



## University of Lincoln Students' Union (ULSU) Policy Governing the Election of Student Volunteers

### **1. Introduction**

The University of Lincoln Students' Union is a democratic organisation. As such, it is vital that free and fair elections take place to ensure that all members of Sports Clubs, Societies, Campaigns Network Groups and the International Students' Association (ISA) are able to elect the leaders of their Group. It is also vital to ensure that all members of the Student body know who will be representing their views.

### **2. Purpose**

2.1 This policy covers the following groups:

- 2.1.1. Sports Clubs & Societies Committees
- 2.1.2 Activity Cluster Reps
- 2.1.3 Academic Representatives
- 2.1.4 Campaigns Network Group committees.
- 2.1.5 ISA Committee

2.2 The purpose of this policy is to:

- 2.2.1 Outline the timings and length of elections
- 2.2.2 Outline the process for running online and face-to-face elections
- 2.2.3 Outline the process for filling vacant positions
- 2.2.4 Outline the process for co-opting students in to vacant positions

### **3 Timings of the Elections periods**

- 3.1 Elections shall take place two times per academic year. These elections will be held online through the Students' Union website at [lincolnsu.com/elections](http://lincolnsu.com/elections) or face to face where required. The main elections shall take place during March, starting a minimum of seven days after Student Leader elections.
- 3.1.2 For Sports Clubs, Societies Committees and Campaign Group Committees and ISA Committees, this will be made up of a minimum of five working days of nominations followed by 72 hours of voting.
- 3.1.3 For Activity Cluster Reps, this will be made up of a minimum of five working days of nominations, opening at the last Sports or Societies Hub of the Academic Year, followed by 72 hours of voting.
- 3.1.4 For Academic Representatives this will be made up of a minimum of nine working days of nominations followed by four working days of voting.
- 3.2 Wherever possible, any unfilled positions after this time shall be filled through elections which shall take place at the start of the next academic year. Postgraduate Rep and Officer elections will commence two weeks after other elections are held at the beginning of the academic year, to allow for late postgraduate enrollment. These elections shall be made up of the same nominations and voting periods as outlined in point 3.1.

### **4 Determining the elections needed**

- 4.1 For Academic Reps
- 4.1.2 Prior to each election period, the Vice President Education and a member of the Student Voice team will meet with the Student Engagement Lead and an administrator from each School to determine how many representatives are to be elected for each course



## **University of Lincoln Students' Union (ULSU) Policy Governing the Election of Student Volunteers**

- 4.1.3 The Students' Union will recommend a ratio of 1:25 for undergraduate courses and 1:25 for postgraduate students in a school. The latter shall be elected from students across the school, and will be split in to PGR and PGT unless specifically requested to be elected by course.
- 4.1.4 The decision as to whether more or less representatives are elected remains at the discretion of the Student Engagement Lead with the minimum of one being required.
- 4.1.5 Prior to this discussion, it is the responsibility of the Student Engagement Lead to have discussed with programme leaders how many representatives they would like.
- 4.1.6 Following the discussion, it is the responsibility of the Student Engagement lead to communicate the outcomes of the meeting to programme leaders prior to the commencement of the election period.
- 4.2 For Sports Clubs and Societies, this will be determined by their constitution. Amendments to constitutions must be discussed with Activities team.
- 4.3 For Activity Cluster Reps, one Rep is required for each Cluster, as defined by Standing Order 2001 and 3001. Cluster lists can be found on the SU website.
- 4.4 For Campaigns Network Groups, this will be defined by the Standing orders that govern each group.
- 4.5 For the ISA, this will be defined by standing order 5009.

### **5 Online Elections**

- 5.1 Online Elections will be available at [www.lincolnsu.com/elections](http://www.lincolnsu.com/elections).
- 5.2 Students will only be able to nominate themselves or vote in elections for Committee Members of Sports Clubs or Societies of which they are a member; the course, school or College in which they study; for the ISA Committee if they are an ISA Member; or for any Campaigns Network Group Committee, of which they are a member.
- 5.2.2 For Activity Cluster Reps, only committee members of Sports clubs and Societies can nominate themselves for the relevant Cluster that their Sports Club or Society is within.
- 5.2.3 For Activity Cluster Reps, each Sports Club or Society within each Cluster shall be entitled to 1 vote for the Representative which represents their Cluster and no other.
- 5.3 All elections will use the Single Transferable Voting (STV) system
- 5.4 Re-Open Nominations (RON) shall always be a candidate
- 5.5 For an election to be valid there must be at least 1.5 times the number of votes as candidates standing for the position(s).
- 5.6 Candidates will be informed via email of the results of their election, within 24 hours of the closing of the election.
- 5.7 Key partners such as Student Engagement Leads, Sports Club or Society committees (via Lincoln SU group email accounts) and Senior Reps (via Lincoln SU Rep email accounts) will be contacted with details of the successful candidates within five working days of the closing of the election.
- 5.8 Relevant Student members including Sports Club and Society Members, students involved with Campaigns Network Groups and Students represented by each Academic Representative (who have given consent for the SU to contact them) will be notified of successful candidates within five working days to their Student email address where possible.

### **6 Face-to-face elections**

- 6.1 In exceptional circumstances, elections can be carried out during lectures, seminars or whole group meetings of the relevant group, association, sport or society.



## **University of Lincoln Students' Union (ULSU) Policy Governing the Election of Student Volunteers**

- 6.2 These must be delivered by a Student leader or Students' Union Staff member that supports that area of student activity.
- 6.3 These must be carried out during the election period.
- 6.4 The lecture, seminar, event or meeting that the election is to be held in must be confirmed with SU staff at least 24 hours in advance of the session.
- 6.5 A minimum of 50% of the students on that course or in that group, sport or society must be present.
- 6.6 Official Students' Union ballot cards or the Students' Union elections system (SUMS) must be used.
- 6.7 Single transferable vote must be used
- 6.8 Re-Open Nominations (RON) shall always be listed as a candidate
- 6.9 Candidates will be informed whether they have been successful within two working days of the election
- 6.10 Key partners, Student Engagement Leads, Sports Club or Society committees (via Lincoln SU group email accounts) and Senior Reps (via Lincoln SU Rep email accounts) will be contacted with details of the successful candidates within five working days of the closing of the election.

### **7 Filling vacant positions**

- 7.1 In some circumstances, it may be necessary to run ad-hoc elections outside of these election periods, to fill vacant positions e.g. In the event that a Sports club or Society Committee Member resigns during the academic year. In this circumstance an election will be run to fill the vacant position. The running of these elections will be at the discretion of the Deputy Returning Officer
- 7.2 Requests for an election to fill an unfilled position must be made to staff that support students in that area.
- 7.3 These elections will be made up of the same nomination and voting periods as outlined in point 3.1
- 7.4 For Academic Representative, these elections will be held face-to-face, as per point 6 of this policy, unless a School has less than 25% of positions filled
  - 7.4.2 In the event that less than 25% of positions are filled in a School, a second round of online elections may be run for the School if requested by the Student Engagement lead.
- 7.5 For Sports Clubs, Societies, Campaigns Network Groups, the ISA, and Volunteer Officers, these elections will be held online unless specifically requested to be held face-to-face.
- 7.6 All Representatives that are elected following a position becoming vacant will hold that position until the end of that academic year.

### **8. Co-opting**

- 8.1 Where it has not been possible to fill a position through an initial election, it will be possible to co-opt a student into a vacant position.
- 8.2 Co-opts shall take place in line with bye-law 17.8.3