

Election Pack – Advice for Candidates

Autumn/Winter Elections 2019-20

It is extremely important that you read this document in its entirety

Candidates in breach of any election regulations may not, in their defence, claim ignorance of such regulations

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INTRODUCTION

This document is here to give you all of the key information about the autumn/winter elections in the Students' Union.

This document, along with the Students' Union Constitution, details the rules for these elections.

You must read this document in its entirety and be aware of the contents. If any candidates are in breach of the rules, they cannot, in their defence, claim ignorance of the rules and regulations.

The Union is totally student-led, so what the Union does is decided by representatives who have been elected by you to represent your views and to run the Union. By becoming a student representative, you will make real decisions that make a real impact on students' lives

You can find out all about the available roles, the election process and the key deadlines on the Students' Union [website](#).

To make sure that the views of all our students are heard and that we are as representative as possible, we have different representative roles that you can run for.

This year, it could be your turn!

The Election Pack contains some background to the Part-Time Student Officer and national conference delegate positions, and the elections process for all of these posts. There's also some advice on how to run a campaign and the relevant election rules. It is important that you read it if you are interested in standing for election.

We want these elections to be successful and to be as accessible as possible. We have tried to remove much of the jargon, but if there is anything that is unclear, or anything that you need more information on, please get in contact.

You can contact the Students' Union Student Voice staff team (studentvoice@qub.ac.uk) if you have any queries about any of our elections or any of the positions available.

Best of luck!

PART-TIME OFFICERS

Part-Time Student Officer Positions

To make sure that the views of all our students are heard and that we are as representative as possible, we have 17 Part-Time Student Officer positions:

- Black, Asian and Minority Ethnic Students' Officer
- Disabled Students' Officer
- Environmental and Ethical Trading Officer
- International Students' Officer
- Irish Language Officer
- LGBT+ Officer
- Mature Students' Officer
- Part-Time Students' Officer
- Postgraduate Research Officer
- Postgraduate Taught Officer
- Student Carers' Officer
- Student Parents' Officer
- Trans Students' Officer
- Women Students' Officer
- Faculty of Arts, Humanities and Social Sciences (AHSS) Officer
- Faculty of Engineering and Physical Sciences (EPS) Officer
- Faculty of Medicine, Health and Life Sciences (MHLS) Officer

In this set of elections, we are electing students to the following positions:

- Disabled Students' Officer
- International Students' Officer
- Women Students' Officer

The Role of Part-Time Student Officers

Most of the Part-Time Student Officers have responsibility for representing specific groups of students. (For example, the Postgraduate Taught Officer deals with issues of importance to postgraduate taught students in Queen's.)

In summary, the Part-Time Officers:

- Work with the 6 Full-Time Student Officers in the day-to-day running of the Union
- Are members of Student Council and the Executive Management Committee of the Union
- Run campaigns on the issues that are important to students, in the Union, the University and beyond
- Encourage students to be more involved in the Union
- Listen to students and be their voice in the Students' Union
- Run campaigns on the issues that are important to students, on their course, on campus, in the Union, in the University, in the community, or in the world.
- Work with the Union, the University and external organisations to make positive change for students

As a part-time officer you will have the opportunity to:

- To stand up for students and to make a real difference to peoples' lives
- Access the training to support you in becoming a student leader and representative
- Develop leadership, organisational and professional skills
- Secure Queen's Degree Plus certification, which recognises extracurricular activity and helps you stand out to employers

Standing for Election to be a Part-Time Student Officer

Most of the Part-Time Student Officers have responsibility for representing specific groups of students. For that reason, in order to stand for most Part-Time Student Officer positions, you must be from that group of students and be a registered student of the University (as described by the Constitution and Rules of the Students' Union).

In most cases, only students from that grouping may vote in the election. Students of St. Mary's University College, Stranmillis University College, "INTO at Queen's" and other institutions who are studying at Queen's may not stand for election or vote.

How to stand for election

To stand for election, you need to complete a nomination form available on Queen's Online. This form allows you to nominate yourself to stand for election for all positions to which you are eligible.

Some of the Part-Time Student Officer positions require those standing for election to 'self-define' as being someone who identifies within that grouping. Self-definition is an important aspect of an individual's identity. It is how they wish to express who they are to others, regardless of how other people perceive them.

The link to the nomination form is available on www.qubsu.org.

After submitting your nomination, you can still withdraw your nomination if you change your mind about standing for election. You must do this before the nominations deadline.

The Part-Time Student Officer Role Descriptions

Each of the 17 Part-Time Student Officer posts has a different remit and different rules detailing who can stand for election and who can vote in the election. This section provides a summary of this information for each role in this set of elections. The definitive description of each role can be found in Rule 4 of the Students Union Constitution. (We have attached the relevant excerpts as an appendix to this document.)

Disabled Students' Officer

The Disabled Students' Officer:

- Is the voice of disabled students in the Union, University and beyond
- Campaigns on issues of importance to disabled students
- Encourages disabled students to become more involved in the Union
- Highlights instances of discrimination in Queen's if these occur

Any student who 'self-defines' as being a disabled student can stand for election.

Any student who 'self-defines' as being a disabled student may vote in this election.

International Students' Officer

The International Students' Officer:

- Is the voice of international students in the Union, University and beyond
- Campaigns on issues of importance to international students
- Encourages international students to become more involved in the Union
- Highlights instances of racism and discrimination in Queen's if these occur

Any student who is recognised by the University as an international student can stand for election.

Any student who is recognised by the University as an international student may vote in this election.

Women Students' Officer

The Women Students' Officer:

- Is the voice of women students in the Union, University and beyond
- Campaigns on issues of importance to women students
- Encourages women students to become more involved in the Union
- Highlights instances of discrimination in Queen's if these occur

Any student who 'self-defines' as being a woman student can stand for election.

Any student who 'self-defines' as being a women student may vote in this election.

Time and Commitment Expected of Part-Time Student Officer

It is important to remember that these are voluntary posts and that everyone has study, work, family and other commitments. Different people will, depending on their circumstances, be able to make varying levels of commitment. The Students' Union will attempt to be as accommodating as possible to individual circumstances.

The Part-Time Student Officer positions are voluntary, unpaid and you will have to maintain a balance between your studies and all of your other commitments. Queen's recommends that students spend no more than 16 hours per week on extracurricular activities – these include part-time work, volunteering and Clubs & Societies activities.

We do not recommend, or expect, that any student will commit to over 16 hours of voluntary activity in any one week, including any campaigning activity that a Student Officer may undertake.

Generally the minimum expectation is that a Part-Time Student Officer will:

- Attend the core training provided
- Provide written reports to update students, and the Union committees, on their activities. (Don't worry – these reports are pretty short and we will give you a template.)
- Be there to represent the interests of their electorate when relevant issues are discussed in the Union and in the University. This includes attending meetings of the Executive Management Committee when relevant issues are being discussed.

- Take some time to prepare for meetings that they attend.
- Maintain a list of key contacts and information on key issues
- Regularly check their Part-Time Student Officer email account and respond to emails in a timely manner
- Make efforts to get more students from their electorate involved in the Students' Union and take the time to listen to the views of students.
- Attend Students' Union Council meetings. (If you miss three consecutive meetings, you are deemed to have resigned from your officer position.)

Remember that you should take into account all of your commitments when you are committing to take part in a project or activity. We don't want anyone feel as though they making commitments that are going to have a negative impact on other areas of life.

If you, as a Part-Time Student Officer, feel unable to meet the minimum commitments required, you always have the option of resigning from your post. In that eventuality, we will normally organise a new election to elect a replacement Part-Time Student Officer, so that students are represented at all times.

In addition to the minimum requirements above, it is expected that Part-Time Student Officers conduct themselves in a manner that reflects the values of the Union and uphold the Rules of the Union. As an elected Part-Time Student Officer, you are generally expected to:

- Be available to attend meetings of the Executive Management Committee of the Students' Union. This Committee meets nearly every week and each Part-Time Student Officer is a full voting member of the Committee. We realise that Part-Time Student Officers will have other commitments and may not be able to attend every meeting. Meetings will be arranged to accommodate as many Officers as possible. Ideally Part-Time Student Officers will attend meetings where issues are discussed that relate to the groups that they represent.
- Be available to attend meetings of the Students' Union Council and participate as a member of the Council.
- Be a member of any relevant Committees of the Students' Union Council or other relevant working groups.
- Be a member of any relevant University committees other relevant University working groups.
- Prepare a brief written report of your activity for each Meeting of the Students' Union Management Board and the Students' Union Council. (This includes the end-of-year Annual Business Meeting of Council.) This will be at most a monthly report and can be quite brief – normally about one or two A4 pages. This report will make sure that students know what you are doing for them. You will be given a template that you can use for the report.
- Develop an awareness of the issues concerning the group that you represent. We will provide you with the data and information that we have available to the Students' Union. We will also give you signposting information to where you can find out more about issues.
- Represent the views of the group that you are elected to represent.
- Represent the general interests of all students to the University and to the wider community where appropriate. The views that you express when representing students

should be consistent with the live policies of the Union, with the Constitution and with the views of students.

- Have due regard to the principles of democracy and collective responsibility as an elected officer and a member of the Executive Management Committee.
- Work together in a team spirit with other Student Officers for the benefit of all students.
- Act in a professional manner as appropriate your post. This includes maintaining appropriate confidentiality, particularly with regard to the personal details of others. (Student Officers are bound by the provisions of legislation, such as the Freedom of Information Act and the Data Protection Act.)
- Remain impartial when carrying out your duties and disclose any conflict of interest that may arise.
- Keep the Students' Union informed about your availability to attend meetings and events and of anything that may prevent you from carrying out your duties as a Student Officer.
- Contribute, through your work as a Student Officer, to the Students' Union's Plan of Work for the year.
- Be in a position to hold your post from the first working day after your election to the day of the election of your successor.
- Immediately inform the Students' Union if you cease to be a student of the University as you will then be deemed to have resigned as a Student Officer. (This can include 'withdrawal' from the University as well as completion of your studies.)
- Adhere to the Students' Union Constitution, the University's Student Conduct Regulations, the Equality and Diversity Statement and other Equality Policies of the University and Students' Union.
- Not serve as a member of the committee of a Club or Society during their term of office.
- Not engage in behaviour which brings or may bring the name of the University or the Students' Union into disrepute.
- Attend the core induction for Part-Time Student Officers.
- Adhere to the Student Officer Protocol, as detailed in Rule 4 (Appendix 1) of the Students' Union Constitution.

Support for Part-Time Student Officers

We will provide support and assistance to you in your role as a Part-Time Student Officer to help you succeed in the role and to effectively represent students. We will provide the following to all elected Part-Time Student Officers:

- An initial induction, followed by training on how the Union and the University operate as well as training on your legal obligations as a Part-Time Student Officer
- Developmental and skills training to help you become a better student officer
- Information on current Students' Union policies
- An induction to the Students' Union Council
- Access to training from the national students' unions when made available to Part-Time Student Officers
- Access to shared office space and IT facilities to support you in your role
- Access to the campaigning and support resources of the Students' Union
- Advice, assistance, encouragement and motivation for your campaigns from the staff team in the Students' Union

- Access to make applications to the Students' Union Executive Management Committee campaigns budget for your projects. (Allocation of student officer campaigns funding is a collective matter for the Executive Management Committee.)
- The dates and times of the Union meetings that you are required to attend, the papers that you will need to read beforehand and the deadlines for any reports that you may have to submit.
- Templates for Union reports that you have to produce
- Data and information that we have available that is relevant to your post. We will also give you signposting information to where you can find out more about issues.
- A route to Queen's Degree Plus certification

NATIONAL CONFERENCE DELEGATE ELECTIONS

The National Students' Unions

Queen's Students' Union is a member of three national unions and we work with them to make the changes on a local and national level that really matter to you:

- The National Union of Students of the United Kingdom (NUS)
- The Union of Students' in Ireland (USI)
- The National Union of Students - Union of Students in Ireland (NUS-USI)

Similar to our Union, they have councils and elected student officers who decide on the issues that they work on. Their councils are made up of all the member colleges' student officers and regular students who put themselves forward to work on student issues on a national level.

There are always loads of opportunities all students to get involved in the national unions, if you're interested contact our [Student Voice Team](#).

National Conferences

As well as campaigning and representing students' interests during the year, the national unions each have a big, multi-day, annual conference. This is where the national student officers are elected and what the national unions will work on over the years ahead is debated, discussed and decided upon.

Every students' union sends delegates to these conferences. They make decisions on a national level, meet loads of like-minded people, hear about new ideas and enjoy a great programme of events.

Any Queen's student can stand for election to become a delegate and they are then elected by an all student vote. This ensures that our delegates are as representative as possible.

Queen's Students' Union will register all its elected delegates for the national conferences and pay any registration fees as well as making transport and accommodation arrangements. The Students' Union will also ensure that your transport / travel and accommodation costs are covered. Food is usually provided by the conference organisers. If food is not provided by conference organisers, you will be given a subsistence allowance from the Students' Union to cover basic food costs.

NUS-USI Regional Conference will take place on 21-22 April 2020 at a venue yet to be confirmed in Northern Ireland. Delegates should be available from early in the morning on 21 April until late in the evening on 22 April to allow for travel to/from the conference. There are six delegates to be elected to attend this conference.

NUS Conference will take place on 31 March – 2 April 2020 at the Arena and Convention Centre Liverpool, King's Dock, Port of Liverpool, Liverpool. Delegates should be available from the evening of 30 March until the evening of 2 April to allow for travel to/from the conference. There are four delegates to be elected to attend this conference.

USI Congress will take place from 6-10 April 2020 at a venue to be confirmed in the Republic of Ireland. Delegates should be available from early in the morning on 6 April until late in the evening on 10 April to allow for travel to/from the conference. There are seven delegates to be elected to attend this conference.

Standing for Election

There are a number of delegate vacancies for each national conference. The number of vacancies is determined by an allocation given to us by the national unions and on the budget that we have available to fund the costs of delegates to the conferences. The exact number of delegate vacancies is announced when nominations open.

How to stand for election

To stand for election, you must be available to attend the relevant conference and usually be available to travel on the day before the commencement of the conference.

You must complete and submit a nomination **form**.

You must also submit a deposit of £40 for each national conference delegate election in which you wish to stand. This must be deposited, in person, to the Student Voice team, Level 2, SU Elmwood before the deadline for close of nominations.

Cash deposits (GBP) and cheques (GBP) issued from UK banks will be accepted. Cheques will not be drawn down unless there is a requirement for us to keep the deposit.

Deposits will be returned when:

- You stand for election and are not successful in the election.
- You are successfully elected and fully attend and participate in the conference to which you are elected.

The link to the nomination form is available on www.qubsu.org.

After submitting your nomination, you can still withdraw your nomination if you change your mind about standing for election. You must do this before the nominations deadline.

ADVICE

Running a Successful Election Campaign

In many ways, elections are pretty uncomplicated – the people with the largest number of votes in their favour are the ones who get elected! The key thing to remember is you should focus on convincing people to take the time to vote, and to vote for you! Standing for election can be great fun – you get to talk to loads of different people.

