

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 additionally open to students who are students at the time of the election but will graduate and take office for the year following that graduation; and to re-running Sabbaticals seeking a second consecutive term after graduating.
- 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 optionally 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.
- 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.

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.

4. Nominations, process, and co-option

- 4.1. Candidate 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 all applicable Codes 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.

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 and Amendments

- 6.1. Complaints must be submitted in writing to the DRO within 48 hours of the incident causing the complaint. They cannot be anonymous.
- 6.2. Appeals against any decision of the DRO may be submitted to the Returning Officer no later than 48 hours after the decision of the DRO is announced.