In Officer Team elections, it is expected that only Full Members from relevant representation groups may stand for representation positions e.g. a home student may stand for Home Students' Officer.
  - 2.3.3 In Guild Policy Development Group Elections, all Full Members may stand for the Open Place positions.
  - 2.3.4 In Guild Policy Development Group Elections, Full Members may only stand in elections for liberation positions who self-define as belonging to that liberation group.
  - 2.3.5 In Guild Policy Development Group Elections, it is expected that only Full Members who are Postgraduate Students may stand for the position reserved for Postgraduates.
  - 2.3.6 In NUS Delegate Elections for National Conference, the Guild of Students shall ensure annual delegations will consist of at least 50% self-defining women (rounded down) in accordance with the 'Fair Representation' NUS motion.
  - 2.3.7 In NUS Delegate Election for all other NUS liberation and representation conferences, Full Members may only stand in elections for positions in which they self-define as belonging to that group.
  - 2.3.8 If no nominations are received for a position by the close of nominations, nominations may be reopened for that position.
- 2.4 Re-open Nominations (R.O.N.) shall be a candidate in every election. R.O.N. shall not be depicted in any Guild promotional material as a person or character.

#### 3. Supporters

- 3.1 The Returning Officer or Nominee shall have the absolute discretion in determining a supporter of a candidate.

- 3.2 All supporters must be Full Members of the Guild of Students. No Full-Time Guild Officer shall support a candidate.
- 3.3 Student Groups are not permitted to endorse candidates in Guild Elections
- 3.4 If a Part-Time Officer wishes to support a candidate then they must do so in their capacity as a student of the University of Birmingham and not as an Officer of the Guild of Students.
- 3.5 All current Officers running as candidates in an election must refer to the Code of Conduct for Incumbent Officer Candidates
- 3.6 No candidate shall seek support from a body external to the Guild of Students or the University of Birmingham.
- 3.7 Slates are permitted in single seat elections.
- 3.8 Candidates may be held responsible for fellow slate members and campaigners.
- 3.9 Slates are not permitted in multi-member elections.

#### 4. Publicity

- 4.1 All candidates in all elections should submit a manifesto outlining why they are standing, their election wishes, pledges and any other relevant information. These should be submitted by close of nominations for that election.
- 4.2 Candidates must adhere to Guild and University regulations when displaying election publicity
- 4.3 Candidates can only cover, move or alter their own publicity.
- 4.4 Candidates shall be responsible for removing all of their own publicity.
  - 4.4.1 Publicity may not be attached to trees or buildings without the permission of the owner, or in contravention of UoB regulations

#### 5. Budget

- 5.1 A budget will be provided by the Guild to every candidate. The budget amount for individual elections shall be clearly stated in candidate training.
- 5.2 Candidates cannot spend more than the budget given to them by the Guild of Students.
- 5.3 Candidates are required to have completed spending their budget and submitted receipts for all personal expenditure claims 1 day prior to the close of voting.
- 5.4 The Guild of Students shall make all candidate campaign budgets available for public scrutiny.

#### 6. Campaigning

- 6.1 No candidate or supporter shall attempt to influence voters whilst they are voting.

#### 7. Elections Training, Hustings and Candidate Meeting

- 7.1 Every candidate is expected to attend Elections Training, and Hustings. If they are unable to attend then they must send apologies for their absence at least 1 hour before the event and make alternative arrangements with the Guild of Students.
- 7.2 Nominees  
Candidates may appoint nominees to attend Hustings. Nominees must be Full Members and shall make a speech.
- 7.3 If, in the opinion of the Chairperson, a speaker is deliberately breaching or flaunting the Regulations, the Chairperson shall have the authority to remove the speaker from

that round of speeches, the remainder of the Hustings, and, on subsequent approval by the Returning Officer, from all further Hustings.

