

Schedule 5 to the Democracy Referendum Proposal

1. Enact a new Regulation 5 as follows:

REGULATION 5 HALLS REPRESENTATIVES

ELECTIONS: PRELIMINARY

1. Introduction

- 1.1 An election shall be held in every Hall to elect a person to be the representative of that Hall (a "Hall Representative").
- 1.2 "Hall" means a residence block or group of residence blocks combined for the purposes of Halls elections, and Appendix 1 shall have effect for the purpose of stipulating the constitution of each Hall.
- 1.3 The elections for the Halls Representatives shall be held before the last day of October in every year.

2. Candidacy

- 2.1 Every AUGS Member may stand as a candidate for election as a Hall Representative.
- 2.2 But a person may only stand for election in the Hall in which they are resident.
- 2.3 A person may not stand for election in more than one Hall.
- 2.4 A person may not stand for election if they are:
 - (a) otherwise an Assembly Member,
 - (b) employed by Aberystwyth University as a Residential Support Tutor or Residential Support Coordinator, or
 - (c) a Trustee of AUGS.

3. Election Timetable

- 3.1 Before the fourteenth day of October in every year, the Returning Officer shall publish a Halls Election Timetable ("Election Timetable").
- 3.2 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 the 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.

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

4. Nominations

- 4.1 Nomination forms shall be published by the Returning Officer.
- 4.2 The nomination period must be open for a period of at least seven clear days prior to the start of canvassing.
- 4.3 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.
- 4.4 No person may propose or second more than one candidate for election.

5. 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.

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. Suffrage

- 8.1 Every person who is, on the relevant day, a resident of one of the Halls given in the left-hand column of the table in Appendix One shall have the right to vote in the election held for that Hall.
- 8.2 A person is a resident of a particular Hall if the place recorded as their term-time address on their Student Record is a place within that Hall.
- 8.3 If in any proceedings or complaint any question arises as to whether or not any person is a resident of a particular Hall, a certificate issued by the Director of Information Services of Aberystwyth University (or a person authorised by him for that purpose) stating any fact relating to that question shall be conclusive evidence of that fact.
- 8.4 In this section:
 - “relevant day” means the day five clear working days prior to the date of an election.
 - “Student Record” means an entry in any system maintained by Aberystwyth University for the purposes of the provision of the Student Record system.

THE ELECTIONS

9. Voting

- 9.1 The Returning Officer shall take every reasonable step to publicise to every elector:
 - (a) the purpose of the election,
 - (b) the names of the candidates for election in every Hall,
 - (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.
- 9.2 The vote shall be conducted by means of an online voting system provided by Aberystwyth University.
- 9.3 Electors may cast their votes at any time during the period specified as the voting period in accordance with section 3, but each elector shall only have one vote.
- 9.4 No person shall engage in canvassing in the immediate vicinity of an elector who is in the process of voting.

10. Ballot

- 10.1 The ballot form shall bear the name of each candidate and the office being contested.
- 10.2 There shall be a facility to vote to re-open nominations ("RON").

11. Count

- 11.1 The count shall be conducted according to the guidelines issued by the Electoral Reform Society for running elections by the Single Transferable Vote.
- 11.2 The Returning Officer must:
 - (a) publish the name of every candidate who has been elected, and
 - (b) notify the same to the Guild Chairperson;in writing as soon as is reasonably practicable after the count, and in any case within twenty-four hours of that time.

GENERAL

12. Period of office

- 12.1 A person shall cease to be a Hall Representative if he:
 - (a) is subject to a recall request in accordance with section 14,
 - (b) resigns as a Hall Representative,
 - (c) ceases to be a resident of the Hall for which he was elected,
 - (d) ceases to be an AUGS Member, or
 - (e) dies.
- 12.2 In every other case, a person shall cease to be a Hall Representative on the last day of the academic year in which they were elected.

13. Resignation

- 13.1 A person may resign as a Hall Representative in writing to the Guild Chairperson. Such a resignation shall:
 - (a) have effect from the day and time at which it is received by the Guild Chairperson, 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. Recalls

- 14.1 A resident of a particular Hall may request that the representative for his Hall be recalled.
- 14.2 A recall request must:
 - (a) state the grounds on which it is believed that the representative should be recalled,
 - (b) be supported by the signatures of one-quarter of the residents of that Hall, and
 - (c) be submitted in writing to the Chief Executive of AUGS and the Guild Chairperson.
- 14.3 A recall request submitted in accordance with the provisions of this section:

- (a) shall have effect from the day and time it is received by the Chief Executive of AUGS, and
 - (b) shall be published by the Chief Executive as soon as is reasonably practicable after its receipt, and in any case within twenty-four hours of that time.
- 14.4 For the purpose of the calculation of the number being one-quarter of the residents of a particular Hall, a certificate issued by the Director of Residential and Hospitality Services of Aberystwyth University (or a person authorised by him for that purpose) stating the number of residents in that Hall shall be conclusive evidence of that fact.

15. Vacancies

- 15.1 Where a person ceases to be a Hall Representative at any time between his election and the last day of February, a by-election shall be held.
- 15.2 Where a person ceases to be a Hall Representative at any time between the first day of March and the last day of that academic year, no by-election shall be held.

16. By-elections

- 16.1 A by-election required to be held by section 15.1 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.
- 16.2 Sections 2 to 11 shall apply to a by-election as though every reference to an election were a reference to that by-election.
- 16.3 But in the application of section 3.1 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

16. Interpretation

- 16.1 A requirement imposed by this Regulation upon any person to publish any document or notice shall be construed as a requirement to make that document or notice available:
- (a) in a physical medium in the Guild Building,
 - (b) on the AUGS website, and
 - (c) on the request of an AUGS Member.
- 16.2 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 8,
 - “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,

“residence block” means one of the blocks listed in the right-hand column in the table in Appendix One,

“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 3.

APPENDIX 1: HALLS

Hall name	Residence blocks
Alexandra	Alexandra Hall
Brynderw	Brynderw Hall
Cwrt Mawr A-D	Cwrt Mawr blocks A, B, C, D
Cwrt Mawr E-H	Cwrt Mawr blocks E, F,G, H
Cwrt Mawr J-N	Cwrt Mawr blocks J, K, M, N
Pantycelyn	Pantycelyn
Penbryn	Penbryn
Pentre Jane Morgan A	Pentre Jane Morgan houses 1-40
Pentre Jane Morgan B	Pentre Jane Morgan houses 91-178
Pentre Jane Morgan C	Pentre Jane Morgan houses 81-120
Pentre Jane Morgan D	Pentre Jane Morgan houses 121-160
Pentre Jane Morgan E	Pentre Jane Morgan houses 161-178
Rosser	Rosser blocks G, C, D, E
Seafront A	Clarendon Hall, Aberglasney, Balmoral, Blaenwern, Gwerin, Ceredigion
Seafront B	Caerleon, Carpenter, Glyndwr, and Pumlumon
Trefloyne and Rosser F	Trefloyne blocks A and B, Rosser block F