

SCHEDULE 4: ELECTIONS

1. Voting

- 1.1 Elections are conducted using Single Transferable Voting method in a secret ballot and may be paper based or digital.
- 1.2 Proxy voting is not allowed. Voting by proxy means getting someone to vote on your behalf.
- 1.3 Each eligible member will receive one vote for each election.
- 1.4 Excluding the Full Time Officer election, current members must have a registered course end date throughout the duration of their term in office in order to complete the term of office to be eligible to stand in an election.

2. Overview of Elections

2.1 Full Time Officers

- 2.1.1 Election is held within Trimester B, normally in week 6.
- 2.1.2 Term of office will begin the first Monday in the first week of June until the last Friday in the last week in May annually.
- 2.1.3 All Ordinary Members who have completed one Trimester on a GCU programme and current first-year Full Time Officers are eligible to stand in the election.
- 2.1.4 All Ordinary Members and current Full Time Officers are eligible to vote in the election.
- 2.1.5 The candidate who is elected and receives the second highest number of votes in the Full Time Officer election will become the second student governor on University Court.

2.2 GCU London Officer

- 2.2.1 Election will normally be held at the beginning of Trimester A.
- 2.2.2 Term of office will begin immediately after the result of the election have been announced until the end of Trimester C exam diet.
- 2.2.3 Ordinary Members studying a programme delivered at GCU London are eligible to be a candidate and vote in the election.

2.3 Chair and Vice Chair of Student Voice

- 2.3.1 Election will normally be held at the fourth meeting of Student Voice in Trimester B.
- 2.3.2 Term of office will begin at the start of Trimester C and finish at the end of Trimester B exam diet.
- 2.3.3 Current members of Student Voice are eligible to stand in the election.
- 2.3.4 Current members of Student Voice are eligible to vote in the election.
- 2.3.5 The Chair of Student Voice and Full Time Officers may only hold one Officer role at Student Voice.

2.4 Societies Council and Sports Council

- 2.4.1 Election will normally be held no later than the end of week 8 in Trimester B.
- 2.4.2 Term of office will begin at the start of Trimester C and finish at the end of Trimester B exam diet.
- 2.4.3 Members of affiliated societies are eligible to stand in the election for Societies Council and members of affiliated sports clubs are eligible to stand in the election for the Sports Council.
- 2.4.4 Each affiliated society gets one vote in the Societies Council election normally cast by the President of the society. Each affiliated sports club gets one vote for the Sports Council election normally cast by the Captain of the club.

2.5 Student Media Committees

- 2.5.1 Election will normally be held no later than the end of week 8 in Trimester B.
- 2.5.2 Term of office will begin at the start of Trimester C and finish at the end of Trimester B exam diet.

- 2.5.3 Current members of each Student Media Group are eligible to stand in the election and those who are members at the close of nominations can vote in the election.

2.6 Representation Officers

- 2.6.1 Election will normally be held no later than the end of week 8 in Trimester B.
2.6.2 Term of office will begin at the start of Trimester C and finish at the end of Trimester B exam diet.
2.6.3 Current members of each Representation Network are eligible to stand and vote in the election.

2.7 Ordinary Members of Student Voice

- 2.7.1 Election will normally be held at the beginning of Trimester A.
2.7.2 Term of office will begin Immediately after the result of the election have been announced until the end of Trimester C exam diet.
2.7.3 Current members of each academic school are eligible to stand and vote in the election within their academic school.

2.8 Student Representatives on GCU and Students' Association Committees

- 2.8.1 Election will normally be held at the fourth meeting of Student Voice.
2.8.2 Term of office will begin at the start of Trimester C and finish at the end of Trimester B exam diet.
2.8.3 Current members of Student Voice are eligible to vote in the election.

3. Returning Officer and Deputy Returning Officer

- 3.1 The Returning Officer has ultimate responsibility for the interpretation of Election Rules during the appeal stage of an election complaint, oversight of the count and declaration of the results and are able to order recounts or declare election processes null and void.
3.2 The Returning Officer shall be:
a) Vice Chair of the Trustee Board for Chair of Student Voice and Vice Chair of Student Voice elections.
b) Vice Chair of Student Voice for Student Voice Officers, Ordinary Members of Student Voice, student representatives elected onto GCU and Students' Association committees and for GCU London Officer elections.
3.3 The Deputy Returning Officer shall be a member of Students' Association staff appointed by the Chief Executive who shall be responsible for operations of the elections and enforcement of the rules, subject to any rulings by the Returning Officer. The Deputy Returning Officer can set guidance other than in this Schedule or in the Elections Rules to govern the conduct of the election.

4. Nominations

- 4.1 All elections shall have an accessible, fair and readily available process for nominations declared by the Deputy Returning Officer in advance of each election.
4.2 Notice of the Full Time Officer election shall be given at least four weeks in advance of the opening of nominations.
4.3 Alternative name(s) may be submitted on the nomination to be used in the election at the discretion of the Deputy Returning Officer. The candidate(s) may appeal this ruling. If the appeal is not upheld and the name is ruled inappropriate by the Returning Officer than the candidates' name as it appears in the student record system will be used on the ballot and in promotion of the election by the Students' Association.

