

# Schedule 4 to the Democracy Referendum Proposal

1. A new Bye-law 9A is enacted as follows:

## BYE LAW 9A ELECTIONS TO OFFICES

### ELECTIONS: PRELIMINARY

#### **1. Introduction**

- 1.1 In this Bye-law, "election to an office" means every election held by or on behalf of AUGS by virtue of:
- (a) clause 43 of the Constitution (Officer Trustees),
  - (b) clause 48 of the Constitution (Student Trustees),
  - (c) section 2.1 of this Bye-law (NUS Conference delegates),
  - (d) section 2.4 of this Bye-law (University Senate representative),
  - (e) section 2.5 of this Bye-law (part-time executive officers).

#### **2. Elections to be held**

- 2.1 An election for NUS Wales Council delegates shall be held every year.
- 2.2 An election for NUS National Conference delegates shall be held every year.
- 2.3 An election for NUS Wales Conference delegates shall be held every year.
- 2.4 An election for the University Senate representative shall be held every year.
- 2.5 An election for part-time executive officers shall be held every year.
- 2.6 The number of delegates to be elected to a constituent body of NUS or NUS Wales shall be that number stated by NUS in communication to AUGS.
- 2.7 The AUGS President is, ex officio, one of the NUS Conference and NUS Wales Conference delegates.

#### **3. Timing: annual elections**

- 3.1 The election for NUS Wales Council delegates shall be held before the last day of October in every academic year.
- 3.2 The election for NUS National Conference delegates shall be held before the last day of March in every academic year.
- 3.3 The election for NUS Wales Conference delegates shall be held before the last day of March in every academic year.
- 3.4 The election for Officer Trustees shall be held before the last day of March in every academic year.
- 3.5 The election for the University Senate representative shall be held before

- the last day of March in every academic year.
- 3.6 The election for part-time executive officers shall be held before the last day of March in every academic year.

#### **4. Timing: biannual elections**

- 4.1 If:
- (a) an incumbent Undergraduate Student Trustee has expressed his intention to resign before the last day of February, or
  - (b) there is no incumbent Undergraduate Student Trustee,
- the election for the Undergraduate Student Trustee shall be held before the last day of March immediately following.
- 4.2 If:
- (a) an incumbent Postgraduate Student Trustee has expressed his intention to resign before the last day of September, or
  - (b) there is no incumbent Postgraduate Student Trustee,
- the election for the Postgraduate Student Trustee shall be held before the last day of October immediately following.

#### **5. Candidacy**

- 5.1 Subject to the following provisions of this section, every AUGS Member may stand as a candidate for election to an office.
- 5.2 A person may not stand for election to an office if they are employed by Aberystwyth University as a Residential Support Tutor or Coordinator.
- 5.3 A person may not stand for election as an Undergraduate Student Trustee if they are:
- (a) in the final year of their degree scheme, or
  - (b) enrolled at the University otherwise than as an undergraduate.
- 5.4 A person may not stand for election as a Postgraduate Student Trustee if they are enrolled at the University otherwise than as a postgraduate.

#### **6. Election Timetable**

- 6.1 At least 30 clear days prior to the date of an election to an office, the Returning Officer shall issue an Election Timetable for that election.
- 6.2 The Election Timetable shall state:
- (a) the process by which nominations are to be made,
  - (b) the date and time by which nominations must be made,
  - (c) the nature of any training available to candidates,
  - (d) the date and time by which manifestos must be submitted,
  - (e) the process for the conduct of Questions to Candidates (hustings)
  - (f) the means by which the vote is to be held,
  - (g) the date on which the vote is to be held, and the times between which votes may be cast (the "voting period"), and
  - (h) the means by which the count is to be conducted.

- 6.3 The Election Timetable shall be published with materials promoting the election.
- 6.4 The timescales specified by an Election Timetable shall be of a length sufficient to permit the highest reasonable level of participation in the election.
- 6.5 In no case shall any date specified in an Election Timetable be within an examination period or vacation period.

## **7. Nominations**

- 7.1 Nomination forms shall be published by the Returning Officer.
- 7.2 The nomination period must be open for a period of at least seven clear days prior to the start of canvassing.
- 7.3 Every candidate must be proposed and seconded by an AUGS Member, but no candidate may be proposed or seconded by an Officer Trustee or an Officer Trustee Elect.
- 7.4 No person may propose or second more than one candidate for election to an office.

## **4. Nominations: forms**

- 5.1 The Returning Officer shall reject a nomination form submitted to him if it reasonably appears to him that any entry on that form is:
  - (a) inaccurate in a material regard,
  - (b) incomplete in any regard, or
  - (c) otherwise inconsistent with the provisions of this section.
- 5.2 But where a nomination form is only inconsistent with the provisions of this section in respects the identity of the proposer and seconder of that candidate, the Returning Officer shall permit the candidate to resubmit the form, and for such purposes the time stipulated for the close of nominations shall be extended in respect of that candidate by a period of 24 hours (but which extension shall only occur once in respect of each candidate).
- 5.3 The Returning Officer shall, as soon as is reasonably practicable after the time stipulated for the close of nominations, confirm in writing to every person who has submitted a nomination form the acceptance or rejection of that form, and where a form is rejected the grounds for such rejection.

