

Clubs and Societies Election Protocol

All club and society elections shall be unless there is extenuating circumstances be facilitated online via the Students' Union website. These extenuating circumstances must be presented to the Union Opportunities Team where a discussion can take place. The act of online election allows them to be as transparent and accessible as possible to all members of the society and club, ensuring all standard members no matter their circumstance have the opportunity to vote.

General Queries Clubs and Societies Elections:

- Setting your roles - Current committee members would determine the roles for the following year these must be submitted to the union opportunities team before the deadline set by the opportunities team, you will be emailed dates and deadlines for this.
- Eligibility to be a candidate - All those running in the elections, must be a current student of UEA and a standard member of the club or society –
 - If a student is studying on a year abroad and would like to stand in the election for their return this is fine, they would not need to pay for membership on the grounds they will not be using any of the facilities. To get this done please send the name, username and email addresses of the student of students. To union.opportunities@uea.ac.uk
 - If a student is intercalating they would be allowed to stand and vote in the elections as normal as they can purchase standard membership
- Student may run for as many positions as they wish, but can only be elected into **three roles** and only to include one presidency across both clubs and societies
- Gender Balancing on Committee is encouraged but not compulsory – we encourage everyone to promote and enable equality of opportunity as part of the makeup of their committee
- If you have specific methods of electing your committee or wish to do it outside of the window, then you must provide the union on your process of electing individuals
- Seeing who is running – Once candidates have been approved by the SU you will be able to see a list of them on the elections part of your club/society webpage. Before this point they will be in a secret ballot and should you wish to find out who is running, please email union.opportunities@uea.ac.uk
- The nominations period will be open for a minimum of 1 week and voting a minimum of 5 working days'
- Notification of the Result - A file will be sent to the current president of the society with the election results or a nominated person by a member of the student opportunities team of UEASU
- Whilst there is a primary period for the main student election we do recognise that some elections will take place at different times during the academic year, but we do encourage all election to take place in the months of March to June.
- Where there is no evidence of an election taking place or a club/society fails to partake in the union organised election, we will seek information from those in question on their election proceedings.

Election Regulations

- The Returning Officer of the election shall be the Activities and Opportunities officer with the Deputy Returning Officer being the Head of Student Opportunities. The decision of the returning officer shall be final.
- All Manifestos shall have a word limit of 500 words alongside a limited to 6-word slogan all manifestos shall be checked for inappropriate content and if found the union holds the right to remove it from the ballot upon notification to the candidate
- The Union endorses open, fair and positive campaigning for the election a breach of this may result in the Union withdrawing that candidate from the election, this also falls in line with the Union’s code of conduct, University regulations and the law. Principles for the campaigning can be found below break of these may result
- Candidates must allow students their right to democratic choice and cannot force students to vote for them
- There is no designated budget for campaigning provided to students, it is not allowed to seek external funding or self-fund a campaign over the cost of £5
- The voting system shall be single transferable vote a link to how this works can be found here - <http://www.parliament.uk/about/how/elections-and-voting/voting-systems/>
- Due to the number of roles available in the club and society elections, the Union will accept late candidates in the grounds that the current role is currently unfilled
- If a student has submitted an incorrect nomination for a role they may withdraw and be re-submitted for the role they wish on the assumption that this is uncontested
- If the vote ends in a draw and Re- Open Nominations isn’t voted for, the Union Opportunities team will toss a coin to determine the winner of the election
- The winner of each election if they win outright is final and cannot be contested as all complaints must be received before the close of the election
- To void an election, the Union opportunities team must be notified by the whole committee of the Club/Society, without any objection and with prior notice given to current candidates we may re-organise the election to ensure it is more representative.
- If anyone incorrectly votes the Union will not void the vote the act of voting is final

Complaints

- Complaints about the conduct of Candidates and their Campaigners must be sent to the Deputy Returning Officer detailing the allegation(s), the rules broken and any evidence.
- All complaints regarding the conduct of Candidates and their Campaigners must be received within an hour of the close of polling (4pm).
- All complaints must be resolved to the satisfaction of the Returning Officer before the count can commence.

Campaigning & Expenditure Principle 1- Reasonable: In determining whether the use of a resource needs to be charged to campaign expenditure, the RO will use the “reasonable” test. For example- it is reasonable to assume all candidates own shoes. Thus the wearing of shoes does not need to be accounted for. It is not reasonable to assume all students own a tiger costume. Thus anyone using one as a feature of their campaign should account for costume hire. If in doubt candidates should consult first.

Campaigning & Expenditure Principle 2- Replicable: Actions must be replicable by anyone else in the election. For example- if you tell jokes to students outside the union shop, anyone else could do the same. But If you won a blimp in an ebay auction for 25p it is not likely that someone else could buy a blimp for 25p.

Some Examples:

1. Your father owns a printing firm and gives you 500 swizzles sweets for free. You would have to declare a cost equivalent to 500 swizzles sweets at a commercial rate within your expenditure.
2. You and 3 other candidates share purchasing of lollipops and therefore get a bulk buy discount for 2,000. Your cost declared would be the cost of 500 lollies without the bulk buy discount rather than a quarter cost of 2,000 lollies.
3. You own a pen and write "vote Jimmy" on existing posters. The pen does not count as expenditure as it is reasonable to assume that all students can access a pen.
4. You borrow a blimp and paint on it "vote Jimster". This is not allowed as it is not reasonable to assume that all students can access a blimp.