

## **Student Leader Elections Regulations May 2024**

In order for all SUBU elections to be free and fair there are a number of regulations that must be followed.

This document outlines the regulations for the Student Leader Elections for **Part Time Officers**, **Clubs and Societies Committee Members** and **Nerve Media Committee Members**.

There are 6 guiding principles to ensure fairness and transparency for everyone involved.

It is the responsibility of the candidate to ensure that they take reasonable steps to understand the election regulations before the election commences.

Any reference to candidates equally applies to their campaign teams - others campaigning on their behalf. All campaigns should act within the spirit of the election, if candidates are in any doubt about the interpretation of these regulations, please contact the Returning Officer.

Breaches of these rules may result in sanctions including disqualification.

### **1) Principles**

- a) The law, University Policies and Union Regulations are all in full force and shall apply to SUBU elections
- b) Students must be free to cast their vote without undue pressure or influence
- c) Candidates must treat other candidates, students, staff and members of the public with respect
- d) Candidates must not undermine the fair and democratic running of elections
- e) Candidates must not do anything to gain an unfair advantage
- f) Candidates must respect the campus environment and the community

### **2) Election Officers**

- a) This election is overseen by the Returning Officers who are responsible for the good conduct of the election and interpretation of the regulations of the elections. They will also determine complaints about the election, candidates and campaigns. They are the first point of contact, responsible for candidate engagement, day to day supervision and management of the election.
- b) **Clubs & Societies Returning Officer**
  - i) The Returning Officer is Tammy Bowie who may be contacted by [studentopportunities@bournemouth.ac.uk](mailto:studentopportunities@bournemouth.ac.uk)
- c) **Nerve Media Returning officer**
  - i) The Returning Officer is Shani Wortley who may be contacted by email at [sumedia@bournemouth.ac.uk](mailto:sumedia@bournemouth.ac.uk)
- d) **Part-Time Officers and Faculty Reps only:**
  - i) **Returning Officers- Returning Officer and Deputy Returning Officer**
    - (1) The elections are overseen by a Returning Officer (RO) with the assistance of Deputy Returning Officers (DRO). The RO and DRO are referred to as the 'Returning Officers' throughout this document and may be contacted by email at [subdemocracy@bournemouth.ac.uk](mailto:subdemocracy@bournemouth.ac.uk).
    - (2) The RO is an external, independent advisor, appointed to ensure that the election is run with third party scrutiny and expertise.

(3) The DRO is the first point of contact, responsible for candidate engagement, day to day supervision and management of the election. The RO will be consulted by the DRO whenever they see necessary throughout the process.

ii) Independent Election Adjudicator

(1) An external appeals body that is responsible for ruling on appeals and late complaints

**3) Roles, Voting and Participation**

- a) Once the nomination period has closed, no new nominations can be added to the election.
- b) Voting shall take place on the SUBU website via secret ballot using Alternative Vote for single-seat and Single Transferable Vote for multi-seat positions.
- c) Those who are elected shall officially take up their role from Monday 3<sup>rd</sup> June 2024 (Thursday 1<sup>st</sup> August for Clubs and Societies roles) for the duration of the 2024/25 academic year.
- d) In order to be eligible to contest one of the roles you must be eligible at the point of election and for the remainder of the 2024/25 academic year.
- e) There shall also be a 're-open nominations' candidate for all roles.
- f) Should there be a tie the Returning Officer for the election shall conduct a coin toss to determine the outcome.
- g) Clubs and Societies:
  - i) Mandatory Roles: must be filled by a Club and Society Member who are also Student Members of the Union:
    - (1) President
    - (2) Treasurer
    - (3) Secretary
    - (4) Health and Safety Officer (For high-risk societies only)
  - ii) Non-Mandatory Roles: must be filled by a Club and Society Members who is either an Affiliate or Student Members of the Union
    - (1) Health and Safety Officer (BU Student Only)
    - (2) Events and Equipment Officer
    - (3) Any Additional Positions that relate to the club or society, that were submitted by the deadline outlined in pre-elections communication. There may be no more than 10 roles total per Society, including up to 5 bespoke roles.
  - iii) Clubs and societies must not create expression of interest forms for their committee member roles
  - iv) Candidates can only contest one mandatory committee position per Club and Society.
  - v) Only Student Members of the Union who are also paid members of the Club or Society shall be able to vote.
  - vi) For the avoidance of doubt memberships may be purchased during the election period and Clubs and Societies may not alter their membership fee during the election period.
  - vii) If a mandatory post does not receive any votes or the candidate for this post is disqualified or steps down, the post will remain vacant and the society will need to take part in a by-election later in the 24/25 academic year.
- h) Nerve Media only:
  - i) Roles must be filled by student members of the Union who are also a member of the corresponding Nerve Media outlet.
  - ii) Candidates can only contest one position across the whole of Nerve Media.