- 4.4 It will be the responsibility of nominees to ensure that the nomination form is completed accurately and submitted before the deadline.
- 4.5 A receipt must be issued to confirm the submission of each completed nomination.
- 4.6 In order to be eligible to be a candidate in an election the individual must be an Ordinary Member. This includes at the time that the nomination is submitted and when the election takes place. Not all members will be eligible to be a candidate or vote in every election.
- 4.7 The Deputy Returning Officer will have the sole responsibility for declaring a submitted nomination form valid.
- 4.8 Where appropriate Candidate Statements must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the Deputy Returning Officer.
- 4.9 At the close of the nominations, if there is an equal or lesser number of candidate(s) than there are positions, the candidate(s) shall be duly elected at that stage.
- 4.10 Any candidate may withdraw from an election at any point before the start of the count by informing the Deputy Returning Officer.

5. Conduct

- 5.1 All candidates must abide by the laws of the land, Election Rules, Students' Association's Constitution, Schedules, By-laws, rules and policies and the rules and policies of Glasgow Caledonian University.
- 5.2 Candidates must take reasonable steps to ensure that their campaign team comply with this Schedule and Election Rules at all times and must be able to demonstrate this in the event of an election complaint against them.
- 5.3 Candidates are responsible for their own health and safety and should be aware of the safety of others when engaging in any election activity. All candidates and their campaign team are responsible for ensuring that in any area they are campaigning that there is freedom of access for any person who needs it and that doors, stairwells and passage ways are not blocked or made difficult to pass through.
- 5.4 Student Media Groups are responsible for liaising with the Deputy Returning Officer to ensure fair and balanced coverage of the Students' Association Elections.
- 5.5 The Students' Association will not normally promote the work of a current Full Time Officer who is a candidate in the Full Time Officer Elections between the close of nominations and the election result announcement. There may be limited circumstances where it is possible and considered essential and would be approved by the Chief Executive.
- 5.6 Where the rules relating to elections are infringed, a candidate may be suspended or disqualified with immediate effect by the Deputy Returning Officer. This decision may be appealed through the Election Complaint Procedure outlined in section 6.
- 5.7 If candidates are in any doubt the interpretation of this Schedule or the Election Rules they should ask the Deputy or Returning Officer for clarification.

6. Election Complaints Procedure

- 6.1 All complaints regarding the conduct of any candidate or campaign team in an election should be made to the Deputy Returning Officer, normally submitted in writing to elections@GCUstudents.co.uk or by using the online Election Complaints Form on the Students' Association website.
- 6.2 The timeframe for an election complaint is from the close of nominations to an hour after the close of the voting period.
- 6.3 Any evidence should be submitted alongside the complaint.
- 6.4 All complaints will be dealt with at the discretion of the Deputy Returning Officer, including any investigations, sanctions or referral to the Students' Association Discipline Schedule and/or the University for consideration under the Code of Student Conduct. The Deputy Returning Officer will respond to all formal complaints in writing as soon as practically possible.
- 6.5 Where a complainant is dissatisfied with the response they have received to their complaint, they may request a review of the handling of the complaint by the Returning Officer. This request should be in writing to elections@GCUstudents.co.uk and include why they feel their complaint has been improperly handled and/or what new information has come to light. This email will be forwarded to the Returning Officer. The Returning Officer's response will either confirm the validity of the original response, or provide details of any further action taken, or to be taken in the future to address any issues raised in the complaint. The Returning Officers response is final.
- 6.6 Any requests for a review of the handling of the complaint must be made within 12 hours of the original response to the complaint.
- 6.7 No complaints will be accepted by the Deputy Returning Officer more than one hour after the close of voting. Complaints received after this time may be considered under the Students' Association's Complaints Procedure but will have no bearing on the outcome of the election.

7. By-elections

- 7.1 By-elections shall be held to fill a vacancy that exists due to resignation, vacancy in the post caused by office holder no longer being an Ordinary Member or no candidate coming forward for election.
- 7.2 Those elected in a by-election shall take office immediately after the results of the election have been announced until the end of term of office date for that post.
- 7.3 If an elected Student Voice Officer position, excluding Full Time Officers, remains unfilled after a By-election then the Executive Committee may co-opt a member to be the acting Student Voice Officer for that position. A co-opted Officer must be voted on at the next meeting of Student Voice to confirm their Office.
- 7.4 By-elections shall be held in line with the procedure for elections in as far as are deemed practical by the Deputy Returning Officer.
- 7.5 If a Full Time Officer-elect or Full Time Officer resigns before the start of Trimester A, then this vacancy can be filled by the next placed candidate(s) in the most recent Full Time Officer Election.

8. Elections Committee

- 8.1 The Elections Committee is responsible for supporting the roles of the Returning Officer and Deputy Returning Officer in the Full Time Officer elections.
- 8.2 The Elections Committee shall be elected at the fourth meeting of Student Voice and will hold office until the same meeting the following year.

- 8.3 The membership of the Elections Committee is as follows:
- Chair of Student Voice (Chair, non-voting)
 - Five members elected by Student Voice
 - Chief Executive (Observer)
 - Returning Officer (Observer)
 - Deputy Returning Officer (Observer)
- 8.4 The Elections Committee shall be responsible for:
- a) Promoting all aspects of the elections.
 - b) Dealing with election complaints when referred from the Returning Officer or Deputy Returning Officer.
- 8.5 No member of the Elections Committee may take part in the Full Time Officer elections as a candidate, agent or campaigner.
- 8.6 If any member wishes to participate in the Full Time Officer elections then they must resign from the Elections Committee in order to do so.