Campaigning Tips

We have put together some advice and some tips that will help you run a great campaign. We can't promise that you will win, but we are pretty sure that everyone who does win will follow our tips:

- Take the time to read all the elections information that we publish - understand the rules, what the role requires and the key dates for the election.
- Be clear about your motivation for standing for election. You need to know why you want to stand for election and what you want to achieve before you can convince people to vote for you!
- You should also have an idea of the level of commitment that you are able to give to the role and be sure that you are ready to be dedicated, interested in representing students and that you will be able to cope with the rough and the smooth that comes with being an elected student representative.
- It is a good idea to speak to current student representatives (especially if they have experience of the role that you wish to stand for), elected Student Officers, to Students' Union staff and to students from the group that you are thinking of representing. This will help you in getting an idea of the issues faced by these students and of any current developments. A bit of research goes a long way when convincing people that you are the right person to represent them!
- If voting only is open to a particular group (e.g. international students) spend some time talking to them to find out what the key issues are. Find out where that group is most likely to be found on campus (e.g. International Student Support Office or The Graduate School) and talk to students.
- If there are any events on for the student group you are hoping to represent, get an invite to the event, or just attend the event if it is open to all students.
- See if there are any relevant Clubs and Societies who could support you or let you talk to their members.
- Prepare a 30 – 60 second short speech that outlines who you are, why you are running and what you will do if elected. It will give you something to say to students when you are talking to them.
- Do not wait until voting starts before you commence canvassing. You can canvass students online and in person as early as you wish (even right now). Most students have never voted in an election – all they need is for you to convince them!
- Don't be afraid to approach students on campus. If they don't know about you, they won't vote for you! Though, make sure that you don't bother people who are busy! Be polite, friendly, and genuine - and take the time to listen to their views.

- When you are talking to students, find out what issues are important to them. If you can talk about these issues and convince students that you can work on these issues, they are more likely to vote for you!
- Ask people to vote for you! If they won't commit to giving you a 'first preference' vote, ask them to give you another preference. Elections are often won by the narrowest of margins and every preference can count. Lots of second choice preferences can add up!
- Ask people to ask their friends to vote for you.
- Do lecture shout-outs! Ask the lecturer for permission beforehand – tell them you will be very brief. It is best to do it in the time when the lecturer is setting up their equipment /slides for the lecture. Keep the speech to 30 – 60 seconds.
- Get your friends involved in spreading the word and campaigning for you. More people means more talking to more students.
- Be respectful of others and positive with everybody – even if you disagree with them
- In the days before the election, get people to commit to vote for you. Spend the day of the election getting others to vote for you.
- Try to have as much free time on the day of your election to give yourself the opportunity to encourage students to vote for you.
- If your election day coincides with other elections (e.g. School Representative elections), find out who is running in these elections and ask if they will support you or perhaps jointly campaign with you.
- Most importantly, enjoy the experience! You'll learn loads, meet new people and have fun.

Using Social Media in Election Campaigns

Using social media is one of the easiest ways to spread the word. It is also very inexpensive – only your time is needed!

Some people will use their own personal social media accounts, others will set up new ones. You can choose the option that is best for you. If you have a lot of 'friends' or 'followers' who are potential voters, it might be best to use your personal account. If you don't have many potential voters in your social media world, it might be best to create a new account – you don't want to annoy lots of people that have no interest in the election!

Just remember, if you use your personal account, you might have to add strangers as 'friends' or 'followers'.

On Facebook, you can create closed (private) groups to plan your campaign with your friends. You can create open (public) groups for those interested in your campaign. You can make voting an 'event' and invite friends or supports to the event.

On Twitter, which is more public than Facebook, you can connect with a wide audience, such as Club & Societies and other student groups.

Remember to share content between the different social media accounts that you use and to share content with people in your social networks.

Pick the social media tools that you are most comfortable with. It is not worth spending time learning how to use new social media tools and collecting new friends/follows for a short election campaign. Use the tools that you are most familiar with!

If you want to use lots of social media, don't forget about Infogr.am, Instagram, Medium, Snapchat, Thunderclap, Tumblr, Whatsapp, Youtube and Vine to name a few.

Social media posts are most likely to be read and shared if they are short, simple and creative.

The best times to post content are between lectures (when people are checking their phones) and late in the evening before people switch off for the night. You can use tools such as Hootsuite to schedule your messages. This frees you up to talk to students in between lectures instead of spending your time writing social media posts!

Try to respond to comments / tweets about your campaign. Building personal connections is what social media is all about. If there are negative things posted, just be positive about them and respond in a positive manner. Stick to the positive messages of your campaign and never get caught up in personal comments or saying inappropriate things about others. (Remember, you are required to adhere to the University's Social Media Policy.)

Optional Manifesto

There is no general expectation that people standing for Council, Course Rep, School Rep, Part-Time Student Officer or national conference delegate elections will prepare some form of manifesto. (A manifesto is a statement about yourself and usually contains details of some issues that you will address, or projects that you will complete, if you are elected.)

However, writing a short paragraph about yourself, what you stand for, the things that you will do if elected and why people should vote for you can be helpful. Keep it short and easy to read.

It is useful for sharing online. But don't rely on it completely either – the best way to get people to vote for you is to talk to them in person!

If you do decide to write a manifesto (and again there's no expectation that you do), as a guideline, this is where we'd recommend you start.....

- Think about what would influence you to vote for someone. What do you believe? What are the issues of interest to students? Whatever they are, make a list of your beliefs.
- You should highlight issues that you think will be popular with students, but are also achievable. There are many candidates in union elections who have announced that they will make the beer cheaper, only to be given an embarrassing lesson in economics by other candidates in the election.
- Select three issues from your list as key priorities that you will concentrate on. Be realistic and think about what is achievable – you are running for a voluntary role.
- Outline each issue, how it affects students and what you would do about it if you got elected.
- Be concise and to the point – don't over-describe.
- Think of snappy titles that you can give to your three issues. Voters tend to 'scan read' election materials so it is crucial to draw them in with a headline. The headline "Better Transport" will be noticed by those students who are regularly delayed by the bus service.
- Make it clear which category you're standing for, and don't forget to ask people to vote for you! **Be sure to put the dates and locations of the elections on all of your**

publicity materials so that students know when and where they can vote for you – it is amazing how many candidates forget to do this.

- Who are you? It's amazing how many candidates forget to tell the voters anything about themselves. Students will often vote for candidates who have something in common with them, so as well as outlining your issues, briefly tell them:
 - what course you are on
 - where you are from
 - details of your age, race, gender etc. (as you think appropriate)
 - your membership of Clubs and Societies
 - your involvement in political activities, parties and groups
 - any other involvement in student issues / activities

The Election Rules

The rules will help shed some light on how to serve up some good, old-fashioned fair campaigning.

The elections are run in accordance with the Students' Union Election Rules. These are detailed in Rule 2 of the [Students' Union's Constitution](#).

If required, additional rules can be made by the Returning Officer. This includes the contents of this Election Pack. It is the responsibility of candidates to ensure that they know the Rules and adhere to them at all times.

Know the Election Rules! It is important that you know the rules – you could be disqualified from the election if you break a major rule. If there is anything that you are unsure about, or if you want to find out if a campaign idea is within the rules, contact Students' Union Student Voice team (studentvoice@qub.ac.uk).

Remember that you are bound by, the Rules of the Students' Union Constitution, the University's Conduct Regulations, Equality and Diversity Policy, Social Media Policy, Student Anti-Bullying and Harassment Policy. These apply to all activities, whether on-campus or off-campus, whether online or offline.

Printed Materials and other Publicity Materials

There is no requirement for candidates to print manifestos, posters or other publicity materials.

The Students' Union provides no funding for printed materials and provides no printed materials to students participating in the Course Representative, School Representative, Student Council, Part-Time Student Officer and national conference delegate elections.

For this reason, candidates tend not to produce printed materials or use other materials in these elections.

However, there is nothing preventing candidates from producing their own election and promotional materials. If you do, check the Election Rules.

"Election material" is defined as being "any publicity documentation (or similar) carrying a candidate's name (or candidates' names) and / or encouraging people to vote in a particular way."

You must contact the Returning Officer or the Assistant Returning Officer (studentvoice@qub.ac.uk) before you print anything. If you produce printed election material,

there are additional rules that you will have to follow. (These are similar to the Rules that apply to the Full-Time Student Officers elections, held in March of each year.)

Samples of all election materials must be shown to the Returning Officer, before being displayed or printed. For the 2019 autumn elections, the Returning Officer will permit election material to the maximum value of £60.00 per candidate to be produced. You must retain receipts in relation to all purchases of additional election material – the Returning Officer may view these upon demand.

Campaigning Rules (Largely Related to Use of Printed Materials)

The Rules for Elections apply to all student members participating in any canvassing and campaigning activity in relation to elections. The Rules and Regulations apply to non-members where applicable.

Candidates' online campaigns can begin at any stage - there are no date restrictions.

Candidates are permitted to use social network websites such as Facebook.

These will be closely monitored - personal attacks on other candidates are not permitted. All candidates will be deemed to be responsible for all statements posted on their behalf on such social networking sites, so you must ensure that all posts are monitored and, better still, vetted before going 'live'.

All students are required to adhere to the University's Social Media Policy.

Posters must not be placed over the plasma screens in the Students' Union.

You may only distribute your election flyers in University buildings or in the Students' Union – local byelaws now prohibit the distribution of flyers or similar in public areas.

Access to the living areas of students at Elms Village will have to be agreed in advance with management at the site. The Returning Officer shall provide The Returning Officer will issue more details regarding this before formal campaigning begins.

Canvassing in any of the University's Libraries is prohibited. Students must not be disturbed by candidates or canvassers whilst they are studying.

Banners of any type may not be affixed to the railings adjacent to the traffic lights outside your Students' Union nor to any street furniture or Department of the Environment (DoE) property. If you are in any doubt, contact the Returning Officer or Student Voice team before displaying any such materials.

For health and safety reasons, no materials may be displayed at a height of greater than eight feet, or in any location that requires the use of a step ladder (or similar). Any materials that breach this rule shall be removed by the Returning Officer (or her nominee).

Candidates or their supporters/canvassers may not remove any materials belonging to another candidate(s). If you believe that materials are displayed in a manner that is contrary to any regulation, please bring this to the attention of the Returning Officer.

Commercial partnerships/'tie ins' are not permitted. No part of any election document (manifesto/flyer or similar) may be used as a discount voucher or may offer any commercial benefit to its bearer.

Only pre-packaged edible goods may be distributed as a part of any campaign (e.g. sweets or lollipops that have a wrapper). For health and safety reasons, cooked, baked, or heated goods may not be distributed.

Candidates and their supporters must not send unsolicited text messages or emails to any voter.

All candidates' publicity, in whatever format, must conform to your Students' Union's Equal Opportunities Policy in the Students' Union's Constitution which prohibits discrimination, be it direct or indirect, on the basis of gender, appearance, ethnic, national, regional or racial origin, age, socio-economic background, disability, personal, religious or political beliefs, sexual orientation, family circumstances, health, including HIV status, or other irrelevant distinction. Any election material that breaches any of the above stipulations may be ruled out of order by the Returning Officer.

Candidates are responsible for the appropriate display of all of their own publicity material which must not deface any part of the University campus.

You should only use official noticeboards, seeking permission from the porter or supervisor in advance. When putting up your posters, you must use pins (not staples). You must not cover up any existing posters, although you may remove posters that are unconnected to the elections and are out of date.

Posters must not be moved or removed without the permission of those responsible for initially putting up the posters. Students who believe that posters are incorrectly displayed should report this to the Returning Officer for adjudication.

Students' Union equipment or resources must not be used in any way in the furtherance of an Election campaign, unless those resources are made available by order of the Returning Officer.

All individuals participating in the elections should not undertake campaigning activity which others could not also reasonably do.

The Returning Officer may at their discretion allow each candidate access to a telephone to receive incoming telephone calls and / or to make outgoing telephone calls.

Table / foyer / stall bookings may not be made by campaigns in/about the Students' Union, or elsewhere on-campus, without the prior authorisation of the Returning Officer.

You may approach the media in relation to the elections. However, you are not permitted to make or receive any financial payment in return for media coverage. In any public comments made, canvassers / campaigners may not, at any stage, state or imply that they represent the views of Queen's University Belfast Students' Union.

The Returning Officer shall have the power to limit the number of canvassers at any polling area.

All candidates must, at all times, adhere to the provisions of Rule 2 of the [Students' Union's Constitution](#) regarding elections.

All individuals shall make all reasonable efforts to ensure that their campaigning is conducted in an appropriate manner (including any canvassers/campaigners acting on their behalf), regardless of which medium is being utilised. Any campaigner or supporter failing to comply with the instructions contained within the Rules for this election may be subject to disciplinary action under the University's Student Conduct Regulations.

All individuals participating in the elections are bound by, the Rules of the Students' Union Constitution, the University's Conduct Regulations, Equality and Diversity Policy, Social Media Policy and Student Anti-Bullying and Harassment Policy. These apply to all activities, whether on campus or off-campus, whether online or offline.

Campaigning in your Community Rules

Problems have arisen in recent years with regard to the conduct of candidates and their supporters in local community areas (including the Holylands, the Stranmillis area, and the Lisburn Road area). All candidates should note that it is their responsibility to ensure that the following rules are adhered to:

- Election materials, including manifestos and flyers, may be distributed in local community areas, but these must be put completely through letterboxes or handed directly to voters
- Election materials may not be affixed to walls, doors, trees in local community areas
- Election materials may not be placed on the windscreens of any cars parked in local community areas
- The use of megaphones, public address systems, the broadcast of loud music and so on, is prohibited by candidates and their supporters in local community areas (such as the Holylands, the Stranmillis area, and the Lisburn Road area)
- Littering is strictly prohibited in local community areas – those candidates whose materials cause litter nuisance may be surcharged for the cost of clearing any election materials that create such a nuisance
- The use of chalking wording and/or images to promote any candidate is prohibited both on and off campus
- Any candidate or supporter who is involved in the harassment of any local resident will be subjected to the University's Disciplinary Regulations
- All candidates should note that they may be held jointly responsible for any misconduct by any person canvassing on their behalf and may again be subject to the University's Disciplinary Regulations

Complaints and Election Courts

- If a Student Member wishes to lodge a complaint regarding any aspect of the elections, they may do so by submitting it, via email, to the Returning Officer. (studentvoice@qub.ac.uk) using the complaints form available on the Students' Union website.
- A complaint should include: the name of the complainant and their contact details; the details of the alleged issue, including details of any individuals involved; any evidence that may be available.
- Complaints will be investigated by the Returning Officer, but they will not constitute a formal request for an 'Election Court'.
- Any Student Member who has reason to believe that there was any irregularity of any kind regarding the conduct of an Election, shall have the right to lodge an Election Petition with the Returning Officer within 72 hours of the alleged irregularity, according to the provisions of Rule 2 of the Students' Union Constitution. An Election Court will then be held to investigate and rule on the petition (complaint). Further information can be obtained from the Returning Officer. (studentvoice@qub.ac.uk)

The Returning Officer

- The Returning Officer shall be the sole arbitrator in all matters relating to the election.
- The Returning Officer shall be responsible for conducting the election.
- The Returning Officer shall make rulings and issue further determinations as required. Such a determination shall have the same standing as a Rule and shall be effective for that election only.
- Rulings and determinations shall be made available on an authorised noticeboard of the Union and shall be communicated to candidates.
- A determination issued by the Returning Officer may be challenged by referral to an Election Court upon petition.
- If the Returning Officer is satisfied that a person's failure to comply with any Election regulation is directly due to circumstances beyond that person's control, they may at their discretion exempt that person from that regulation. Such a decision may be challenged by reference to an Election Court upon petition.

Voting in the Election and Counting of Results

Voting will take place as detailed in the official announcements for elections.

The voting process is outlined within Rule 2 of the Students' Union's Constitutional Rules (see below). Students may vote for as many candidates as they wish in any particular election.

Voting with a '1' represents the casting of a 'first preference'. Voters may also indicate a second preference with a '2', continuing with further preferences ('3', '4', etc) up to the total number of candidates.

Voting for the elections usually all take place on the QUBSU website. Only Queen's University students may vote. They can vote on any personal computer or University computer connected to the internet. All of the University's Open Access Centres, and your PC or laptop at home, can be used to vote. Please note that students of "INTO at Queen's", St. Mary's University College and Stranmillis University College are not permitted to stand as candidates or vote in these elections.