- iii) Only Student Members of the Union who are also members of Nerve Media shall be able to vote.
  - iv) If a mandatory post does not receive any votes or the candidate for this post is disqualified or steps down, the post will remain vacant and the society will need to take part in a by-election later in the 24/25 academic year.
- i) Part-Time Officers and Faculty Reps only:
- i) There are 10 Part-Time Officer positions including 4 Faculty Officers positions, and an additional 8 Faculty Rep Positions available. The roles are as follows:
    - (1) Asian, Arab and Ethnic Minority Officer (Liberation)
    - (2) Black Students Officer (Liberation)
    - (3) Disabilities, Accessibility and Neuro-Diverse Officer (Liberation)
    - (4) Lesbian, Gay, Bisexual, Trans, Queer + Officer (Liberation)
    - (5) Trans, Non-Binary, Intersex and Gender Identity + Officer (Liberation)
    - (6) Women's Officer (Liberation)
    - (7) Bournemouth Business School Faculty Officers
      - (a) + 2 Faculty Reps
    - (8) Faculty of Media and Communication Officer
      - (a) + 2 Faculty Reps
    - (9) Faculty of Science and Technology Officer
      - (a) + 2 Faculty Reps
    - (10) Faculty of Media and Communication Officer
      - (a) + 2 Faculty Reps
  - ii) Liberation Officer Particulars:
    - (1) In order to be eligible to vote or stand for a Liberation Officer you must be a Student Member of the Union and self-define as a part of the Liberation Group that the position represents.
  - iii) Faculty Officers and Reps Particulars:
    - (1) In order to be eligible to vote or stand for a Faculty Officer or Rep role you must belong to the relevant Faculty.
    - (2) In order to be elected to the Faculty Officer position you must also be a Student Member of the Union.
    - (3) This is a multi-seat position with 3 roles available per Faculty. The individual who receives the highest number of votes in the election shall be elected as the Faculty Officer, provided that they are a Student Member and willing to undertake the role. Further information can be found in SUBU's Bye-Laws.
  - iv) For the avoidance of doubt candidates can only contest one Part-Time Officer position. They may also contest a Faculty Rep position, but must indicate on application that they do not wish to contest the Faculty Officer role

#### 4) Expenses

- a) Clubs & Societies only:
  - i) Clubs and Societies candidates may not spend anything or use resources that others would not have access to as a part of their campaign.
- b) Nerve Media only:
  - i) Nerve media candidates may not spend anything or use resources that others would not have access to as a part of their campaign.

- c) Part-Time Officers and Faculty Reps only:
  - i) Candidates shall have £20 to spend on their election campaign. This must cover all materials purchased or primarily used during the campaign. This will be reimbursed by SUBU after the election, upon the presentation of proof of spend. Any products or services offered at a reduced price will be assigned a fair price by the Returning Officers