## **6. Training for candidates**

- 6.1 The Returning Officer shall take every reasonable step to ensure that training is provided to every candidate.
- 6.2 The training shall include:
  - campaigning skills,
  - briefing on the Election Rules,

- briefing on Questions to Candidates,
- briefing on publicity,
- briefing on the role of Trustees (where appropriate).

## **7. Manifestos**

- 7.1 Every manifesto shall be submitted to the Returning Officer by the time and date specified in the Election Timetable.
- 7.2 Every manifesto shall be in the manner and form stipulated by the Election Rules.
- 7.3 Every manifesto shall be published by the Returning Officer.

## **8. Incumbent Office-holders**

- 8.1 An Officer Trustee must not do anything in execution of his duties as such a Trustee at any material time during which he is engaged in campaigning.
- 8.2 A person who holds any office or position at AUGS may not in the course of an election campaign use any resources, material, office space or anything else that is available to them only by virtue of their holding of that office or position.
- 8.3 A person who fails to comply with the provisions of this section commits an electoral offence.

## **9. Suffrage**

- 9.1 Every AUGS Member shall have the right to vote in every election to an office.

# **ELECTIONS**

## **10. Voting**

- 10.1 The Returning Officer shall take every reasonable step to publicise to every elector:
- (a) the purpose of an election to an office,
  - (b) the names of the candidates for election to every office,
  - (c) the date and time of the election,
  - (d) the means by which people may vote,
  - (e) the means by which the election will be conducted,
  - (f) the date and time of the count and the announcement of the results.
- 10.2 The vote shall be conducted by means of an online voting system provided by Aberystwyth University.
- 10.3 Electors may cast their votes at any time during the period specified as the voting period in accordance with section 6, but each elector shall only have one vote.

10.4 No person shall engage in canvassing in the immediate vicinity of an elector who is in the process of voting.

**11. Ballot**

11.1 The ballot form shall bear the name of each candidate and the office being contested.

11.2 There shall be a facility to vote to re-open nominations ("RON").

**12. Count**

12.1 The count shall be conducted according to the guidelines issued by the Electoral Reform Society for running elections by the Single Transferable Vote.

12.2 The Returning Officer must:

- (a) publish the name of every candidate who has been elected, and
- (b) notify the same to the Board of Trustees;

in writing as soon as is reasonably practicable after the count, and in any case within twenty-four hours of that time.

**GENERAL**

**13. Periods of office: part-time executive officers**

13.1 A part-time executive officer may resign as a part-time executive officer in writing to the President.

Such a resignation shall:

- (a) have effect from the day and time at which it is received by the President, and
- (b) shall be published by him as soon as is reasonably practicable after its receipt, and in any case within twenty-four hours of that time.

13.2 A part-time executive officer shall cease to be a part-time executive officer if he:

- (a) resigns as a part-time executive officer,
- (b) ceases to be an AUGS Member, or
- (c) dies.

13.3 In every other case, a person shall cease to be a part-time executive officer on the last day of June following the day on which they take office.

**14. Periods of office: NUS Conference delegates**

14.1 An NUS Conference delegate may resign as an NUS Conference delegate in writing to the President.

14.2 Such a resignation shall:

- (a) have effect from the day and time at which it is received by the President, and

- (b) shall be published by him as soon as is reasonably practicable after its receipt, and in any case within twenty-four hours of that time.
- 14.3 An NUS Conference delegate shall cease to be an NUS Conference delegate if he:
- (a) resigns as an NUS Conference delegate,
  - (b) ceases to be an AUGS Member, or
  - (c) dies.
- 14.4 In every other case, a person shall cease to be an NUS Conference delegate on the last day of June following the day on which they take office.

## **15. By-elections**

- 15.1 Where a person ceases to be a:
- (a) part-time executive officer,
  - (b) NUS Conference delegate, or
  - (c) University Senate Representative;
- a by-election for that office shall be held as soon as is reasonably practicable following the arising of the vacancy, but no by-election shall take place during any vacation or examination period.
- 15.2 Sections 2 to 11 shall apply to a by-election as though every reference to an election were a reference to that by-election.
- 15.3 But in the application of section 6.1 to a by-election, a reference to the fourteenth day of October in every academic year shall be construed as a reference to a day no more than seven clear days following the arising of the vacancy that has caused that by-election.

## **MISCELLANEOUS**

### **13. Interpretation**

- 13.1 In this regulation, the following meanings shall have effect:
- “AUGS Member” shall have the meaning given to “Member” by clause 15 of the Constitution,
  - “elector” means a person who is able to vote in a Halls election by virtue of section 9,
  - “examination period” means the any day within the dates published by Aberystwyth University as constituting an examination period,
  - “relevant day” means the day five clear working days prior to the date of an election,
  - “vacation period” means any day outside the dates published by Aberystwyth University as constituting the Michaelmas, Lent and Easter Terms,
  - “voting period” shall have the meaning given by section 6.