Candidates and their canvassers / supporters are not permitted to complete other students' online ballot papers on their behalf. If a voter requires assistance to complete their vote and has asked for a candidate or canvasser to assist them, **the candidate or canvasser should refuse to do so.**

When electronic voting is over, the QUBSU staff will begin the online count. This will take place under the supervision of the Returning Officer. The Students' Union uses a single transferable voting system. If you require further information, please contact the Returning Officer or Assistant Returning Officer (studentvoice@qub.ac.uk)

The procedure for the counting of votes is detailed in the Constitution of the Students' Union. If such a scenario arises whereby a count cannot take place – due to technological limitations – the count shall take place using a process compliant with the process published by the Electoral Reform Society (ERS 1997).

Candidates should bear in mind that it is extremely worthwhile campaigning for all votes, as second and third preferences have had a critical impact upon determining who was elected in previous elections.

Election results will be announced on the Students' Union website when counting is complete.

Appealing

If you wish to appeal any decision relating to these elections, you must do so in writing to the Director of the Students' Union. The mechanism and time limits for dealing with such appeals are outlined within Rule 2 of the Students' Union's Constitutional Rules (see below).

If you require further information, you may contact the Returning Officer or Assistant Returning Officer. (studentvoice@qub.ac.uk)

Help and Advice

If you need a helping hand to understand the rules, or just fancy a friendly chat for a little advice, just contact the Students' Union Student Voice team – They'll be able to tell you all you need to know about campaigning and the rules.

APPENDIX: Students' Union Constitution – Chapter One & Rule 2 (Elections)

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Chapter One – The Union

13. Elections

- 13.1 The procedures for Elections to be undertaken by the Union for whatever purpose shall be determined by the Rules pertaining to Elections.
- 13.2 The purpose of a Referendum is to determine the opinion of the membership of the Union on a specific issue.
- 13.3 All Referenda shall be conducted in accordance with the appropriate Rules.

DEFINITIONS

In this Constitution and its Rules, the following expressions shall have the following meanings:

‘The Charter’	means the Charter of the University
‘The Constitution’	means the Constitution of the Students’ Union of the University
‘The Council’	means the Council of the Union
‘Union Rules’	means the Rules of the Union made by the Union under and in accordance with Chapter 1 Part 9 of the Constitution
“Sabbatical Officers’	means the Full-Time Student Officers of the Union.
“Non-Sabbatical Officers”	means the Part-Time Student Officers of the Union.
‘Senate’	means the Senate of the University
‘Society’	means a non-sporting Society, association or similar group
‘Club’	means a sporting Club, association or similar group, whose primary aim is the promotion of, and participation in, sport.
‘Statutes’	means the Statutes of the University
‘Student’	means a student of the University, who has not been required to withdraw from the University, graduate or undergraduate, who has registered and is pursuing a systematic course of study leading to a university degree, diploma, certificate or other approved award as shall be prescribed by University Regulations from time to time and ‘Student’ shall include for the purposes of this definition the Sabbatical Officers who have not been required to withdraw from the University, provided that persons who are enrolled on a course of study at St Mary’s University College, Stranmillis University College and any and all other bodies with which the University has a collaborative agreement, shall not be Students of the University for the purposes of this definition.
‘Union Staff’	means the professional administrators and other employees of the University approved by and designated by the University to assist the elected student officers in the governance and administration of the Union and its premises.
‘The Union’	means the organisation of Students as defined under the Charter and Statutes.
‘The University’	means Queen’s University Belfast.
‘Referendum’	means a question that is submitted, in accordance with the Rules pertaining to Elections, to be voted upon by the membership of the Union.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 2

ELECTIONS

1. INTRODUCTION

- 1.1 All elections to the Council and the Executive Management Committee and all elections to committees and delegations which are elected by the Council, shall be:
 - 1.1.1 held only during normal teaching weeks;
 - 1.1.2 by secret ballot;
 - 1.1.3 conducted by the single transferable vote system of proportional representation according to the provisions of this Rule;
 - 1.1.4 conducted in a free and fair manner.
- 1.2 All Students as defined within the Constitution shall be entitled to vote in any Union election. All candidates and all proposers and all seconders of candidates in any election, as defined in 1.1, shall be Students.
- 1.3 Whenever in this Constitution the term 'conduct of an election' is used, it shall be deemed to include all stages from the calling of nominations to the declaration of the result.
- 1.4 The Director of the Students' Union shall appoint a Returning Officer at the beginning of each academic year:
 - 1.4.1 At the beginning of each academic year, the Director of the Students' Union shall appoint a separate Returning Officer, to oversee the Elections for full-time officers to serve on the Executive Management Committee. This Returning Officer may neither be a member of the student body nor a member of staff of the Union or University. The appointment must be approved by Council at its first possible Meeting. If an appointment is not approved, the Director shall nominate other candidates as necessary, subject to the same criteria.
 - 1.4.2 At the beginning of each academic year, the Director of the Students' Union shall appoint a Returning Officer, to oversee the Elections for part-time officers to serve on the Executive Management Committee. This shall normally be the Clerk of Council (or their nominee).
- 1.5 The Returning Officer shall appoint such assistants as they deems necessary provided that no such assistant shall be involved in the election for which they are an Assistant Returning Officer.
- 1.6 For elections to the Executive Management Committee where there are any nominations, ballot papers shall include as an option the statement 'Re-Open Nominations'.
- 1.7 In all other elections, in the event of the number of candidates for any election being equal to or less than the number of vacancies, the said candidates shall be returned.
- 1.8 As the sole arbitrator in all matters relating to the election, the Returning Officer may issue regulations and rulings concerning polling areas, areas of valid campaigning, guidance for

voters, the validity of votes, the process for the counting of votes and other operational matters for all elections conducted using manual or electronic voting.

- 1.9 Notwithstanding any provision to the contrary, the Returning Officer may, at their discretion, accept electronic submission of Election Nomination Forms and election materials for all elections conducted under the Rules.
- 1.10 The Returning Officer shall determine whether any election conducted under the Rules shall be conducted manually or electronically.

2. INSTRUCTION FOR THE GUIDANCE OF VOTERS

- 2.1 A vote shall be cast by placing the figure '1' in the space provided at the right hand side of the name of the candidate of the voter's first choice.
- 2.2 A voter may also place the figures '2', '3', '4', etc. in the appropriate spaces opposite the names of the other candidates in the order of the voter's preference.
- 2.3 A ballot paper is liable to be rejected on which:
 - 2.3.1 the figure '1' is placed opposite the name of more than one candidate;
 - 2.3.2 the figure '1' is not placed opposite the name of any candidate;
 - 2.3.3 the figure '1', together with some other figure denoting a different number is placed opposite the name of the same candidate.

3. VALIDITY OF VOTES

- 3.1 A ballot paper:
 - 3.1.1 which does not bear an official mark;
 - 3.1.2 on which anything is written or marked by which the voter can be identified;
 - 3.1.3 which is unmarked or void for uncertainty;
 - 3.1.4 on which the figure '1' or other symbol aforesaid is placed opposite the name of more than one candidate;
 - 3.1.5 on which the figure '1' or other symbol aforesaid together with some other figure or symbol denoting a different number is placed opposite the name of any candidate;may, subject to Paragraphs 2.2 and 2.3, be void and not counted.
- 3.2 A ballot paper shall not be void by reason only that the figure '1' or other symbol denoting the number '1' is placed opposite the name of one candidate and that any or all of the spaces opposite the names of the other candidates are either left blank or marked with a mark other than a number.
- 3.3 A ballot paper on which the vote is marked elsewhere than in the proper place, or by more than one mark, shall not be deemed void if:
 - 3.3.1 there is a clear intention that the vote has been cast for a particular candidate;
 - 3.3.2 the paper is not so marked as to identify the voter;
 - 3.3.3 it is not shown that the voter can be identified by means of such a mark.

4. PROCEDURE FOR THE COUNTING OF VOTES IN MANUAL ELECTIONS

4.1 First Stage

- 4.1.1 the voting papers will be sorted according to first preferences, setting aside any invalid papers and the number of invalid papers will be determined;
- 4.1.2 the first preference vote for each candidate will be determined;
- 4.1.3 the quota will be determined as follows: divide the total valid vote by one more than the number of places to be filled. If the result is more than 100, ignore the remainder, and add one. If the result is less than 100, continue the division to two decimal places, ignore the remainder, and add 0.01;
- 4.1.4 any candidate shall be deemed to be elected whose vote equals or exceeds the quota, provided that the number of candidates deemed elected does not exceed the number of places to be filled.
- 4.1.5 this completes the first stage of the count.

4.2 Subsequent Stages

- 4.2.1 If one or more candidates have surpluses above the quota, and the total of such surpluses together with any vote in suspense does not exceed the differences between:
 - a) the vote of the candidate credited with the least vote and the vote of the candidate next above, or
 - b) the total vote of two or more candidates with the least votes and the vote of the candidate next above,the transfers of such surpluses shall be deferred.
- 4.2.2 Otherwise, if one or more of the candidates have surpluses, the largest surplus shall be transferred. If the surpluses of two or more candidates are equal, the surplus of the candidate who had the greatest vote at the earliest stage at which they had unequal votes shall be transferred. If the votes of the two or more such candidates have been equal at all stages of the count, the Returning Officer shall decide by lot which surplus to transfer.
- 4.2.3 If after all surpluses have been transferred or deferred, one or more places remain to be filled, the candidate or candidates with the least votes shall be excluded.
- 4.2.4 The two or more candidates with the least votes shall be excluded together if the total votes of such two or more candidates, together with the total of any deferred surpluses does not exceed the vote of the candidate next above.
- 4.2.5 Otherwise the candidate with the least vote when that vote, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above or the vote required on election deposit shall be excluded. If the votes of two or more candidates are equal least, the candidate who had the least vote at the earliest stage at which they had unequal votes shall be excluded. If the votes of the two or more such

candidates have been equal at all stages of the count, the Returning Officer shall decide by lot which candidate to exclude.

4.3 Transfer of Surplus

- 4.3.1 In the case of a surplus arising at the first stage, all of the papers which a candidate has received shall be examined.
- 4.3.2 In the case of a surplus arising at a later stage consequential on the transfer of another surplus or from the exclusion of a candidate or candidates, only the last batch of papers, all of one value, which gave rise to the surplus shall be examined.
- 4.3.3 The voting papers to be examined shall be sorted according to next available preferences for continuing candidates. Those papers on which no next available preference is expressed shall be set aside.
- 4.3.4 The number of papers for each candidate shall be determined.
- 4.3.5 The present total value of the transferable papers shall be determined. If this exceeds the surplus, the transfer value of each paper shall be determined by dividing the surplus by the number of transferable papers to two decimal places, ignoring the remainder. Otherwise, the transfer value of each paper is its present value.
- 4.3.6 The values to be credited to each candidate shall be determined and the total reconciled.
- 4.3.7 Any candidate whose vote now equals or exceeds the quota shall be deemed to be elected.
- 4.3.8 The transfer of a surplus constitutes a further stage in the count.

4.4 Exclusion of a Candidate or Candidates

- 4.4.1 The papers of the excluded candidate or candidates shall be arranged in batches in descending order of transfer value. The number and total value of the papers in each batch shall be ascertained and reconciled with the total vote of the excluded candidate(s).
- 4.4.2 The batch of papers of highest transfer value shall be transferred. The papers shall be sorted according to next available preferences for continuing candidates and those papers on which no next available preference is expressed shall be set aside as non-transferable.
- 4.4.3 The number of papers for each candidate and the number of non-transferable papers shall be determined.
- 4.4.4 Except in the cases of papers at full value, the value of the papers for each candidate and of the non-transferable papers shall be determined and the total reconciled.
- 4.4.5 The voting papers for each candidate shall be placed with those previously received.

- 4.4.6 In the same way, each batch of papers shall be sorted and transferred in turn in descending order of transfer value.
- 4.4.7 Any candidate whose vote now equals or exceeds the quota shall be deemed to be elected.
- 4.4.8 The exclusion of a candidate or candidates constitutes a further stage in the count.
- 4.5 Final Count
 - 4.5.1 If at any stage, as a result of a proposed exclusion of one or more candidates, the number of continuing candidates would equal the number of places remaining unfilled, such continuing candidates shall be deemed to be elected.
 - 4.5.2 If at any stage the number of candidates deemed to be elected is equal to the number of places to be filled, no further transfers of papers shall be made and the remaining continuing candidate(s) shall be formally excluded.
 - 4.5.3 The count is now completed.

5. PROCEDURE FOR THE COUNTING OF VOTES IN ELECTRONIC ELECTIONS

When electronic voting is being used, the mathematical methodology for determining electoral results shall be on the basis outlined within Rule 2 Section 4. The Returning Officer make rulings to amend the procedure for the counting of votes in electronic elections to take account of technological limitations, provided that all counting is conducted by the single transferable vote system of proportional representation. Any such ruling shall be published with the Elections Pack before the close of nominations.

6. GLOSSARY OF TERMS

First Preference

The figure '1' standing alone against just one candidate on a voting paper or the name of the candidate entered on a voting paper as a first preference.

Valid Voting Paper

A voting paper on which a first or an only preference is unambiguously expressed.

Invalid Voting Paper

A voting paper on which no first or only preference is expressed, or on which any first preference is void for uncertainty.

Subsequent Preferences

The figure '2', '3', etc. standing alone against different candidates on a voting paper or the names of candidates entered in order on a voting paper as second, third, etc. preference.

Candidate's Vote

The value of voting papers credited to a candidate at any stage of the count.

Stage of the Count

The determination of the first preference vote for each candidate (first stage) or the transfer of a surplus or the exclusion of a candidate, two or more candidates at the same time.

Quota

The vote which, if attained by as many candidates as there are places to be filled, leaves at most a quota for all other candidates, the total valid vote divided by one or more than the number of places to be filled.

Surplus

The amount by which a candidate's vote exceeds the quota.

Continuing Candidates

Any candidate not yet elected or excluded.

Next Available Preference

The next preference in order, passing over earlier preferences for candidates already elected or excluded.

Transferable Paper

A voting paper on which a next available preference for a continuing candidate is expressed or on which any next available preference is void for uncertainty.

Non-Transferable Paper

A voting paper on which no next available preference for a continuing candidate is expressed or on which any next available preference is void for uncertainty.

Transfer Value

The value, being unity or less, at which a voting paper is transferred from an elected or an excluded candidate to a continuing candidate.

Non-Transferable Vote

The value credited as non-transferable at any stage of the count. A paper not marked in numerical order is only transferable to such preferences that are in numerical order e.g. a paper marked 1,2,3,5 may not be transferred beyond preference number 3.

7. CONDUCT OF MANUAL ELECTION COUNT

- 7.1 The Returning Officer shall be responsible for the conduct of an Election Count.
- 7.2 The Returning Officer shall appoint tellers for the counting of votes.

- 7.3 Each candidate may at their discretion appoint scrutineers up to a maximum determined by the following formula – number of tellers / number of candidates.
- 7.4 Any candidate or proposer of a candidate may at any time during the count, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) request the Returning Officer to re-examine and re-count the papers of all or any of the candidates (not being paper at any previous transfers as finally dealt with) and the Returning Officer shall comply with such reasonable requests.
- 7.5 Where the Returning Officer is not satisfied with the accuracy of any count, they may at their discretion re-count the votes either once or more than once.
- 7.6 Nothing in the foregoing provisions of the Rule shall make it obligatory on the Returning Officer to re-count the same votes more than once.
- 7.7 If, upon consideration of an Election Petition under Paragraphs 11.1 to 11.16, any ballot papers counted by the Returning Officer are rejected or held invalid, or any ballot papers rejected by the Returning Officer are held valid, the Election Court may direct that the whole or any part of the ballot papers be re-counted and that the results of the elections be ascertained in accordance with these Rules.
- 7.8 On a re-count each paper shall, subject to such modifications as may be necessary by reason of any error in the original count, take the same course as at the original count.
- 7.9 If any question arises in relation to any transfer of votes, the decision of the Returning Officer whether expressed or implied by their acts shall be final unless any candidate or their proposer objects thereto before the declaration of the result of the Election and where an objection is so made that the decision may be reversed by means of an Election Petition; and where such a decision is so reversed:-
- 7.9.1 any ballot papers counted by the Returning Officer are rejected or held invalid;
- 7.9.2 the Election Court shall direct:
- (a) what transfer is to be made in lieu thereof;
 - (b) that the subsequent operations be carried out and the result of the Election ascertained in accordance with these Rules.
- 7.10 The Returning Officer shall declare the result of the Election immediately after the completion of the final count.