## 5) Conduct and Campaigning

- a) Offensive language of any kind will not be tolerated.
- b) Candidates are encouraged to participate in healthy debate but should only criticise manifesto points and not candidates personally.
- c) Campaigners must not cheat, lie or defame other candidates or campaigners.
- d) It is strictly prohibited for candidates to supply electronic devices or to handle voter's devices.
  - i) Once a student has begun the process of voting, candidates should not make any attempt to interfere, speak to them or influence them in any way.
  - ii) For the avoidance of doubt, 'helping' a voter or 'showing them how to vote' will be regarded as a breach of the rules.
  - iii) If a voter needs assistance, please direct them to [subudemocracy@bournemouth.ac.uk](mailto:subudemocracy@bournemouth.ac.uk)
- e) Candidates and supporters of candidates who have an official role within SUBU or BU, whether this be permanent staff, student staff, volunteers (including trustees, Part-Time Officers and current club, society and nerve committee members) may continue to act in this role but must not abuse their position including: endorsing candidates in an official capacity, campaigning while on duty or utilising resources that others do not have access to.
- f) Clubs and Societies may not endorse specific candidates for any Clubs and Societies roles.
- g) Candidates must not campaign in any form before campaigning has officially opened. This includes social media.
- h) Candidates must not run on a slate.
  - i) A slate is a group of candidates that run in multi-seat or multi-position elections on a common platform. E.g., sharing values/political outlooks, manifesto or policy points, or branding
- i) Candidates must not split, share or gather their resources with other candidates.
- j) Candidates are responsible for their own campaign material. Any material left unattended is done so as the candidate's own risk, this includes posters. The students' union will not deal with complaints about campaign material being removed, other than in exceptional circumstances.
- k) All campaign materials must be thoroughly removed before the announcement of the election result.
- l) Candidates must only use white tac or cable ties to secure items and no campaign material which is deemed to be semi-permanent by the Returning Officers may be used - this includes but is not limited to, blue tac, stickers, glue, cellotape and chalk.
- m) Campaign materials that pose a health and safety risk will be removed.
- n) Clubs & Societies only:
  - i) Candidates may only campaign in spaces created by their club and society such as closed group chats, social media pages, club or society meetings, activities or socials.
- o) Nerve Media only:
  - i) Candidates may only campaign in spaces created by Nerve Media such as the Nerve Studio, closed group chats, social media pages, Nerve meetings, activities or socials.

## 6) Complaints and recounts

a) There are two separate complaints processes for the Part-Time Officers and Faculty Rep Elections, and the Club and Society and Nerve Media Committee Elections.

b) Clubs and Societies complaints;

- i) All complaints will be investigated by the Elections Returning Officer and dealt with in a reasonable and proportionate manner.
- ii) Complaints should be made as soon as possible, and no later than one hour prior to the commencement of the count. Complaints cannot not be made after this time.
- iii) Only complaints made in writing, via the complaints form will be considered.

<https://www.subu.org.uk/represented/dandc/regulationsandcomplaints/>

(1) Complaints must have the following information:

- (a) Name and contact details of person making complaint (anonymous complaints will not be accepted)
  - (b) Name of person being complained about
  - (c) Details of incident (including time and date)
  - (d) Details of any witnesses/evidence
  - (e) Details of which rule has been broken
  - (f) Details of the action requested
- iv) The Returning Officer shall review, determine and communicate the outcome of a complaint to the complainant and anyone to be sanctioned no later than 24 hours after receipt of the complaint. This may only be departed from where complaints are of a complex nature, at the sole discretion of the Elections Returning Officer.
- v) The decision of the Returning Officer is final and there shall be no opportunity to appeal the decision of the Returning Officer.

If you have any questions about the rules regulating the election, please contact the Returning Officers at [studentopportunitiesteam@bournemouth.ac.uk](mailto:studentopportunitiesteam@bournemouth.ac.uk)

a) Nerve Media complaints;

- vi) All complaints will be investigated by the Elections Returning Officer and dealt with in a reasonable and proportionate manner.
- vii) Complaints should be made as soon as possible, and no later than one hour prior to the commencement of the count. Complaints cannot not be made after this time.
- viii) Only complaints made in writing, via the complaints form will be considered.

<https://www.subu.org.uk/represented/dandc/regulationsandcomplaints/>

(1) Complaints must have the following information:

- (a) Name and contact details of person making complaint (anonymous complaints will not be accepted)
  - (b) Name of person being complained about
  - (c) Details of incident (including time and date)
  - (d) Details of any witnesses/ evidence
  - (e) Details of which rule has been broken
  - (f) Details of the action requested
- ix) The Returning Officer shall review, determine and communicate the outcome of a complaint to the complainant and anyone to be sanctioned no later than 24 hours after receipt of the

complaint. This may only be departed from where complaints are of a complex nature, at the sole discretion of the Elections Returning Officer.