## 8. Voting

- 8.1 Wherever possible, voting shall be online (e-voting).
- 8.2 Where E-voting is not possible in cross-campus elections, or where the E-voting system becomes inoperable, a paper ballot shall be conducted in accordance with the Guild of Students' Paper Ballot Procedure.
- 8.3 Restrictions on which Full Members may vote shall apply in the following elections. All other elections shall be cross campus and open to all Full Members.
- 8.4 In elections for Liberation Officers, liberation Guild Policy Development Group Members and NUS Liberation Conference Delegates it is expected that only Full Members who self-define as belonging to the particular demographic that the position represents shall vote in that election.
- 8.4.1 For the removal of doubt, non-binary students are eligible to vote in the election of the Women's Officer.
- 8.5 In elections for Representation Officers, Guild Policy Development Group Members (Postgraduate Student) and NUS Representation Conference Delegates it is expected that only Full Members who belong to that specific group shall vote in that election e.g. home students vote in the Home Students' Officer Election.

## 9. Results

- 9.1 All results shall remain provisional until the Returning Officer is satisfied with the conduct of the election and following the closure of any complaints.

## 10. Enforcement of Regulations

### 10.1 The Returning Officer

- 10.1.1 The Returning Officer shall be the Registrar and Secretary of the University of Birmingham
- 10.1.2. The Returning Officer may delegate the management of complaints, appeals, and other appropriate business to a nominee (or nominees).
- 10.1.3. For the purpose of all Guild Elections during 2017/18, the following Returning Officer structure shall be in place:
- Complaints about a candidate having possibly broken these regulations shall be determined by the Representation & Resources Officer 2017/18 as nominee for the Returning Officer; and
  - Appeals against decisions made by the Representation & Resources Officer 2017/18 shall be determined by a representative from National Union of Students (NUS) as nominee for the Returning Officer; save that
  - Appeals against decisions made by the Representation & Resources Officer 2016/17 which, in the reasonable opinion of the representative from National Union of Students (NUS), relate to material issues affecting whether or not the election was free and fair shall be referred for determination by the Registrar and Secretary as appropriate

- 10.1.4. In the case where the Representation & Resources Officer declares a conflict of interest, or wishes to run in an election, their responsibilities as Nominee shall be delegated to another member of the Full-Time Officer Team.
- 10.1.5. The Returning Officer shall be responsible for the good conduct and administration of the elections and shall have final interpretation of the Election Regulations and Bye-Law 8. However, the nominee(s) shall be responsible for the day to day good conduct and administration of the elections.
- 10.1.6. The Returning Officer (or their nominee) reserves the right to instigate investigations into breaches of Election Regulations without the need for a complaint to be submitted, where there is reasonable cause to believe a breach has been committed.
- 10.2 All complaints about a candidate having possibly broken these regulations shall be subject to the Guild of Students' Election Complaints Procedure.
- 10.3 If a candidate is found to have broken these regulations, as deemed by the Returning Officer or Nominee, the candidate may be removed from the election.
- 10.4 Candidates in breach of these regulations may also be subject to Guild, and/or University discipline procedures, and/or legal proceedings.
- 10.5 Candidates shall be held responsible for their own actions in elections and the actions of their supporters, which are proven to the reasonable belief of the Nominee or Returning Officer as appropriate.

## 11. By-Elections and Co-Option

- 11.1 If a post becomes vacant following the close of an election, a by-election may be run during the next election period.
- 11.2 If a position remains unfilled following both an ordinary election and a by-election, the position may be filled by co-option.
- 11.3 A vacant position may also be filled by co-option if it is deemed to be a time-sensitive role following a request submitted to Returning Officer (or nominee).
- 11.4 Co-option may only be used for Guild Committees, and Guild Policy Development Group
- 11.5 Co-option may not be used for Guild Officer Group, NUS Delegates or Appointments Panel.
- 11.6 The process of co-option shall be as follows:
- 11.6.1 The relevant chair responsible for the position should approve the use of co-option, issue a notice of co-option, inviting members to stand for the position.
- 11.6.2 Candidates shall be invited to the next relevant committee meeting to give a speech and answer questions.
- 11.6.3 The relevant committee shall then vote to co-opt their new member.
- 11.6.4 Any co-option must be agreed by simple majority.
- 11.6.5 A co-opted member will remain in position until the next full election for that position

## Appendix B

### 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.