8. ELECTIONS TO THE COUNCIL

- 8.1 Student Members not following a postgraduate course may offer themselves as candidates and exercise the right to vote in the following constituencies:-
- Arts, Humanities and Social Sciences
Engineering and Physical Sciences
Medicine, Health and Life Sciences
- 8.2 Except where otherwise stated, the number of Students which may be elected to the Council by any constituency for any session of the Council shall be determined by the Returning Officer. The number of seats in the constituencies referred to in 8.1 shall be

proportionally calculated on the basis of the number of students that are enrolled within that constituency, and there shall be a minimum of five seats in each such constituency. The total membership of the Council shall be 120.

- 8.3 There shall be one Postgraduate constituency in which Students following a postgraduate course may offer themselves as candidates and exercise the right to vote. There shall be a minimum of five seats in this constituency.
- 8.4 There shall be an All First Year Student constituency. All Students, other than Postgraduate Students, in their first year of attendance at the University shall be entitled to offer themselves as candidates and exercise the right to vote in this constituency. There shall be a minimum of five seats in this constituency.
- 8.5 There shall be an All Student Constituency. All Students as defined in the Constitution shall be entitled to offer themselves as candidates and exercise the right to vote in this Constituency. There shall be a minimum of five seats in this constituency.
- 8.6 There shall be an International Student constituency. All International Students, whom would be classified as students whose country of residence is outside the United Kingdom and the Republic of Ireland, shall be entitled to offer themselves as candidates and exercise the right to vote in this constituency. Students of INTO Queen's University Belfast shall be entitled to offer themselves as candidates and exercise the right to vote in this constituency. There shall be a maximum of five seats in this constituency.
- 8.7 There shall be a School Representative constituency whose membership shall be a School Representative from each School and Institute in which students are enrolled, elected by the Students of each School / Institute, as defined by University Regulations. All Students as defined in the Constitution shall be entitled to offer themselves as candidates and exercise the right to vote for the position of School Representative.
- 8.8 The electoral status, being the Faculty of any intending candidate and / or voter, shall be determined by reference to the information held in the student records department of the University. Where the aforesaid electoral status is uncertain, the matter shall be referred to the Returning Officer for resolution; such resolution shall be final unless an Election Petition is lodged in accordance with the Rules.
- 8.9 For all elections to the Council, the Returning Officer and assistants may require each intending voter to produce for inspection the intending voter's Union Membership Card.
- 8.10 The name and student number of each voter may be recorded by a polling clerk.
- 8.11 No Student may seek election for a constituency of which they are not an elector. No Student may represent more than one constituency on the Council.
 - 8.11.1 A Nomination Form for an Election to the Students' Union Council shall be a document officially issued by the Returning Officer. Any such Nomination Form shall include information on accessibility matters.
 - 8.11.2 A Student offering themselves as a candidate in any constituency of the Council must complete a Nomination Form and return it to the Returning Officer or an assistant authorised by the Returning Officer, before the close of nominations for the relevant election;

- 8.11.3 A candidate shall obtain a receipt when handing in their nomination form as evidence of having done so;
- 8.11.4 The Returning Officer shall issue each candidate with an Elections Pack which shall contain the Election Regulations as outlined in this Rule and any other such regulations which the Returning Officer may issue. This shall take place before the closure of nominations.
- 8.12 A candidate may withdraw from an Election in any constituency of the Council providing that a written declaration of their intention is lodged with the Returning Officer or an assistant authorised by the Returning Officer before a deadline determined by the Returning Officer.
- 8.13 For each Election to the Council, the Returning Officer shall make arrangements for polling to take place and shall publicise such arrangements.
- 8.13.1 No person shall canvass within a polling area;
- 8.13.2 The Returning Officer shall specify in the notice announcing any Election the extent of each polling area with regard to each polling area;
- 8.13.3 Any candidate who canvasses, or knowingly permits another to canvass on their behalf in a polling area, after having been warned by the Returning Officer or an Assistant Returning Officer, that they are contravening the constitutional requirements, shall be liable, at the discretion of the Returning Officer, to have their nomination for that Election declared void;
- 8.13.4 A determination by the Returning Officer shall be effective only if posted in writing on at least one of the authorised noticeboards as listed in Rule 3 before 7.00 p.m. on the day of polling and it shall also be communicated to the candidate concerned as soon as possible.
- 8.14 On or before the fourteenth day of the first semester, the Returning Officer for all constituencies of Council shall post notices on authorised noticeboards declaring:-
- 8.14.1 the vacancies to be filled in each constituency;
- 8.14.2 the dates and times for closure of nominations and withdrawals;
- 8.14.3 the dates and times of polling.
- 8.15 On or before the twenty-first day of the first semester, the Returning Officer shall post notices on all authorised noticeboards calling for nominations in the All First Year Student and All Student constituencies:-
- 8.15.1 the dates and times for closure of nominations and withdrawals;
- 8.15.2 the dates and times for polling.
- 8.16 In addition to Paragraphs 8.13 to 8.15, the Returning Officer shall endeavour to create the widest possible interest in the Election amongst the student body.
- 8.17 Nominations for Council Elections shall close not later than 5.00 p.m. on the sixth day before the date on which the relevant Election is to be held:

- 8.17.1 the Returning Officer shall post on at least one authorised noticeboard within the Students' Union, not later than three working days after the closure of nominations, a list of all candidates for each of the constituencies;
- 8.17.2 the Returning Officer shall post on all authorised noticeboards, not later than three working days after the closure of nominations, the arrangements for polling and those credentials that are to be produced by each intending voter.
- 8.18 The Returning Officer shall post on all authorised noticeboards, not later than seven working days after an Election Count, the names of the candidates elected for each constituency.
- 8.19 A copy of the complete results for all elections shall be available from the Returning Officer to any Student upon request.
- 8.20 Candidates shall be responsible for their own publicity with regard to the Council Elections.
- 8.21 All such publicity must be approved by the Returning Officer prior to being displayed and candidates are required to satisfy the Returning Officer that such publicity did not cost more than £60.00 to produce at normal prices (2007 is the base year for this amount, which will increase annually by the rate of RPI.)

9. ELECTIONS TO THE EXECUTIVE MANAGEMENT COMMITTEE

- 9.1 The Executive Management Committee posts of President, Vice President Education, Vice President Welfare, Vice President Equality and Diversity, Vice President Student Activities and Vice President Postgraduate shall be elected in the second semester by a cross campus ballot, as in Council Elections.
- 9.2 The Non-Sabbatical post of Union Speaker shall be elected at the first Statutory Meeting of the Council.
- 9.3 The Executive Management Committee Non-Sabbatical posts of Environmental and Ethical Trading Officer, Irish Language Officer, Student Carers' Officer and Student Parents' Officer shall be elected in the second semester by a cross campus ballot, as in Council elections.
- 9.4 The Executive Management Committee Non-Sabbatical posts of Postgraduate Research Officer; Postgraduate Taught Officer; Arts, Humanities and Social Sciences Faculty Officer; Engineering and Physical Sciences Faculty Officer and Medicine, Health and Life Sciences Faculty Officer shall be elected in the first semester by means of a standard cross campus ballot of the qualifying electorate, as in Council elections. The Executive Management Committee Non-Sabbatical posts of International Students' Officer, Mature Students' Officer and Part-Time Students' Officer shall be elected in the second semester by means of a standard cross campus ballot of the qualifying electorate, as in Council elections. Candidates and voters in these elections shall, where possible, be defined by the relevant University student classification system as being members of the constituency in which they are standing and / or voting.
- 9.5 The Executive Management Committee Non-Sabbatical posts of Black, Asian and Minority Ethnic Students' Officer, Disabled Students' Officer, LGBT+ Officer, Trans Students' Officer and Women Students' Officer shall be elected at an Election Meeting

or Election called by the Returning Officer for this purpose during the second semester. The mechanisms for notifying and conducting such elections shall normally be as in Council elections. Candidates and voters in these elections shall self-define as being members of the constituency or constituencies in which they are standing and / or voting.

- 9.6 The Returning Officer shall organise at least one 'question time' event for an Executive Management Committee Election for each full-time position between the close of nominations and the time of the election. At such an event, all duly nominated candidates may attend / participate. The Returning Officer may, at their discretion, permit the proposer or seconder of a candidate to participate on behalf of that candidate.
- 9.7 For all Elections to the Executive Management Committee, the Returning Officer and assistants may require each intending voter to produce for inspection the intending voter's Union Membership Card.
- 9.8 A Nomination Form for an Election to the Executive Management Committee shall be a document officially issued by the Returning Officer. Any such Nomination Form shall include information on accessibility matters.
 - 9.8.1 Any student may offer themselves as a candidate in any Executive Management Committee Election provided that they complete a Nomination Form and return it to the Returning Officer before the close of nominations for the Executive Management Committee Election;
 - 9.8.2 A candidate shall obtain a receipt when handing in their Nomination Form as evidence of having done so;
 - 9.8.3 The Returning Officer shall issue each candidate with an Elections Pack which shall contain the Election Regulations as outlined in this Rule and any other such regulations which the Returning Officer may issue. This shall take place before the closure of nominations.
- 9.9 A candidate may withdraw from any Executive Management Committee Election provided that a written declaration of their intention, bearing their signature, be lodged with the Returning Officer (or an assistant authorised by the Returning Officer) before a deadline determined by the Returning Officer.
- 9.10 When an Executive Management Committee post is to be elected by the General Union Membership, the Returning Officer shall make arrangements for polling to take place and shall be responsible for publicising such arrangements.
- 9.11 When an Executive Management Committee post is to be elected by the General Union Membership:
 - 9.11.1 No person shall canvass within a polling area;
 - 9.11.2 The Returning Officer shall specify, in the notice announcing any Election, the extent of each polling area;
 - 9.11.3 Any candidate who canvasses or knowingly permits another to canvass on their behalf in a polling area, after having been warned by the Returning Officer or an Assistant Returning Officer that they are contravening the constitutional

requirements shall be liable at the discretion of the Returning Officer to have their nomination for that Election declared void;

- 9.11.4 A determination by the Returning Officer under paragraph 9.11.3 shall be effective only if posted in writing on at least one of the authorised noticeboards as listed in Rule 3 before 7.00 p.m. on the day of polling and it shall also be communicated to the candidate as soon as possible;
- 9.11.5 All leaflets, hand-outs and other printed Election material issued by the candidate or on their behalf in the furtherance of their campaign must be printed by the Students' Union. These and other forms of Election campaign material must be authorised by the Returning Officer and a costing calculated before they may be produced and used. The cost of these forms of Election campaign material must not exceed £60.00 (2007 is the base year for this amount, which will increase annually by the rate of RPI);
- 9.11.6 The Returning Officer shall specify in the notice of Election and in the Election Pack when candidates must hand in their Election material to the Returning Officer and when it shall be handed out to candidates;
- 9.12 On or before the twenty eighth day before the date on which an Election to the Executive Management Committee is to be held, the Returning Officer shall post notices on authorised noticeboards as listed in Rule 3 declaring:
- 9.12.1 The Executive Management Committee post to be filled;
- 9.12.2 The dates and times for closure of nominations and withdrawals of nominations;
- 9.12.3 The dates, times and places of polling for each Election;
- 9.12.4 The dates and times for the handing in and out of Election material.
- 9.13 The Returning Officer shall be responsible for publicising the Election in order to attract maximum possible interest to it.
- 9.14 Nominations for an Executive Management Committee post which is to be elected by the General Union Membership shall close not later than 5.00 p.m. on the twelfth day before the date on which the relevant Election is to commence.
- 9.15 Not later than 5.00 p.m. on the fifth day (excluding Saturday and Sunday) after the closure of nominations for an Executive Management Committee post, the Returning Officer shall post on authorised noticeboards as listed in Rule 3:
- 9.15.1 a list of all of the candidates (with the names of their proposers and seconders);
- 9.15.2 the extent of the polling area with regard to each polling booth, where applicable;
- 9.15.3 the credentials to be produced by each intending voter, where applicable.
- 9.16 Candidates may withdraw from an Election for any Executive Management Committee post, provided that a written declaration of their intention and bearing their signature is lodged with the Returning Officer before the close of nominations for the relevant Election.

- 9.17 By no later than 5.00 p.m. on the third day (excluding Saturday and Sunday) after an Executive Management Committee Election, the Returning Officer shall post notices on authorised noticeboards as listed in Rule 3 declaring the candidate elected. The Returning Officer shall make the complete result available to any Student upon request.
- 9.18 If any Executive Management Committee post is vacant for any reason, the Returning Officer shall hold a Bye-Election for the said Executive Management Committee post, as soon as the provisions of this Rule shall allow.
- 9.19 Elections to each Executive Management Committee post in which at least one valid nomination has been received shall include on the ballot the option to Re-Open Nominations (RON).
- 9.20 If the Re-Open Nominations candidate is elected, the Returning Officer shall hold another Election as soon as the provisions of this Rule shall allow.
- 9.21 Candidates unsuccessful in an Election where Re-Open Nominations has been elected shall be allowed to stand in a subsequent Election provided that they remain Students of the University.
- 9.22 Candidates for Sabbatical posts shall normally be entitled to the following printed Election material and services provided by the Union:
- 9.22.1 Three x A0 Colour Posters
 - 9.22.2 200 A3 Posters (one-sided);
 - 9.22.3 500 A4 Manifestos (double-sided, four pages – one A3 sheet folded in half);
 - 9.22.4 2500 A5 Flyers (double-sided);
 - 9.22.5 Five x Colour T-Shirts with candidate's branding (front and back);
 - 9.22.6 Four x Colour Placards; and
 - 9.22.7 Adequate on-campus childcare between the hours of 9.00am and 5.00pm on the days of polling.
- 9.23 Candidates shall only display printed Election material in authorised places and must comply with any specific directions in this regard set down by the Returning Officer.
- 9.24 Candidates or others working on the candidates' behalf must not use any adhesive material by attaching Election materials to walls, notice-boards etc. which would damage property.
- 9.25 Posters must not be placed over other candidates' posters or existing current posters or notices.
- 9.26 Candidates or others working on the candidates' behalf must not remove other candidates' posters or other current posters and notices. Candidates who believe that posters are incorrectly displayed should report this to the Returning Officer for adjudication.
- 9.27 Candidates shall make all reasonable efforts to ensure that their campaign is conducted in an appropriate manner (including canvassers acting on their behalf), regardless of which medium is being utilised. Candidates should not undertake campaigning activity which others could not also reasonably undertake. Any candidate or supporter failing to comply with the instructions contained within Rule 2 Section 9

may be subject to disciplinary action under the University's Student Conduct Regulations.

