



The University of Lincoln Students' Union Returning Officer Guidance for Referenda

Equality Impact Assessment

Please tick the boxes below to confirm you have considered:

- How the policy and/or process affects staff, members, and visitors to the Students' Union and its venues
- How the policy and/or process affects people in the protected characteristics
- How any data will be gathered and used

- Please tick the box to confirm you have adjusted the policy and/or process to mitigate any data impacts
- Please tick the box to confirm you have adjusted the policy and/or process to mitigate any Equality impacts

Please list below what reasonable adjustments have been made and how people with protected characteristics will be positively and/or negatively affected by this policy and/or process:

- N/A

Please list below the forms associated with the policy and/or process:

- Bye Law 8



The University of Lincoln Students' Union Returning Officer Guidance for Referenda

Approval History

Name & Role	Substantive/Primary Changes	Approved by (ie. SMT)	Date Approved
Jen Barnes, Head of Student Voice & Insight	New document	Board of Trustees	10/06/2020



The University of Lincoln Students' Union Returning Officer Guidance for Referenda

1. Selection of the Returning Officer

- 1.1 An independent Returning Officer will be appointed at the start of a Referendum period, in line with bye-law 8, by the Executive Committee and upon recommendation from the Chief Executive Officer.
- 1.2 The Returning Officer shall be entirely independent and external from the Students' Union and shall make decisions solely from an independent viewpoint.
- 1.3 The decision of the independent Returning Officer is final.

2. Returning Officer Responsibilities

- 2.1 It shall be the responsibility of the independent Returning Officer to review the Referendum Question. The Referendum Question will be exactly as put forward and passed in any of the letter, petition or forum outlined in bye-law 8.2.
 - 2.1.1 It is at the sole discretion of the independent Returning Officer to amend the Referendum question, should, in their sole belief, the question have the possibility of misleading the electorate.
 - 2.1.2 The independent Returning Officer shall allow the Union to, with consent from the Trustee Board, take a public stance on the referendum proposal or question, should they believe that it is within the organisations interests to do so.
- 2.2 The independent Returning Officer shall ensure that notice of the referendum is given, a minimum of five (5) working days before the referendum vote, by means of a news story on the website, via delegated authority to the Clerk to the All Student Members' Meeting.
- 2.3 The Independent Returning Officer shall receive and make decisions on complaints from candidates and the electorate in regards to the conduct of a candidate or procedural issues.
 - 2.3.1 Any individual wishing to make a complaint about the conduct of another candidate, must do so in writing, within 1 day of a bye-law being breached, to returningofficer@lincolnsu.com, where the complaint can be reviewed by the independent Returning Officer
- 2.4 The independent Returning Officer shall ratify the Referendum count.
- 2.5 The independent Returning Officer shall ensure the results of the Referendum are posted by the Clerk to All Student Members meetings, on the delegated authority of the Returning Officer on the Website a maximum of 36 hours after voting closes (excluding non-working days).

3. Powers of the Returning Officer

- 3.1 Give directions to students during the course of a referendum period (which will last from the notice of the referendum to the announcement of the result);
- 3.2 Order any recount;
- 3.3 Annul a referendum and order a new one in its place;
- 3.4 Request any matter enters into the Student Disciplinary Policy
- 3.5 Direct that any other action be taken to ensure fairness or maintain the integrity of a referendum.

4. Appeal of the Returning Officer Decision

- 4.1 An appeal against a decision of the Returning Officer to take action may be made by any person directly affected by the Returning Officer's decision. Appeals must be submitted no later than 12 noon on the day after the decision of the Returning Officer was communicated to Returningofficer@lincolnsu.com, and include all documentation relevant to the appeal at the time of the appeal. Appeals may be made on the following grounds:

- 4.1.1 Interpretation of this Bye-Law or any of the issued guidelines used during the election is unreasonable;
- 4.1.2 The correct procedure set out in this Bye-Law or issued guidelines has not been followed;



The University of Lincoln Students' Union Returning Officer Guidance for Referenda

4.2 All appeals will be considered by the Elections Sub-Committee in line with bye-law 7.15.