

UBU Elections By-law

1. Scope and eligibility

- 1.1. The right to stand for election and vote in elections is open only to full, current student Members (known as Student Members) of UBU.
- 1.2. Student Members are eligible to stand so long as they are a student at the time of standing *and* for the duration of the role they are standing for, except:
 - i. where places are reserved for specified groups, for example a women's place.
 - ii. for members of a sub-division of the Union (such as an Area, club, or society) that has passed a resolution to limit eligibility.
 - iii. for elections to Faculty Representative positions, where those eligible to stand and to vote are restricted to "Student Representatives".
 - iv. Elections for Sabbatical Officers are open to all current registered students and to current Sabbatical Officers seeking a second term.
- 1.3. An individual may not hold more than one position on UBU Council.
 - i. For the avoidance of doubt, a candidate may *stand* for up to two positions of different types, i.e. They may stand for one Sabbatical role simultaneously with one Executive role; or one Sabbatical role with a Lay Member role; or one Executive role with a Lay Member role.
 - ii. They can only be *elected* to one role. At the conclusion of the voting, votes will be counted in the order of Sabbatical, then Executive, and then Lay. Once a candidate is elected to a role in one of these categories assessed in that order, they will be automatically removed from the elections for the subsequent categories.
- 1.4. If at any time from the opening of nomination to the final vote any candidate withdraws from Membership of UBU or ceases to be a student, they are automatically disqualified from the election.

2. Roles and Responsibilities

- 2.1. Responsibility for oversight of UBU elections and referenda rests with the UBU Trustee Board.
- 2.2. The Trustee Board shall annually appoint a Returning Officer and a Deputy Returning Officer (DRO) and arrange for an Elections Committee which shall comprise 1 Sabbatical Officer, 2 ordinary Student Trustees, 1 member of UBU staff (not the DRO), and 1 member of UBU Council elected by UBU Council. Its quorum is 3.
 - i. The returning officer can be:
 - 2.2.i.1. An NUS staff member via their elections support service
 - 2.2.i.2. A member of academic staff at Bradford University
 - 2.2.i.3. A senior staff member of another Students' Union
 - ii. The Deputy Returning officer must be a Students' Union member of staff, who is not a sabbatical officer
- 2.3. As soon as any person accepts their place on the Elections Committee, they become ineligible from standing in any UBU Council election during their term of office. UBU shall communicate this clearly to candidates for the Student Trustee role.
- 2.4. No member of Elections Committee may show preference to any candidate. Violation of this will result in the member being dismissed from the committee and referred to the UBU code of conduct.

3. Notice and timings

- 3.1. The student body must be clearly notified of elections at least 1 week in advance.
- 3.2. Elections, including the periods of notice, nominations, campaigning, voting, and results must be given an absolute minimum of 5 working days to run.



- 3.3. At least some part of the nominations period must be within term time.
- 3.4. Where possible, all officers shall be elected during Semester 2 for the following academic year. This shall at the least include the Sabbatical Officers, the Chair of Council, and the other UBU Council roles and NUS Conference roles.
- 3.5. Democracy Committee will recommend which roles in the case of the Sabbaticals and Executive Officers should stand in the main UBU elections to the Trustee Board, for Trustee approval.

4. Nominations, process, and co-option

- 4.1. Candidates will progress into the election, including the campaigning period, only after they have attended an election training provided by UBU, and signed to confirm that they have seen, and will follow, the Election By-law and the UBU Code of Conduct.
- 4.2. In the event of a vacancy for one or more post(s) arising during the academic year, from November onwards, the Council may decide to co-opt appropriate replacements, with candidates approved using a standard Council majority vote. This only applies to Council Executive Officers and Chair of Council.

5. Campaigning

- 5.1. The purpose of a candidate's campaign is to promote themselves and their ideas. They must never negatively campaign against any other candidate or group of candidates.
- 5.2. Campaigners shall not use UBU resources for the purpose of campaigning.
- 5.3. Campaigners must not interfere with the campaign materials of any other campaign.
- 5.4. Posters, banners, leaflets, and all similar forms of publicity material must be presented to UBU for checking before being used; UBU has the right to require changes if there is any cause for concern that the material could breach our Code of Conduct or otherwise cause substantial disruption to the student body or bring UBU into disrepute.

6. Complaints, Appeals

- 6.1. Complaints must be submitted in writing to the DRO within 48 hours of the incident, but no later than one hour after voting closes. Complaints must not be anonymous; any complaints received after the final deadline will not be investigated as part of the elections process.
- 6.2. Appeals against any decision of the DRO may be submitted to the Returning Officer by the complainant or the respondent, no later than 24 hours after the decision of the DRO is announced.
- 6.3. The grounds for appeal to the Returning Officer are:
 - i. The interpretation of the by-law or election rules was unreasonable
 - ii. The correct procedure set out had not been followed
 - iii. There is evidence that the DRO was prejudiced or biased
 - iv. The DRO failed to take into account available evidence.