- 9.28 Candidates shall make all reasonable efforts to ensure that information contained within Election material is true and accurate.
- 9.29 The Returning Officer shall have the power to limit the number of canvassers at any polling area.
- 9.30 The display of unauthorised printed Election material is an irregularity and may be considered by an Election Court upon petition.
- 9.31 Students' Union equipment and resources must not be used in any way in the furtherance of an Election campaign. The Returning Officer may at their discretion, with the approval of the Director of the Students' Union, make specified Union resources available to all candidates.
- 9.32 Candidates may approach the media in relation to any publicity that may be generated by the Election campaign. However, candidates are not permitted to make or receive any financial payment in return for media coverage.
- 9.33 Sabbatical Officers are free to take part in an Election in the same manner as any other student. However, they must not abuse their position in any way in the furtherance of an Election campaign. In particular, they must not take part in any Election campaign during hours of work unless they have been granted annual leave.
- 9.34 The Returning Officer shall be the sole arbitrator in all matters relating to the election.
- 9.35 Any candidate or their canvassers who breach any Election Rule will be given a warning by the Returning Officer. If the Rule is broken a second time or another Rule is breached, the candidate will forfeit their nomination. If the candidate is running on a ticket, then the ticket will receive a warning in place of the candidate. Further breaches will result in the entire team being disqualified. Appeals can be made to the Election Court.
- 9.36 Should any circumstances arise in an Election which are not covered by this Rule or the Constitution as a whole, the Returning Officer shall issue a written determination on the matter. Such a determination shall have the same standing as a Rule and shall be effective for that Election only. The Executive Management Committee shall, as soon as possible after the Election is over, bring forward new regulations through the Election Working Group to cover such a circumstance in the future.
- 9.37 A determination issued by the Returning Officer may be challenged by referral to an Election Court upon petition.
- 9.38 If the Returning Officer is satisfied that a person's failure to comply with any Election regulation under this Rule is directly due to circumstances beyond that person's control, they may at their discretion exempt that person from that regulation. Such a decision may be challenged by reference to an Election Court upon petition.
- 9.39 Paragraphs 9.23 – 9.39 also apply to Council Elections and other Elections held under this Constitution, including Referenda as appropriate.

10. CONFERENCE DELEGATION ELECTIONS

**National Union of Students (NUS), Union of Students in Ireland (USI) and National
Union of Students - Union of Students in Ireland (NUS-USI)**

- 10.1 Delegates to NUS Conference, NUS-USI Conference and USI Congress shall be elected by cross campus ballot as in the Council Elections.
- 10.2 One delegate to NUS Conference, six delegates to NUS-USI Conference and two delegates to USI Congress may be appointed ex-officio.
- 10.3 All Election materials shall be regulated as in the Council Elections (see Rule 2, Section 8).
- 10.4 A Nomination Form for a Delegation Election shall be a document officially issued by the Returning Officer and must be accompanied with a deposit of £40, which will be refunded after attendance at Conference. (2007 is the base year for this amount which will increase annually by the rate of RPI).
- 10.5 The Returning Officer shall post on authorised noticeboards, at least 14 days before the date on which the Delegation Election is to be held, a notice declaring:
 - 10.5.1 the number of delegates to be elected;
 - 10.5.2 the dates and times for closure of nominations;
 - 10.5.3 the dates and times of polling.
- 10.6 The Returning Officer shall be responsible for publicising the Election in order to attract the widest possible interest in it.
- 10.7 Other aspects of these Elections shall be regulated as outlined in other parts of this Rule.

11. ELECTION COURT

- 11.1 Any Student who has reason to believe that there was any irregularity of any kind regarding the conduct of an Election or Referendum or Plebiscite shall have the right to lodge an Election Petition with the Returning Officer within 72 hours of the alleged irregularity or within 72 hours of the alleged irregularity becoming known.
- 11.2 An Election (or Referendum or Plebiscite) Petition shall contain all details regarding the alleged irregularity and shall be signed by at least one person who is willing to substantiate the statements therein.
- 11.3 An Election (or Referendum or Plebiscite) Petition shall only be valid if its purpose is to challenge or appeal a decision of the Returning Officer, or if there is valid reason that prevented the irregularity being presented to the Returning Officer for a ruling prior to the close of polling.
- 11.4 On receipt of an Election (or Referendum or Plebiscite) Petition, the Returning Officer (or Assistant Returning Officer) shall instruct the Director of the Students' Union to convene within seven days (excluding Saturday and Sunday) a meeting of the Election

(or Referendum or Plebiscite) Court to consider the Petition. The Court shall rule on the validity of the Petition and subsequent action at the meeting.

- 11.5 In considering an Election (or Referendum or Plebiscite) Petition, the Election (or Referendum or Plebiscite) Court shall consider whether the alleged irregularity has, or may have, occurred and the Court shall, at its discretion, declare the Election (or Referendum or Plebiscite) valid or invalid, disqualify a candidate prior to or following an Election if they or their canvassers are found to have breached Election Rules, whether it is perceived that the outcome of the Election would have been affected or not. The Court may also, at its discretion, invoke the University's Student Conduct Regulations against any Student whom the Court believes to be guilty of misconduct.
- 11.6 The Election (or Referendum or Plebiscite) Court shall consist of the following members:
 - 11.6.1 a member of Academic Staff nominated by the Director of Academic and Student Affairs;
 - 11.6.2 a member of Academic-Related Staff nominated by the Director of Academic and Student Affairs;
 - 11.6.3 a Lay Member of Senate who shall be Chair;
 - 11.6.4 the Director of the Students' Union (or their nominee) who shall act as Secretary;
 - 11.6.5 the President of the Students' Union, or a member of the Executive Management Committee (elected by the Executive Management Committee) if the President should be involved in any incident under consideration or unavailable.
- 11.7 Nominees shall not be Students of the University. Nominees of the Director of Academic and Student Affairs shall be members of staff of the University of an Academic or Academic-Related nature and shall not have direct connection to the Students' Union. Direct connection shall be defined as having their normal workplace within the confines of the Students' Union.
- 11.8 The nominee of the Director shall normally be a Deputy Director.
- 11.9 No person shall be a member of the Election (or Referendum or Plebiscite) Court who is involved in the Election in which the alleged incident has occurred;
- 11.10 The Returning Officer shall be in attendance but shall not have voting rights;
- 11.11 The candidate in the Election or Plebiscite or proposers of a Referendum in which the alleged incident occurred shall be informed of the date and time of the meeting and the members of the Election (or Referendum or Plebiscite) Court in writing by the Director of the Students' Union not less than 3 days (excluding Saturday and Sunday) before the scheduled meeting of the Court;
- 11.12 A candidate may object to a member of the Election (Plebiscite or Referendum) Court by informing the Chair not less than 24 hours before the scheduled time of meeting of the Court. The Chair shall rule on objections after consulting with the Returning Officer;

- 11.13 Should all members of the Executive Management Committee be involved with the Election in which the alleged incident has occurred, a Deputy Director of the Union shall sit on the Election (Referendum or Plebiscite) Court;
- 11.14 Members of the Election (or Referendum or Plebiscite) Court must declare any interest in the case appearing before them;
- 11.15 Witnesses may be called to appear and give evidence if the Court so wishes;
- 11.16 Three voting members shall constitute a quorum of the Court;
- 11.17 The decision of the Election (or Referendum or Plebiscite) Court shall be final and not open to challenge.

1. INTRODUCTION

- 1.1 All elections to the Council and the Executive Management Committee and all elections to committees and delegations which are elected by the Council, shall be:
 - 1.1.1 held only during normal teaching weeks;
 - 1.1.2 by secret ballot;
 - 1.1.3 conducted by the single transferable vote system of proportional representation according to the provisions of this Rule;
 - 1.1.4 conducted in a free and fair manner.

- 1.11 All Students as defined within the Constitution shall be entitled to vote in any Union election. All candidates and all proposers and all seconders of candidates in any election, as defined in 1.1, shall be Students.
- 1.12 Whenever in this Constitution the term 'conduct of an election' is used, it shall be deemed to include all stages from the calling of nominations to the declaration of the result.
- 1.13 The Director of the Students' Union shall appoint a Returning Officer at the beginning of each academic year:
 - 1.4.1 At the beginning of each academic year, the Director of the Students' Union shall appoint a separate Returning Officer, to oversee the Elections for full-time officers to serve on the Executive Management Committee. This Returning Officer may neither be a member of the student body nor a member of staff of the Union or University. The appointment must be approved by Council at its first possible Meeting. If an appointment is not approved, the Director shall nominate other candidates as necessary, subject to the same criteria.
 - 1.4.2 At the beginning of each academic year, the Director of the Students' Union shall appoint a Returning Officer, to oversee the Elections for part-time officers to serve on the Executive Management Committee. This shall normally be the Clerk of Council (or their nominee).
- 1.14 The Returning Officer shall appoint such assistants as they deems necessary provided that no such assistant shall be involved in the election for which they are an Assistant Returning Officer.
- 1.15 For elections to the Executive Management Committee where there are any nominations, ballot papers shall include as an option the statement 'Re-Open Nominations'.
- 1.16 In all other elections, in the event of the number of candidates for any election being equal to or less than the number of vacancies, the said candidates shall be returned.
- 1.17 As the sole arbitrator in all matters relating to the election, the Returning Officer may issue regulations and rulings concerning polling areas, areas of valid campaigning, guidance for voters, the validity of votes, the process for the counting of votes and other operational matters for all elections conducted using manual or electronic voting.
- 1.18 Notwithstanding any provision to the contrary, the Returning Officer may, at their discretion, accept electronic submission of Election Nomination Forms and election materials for all elections conducted under the Rules.
- 1.19 The Returning Officer shall determine whether any election conducted under the Rules shall be conducted manually or electronically.

2. INSTRUCTION FOR THE GUIDANCE OF VOTERS

- 2.1 A vote shall be cast by placing the figure '1' in the space provided at the right hand side of the name of the candidate of the voter's first choice.

- 2.2 A voter may also place the figures '2', '3', '4', etc. in the appropriate spaces opposite the names of the other candidates in the order of the voter's preference.
- 2.4 A ballot paper is liable to be rejected on which:
- 2.3.1 the figure '1' is placed opposite the name of more than one candidate;
 - 2.3.2 the figure '1' is not placed opposite the name of any candidate;
 - 2.3.3 the figure '1', together with some other figure denoting a different number is placed opposite the name of the same candidate.

3. VALIDITY OF VOTES

- 3.4 A ballot paper:
- 3.1.1 which does not bear an official mark;
 - 3.1.2 on which anything is written or marked by which the voter can be identified;
 - 3.1.3 which is unmarked or void for uncertainty;
 - 3.1.4 on which the figure '1' or other symbol aforesaid is placed opposite the name of more than one candidate;
 - 3.1.5 on which the figure '1' or other symbol aforesaid together with some other figure or symbol denoting a different number is placed opposite the name of any candidate;
- may, subject to Paragraphs 2.2 and 2.3, be void and not counted.
- 3.5 A ballot paper shall not be void by reason only that the figure '1' or other symbol denoting the number '1' is placed opposite the name of one candidate and that any or all of the spaces opposite the names of the other candidates are either left blank or marked with a mark other than a number.
- 3.6 A ballot paper on which the vote is marked elsewhere than in the proper place, or by more than one mark, shall not be deemed void if:
- 3.3.1 there is a clear intention that the vote has been cast for a particular candidate;
 - 3.3.2 the paper is not so marked as to identify the voter;
 - 3.3.3 it is not shown that the voter can be identified by means of such a mark.

4. PROCEDURE FOR THE COUNTING OF VOTES IN MANUAL ELECTIONS

- 4.1 First Stage
- 4.1.1 the voting papers will be sorted according to first preferences, setting aside any invalid papers and the number of invalid papers will be determined;
 - 4.1.2 the first preference vote for each candidate will be determined;
 - 4.1.3 the quota will be determined as follows: divide the total valid vote by one more than the number of places to be filled. If the result is more than 100, ignore the remainder, and add one. If the result is less than 100, continue the division to two decimal places, ignore the remainder, and add 0.01;

4.1.4 any candidate shall be deemed to be elected whose vote equals or exceeds the quota, provided that the number of candidates deemed elected does not exceed the number of places to be filled.

4.1.5 this completes the first stage of the count.

4.2 Subsequent Stages

4.2.1 If one or more candidates have surpluses above the quota, and the total of such surpluses together with any vote in suspense does not exceed the differences between:

- a) the vote of the candidate credited with the least vote and the vote of the candidate next above, or
- b) the total vote of two or more candidates with the least votes and the vote of the candidate next above,

the transfers of such surpluses shall be deferred.

4.2.2 Otherwise, if one or more of the candidates have surpluses, the largest surplus shall be transferred. If the surpluses of two or more candidates are equal, the surplus of the candidate who had the greatest vote at the earliest stage at which they had unequal votes shall be transferred. If the votes of the two or more such candidates have been equal at all stages of the count, the Returning Officer shall decide by lot which surplus to transfer.

4.2.3 If after all surpluses have been transferred or deferred, one or more places remain to be filled, the candidate or candidates with the least votes shall be excluded.

4.2.4 The two or more candidates with the least votes shall be excluded together if the total votes of such two or more candidates, together with the total of any deferred surpluses does not exceed the vote of the candidate next above.

4.2.5 Otherwise the candidate with the least vote when that vote, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above or the vote required on election deposit shall be excluded. If the votes of two or more candidates are equal least, the candidate who had the least vote at the earliest stage at which they had unequal votes shall be excluded. If the votes of the two or more such candidates have been equal at all stages of the count, the Returning Officer shall decide by lot which candidate to exclude.

4.3 Transfer of Surplus

4.3.1 In the case of a surplus arising at the first stage, all of the papers which a candidate has received shall be examined.

- 4.3.2 In the case of a surplus arising at a later stage consequential on the transfer of another surplus or from the exclusion of a candidate or candidates, only the last batch of papers, all of one value, which gave rise to the surplus shall be examined.
 - 4.3.3 The voting papers to be examined shall be sorted according to next available preferences for continuing candidates. Those papers on which no next available preference is expressed shall be set aside.
 - 4.3.5 The number of papers for each candidate shall be determined.
 - 4.3.5 The present total value of the transferable papers shall be determined. If this exceeds the surplus, the transfer value of each paper shall be determined by dividing the surplus by the number of transferable papers to two decimal places, ignoring the remainder. Otherwise, the transfer value of each paper is its present value.
 - 4.3.6 The values to be credited to each candidate shall be determined and the total reconciled.
 - 4.3.7 Any candidate whose vote now equals or exceeds the quota shall be deemed to be elected.
- 4.3.8 The transfer of a surplus constitutes a further stage in the count.

4.4 Exclusion of a Candidate or Candidates

- 4.4.1 The papers of the excluded candidate or candidates shall be arranged in batches in descending order of transfer value. The number and total value of the papers in each batch shall be ascertained and reconciled with the total vote of the excluded candidate(s).
- 4.4.2 The batch of papers of highest transfer value shall be transferred. The papers shall be sorted according to next available preferences for continuing candidates and those papers on which no next available preference is expressed shall be set aside as non-transferable.
- 4.4.3 The number of papers for each candidate and the number of non-transferable papers shall be determined.
- 4.4.4 Except in the cases of papers at full value, the value of the papers for each candidate and of the non-transferable papers shall be determined and the total reconciled.
- 4.4.5 The voting papers for each candidate shall be placed with those previously received.
- 4.4.6 In the same way, each batch of papers shall be sorted and transferred in turn in descending order of transfer value.

4.4.7 Any candidate whose vote now equals or exceeds the quota shall be deemed to be elected.

4.4.8 The exclusion of a candidate or candidates constitutes a further stage in the count.

4.5 Final Count

4.5.1 If at any stage, as a result of a proposed exclusion of one or more candidates, the number of continuing candidates would equal the number of places remaining unfilled, such continuing candidates shall be deemed to be elected.

4.5.2 If at any stage the number of candidates deemed to be elected is equal to the number of places to be filled, no further transfers of papers shall be made and the remaining continuing candidate(s) shall be formally excluded.

4.5.3 The count is now completed.

5. PROCEDURE FOR THE COUNTING OF VOTES IN ELECTRONIC ELECTIONS

When electronic voting is being used, the mathematical methodology for determining electoral results shall be on the basis outlined within Rule 2 Section 4. The Returning Officer make rulings to amend the procedure for the counting of votes in electronic elections to take account of technological limitations, provided that all counting is conducted by the single transferable vote system of proportional representation. Any such ruling shall be published with the Elections Pack before the close of nominations.

