

By-Law 10 Appendix D - Club and Society Elections

Core principles:

1. All Club and Society Exec members shall be democratically elected by Club and Society members annually.
2. Each standard member of a Society or Club has one vote, all votes are counted equally.
3. Any standard member of a Society or Club can stand in an election to become a member of the Exec regardless of their membership of any other Society or Club.
4. Associate or Honorary members of a Society or Club may not vote or stand in any election.

Organising an Exec Election (for annual Exec Elections and By-Elections):

1. All members must receive notification of an election at least 7 days before the voting period.
2. The nomination period for the election should be at least 7 days.
3. The date by which someone must be a member of the Society or Club in order to vote. This will be at least 14 days before voting begins.
4. Notification of an election must include:
 - a. The positions for election.
 - b. The nominations period and how a member might nominate themselves.
 - c. The voting period and how a member can vote.

During an Exec Election:

1. All members must have equal opportunity to access hustings and voting. This includes consideration of the following:
 - a. Disability access
 - b. Length of time elections are held over if conducted in a physical meeting.
 - c. That all elections be conducted in or accessible by the English language
 - d. Allowing members to vote who are currently on a year abroad, a distance learner, part-time student or unable to attend through no fault of their own.
2. Votes must be counted using a First Past the Post or Single Transferable Vote electoral system agreed by a Society or Club General meeting/ specified in the Constitution prior to the election.
3. Re-Open Nominations (R.O.N) shall be a candidate for every position.
4. If requested by at least one member, a secret ballot must be held.
5. Votes should be counted by a current member of the Society or Club without a conflict of interest. An SU Returning Officer, Sabbatical Officer or appropriate member

of SU Staff can be requested to carry out this role or offer independent scrutiny depending on availability.

6. No candidate may use Society or Club resources to promote their campaign. Likewise no Exec member may, in their capacity as an Exec member, promote or use Society or Club resources to promote any particular candidate over another.

After an Exec Election:

1. Society or Club members should receive the provisional Exec election results no later than 3 working days after voting has closed.
2. All results are provisional for 7 working days after members have been notified. In this period members may submit complaints regarding the elections to the current Exec, SU Returning Officer, Sabbatical Officers or a relevant member of SU Staff.
3. Complaints received by the Returning Officer, Sabbatical Officers or members of SU Staff can be put to an Adjudication Panel (see By-Law 9) for a decision. Any decision is subject to an appeals process.

Quorum:

1. The quorum for each Club and Society election are as follows:
 - a. The first 100 Society or Club members shall be subject to a quorum of 10%.
 - b. Membership between 101 and 200 inclusive shall be subject to a quorum of 9%.
 - c. Membership between 201 and 400 inclusive shall be subject to a quorum of 8%.
 - d. Membership between 401 and 800 inclusive shall be subject to a quorum of 7%.
 - e. Membership between 801 and 1600 inclusive shall be subject to a quorum of 6%.
 - f. Membership of above 1600 shall be subject to a quorum of 5%.
 - g. The quorum calculations in a) – f) are cumulative and the total shall be rounded up to the nearest integer.
 - h. The minimum quorum for any Society election is 5.
2. Club and Society Execs may in circumstances that they consider exceptional temporarily amend a Society's quorum, any such decision being reviewed at the next Student Council.
3. The minimum quorum does not apply to self-defining positions.

Resignations and No - Confidence:

1. If an incoming Exec member resigns their position within two weeks of the Exec election, the current Exec should:
 - a. If possible, recount the votes cast (if preference voting was used, redistribute preference votes of the withdrawn candidate starting again in round 1) and award the position to the candidate with the subsequent highest votes.
 - b. Re-Open Nominations for that position.
2. If a member of the current Exec resigns their position, the current Exec can:
 - a. Leave the position unfilled so long as it is not the position of Chair, Treasurer or Secretary.
 - b. Co-opt a member to temporarily take on the responsibilities of that role for no longer than 10 weeks.

- c. Hold a by-election amongst all members if there are more than 10 weeks remaining in the tenancy of that Exec position.
3. A motion of no confidence removing a member from a Society or Club Exec may be proposed to a Society or Club Exec so long as that member's mitigating circumstances have been considered and the Sports or Societies Offer has been consulted.
 - a. A motion of no confidence should relate to the fulfilment of the role only (e.g. not fulfilling core responsibilities, not attending meetings, abusing conflicts of interest, or breaking the SU's Code of Conduct) and must have a proposer and a seconder who may be any two standard members of the Society or Club.
 - b. Members shall have equal opportunity to speak for and against the motion (the person the motion concerns will be given first right of refusal to speak against).
 - c. The motion shall be decided by a two thirds majority in a secret ballot of an Exec Meeting with at least half the Exec present. In the event of a tie, the motion will not be carried.
 - d. A successful vote of no confidence will trigger a by-election (see 'Organising an Exec Election'). All members of the Society or Club shall be informed of the result and any subsequent by-election.

Exec members without portfolio:

1. Any club or society can have up to two Exec members without a portfolio or specific remit. These members can come in two forms:
 - a) A club or society can elect an Exec member without portfolio, at the same time as the rest of their Exec or at an EGM. This member will be a voting member of the Exec and can hold the office for the academic year.
 - b) A club or society Exec can co-opt, by a majority vote of the Exec, an Exec member without portfolio in an advisory capacity. This member will not be a voting member of the Exec but has access to all Exec resources.