



Election Rules and Regulations

All Edge Hill Students' Union elections are subject to the following rules and regulations. These rules and regulations constitute the Election Bye-Law agreed as part of our current governance procedures, which can be found [here](#).

1. The Returning Officer & Elections Committee

1.1 The Executive shall appoint a Returning Officer & Elections Committee on an annual basis.

1.2 The Returning Officer will be responsible for the conduct and administration of all elections. They shall have the sole right to interpret all elections regulations.

1.3 The Returning Officer may not be a member or employee of the Union or be a member of Edge Hill University staff, but they may appoint an Assistant Returning Officer, who will normally be a Union staff member and will carry out delegated duties on their behalf.

1.3.1 There will be an Elections Committee, who throughout the elections will in the first instance try to resolve any disputes, prior to submission to the Returning Officer.

1.3.2 The Elections Committee shall be made up of the Assistant Returning Officer, a full time officer, of the Union who will chair the meetings and 4 Students. The student representatives will be selected from student trustees and part time officers of the Union. In the case where all full time officers are candidates in the election, a Chair will be elected from the student representatives.

1.3.3 The Elections Committee will meet regularly throughout the elections.

1.3.4 Members of the Elections Committee shall sign a declaration stating their independence from the Election.

1.3.5 Receipt of a nomination form from a member of Elections Committee shall be deemed a resignation.

1.4 The ruling of the Returning Officer will be final.

2. When Elections Should Happen

2.1 The Returning Officer shall ensure that the election of all Union Officers and Representatives takes place before the end of the spring term.

2.2 Within twenty (20) academic days of voting beginning, a copy of the election timetable and election bye-law will be made available to the Union membership.

2.3 Once elected, members shall commence their term in office from the 1st July and this shall expire on the 30th June the following year. Flexibility of the start date due to a student's course of study will be dealt with on a case by case basis.

2.4 The delegation for NUS conference will be elected each year, before the month of April, for attendance at NUS Conference in that year.

3. Sabbatical Officers

3.1 All elected positions are open to any student of Edge Hill University who is a full member of the Union, subject to Section 10.1 of this bye - law.

3.2 Should a position not be filled during the elections, a bye-election will be held in accordance with point 3.1 and the elections bye-law.

4. Liberation and Sections Officers

4.1 To stand for election to represent a certain liberation group or section group, the candidate must in the case of liberation group's self-define as part of that group or in the case of section groups be registered with the University as a student who falls within that section.

4.2 Should a liberations officer or sections officer position not be filled during the elections, a bye-election will be held in accordance with point and the elections bye-law

4.3 Voting for all liberation and sections positions will be cross campus with the exception of Women's Officer which will only be made available to students who have registered as female with the University.

5. How to Become a Candidate

5.1 To become a candidate, the student must be a full member or the Union and have submitted the nomination form before the close of nominations.

5.2 Candidates at the time of or post nomination are able to submit a manifesto, the manifesto must comply with the Union's Equality and Diversity policy.

5.3 Nominations for full time sabbatical positions will be open for a minimum of two (2) academic weeks.

5.4 Nominations for positions other than that of Sabbatical officers must be open for a minimum of 48 hours and will be set at the recommendation of the Returning Officer/ Assistant Returning Officer

5.5 Nominations will not be accepted from two or more members of the Union seeking election jointly for a single post.

6. Campaigning and Publicity

6.1 A maximum amount will be set for each election which will outline the amount that candidates may spend on their own resources. This amount will be set by the Returning

Officer/ Assistant Returning Officer and be communicated at the start of each election. All resources will have a cost price determined by the Returning Officer or their Assistant.

6.2 Candidates may not obstruct, deface or tamper with any other candidate's campaign material.

6.3 Candidates or members or their Campaign Team may not actively campaign in the following areas:

6.3.1 Edge Hill Students' Union Offices

6.3.2 Edge Hill University Library

6.3.3 The Learning Innovation Centre (LINC building)

6.3.4 Any dedicated IT suite on campus

6.4 Candidates must respect any University regulations on the positioning of posters or any other campaign material.

6.5 Any aggressive, offensive or malicious behaviour from candidates should be reported to the Returning Officer or their assistant as a complaint which will be dealt with accordingly.