6. GLOSSARY OF TERMS

First Preference

The figure '1' standing alone against just one candidate on a voting paper or the name of the candidate entered on a voting paper as a first preference.

Valid Voting Paper

A voting paper on which a first or an only preference is unambiguously expressed.

Invalid Voting Paper

A voting paper on which no first or only preference is expressed, or on which any first preference is void for uncertainty.

Subsequent Preferences

The figure '2', '3', etc. standing alone against different candidates on a voting paper or the names of candidates entered in order on a voting paper as second, third, etc. preference.

Candidate's Vote

The value of voting papers credited to a candidate at any stage of the count.

Stage of the Count

The determination of the first preference vote for each candidate (first stage) or the transfer of a surplus or the exclusion of a candidate, two or more candidates at the same time.

Quota

The vote which, if attained by as many candidates as there are places to be filled, leaves at most a quota for all other candidates, the total valid vote divided by one or more than the number of places to be filled.

Surplus

The amount by which a candidate's vote exceeds the quota.

Continuing Candidates

Any candidate not yet elected or excluded.

Next Available Preference

The next preference in order, passing over earlier preferences for candidates already elected or excluded.

Transferable Paper

A voting paper on which a next available preference for a continuing candidate is expressed or on which any next available preference is void for uncertainty.

Non-Transferable Paper

A voting paper on which no next available preference for a continuing candidate is expressed or on which any next available preference is void for uncertainty.

Transfer Value

The value, being unity or less, at which a voting paper is transferred from an elected or an excluded candidate to a continuing candidate.

Non-Transferable Vote

The value credited as non-transferable at any stage of the count. A paper not marked in numerical order is only transferable to such preferences that are in numerical order e.g. a paper marked 1,2,3,5 may not be transferred beyond preference number 3.

7. CONDUCT OF MANUAL ELECTION COUNT

- 7.1 The Returning Officer shall be responsible for the conduct of an Election Count.
- 7.2 The Returning Officer shall appoint tellers for the counting of votes.
- 7.3 Each candidate may at their discretion appoint scrutineers up to a maximum determined by the following formula – number of tellers / number of candidates.
- 7.4 Any candidate or proposer of a candidate may at any time during the count, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise) request the Returning Officer to re-examine and re-count the papers of all or any of the candidates (not being paper at any previous transfers as finally dealt with) and the Returning Officer shall comply with such reasonable requests.
- 7.5 Where the Returning Officer is not satisfied with the accuracy of any count, they may at their discretion re-count the votes either once or more than once.
- 7.6 Nothing in the foregoing provisions of the Rule shall make it obligatory on the Returning Officer to re-count the same votes more than once.
- 7.7 If, upon consideration of an Election Petition under Paragraphs 11.1 to 11.16, any ballot papers counted by the Returning Officer are rejected or held invalid, or any ballot papers rejected by the Returning Officer are held valid, the Election Court may direct that the whole or any part of the ballot papers be re-counted and that the results of the elections be ascertained in accordance with these Rules.
- 7.8 On a re-count each paper shall, subject to such modifications as may be necessary by reason of any error in the original count, take the same course as at the original count.
- 7.9 If any question arises in relation to any transfer of votes, the decision of the Returning Officer whether expressed or implied by their acts shall be final unless any candidate or their proposer objects thereto before the declaration of the result of the Election and where an objection is so made that the decision may be reversed by means of an Election Petition; and where such a decision is so reversed:-
- 7.9.1 any ballot papers counted by the Returning Officer are rejected or held invalid;
- 7.9.2 the Election Court shall direct:
- (c) what transfer is to be made in lieu thereof;
 - (d) that the subsequent operations be carried out and the result of the Election ascertained in accordance with these Rules.
- 7.10 The Returning Officer shall declare the result of the Election immediately after the completion of the final count.

8. ELECTIONS TO THE COUNCIL

- 8.1 Student Members not following a postgraduate course may offer themselves as candidates and exercise the right to vote in the following constituencies:-

Arts, Humanities and Social Sciences
Engineering and Physical Sciences
Medicine, Health and Life Sciences

- 8.2 Except where otherwise stated, the number of Students which may be elected to the Council by any constituency for any session of the Council shall be determined by the Returning Officer. The number of seats in the constituencies referred to in 8.1 shall be proportionally calculated on the basis of the number of students that are enrolled within that constituency, and there shall be a minimum of five seats in each such constituency. The total membership of the Council shall be 120.
- 8.3 There shall be one Postgraduate constituency in which Students following a postgraduate course may offer themselves as candidates and exercise the right to vote. There shall be a minimum of five seats in this constituency.
- 8.4 There shall be an All First Year Student constituency. All Students, other than Postgraduate Students, in their first year of attendance at the University shall be entitled to offer themselves as candidates and exercise the right to vote in this constituency. There shall be a minimum of five seats in this constituency.
- 8.5 There shall be an All Student Constituency. All Students as defined in the Constitution shall be entitled to offer themselves as candidates and exercise the right to vote in this Constituency. There shall be a minimum of five seats in this constituency.
- 8.6 There shall be an International Student constituency. All International Students, whom would be classified as students whose country of residence is outside the United Kingdom and the Republic of Ireland, shall be entitled to offer themselves as candidates and exercise the right to vote in this constituency. Students of INTO Queen's University Belfast shall be entitled to offer themselves as candidates and exercise the right to vote in this constituency. There shall be a maximum of five seats in this constituency.
- 8.7 There shall be a School Representative constituency whose membership shall be a School Representative from each School and Institute in which students are enrolled, elected by the Students of each School / Institute, as defined by University Regulations. All Students as defined in the Constitution shall be entitled to offer themselves as candidates and exercise the right to vote for the position of School Representative.
- 8.8 The electoral status, being the Faculty of any intending candidate and / or voter, shall be determined by reference to the information held in the student records department of the University. Where the aforesaid electoral status is uncertain, the matter shall be referred to the Returning Officer for resolution; such resolution shall be final unless an Election Petition is lodged in accordance with the Rules.
- 8.9 For all elections to the Council, the Returning Officer and assistants may require each intending voter to produce for inspection the intending voter's Union Membership Card.
- 8.10 The name and student number of each voter may be recorded by a polling clerk.

- 8.11 No Student may seek election for a constituency of which they are not an elector. No Student may represent more than one constituency on the Council.
- 8.11.1 A Nomination Form for an Election to the Students' Union Council shall be a document officially issued by the Returning Officer. Any such Nomination Form shall include information on accessibility matters.
- 8.11.2 A Student offering themselves as a candidate in any constituency of the Council must complete a Nomination Form and return it to the Returning Officer or an assistant authorised by the Returning Officer, before the close of nominations for the relevant election;
- 8.11.3 A candidate shall obtain a receipt when handing in their nomination form as evidence of having done so;
- 8.11.4 The Returning Officer shall issue each candidate with an Elections Pack which shall contain the Election Regulations as outlined in this Rule and any other such regulations which the Returning Officer may issue. This shall take place before the closure of nominations.
- 8.12 A candidate may withdraw from an Election in any constituency of the Council providing that a written declaration of their intention is lodged with the Returning Officer or an assistant authorised by the Returning Officer before a deadline determined by the Returning Officer.
- 8.13 For each Election to the Council, the Returning Officer shall make arrangements for polling to take place and shall publicise such arrangements.
- 8.13.1 No person shall canvass within a polling area;
- 8.13.2 The Returning Officer shall specify in the notice announcing any Election the extent of each polling area with regard to each polling area;
- 8.13.3 Any candidate who canvasses, or knowingly permits another to canvass on their behalf in a polling area, after having been warned by the Returning Officer or an Assistant Returning Officer, that they are contravening the constitutional requirements, shall be liable, at the discretion of the Returning Officer, to have their nomination for that Election declared void;
- 8.13.4 A determination by the Returning Officer shall be effective only if posted in writing on at least one of the authorised noticeboards as listed in Rule 3 before 7.00 p.m. on the day of polling and it shall also be communicated to the candidate concerned as soon as possible.
- 8.14 On or before the fourteenth day of the first semester, the Returning Officer for all constituencies of Council shall post notices on authorised noticeboards declaring:-
- 8.14.1 the vacancies to be filled in each constituency;
- 8.14.2 the dates and times for closure of nominations and withdrawals;

- 8.14.3 the dates and times of polling.
- 8.15 On or before the twenty-first day of the first semester, the Returning Officer shall post notices on all authorised noticeboards calling for nominations in the All First Year Student and All Student constituencies:-
- 8.15.1 the dates and times for closure of nominations and withdrawals;
- 8.15.2 the dates and times for polling.
- 8.16 In addition to Paragraphs 8.13 to 8.15, the Returning Officer shall endeavour to create the widest possible interest in the Election amongst the student body.
- 8.17 Nominations for Council Elections shall close not later than 5.00 p.m. on the sixth day before the date on which the relevant Election is to be held:
- 8.17.1 the Returning Officer shall post on at least one authorised noticeboard within the Students' Union, not later than three working days after the closure of nominations, a list of all candidates for each of the constituencies;
- 8.17.2 the Returning Officer shall post on all authorised noticeboards, not later than three working days after the closure of nominations, the arrangements for polling and those credentials that are to be produced by each intending voter.
- 8.18 The Returning Officer shall post on all authorised noticeboards, not later than seven working days after an Election Count, the names of the candidates elected for each constituency.
- 8.19 A copy of the complete results for all elections shall be available from the Returning Officer to any Student upon request.
- 8.20 Candidates shall be responsible for their own publicity with regard to the Council Elections.
- 8.21 All such publicity must be approved by the Returning Officer prior to being displayed and candidates are required to satisfy the Returning Officer that such publicity did not cost more than £60.00 to produce at normal prices (2007 is the base year for this amount, which will increase annually by the rate of RPI.)

9. ELECTIONS TO THE EXECUTIVE MANAGEMENT COMMITTEE

- 9.1 The Executive Management Committee posts of President, Vice President Education, Vice President Welfare, Vice President Equality and Diversity, Vice President Student Activities and Vice President Postgraduate shall be elected in the second semester by a cross campus ballot, as in Council Elections.
- 9.2 The Non-Sabbatical post of Union Speaker shall be elected at the first Statutory Meeting of the Council.

- 9.3 The Executive Management Committee Non-Sabbatical posts of Environmental and Ethical Trading Officer, Student Carers' Officer and Student Parents' Officer shall be elected in the second semester by a cross campus ballot, as in Council elections.
- 9.4 The Executive Management Committee Non-Sabbatical posts of Postgraduate Research Officer; Postgraduate Taught Officer; Arts, Humanities and Social Sciences Faculty Officer; Engineering and Physical Sciences Faculty Officer and Medicine, Health and Life Sciences Faculty Officer shall be elected in the first semester by means of a standard cross campus ballot of the qualifying electorate, as in Council elections. The Executive Management Committee Non-Sabbatical posts of International Students' Officer, Mature Students' Officer and Part-Time Students' Officer shall be elected in the second semester by means of a standard cross campus ballot of the qualifying electorate, as in Council elections. Candidates and voters in these elections shall, where possible, be defined by the relevant University student classification system as being members of the constituency in which they are standing and / or voting.
- 9.5 The Executive Management Committee Non-Sabbatical posts of Black, Asian and Minority Ethnic Students' Officer, Disabled Students' Officer, LGBT+ Officer and Women Students' Officer shall be elected at an Election Meeting or Election called by the Returning Officer for this purpose during the second semester. The mechanisms for notifying and conducting such elections shall normally be as in Council elections. Candidates and voters in these elections shall self-define as being members of the constituency or constituencies in which they are standing and / or voting.
- 9.6 The Returning Officer shall organise at least one 'question time' event for an Executive Management Committee Election for each full-time position between the close of nominations and the time of the election. At such an event, all duly nominated candidates may attend / participate. The Returning Officer may, at their discretion, permit the proposer or seconder of a candidate to participate on behalf of that candidate.
- 9.7 For all Elections to the Executive Management Committee, the Returning Officer and assistants may require each intending voter to produce for inspection the intending voter's Union Membership Card.
- 9.8 A Nomination Form for an Election to the Executive Management Committee shall be a document officially issued by the Returning Officer. Any such Nomination Form shall include information on accessibility matters.
- 9.8.1 Any student may offer themselves as a candidate in any Executive Management Committee Election provided that they complete a Nomination Form and return it to the Returning Officer before the close of nominations for the Executive Management Committee Election;
- 9.8.2 A candidate shall obtain a receipt when handing in their Nomination Form as evidence of having done so;
- 9.8.3 The Returning Officer shall issue each candidate with an Elections Pack which shall contain the Election Regulations as outlined in this Rule and any other

such regulations which the Returning Officer may issue. This shall take place before the closure of nominations.

- 9.9 A candidate may withdraw from any Executive Management Committee Election provided that a written declaration of their intention, bearing their signature, be lodged with the Returning Officer (or an assistant authorised by the Returning Officer) before a deadline determined by the Returning Officer.
- 9.10 When an Executive Management Committee post is to be elected by the General Union Membership, the Returning Officer shall make arrangements for polling to take place and shall be responsible for publicising such arrangements.
- 9.11 When an Executive Management Committee post is to be elected by the General Union Membership:
- 9.11.1 No person shall canvass within a polling area;
 - 9.11.2 The Returning Officer shall specify, in the notice announcing any Election, the extent of each polling area;
 - 9.11.3 Any candidate who canvasses or knowingly permits another to canvass on their behalf in a polling area, after having been warned by the Returning Officer or an Assistant Returning Officer that they are contravening the constitutional requirements shall be liable at the discretion of the Returning Officer to have their nomination for that Election declared void;
 - 9.11.4 A determination by the Returning Officer under paragraph 9.11.3 shall be effective only if posted in writing on at least one of the authorised noticeboards as listed in Rule 3 before 7.00 p.m. on the day of polling and it shall also be communicated to the candidate as soon as possible;
 - 9.11.5 All leaflets, hand-outs and other printed Election material issued by the candidate or on their behalf in the furtherance of their campaign must be printed by the Students' Union. These and other forms of Election campaign material must be authorised by the Returning Officer and a costing calculated before they may be produced and used. The cost of these forms of Election campaign material must not exceed £60.00 (2007 is the base year for this amount, which will increase annually by the rate of RPI);
 - 9.11.6 The Returning Officer shall specify in the notice of Election and in the Election Pack when candidates must hand in their Election material to the Returning Officer and when it shall be handed out to candidates;
- 9.12 On or before the twenty eighth day before the date on which an Election to the Executive Management Committee is to be held, the Returning Officer shall post notices on authorised noticeboards as listed in Rule 3 declaring:
- 9.12.1 The Executive Management Committee post to be filled;
 - 9.12.2 The dates and times for closure of nominations and withdrawals of nominations;