- x) The decision of the Returning Officer is final and there shall be no opportunity to appeal the decision of the Returning Officer.

If you have any questions about the rules regulating the election, please contact the Returning Officers at [sumedia@bournemouth.ac.uk](mailto:sumedia@bournemouth.ac.uk)

c) Part-Time Officers and Faculty Reps only:

- i) Candidates or their campaign team may request a recount within thirty minutes of the result being announced.
- ii) Complaints should be made as soon as possible, and no later than one hour prior to the commencement of the count. Complaints made after this time will be considered in line with the Union's Bye-Laws (Bye-Law 3, Clause 12)
- iii) Only complaints made in writing via the online complaints form will be considered:  
<https://www.subu.org.uk/represented/dandc/regulationsandcomplaints/>
  - (1) Complaints must have the following information:
    - (a) Name and contact details of person making complaint (anonymous complaints will not be accepted)
    - (b) Name of person being complained about
    - (c) Details of incident (including time and date)
    - (d) Details of any witnesses/ evidence
    - (e) Details of which rule has been broken
    - (f) Details of the action requested
- iv) The Deputy Returning Officer shall review, determine and communicate the outcome of a complaint to the complainant and anyone to be sanctioned no later than 12pm the following working day after receipt of the complaint. This may only be departed from where complaints are of a complex nature, at the sole discretion of the DRO.
- v) The range of decisions that the Returning Officers may take includes (but is not limited to):
  - (1) Allowing the election to continue/take no action;
  - (2) Disqualify or suspend a candidate;
  - (3) Suspend or cancel an election for a particular post;
  - (4) Suspend or cancel an entire election;
  - (5) Issue a clarification and/or guidance to one or all candidates;
  - (6) Issue a warning to one or all candidates;
  - (7) Take any other action that is deemed appropriate to uphold the fairness of the election, which may include eliminating a candidate from the e-voting site for a period of time or removing campaign materials.
- vi) To ensure that there is an impartial, external route of appeal for the handling of complaints about the election or candidates, an appeal can be made to the Returning Officer (RO). The role of the RO is limited to being responsible for hearing and determining the outcome of appeals against the decisions of the Deputy Returning Officer.
- vii) Once an appeal has been launched any sanctions imposed as a consequence will be placed 'on hold' until the outcome of the appeal has been announced.
- viii) An individual can appeal the decision of the Deputy Returning Officer within 12 hours of receiving their decision. The appeal should be addressed to the Returning Officer and sent to

[subudemocracy@bournemouth.ac.uk](mailto:subudemocracy@bournemouth.ac.uk) and may be made on one or more of the following grounds:

- (1) that there was a material procedural irregularity or misinterpretation of the rules governing the election that led to the decision of the Deputy Returning Officer being unfair; and/or
  - (2) the decision of the Deputy Returning Officer was inappropriate or disproportionate to the nature and seriousness of the complaint.
- ix) No new evidence or elements to the complaint made be introduced upon appeal to the RO unless there are exceptional circumstances, and only then at the discretion of the RO.
- x) If the appeal is successful, the RO may overturn the decision of the Deputy Returning Officer and then determine what actions should follow to ensure a reasonable and proportionate outcome. This may include (but is not limited to)
- (1) removing any penalties/sanctions imposed by the DRO;
  - (2) issuing a warning to candidates/campaigners;
  - (3) disqualifying or suspending a candidate/campaigner;
  - (4) reinstating a candidate/campaigner;
  - (5) confirm that an election should be re-run; and voiding the election of a winning candidate.
- xii) SUBU's Bye-Law 3 contains the full rules of elections and processes for complaints and appeals, and should be consulted in full prior to a complaint or appeal being submitted so as to ensure that your complaint or appeal complies with the rules and can be viewed here: <https://www.subu.org.uk/support/subu/constitutionbylaws/>