6.6 Current Union elected officers must not campaign whilst actively engaged on Union business and current Sabbatical officers must book annual leave from their duties through the usual channels to campaign on their, or someone else's behalf.

6.7 Where a candidate has access to a singular opportunity or significant competitive advantage due to a personal relationship or circumstance which could be used as a campaign aid, they must either declare a cost at a level agreed with the Assistant Returning Officer or offer the opportunity to any rival candidate contesting the same position.

6.8 Any candidate found to be in breach of any of the above rules may, at the discretion of the Returning Officer, be disqualified from the elections.

7. How Students get to Vote

7.1 The Returning Officer or their assistant shall publicise a list of candidates' manifestos (where submitted), no later than two (2) academic days after the close of nominations where voting is open for 4 academic days or more. For voting periods of less than 4 academic days then manifestos (where submitted) and a list of candidates shall be publicised within 24 hours of nominations closing.

7.2 Students vote using an online system. All full members of the Union will log into the Union website (using University credentials) and vote.

7.3 Before being able to cast a vote online, voters shall see candidates' names and manifestos (where submitted).

7.4 Re-Open Nominations (RON) shall be a candidate in all Union elections.

7.5 Voting will be by secret ballot and conducted in accordance with the rules for the operation of the alternative voting (AV) systems as defined by the Electoral Reform Society.

7.6 A contingency plan will be in place should there be any fault with the online system.

8. Declaration of Results

8.1 The Returning Officer shall inform the candidates when the election results will be announced and how candidates or their agents may scrutinise those results.

8.2 A list of successful candidates will normally be posted on the Union website within one working day following the declaration of results.

8.3 The results will be confirmed as final after one working day has passed providing no complaints about the count have been lodged with the Returning Officer. In the event of a complaint being received, the results shall remain provisional until the complaint has been resolved.

8.4 The Returning Officer should send a written copy of the result to the Union President, the University Vice Chancellor, Chair of the University Board of Governors and the Students' Union Board of Trustees.

8.5 Once the result of any election has been declared any digital records of the election should be retained by the Union or its agents for a period of six (6) months and shall remain confidential unless required by the Returning Officer and/or the University exercising their responsibilities under the 1994 Education Act.

9. Complaints

9.1 Any complaint concerning the good conduct of a candidate or the administration of the election should be received in writing and be referred to the Elections Committee and the Returning Officer before the close of the ballot. The Elections Committee will try to resolve all complaints, prior to submission to the Returning Officer.

9.2 Any complaint concerning the vote count of the election should be received in writing by the Returning Officer with in twenty four (24) hours of the results being read.

9.3 Any challenge or complaint concerning the good conduct of a candidate, administration of the election or concern of the vote count will be heard and determined by the Returning Officer within two (2) academic days of such a complaint being lodged by any full member or the candidate or their nominee.

9.4 In determining a resolution to the complaint, the Assistant Returning Officer, shall refer in the first instance to the decision of the Elections Committee. If the complaint cannot be resolved through the Elections Committee it shall be referred to the Returning Officer who, after hearing all appropriate evidence may: not uphold the complaint; halt elections for specified positions, disqualify a specified candidate (s) who, in their view, has breached election regulations or guidelines set out by the Returning Officer.

9.5 The ruling of the Returning Officer on any complaint shall be final.

10. By-Elections

10.1 If any Union position falls vacant, the Chair of the Board of Trustees in consultation with the CEO of the Union shall determine when a bye-election shall be called.

10.2 There shall be no more than two (2) bye-elections held in any academic year.

10.3 Bye-elections shall comply with this election bye-law with the exception of the following:

10.3.1 Within fifteen (15) academic days of voting beginning, a copy of the election timetable and election bye-law must be made available to the Union membership.

10.3.2 Once elected, members shall commence their term in office from the declaration of results (assuming no complaints are made) until the 30th June that academic year.

10.4 Nominations for Sabbatical positions will be open for a minimum of one (1) academic week. Nominations for positions other than that of Sabbatical officers must be open for a minimum of 48 hours and will be set at the recommendation of the Returning Officer/ Assistant Returning Officer.