- 9.12.3 The dates, times and places of polling for each Election;
- 9.12.4 The dates and times for the handing in and out of Election material.
- 9.13 The Returning Officer shall be responsible for publicising the Election in order to attract maximum possible interest to it.
- 9.14 Nominations for an Executive Management Committee post which is to be elected by the General Union Membership shall close not later than 5.00 p.m. on the twelfth day before the date on which the relevant Election is to commence.
- 9.15 Not later than 5.00 p.m. on the fifth day (excluding Saturday and Sunday) after the closure of nominations for an Executive Management Committee post, the Returning Officer shall post on authorised noticeboards as listed in Rule 3:
- 9.15.1 a list of all of the candidates (with the names of their proposers and seconders);
- 9.15.2 the extent of the polling area with regard to each polling booth, where applicable;
- 9.15.3 the credentials to be produced by each intending voter, where applicable.
- 9.16 Candidates may withdraw from an Election for any Executive Management Committee post, provided that a written declaration of their intention and bearing their signature is lodged with the Returning Officer before the close of nominations for the relevant Election.
- 9.17 By no later than 5.00 p.m. on the third day (excluding Saturday and Sunday) after an Executive Management Committee Election, the Returning Officer shall post notices on authorised noticeboards as listed in Rule 3 declaring the candidate elected. The Returning Officer shall make the complete result available to any Student upon request.
- 9.18 If any Executive Management Committee post is vacant for any reason, the Returning Officer shall hold a Bye-Election for the said Executive Management Committee post, as soon as the provisions of this Rule shall allow.
- 9.19 Elections to each Executive Management Committee post in which at least one valid nomination has been received shall include on the ballot the option to Re-Open Nominations (RON).
- 9.20 If the Re-Open Nominations candidate is elected, the Returning Officer shall hold another Election as soon as the provisions of this Rule shall allow.
- 9.21 Candidates unsuccessful in an Election where Re-Open Nominations has been elected shall be allowed to stand in a subsequent Election provided that they remain Students of the University.
- 9.22 Candidates for Sabbatical posts shall normally be entitled to the following printed Election material and services provided by the Union:

- 9.22.1 Three x A0 Colour Posters
 - 9.22.2 200 A3 Posters (one-sided);
 - 9.22.3 500 A4 Manifestos (double-sided, four pages – one A3 sheet folded in half);
 - 9.22.4 2500 A5 Flyers (double-sided);
 - 9.22.5 Five x Colour T-Shirts with candidate's branding (front and back);
 - 9.22.6 Four x Colour Placards; and
 - 9.22.7 Adequate on-campus childcare between the hours of 9.00am and 5.00pm on the days of polling.
- 9.23 Candidates shall only display printed Election material in authorised places and must comply with any specific directions in this regard set down by the Returning Officer.
 - 9.24 Candidates or others working on the candidates' behalf must not use any adhesive material by attaching Election materials to walls, notice-boards etc. which would damage property.
 - 9.25 Posters must not be placed over other candidates' posters or existing current posters or notices.
 - 9.26 Candidates or others working on the candidates' behalf must not remove other candidates' posters or other current posters and notices. Candidates who believe that posters are incorrectly displayed should report this to the Returning Officer for adjudication.
 - 9.27 Candidates shall make all reasonable efforts to ensure that their campaign is conducted in an appropriate manner (including canvassers acting on their behalf), regardless of which medium is being utilised. Candidates should not undertake campaigning activity which others could not also reasonably undertake. Any candidate or supporter failing to comply with the instructions contained within Rule 2 Section 9 may be subject to disciplinary action under the University's Student Conduct Regulations.
 - 9.28 Candidates shall make all reasonable efforts to ensure that information contained within Election material is true and accurate.
 - 9.29 The Returning Officer shall have the power to limit the number of canvassers at any polling area.
 - 9.30 The display of unauthorised printed Election material is an irregularity and may be considered by an Election Court upon petition.
 - 9.31 Students' Union equipment and resources must not be used in any way in the furtherance of an Election campaign. The Returning Officer may at their discretion, with the approval of the Director of the Students' Union, make specified Union resources available to all candidates.
 - 9.32 Candidates may approach the media in relation to any publicity that may be generated by the Election campaign. However, candidates are not permitted to make or receive any financial payment in return for media coverage.

- 9.33 Sabbatical Officers are free to take part in an Election in the same manner as any other student. However, they must not abuse their position in any way in the furtherance of an Election campaign. In particular, they must not take part in any Election campaign during hours of work unless they have been granted annual leave.
- 9.34 The Returning Officer shall be the sole arbitrator in all matters relating to the election.
- 9.35 Any candidate or their canvassers who breach any Election Rule will be given a warning by the Returning Officer. If the Rule is broken a second time or another Rule is breached, the candidate will forfeit their nomination. If the candidate is running on a ticket, then the ticket will receive a warning in place of the candidate. Further breaches will result in the entire team being disqualified. Appeals can be made to the Election Court.
- 9.36 Should any circumstances arise in an Election which are not covered by this Rule or the Constitution as a whole, the Returning Officer shall issue a written determination on the matter. Such a determination shall have the same standing as a Rule and shall be effective for that Election only. The Executive Management Committee shall, as soon as possible after the Election is over, bring forward new regulations through the Election Working Group to cover such a circumstance in the future.
- 9.37 A determination issued by the Returning Officer may be challenged by referral to an Election Court upon petition.
- 9.38 If the Returning Officer is satisfied that a person's failure to comply with any Election regulation under this Rule is directly due to circumstances beyond that person's control, they may at their discretion exempt that person from that regulation. Such a decision may be challenged by reference to an Election Court upon petition.
- 9.39 Paragraphs 9.23 – 9.39 also apply to Council Elections and other Elections held under this Constitution, including Referenda as appropriate.

10. CONFERENCE DELEGATION ELECTIONS

National Union of Students (NUS), Union of Students in Ireland (USI) and National Union of Students - Union of Students in Ireland (NUS-USI)

- 10.1 Delegates to NUS Conference, NUS-USI Conference and USI Congress shall be elected by cross campus ballot as in the Council Elections.
- 10.2 One delegate to NUS Conference, six delegates to NUS-USI Conference and two delegates to USI Congress may be appointed ex-officio.
- 10.3 All Election materials shall be regulated as in the Council Elections (see Rule 2, Section 8).
- 10.4 A Nomination Form for a Delegation Election shall be a document officially issued by the Returning Officer and must be accompanied with a deposit of £40, which will be refunded after attendance at Conference. (2007 is the base year for this amount which will increase annually by the rate of RPI).

- 10.5 The Returning Officer shall post on authorised noticeboards, at least 14 days before the date on which the Delegation Election is to be held, a notice declaring:
- 10.5.1 the number of delegates to be elected;
 - 10.5.2 the dates and times for closure of nominations;
 - 10.5.3 the dates and times of polling.
- 10.6 The Returning Officer shall be responsible for publicising the Election in order to attract the widest possible interest in it.
- 10.7 Other aspects of these Elections shall be regulated as outlined in other parts of this Rule.

11. ELECTION COURT

- 11.1 Any Student who has reason to believe that there was any irregularity of any kind regarding the conduct of an Election or Referendum or Plebiscite shall have the right to lodge an Election Petition with the Returning Officer within 72 hours of the alleged irregularity or within 72 hours of the alleged irregularity becoming known.
- 11.2 An Election (or Referendum or Plebiscite) Petition shall contain all details regarding the alleged irregularity and shall be signed by at least one person who is willing to substantiate the statements therein.
- 11.3 An Election (or Referendum or Plebiscite) Petition shall only be valid if its purpose is to challenge or appeal a decision of the Returning Officer, or if there is valid reason that prevented the irregularity being presented to the Returning Officer for a ruling prior to the close of polling.
- 11.4 On receipt of an Election (or Referendum or Plebiscite) Petition, the Returning Officer (or Assistant Returning Officer) shall instruct the Director of the Students' Union to convene within seven days (excluding Saturday and Sunday) a meeting of the Election (or Referendum or Plebiscite) Court to consider the Petition. The Court shall rule on the validity of the Petition and subsequent action at the meeting.
- 11.5 In considering an Election (or Referendum or Plebiscite) Petition, the Election (or Referendum or Plebiscite) Court shall consider whether the alleged irregularity has, or may have, occurred and the Court shall, at its discretion, declare the Election (or Referendum or Plebiscite) valid or invalid, disqualify a candidate prior to or following an Election if they or their canvassers are found to have breached Election Rules, whether it is perceived that the outcome of the Election would have been affected or not. The Court may also, at its discretion, invoke the University's Student Conduct Regulations against any Student whom the Court believes to be guilty of misconduct.
- 11.6 The Election (or Referendum or Plebiscite) Court shall consist of the following members:

- 11.6.1 a member of Academic Staff nominated by the Director of Academic and Student Affairs;
 - 11.6.2 a member of Academic-Related Staff nominated by the Director of Academic and Student Affairs;
 - 11.6.3 a Lay Member of Senate who shall be Chair;
 - 11.6.4 the Director of the Students' Union (or their nominee) who shall act as Secretary;
 - 11.6.5 the President of the Students' Union, or a member of the Executive Management Committee (elected by the Executive Management Committee) if the President should be involved in any incident under consideration or unavailable.
- 11.7 Nominees shall not be Students of the University. Nominees of the Director of Academic and Student Affairs shall be members of staff of the University of an Academic or Academic-Related nature and shall not have direct connection to the Students' Union. Direct connection shall be defined as having their normal workplace within the confines of the Students' Union.
- 11.8 The nominee of the Director shall normally be a Deputy Director.
- 11.9 No person shall be a member of the Election (or Referendum or Plebiscite) Court who is involved in the Election in which the alleged incident has occurred;
- 11.10 The Returning Officer shall be in attendance but shall not have voting rights;
- 11.11 The candidate in the Election or Plebiscite or proposers of a Referendum in which the alleged incident occurred shall be informed of the date and time of the meeting and the members of the Election (or Referendum or Plebiscite) Court in writing by the Director of the Students' Union not less than 3 days (excluding Saturday and Sunday) before the scheduled meeting of the Court;
- 11.12 A candidate may object to a member of the Election (Plebiscite or Referendum) Court by informing the Chair not less than 24 hours before the scheduled time of meeting of the Court. The Chair shall rule on objections after consulting with the Returning Officer;
- 11.13 Should all members of the Executive Management Committee be involved with the Election in which the alleged incident has occurred, a Deputy Director of the Union shall sit on the Election (Referendum or Plebiscite) Court;
- 11.14 Members of the Election (or Referendum or Plebiscite) Court must declare any interest in the case appearing before them;
- 11.15 Witnesses may be called to appear and give evidence if the Court so wishes;
- 11.16 Three voting members shall constitute a quorum of the Court;

11.17 The decision of the Election (or Referendum or Plebiscite) Court shall be final and not open to challenge.

APPENDIX: Students' Union Constitution Rule 4 – Part-Time Officer Role Descriptions (Excerpts)

QUEEN'S UNIVERSITY BELFAST

STUDENTS' UNION CONSTITUTIONAL RULES

Rule 4

**THE STUDENTS' UNION EXECUTIVE MANAGEMENT COMMITTEE AND ELECTED
STUDENT OFFICERS**

1. THE EXECUTIVE MANAGEMENT COMMITTEE

10. THE DISABLED STUDENTS' OFFICER

They:

- 10.1 Shall self-define as a Disabled Student.
- 10.2 Shall be concerned with general issues relating to Disabled Students. They shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to Disabled Students.
- 10.3 Shall represent the interests of Disabled Students to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of Disabled Students.
- 10.4 Shall encourage greater involvement of Disabled Students in Union affairs.
- 10.5 Shall draw attention to instances of discrimination within the Union and the University whenever these occur.
- 10.6 Shall be a voting member of the Students' Union Council and the Executive Management Committee.

12. THE INTERNATIONAL STUDENTS' OFFICER

They:

- 12.1 Shall be an International Student, as defined by the University.
- 12.2 Shall be concerned with general issues relating to International Students. They shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to International Students.
- 12.3 Shall represent the interests of International Students to the Executive Management Committee and to the University Authorities. They shall also encourage greater involvement of International Students in Union affairs.
- 12.4 Shall be responsible for developing an interest among the Student Membership on matters that are important to International Students, and shall campaign on associated issues. They shall also draw attention to instances of racism and discrimination within the Union and the University whenever these occur.

- 12.5 Shall be a voting member of the Students' Union Council and the Executive Management Committee.

22. THE WOMEN STUDENTS' OFFICER

She:

- 22.1 Shall self-define as a Woman Student.
- 22.2 Shall be concerned with general issues relating to Women Students. She shall also be responsible for liaison with organisations, both external and internal to the University, which are relevant to these Students.
- 22.3 Shall represent the interests of Women Students to the Executive Management Committee and to the University Authorities, and shall campaign on issues that impact upon the student experience of these Students. She shall also draw attention to instances of sexism and discriminatory behaviour within the Union and the University whenever these occur.
- 22.4 Shall encourage greater involvement of Women Students in Union affairs.
- 22.5 Shall be a voting member of the Students' Union Council and the Executive Management Committee.

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 4

Appendix 1

STUDENT OFFICER PROTOCOL

Preamble

- (i) The term 'Student Officer' shall mean 'a Sabbatical Officer or a Non-Sabbatical Officer'.
- (ii) A Student Officer will, insofar as it is possible, represent the interests of all Students to the University and to the wider community where appropriate.
- (iii) This Protocol shall serve as a Memorandum of Understanding between the Students' Union and the Student Officers.
- (iv) Sabbatical Officers of the Students' Union will not be considered to be employees of the Students' Union.

1 Line Management

The Union President shall effectively act as line manager for all other Student Members of the Executive Management Committee, regulating and overseeing arrangements for holidays, sickness absence and performance management.

2 Term of Office

A Sabbatical Student Officer shall hold their post from the first working day of July in the year in which they were elected, until the last working day of June in the following year, except when the position to which they have been elected is vacant or becomes vacant whilst they are an Executive Management Committee Officer-Elect.

The Postgraduate Research Officer and Postgraduate Taught Officer shall hold their posts from the first working day following their election, until the day of the election of their successor. All other Non-Sabbatical Student Officers shall hold their post from the first working day of July in the year in which they were elected, until the last working day of June in the following year.

If, for whatever reason, a postholder ceases to be a registered student of the University or is suspended from the University between election, until the end of their term of office, they will be deemed to have resigned and a Bye-Election may be staged at the earliest opportunity in order to elect a successor.

A postholder under precautionary suspension shall be suspended from their post pending the outcome of any investigations.

3 Equality and Discipline

- 3.1 A Student Officer shall be bound by the University's Student Conduct Regulations, the Equality and Diversity Statement and other Equality Policies of the University and Students' Union, and shall undertake Equality Training provided by the University, notwithstanding their freedom within the law to put forward controversial or unpopular opinions.
- 3.2 A Student Officer shall not engage in behaviour which brings or may bring the name of the University or the Students' Union into disrepute.

4 Statement of Professional Responsibility

- 4.1 Student Officers shall act in a professional manner appropriate to their post in carrying out their roles and responsibilities, and have a responsibility to work in the best interests of the members of the Union regardless of religious belief, political opinion, race, sex, marital status, colour, ethnic origin, sexual orientation or disability.
- 4.2 Each Student Officer is a member of a team and should, as far as possible and practical, work together in a team spirit for the benefit of the Students' Union membership. Student Officers shall at all times have regard to the principles of democracy and collective responsibility.

5 Conflict of Interest

- 5.1 A Student Officer shall remain impartial in the exercise of their duties at all times and shall disclose throughout their term of office any relationships with individuals or organisations that may prevent them from doing so.
- 5.2 Student Officers shall not serve as a member of the committee of a Club or Society during their term of office.
- 5.3 A Sabbatical Student Officer shall not hold another job within the University during their term of office.
- 5.4 Student Officers should not hold a second job if it interferes with their role as a student representative. Student Officers shall not receive benefits, whether pay or otherwise, for promoting premises that are competing with the Students' Union. Student Officers shall not receive personal payment or gifts in return for offering the services of the Students' Union.

6 Crossover / Training Events

- 6.1 The Students' Union shall provide induction, crossover and training to Student Officers.
- 6.2 A Student Officer shall attend all required training and crossover events.
- 6.3 The induction shall include an accessibility needs assessment for each Student Officer.

7 Hours of Work

- 7.1 A Student Officer shall work such hours as are reasonably required to carry out the roles and responsibilities of their office in a professional manner.
- 7.2 As a minimum, Sabbatical Student Officers shall generally make themselves available to carry out their roles between the hours of 10.00 a.m. and 5.00 p.m. (Monday to Friday), notwithstanding any arrangements made with the Union President in advance.
- 7.3 A Sabbatical Student Officer is expected to work for a minimum of 35 hours per week.

