



BYE LAW – ELECTIONS

1. Elected Positions

1.1 The following elections shall be contested via a cross-campus ballot:

President of the Students' Union
Vice President of the Students' Union
The Representatives of the Students' Union Executive

2. Returning Officer

2.1 All elections shall be overseen by the Returning Officer, who shall be appointed annually by the first meeting of the Board of Trustees.

2.2 The Returning Officer shall not be a current member of the Students' Union nor shall they have been a member of the Students' Union in the preceding two academic years or a member of employed staff.

2.3 The Returning Officer shall be responsible for the observation of these regulations and good conduct and administration of the elections. The Returning Officer shall have the power to either suspend the election or declare a nomination invalid should these regulations be contravened.

2.4 The Returning Officer shall appoint a Deputy Returning Officer, who shall assist the Returning Officer in the administration of the elections under the rules and regulations determined by HASU. The Deputy Returning Officer shall usually be the most senior member of staff at HASU and shall perform their duties in an impartial manner.

2.5 The Deputy Returning Officer and Election officials shall be instructed by the Returning Officer on their duties and shall perform these in an impartial manner.

2.6 The ruling of the Returning Officer of the Election and/or Referenda shall be final.

3. Election Timetable

3.1 Elections shall be held at a time which are intended to enable to largest possible number of members to fully participate in all aspects of the electoral cycle.

3.2 Elections shall be held at a time to the greatest benefit to the membership.

4. Nominations

- 4.1 An Elections Pack must be available before nominations open. The pack shall contain a copy of the description of the role of each position available in the election, and election timetable, a copy of the election rules and regulations and information on the facilities and support the Union will make available to each candidate.
- 4.2 Full members of the Union, as defined in the Articles of Association (8. Membership of the Union), can stand for Election and shall be considered for nomination providing a nomination is submitted on the HASU website before the close of nomination.
- 4.3 All candidates must sign to accept the election rules and abide by the Constitution, Code of Conduct and equal opportunity policy.
- 4.4 All elections will include an option for a further candidate, namely "Re-Open Nominations". Thus in the event of there being only one candidate for one of these posts, the election shall continue as normal with the candidate running against "Re-Open Nominations"
- 4.5 Candidates can submit a manifesto in support of their nomination
- 4.6 All manifestos will be circulated and posted on the Students' Union website.

5. Campaigning

- 5.1 A campaigning briefing will be arranged to include advice on the rules and procedures, levels of campaign expenditure, conduct of candidates and supporters, arrangements for the count deceleration and complaints procedure, and shall be delivered by the Returning Officer or their Deputy.

6. Eligibility To Vote

- 6.1 All full members of the Students' Union as defined in the Articles of Association (8. Membership of the Union), are entitled to vote.

7. The Electoral System

- 7.1 The electoral system used is the single transferable vote system operated in accordance with the procedures of The Electoral Reform Society of Great Britain and Ireland.
- 7.2 No elector shall vote more than once and no elector shall be allowed to vote in proxy for another Elector.

8. Polling

- 8.1 The Returning Officer will make arrangements whereby members are able to cast their votes this will normally be done via an e-voting system
- 8.2 The system will restrict the e-voting site to only registered Harper Adams University students.
- 8.3 Ballot papers for each position will be produced, show the names of all candidates standing in each election.
- 8.4 The Students' Union website will provide a list of all positions, all candidates and explanation for the conduct and process of the vote.

9. The Count

- 9.1 The Returning Officer will arrange for the count to take place.
- 9.2 The count will commence only when the Returning Officer confirms to the Deputy Returning Officer that all complaints relating to the conduct of the election have been resolved.
- 9.3 Once the count has commenced, no further complaints will be considered other than complaints relating to the conduct of the count itself.
- 9.4 The Students' Union website will provide a list of all positions, all candidates and explanation for the conduct and process of the vote.

10. The Declaration

- 10.1 The Returning Officer, in consultation with the Deputy Returning Officer, will decide when and where the declaration takes place.
- 10.2 The results of the election will be declared by the Returning Officer of their nominee.
- 10.3 Results will be made available on the Students' Union website.

11. By-Elections

- 11.1 If a post becomes vacant then the Deputy Returning Officer shall make recommendations to the Board of Trustees as to the timing of the election to fill the vacancy.
- 11.2 Any by-election shall be conducted so as to comply with this Bye-Law.

12. Disciplinary & Disqualification

- 12.1 No candidate or other person shall make or cause to be made deliberate misrepresentation of other candidates either verbally or on any publication or by any other means.

- 12.2 No candidates or any other person shall bribe, or attempt to bribe, any elector in any way whatsoever.
- 12.3 A candidate may be subject to disciplinary procedures including disqualification if they or someone acting on their behalf or for their benefit;
- a. Bring HASU into disrepute;
 - b. Responsible for corrupt practice (as defined by the Returning Officer);
 - c. Disrupt elections;
 - d. Dishonest conduct;
 - e. Act to threaten, intimidate, deceive, coerce, collude, conspire or use force to interfere with the election process;
 - f. Falsify, deceive, deface or destroy any election material;
 - g. Artificially create an advantage that any other candidate cannot reasonably (as determined by the Returning Officer or their nominee) replicate;
 - h. Interfere in a vote or voting process; or
 - i. Act in a way that infringes the rules and regulations set out by the Returning Officer.
- 12.4 A candidate may be subject to disciplinary procedures, including disqualification if they breach any Union or University policy or regulation.
- 12.5 If a candidate faces disciplinary, the procedures can be found outlined in the Disciplinary Procedures for Members of Harper Adams Students' Union.

13. Complaints and Right to Appeal

- 13.1 Complaints shall be made in writing to the Deputy Returning Officer. The Deputy Returning Officer shall investigate and aim to respond to any formal complaint within 48 hours.
- 13.2 There shall be a Right of Appeal for complaints, which shall be referred to the Returning Officer. The nature of any appeal to the Returning Officer shall only be based on whether the Deputy Returning Officer's decision was not:
- a. Entirely based on appropriate regulations and/or;
 - b. Fair, proper and unbiased.
- 13.3 The Returning Officers ruling shall be final.