8 Sickness and Holidays

- 8.1 A Student Officer shall inform the Union President and the Director of the Students' Union if they are unable to carry out their role due to illness.
- 8.2 A Sabbatical Student Officer may take up to twenty-three days' leave in addition to all Statutory and University holidays during their year of office.
- 8.3 Sabbatical Student Officers should make their colleagues aware of their intention to take leave in writing, and should arrange for their roles and responsibilities to be covered by another Sabbatical(s) if appropriate.

9 Committee Attendance

- 9.1 A Student Officer shall attend all Students' Union, University and external committees / meetings relevant to their post, to represent Union members' interests to the University as far as possible and shall report back to the Executive Management Committee on any issues that affect the membership.
- 9.2 The views expressed at these committees shall be consistent with the live policies and Constitution of the Students' Union and the views of the student membership.

10 Confidentiality

- 10.1 A Student Officer shall act in a professional way regarding confidentiality, especially in regard to any member whose interests they may be representing.
- 10.2 A Student Officer shall be aware that they are bound by the provisions of legislation, e.g. Freedom of Information Act and the General Data Protection Regulation.

11 Complaints Procedure

A Student Officer wishing to make a complaint shall refer to the University's General Regulations and the University Calendar for Procedures.

12 Students' Union Council

- 12.1 The Council shall have responsibility for the conduct of the affairs of the Students' Union subject to Chapter XXI of the University Statutes, and shall take account of any resolutions duly passed at Union General Meetings or any Referendum.
- 12.2 A Student Officer shall attend all Students' Union Council meetings.

- 12.3 A Student Officer shall provide a written report of their general activities undertaken in the students' interests to each Statutory Meeting of the Council. The Union President shall present a written report of the general activities undertaken in the students' interests by the Executive Management Committee to each Statutory Meeting of the Council.
- 12.4 A Student Officer who fails to attend two meetings of the Council, without submitting apologies, shall normally be deemed to have resigned their post as a member of the Executive Management Committee. A Student Officer who fails to attend three meetings of the Council shall normally be deemed to have resigned their post as a member of the Executive Management Committee. A Student Officer may be reinstated if they can demonstrate that exceptional circumstances or a valid academic commitment prevented Council attendance.

13 Management Board

- 13.1 The executive functions of the Council shall be vested in the Management Board which shall represent and act for and on behalf of the Council.
- 13.2 The primary responsibility of the Management Board shall be to oversee the planning and implementation of the Students' Union's activities. The Management Board shall report to each Statutory Meeting of the Council.
- 13.3 The Management Board ('the Board') shall consist of those members as set out in Annex 3 of the Students' Union Constitution.
- 13.4 A Sabbatical Student Officer shall provide a written report of their general activities undertaken in the students' interests to each meeting of the Management Board.
- 13.5 A Sabbatical Student Officer who fails to attend three meetings of the Management Board shall normally be deemed to have resigned their post as a member of the Executive Management Committee.

14 Executive Management Committee

- 14.1 The Executive Management Committee shall be formed, as a sub-committee of the Management Board, in order to deal with the Students' Union's day-to-day operations. This Committee shall be recognised as the body with responsibility to act as the 'driving force' of the organisation.
- 14.2 The Executive Management Committee shall comprise a team of Student Officers, and the Director and Deputy Directors of the Students' Union, all of whom shall have voting rights. The Union Speaker shall be in attendance, but shall not have voting rights. The staff members will withdraw from those sections of the meeting when reserved student officer business is being discussed.
- 14.3 The Executive Management Committee derives its authority from the Council, and shall report to the Council via the Management Board.

- 14.4 A Student Officer who fails to attend three meetings of the Executive Management Committee without an acceptable reason shall normally be deemed to have resigned their post as a member of that Committee.

15 Media

All communications on behalf of the Students' Union with the media should be processed through the Students' Union staff member who has responsible for such inquiries and shall be countersigned by the Union President in conjunction with the staff member concerned.

16 Roles and Responsibilities

A Student Officer's individual roles and responsibilities shall be as detailed in Rule 4.

17 End of Year Reports

A Student Officer shall produce an End of Year Report containing the major issues facing their relevant post and they shall be available upon request in order to discuss these matters at crossover training.

18. Publication of Student Officer Reports

- 18.1 A Student Officer shall produce a report of their general activities undertaken in the students' interests at the end of every two month period of their term of office. The report shall be published and available to Student Members no later than five working days after the end of each two month period. This provision notwithstanding, a Student Officer shall produce a report at the end of their term office, if the end of their term of office occurs before the end of a two month period.

- 18.2 The Clerk to the Students' Union Council shall determine the details for submission and publication of reports.

19. Questions to Student Officers

- 19.1 Any student may submit a question to a Student Officer. The question shall bear the name of the Proposer, being the name by which the Student is officially known to the University, along with their student number.
- 19.2 The question must be submitted in writing to the Clerk to the Students' Union Council through a process determined by the Clerk.
- 19.3 A Student Officer shall provide a reply to the question within ten working days.
- 19.4 A Student Officer may refer a question to the Union Speaker for consideration as a Tabled Question at the next meeting of the Council. Any question considered as a Tabled Question shall be displayed on an authorised noticeboard of the Students' Union along with the answers not later than 5 working days (excluding Saturday and Sunday) after the Council meeting.

- 19.5 Any Student, including members of the Council, may submit questions on the report of a Student Officer as prescribed in the Rules.

20 Rejection of Reports to the Council

Should Reports by Sabbatical Officers to the Council be rejected, the following actions will be invoked:

- 20.1 The Council shall not consider Reports from Sabbatical Officers that have not been submitted within the timeframe specified for the submission and publication of reports. Reports that have not been submitted within the set timeframes shall be considered to have been 'rejected', subject to the right to appeal to the Council.
- 20.2 On rejection of a Report from a Sabbatical Officer, mechanisms shall be put in place to monitor the work of that Officer on a weekly basis. This shall be reported to the next meeting of the Management Board.
- 20.3 The rejection of a Report from a Sabbatical Officer shall be taken into account at the next appraisal panel meeting.
- 20.4 If two Reports from a Sabbatical Officer are rejected, this shall automatically lead to the staging of a Special Meeting of the Council to consider the removal of that Officer from post, in accordance with the provisions of Rule 1 Paragraph 5.
- 20.5 If three Reports from a Sabbatical Officer are rejected in one academic year, this shall automatically lead to the staging of a further Special Meeting of the Council to consider the removal of that Officer from post, in accordance with the provisions of Rule 1 Paragraph 5.

21 Breaches of Discipline / Removal of a Student Officer

- 21.1 The procedures and protections of the Student Conduct Regulations of the University shall apply in respect of Student Officers as they apply to any Student.
- 21.2 In relation to any Student Officer who acts in a manner which, in the opinion of at least a two-thirds majority of the Management Board, is in contravention of the Student Conduct Regulations or the Student Officer Protocol, then the Management Board may at its discretion request that the Vice-Chancellor of the University considers whether disciplinary action is appropriate in the circumstances.
- 21.3 The Senate shall be notified, at the earliest reasonable opportunity, of all instances whereby allegations of misconduct against a Student Officer are proven. All such disciplinary action shall be implemented in line with the University's Student Conduct Regulations.
- 21.4 The Council shall have the power, upon representation from a majority of the Executive Management Committee or the Management Board, or a petition of concern from 20 Council members, to take into consideration the conduct of the holder of any office in the Union and for good cause as defined in Rule 1 remove them from the post. The resolution for such removal shall not be carried unless supported by at least two-thirds

of those members of the Council present and voting (by secret ballot) at a Special Meeting of the Council called for such purpose.

APPENDIX: Students' Union Constitution – Rule 1 (Procedures for the Council)

QUEEN'S UNIVERSITY BELFAST
STUDENTS' UNION CONSTITUTIONAL RULES

Rule 1

**PROCEDURES FOR THE COUNCIL, UNION GENERAL MEETINGS, REFERENDA AND
REMOVAL OR RESIGNATION OF ELECTED UNION OFFICERS**

1. THE COUNCIL

- 1.1 The Council shall consist of elected representatives as defined within Rule 2.
- 1.2 The Council shall have responsibility for the conduct of the affairs of the Students' Union, and is required to consult with and take into account the views of the membership of the Union in accordance with University Statute XXI, and in all other matters to respect the democratic principle that every Student shall have the opportunity to participate in the governance of the Union.
- 1.3 The procedures for meetings of the Council shall be governed by the provisions within Rule 7.
- 1.4 The Standing Committees of Council and representatives for University Committees shall be elected at the first Statutory Meeting of the Council, according to the provisions of Rule 2.
- 1.5 Notwithstanding any provision to the contrary, any of the elections to the Committees of Council and representatives for University Committees may be conducted electronically, at the discretion of the Returning Officer, with polling taking place no later than the date of the first Statutory Meeting of Council.
- 1.6 The Council for each session shall be deemed to have entered office when the Chairperson (Union President) of the first Statutory Meeting of the Council declares the session inaugurated.
- 1.7 There shall be three Statutory Meetings of the Council convened in each of the first and second semesters. Each meeting shall be scheduled such that the meetings are regularly spaced throughout the academic year. The final meeting shall also be known as the Annual Business Meeting.
- 1.8 Meetings shall only take place in normal teaching weeks, except for the Annual Business Meeting which may be held outside normal teaching weeks.
- 1.9 The Management Board will report to the Council at each Statutory Meeting of the Council.
- 1.10 Annual reports are required to be presented at the Annual Business Meeting by:
 - 1.10.1 Sabbatical Officers on their own behalf and on behalf of their respective Committees;
 - 1.10.2 Non-Sabbatical Officers of the Executive Management Committee who are responsible for particular areas, as listed in Rule 4.
 - 1.10.3 Other relevant reports concerning Students' Union affairs since the previous Annual Business Meeting may be presented at the discretion of the Management Board.

- 1.11 Special Council Meetings shall be held when the Council or the Management Board deems it necessary or upon presentation to the Clerk of the Students' Union Council of a Petition bearing the signature and student numbers of:
- 1.11.1 20 members of the Council; or
 - 1.11.2 250 Student Members
- 1.12 A meeting convened under the above arrangements shall only discuss the item(s) put forward by the Council or the Management Board, or the item(s) stated on the submitted Petition.
- 1.13 The date and time of a meeting convened under the above arrangements may be decided by the Executive Management Committee, or may be as stated on the submitted request, provided that 72 hours (excluding Saturday and Sunday) are allowed following the receipt of the Petition.
- 1.14 Council Meetings shall only be convened during normal teaching weeks between the hours of 5.00 p.m. and 8.00 p.m.
- 1.15 Council Meetings shall be arranged insofar as it is possible to avoid coinciding with examinations and annual Students' Union functions and events.
- 1.16 The quorum at a Council Meeting shall be one-quarter of the total elected membership of the Council.
- 1.17 Notices will be posted on the Students' Union website and authorised noticeboards announcing the date, place and time of meetings of the Council. Notices will also be circulated by electronic mail to all members of the Council. Advance notification shall be communicated:
- 1.17.1 Not less than 10 clear days prior to a Statutory Council Meeting;
 - 1.17.2 Not less than 24 hours (excluding Saturday and Sunday) prior to a Special Council Meeting.
- 1.18 Reports of business transacted shall be given to any Student Member upon request by at least 7 clear days (excluding Saturday and Sunday) after the Council Meeting.
- 1.19 The Council shall be entitled to make representations to the Senate on any matter affecting the interests of Students, in accordance with Chapter 1 Section 9 of the Constitution.
- 1.20 Subject to the Statutes, the Council may regulate its own procedures, appoint its own Committees and Officers, and exercise such powers and additional functions in accordance with these Rules and subject to the approval of the University Senate.
- 1.21 In accordance with Chapter 1 of the Constitution, the executive functions of the Council shall be vested in a Management Board which will represent and act for and on behalf of the Council.
- 1.21 The Council shall, at its first Statutory Meeting, elect the following representatives:-
- 1.22.1 One representative to the University Senate.
 - 1.22.2 One representative to Academic Council.
 - 1.22.3 Four representatives to Academic Board.

2. MEMBERS OF THE COUNCIL

- 3.1 A Councillor shall be deemed to have vacated their seat on the Council, or any office or any Committee thereof, if the Councillor lodges their resignation in writing with the Clerk of the Students' Union Council. A Councillor shall also be deemed to have vacated their seat on the Council if the Councillor fails to attend two consecutive meetings of the Council without submitting apologies. A Councillor shall be deemed to have vacated their seat on the Council if the Councillor fails to attend three consecutive meetings of the Council. A Councillor may be reinstated if they can demonstrate that exceptional circumstances or a valid academic commitment prevented Council attendance.

- 3.2 A Councillor who ceases to be a Student Member shall be deemed to have vacated their seat on Council, and any office or any Committee thereof, except in the case of a member of the Executive Management Committee, who may complete their term of office.

- 3.3 Councillors should adequately represent the interests of their constituents and ensure that there is feedback of information from UGMs and meetings of the Council and, as appropriate, should liaise with the Staff Student Consultative Committee representatives of every department within their School and Faculty.

APPENDIX: Election Candidates 2019-20 - Data Protection Statement

We will use your personal data in compliance with the [University's Data Protection Policy](#) and [Student Privacy Notice](#) for the purpose of enabling your participation and awareness of elections and other representation and campaigning activity conducted by the Students' Union.

APPENDIX: Election Candidates 2019-20 - Data Protection Details

We will use the contact details, personal information and sensitive information provided on this form for the purposes of conducting the elections for which you submit yourself as a candidate. This will include using the data provided to ensure that you are eligible to stand in the appropriate election. We may use the contact information provided to communicate with you about standing and voting in QUBSU elections for the 2019-20 academic year.

We may also use this information to inform you of other democratic, representation and campaigning opportunities that arise over the course of the 2019-20 academic year and of the 2020-21 and 2021-22 academic years.

We will remove your contact details from our contact database at the end of the 2021-22 academic year. You may request to be removed from our contact database at any time, by emailing studentvoice@qub.ac.uk. You may contact us to complain if you believe that your personal data is being used inappropriately.

Your personal data may be used for statistical purposes. (E.g. aggregating data to identify areas of under-representation and levels of engagement from different Schools, faculties and year groups.)

If you are standing for election for a position which requires you to self-define, we will consider this information to be 'sensitive data' for the purpose of compliance with the Data Protection Act. However this information will be made publicly available when we publish the list of candidates for elections. (E.g. If you self-define as an LGBT+ student and stand for election for the position of LGBT+ Students' Officer, you will be listed publicly as a candidate for the position of LGBT+ Students' Officer.)

Your data will be stored securely and processed in compliance with the [University's Data Protection Policy](#) and [Student Privacy Notice](#).

Your data may be shared with a third-party software organisations for the purpose of streamlining our communications and the provision of services to you. (e.g. through our use of external mailing list software or external online voting software.) Your personal data will be shared with the following third-party software companies, in line with our Data Protection Policies and Procedures: Mail Chimp, Survey Monkey, Eventbrite, Membership Solutions Limited.

If you are elected, your name, course / election constituency and your email address will be made available online to enable fellow students to contact you as their representative. This information will also be shared with relevant University departments / Schools to enable them to contact you about representation-related activities and opportunities.

If elected, training and representation events that you attend may be photographed, recorded and/or live streamed by the Students' Union with this information made available on the World Wide Web.

If you are elected to attend national students' union conferences, or wish to attend other national students' union events facilitated by Queen's Students' Union, we may share your personal data with the following relevant organisations: The National Union of Students' (NUS-UK), The National Union of Students' – Union of Students' in Ireland (NUS-USI) and the Union of Students' in Ireland (USI). This

data will be used for the purpose of registering you for the conference/event and making relevant attendance / accommodation / travel arrangements.