

Regulation 6 – SU Referenda

SU Referenda are constituted as 'All Student Meetings' under Article 15 of Warwick Students' Union's Memorandum and Articles of Association

1 Timings

- 1.1 There will be an All Student Meeting for all members to debate and discuss all business going to an SU Referendum
- 1.2 There will be, at least, three SU Referenda per academic Year. The dates and timeline for SU Referenda will be set by the Democracy and Development Officer at the commencement of each academic year.
- 1.3 Notice of an SU Referendum will be given at least seven days in advance of the period.
- 1.4 SU Referenda will only be held during the undergraduate term time in each academic year.
- 1.5 No publicity or public debate of an SU Referendum motion will take place during a Sabbatical election unless this is a by-election or a re-poll.

2 Motion Steering

- 2.1 The responsibility of the Democracy Exec members are:
 - a) A voting member of the Exec who has proposed, seconded, signed a petition in support of, or campaigns on a motion or an amendment put to the current SU Referendum must declare a conflict of interest before the Exec's discussion and abstain on any decision on that motion or amendment.
 - b) A conflict of interest will be declared by any member who may have a personal or official interest in the subject of any submission, such as, but not limited to, a member being affected by any submission relating to their Officer remit, society, club or political affiliation.
 - c) In the case of the Chair of the Exec declaring an interest, a temporary Chair of the Exec will be agreed by the voting members of the Exec for the duration of that motions discussion.
- 2.2 The process of Steering, by the Democracy Exec, shall be to:

- a) Make changes to motions coming to SU Referenda to ensure that they are accurate, grammatically correct, and that actions are mandated to the correct officers with their most up-to-date titles. Should changes be made, the Exec shall provide written justification for the amendment to the SU Referendum. Where appropriate professional advice must be taken.
- b) Amend motions in such a way that there is consistency in Union Policy and procedure, and such that no two policies shall contradict one another. If a motion is amended, the Exec shall provide written justification for the amendment to the next SU Referendum.
- c) Motions to boycott shall be submitted as a Resolves to Boycott and accompanied by support information.
- d) A member of staff will be present at all meetings to provide impartial advice and factual information.

2.3 All Exec Steering Meetings shall be an open meeting.

2.4 The Exec, responsible for steering, will normally meet at least seven days in advance of any Union meeting. Where this is not possible, the Exec will meet as soon as possible thereafter. The lead proposer of any motion to be considered at a Steering meeting will be invited and encouraged to attend that meeting.

3 Campaign Groups

3.1 The Campaign Group Leader 'for' a motion is the proposer and the leader 'against' is usually considered to be the first person to speak against the motion, but other individuals can put themselves forward as the campaign leader.

3.2 A refundable deposit of £20 is required for every campaign group entitled to expenses, but will not be required for each individual member of a campaign group.

3.3 The designated campaign group leader will submit a completed registration form, together with the £20 refundable deposit if entitled to campaigns expenses, to be submitted to the Democratic Services Office detailing:

- a) Their name.
- b) Their University number.
- c) The campaign group they wish to lead.

6.4 Members of a campaign group are jointly and separately liable for the conduct of both the campaign group and for any members recruited to help the group.

4 Finance

- 4.1 Campaign groups can receive campaign expenses at the discretion of the Democracy and Development Officer.
- 4.2 The Democracy and Development Officer will make an amount of money available for use by campaign groups.
- 4.3 The Democracy Exec will allocate this money to the campaign groups as it sees fit taking into account:
 - a) Opposing campaign groups must receive the same amount.
 - b) Different motions do not have to receive the same amount.
 - c) The relative significance of each motion.
- 4.4 The Democracy and Development Officer will allocate this money by the deadline for allocating campaign group expenses.
- 4.5 A campaign group will:
 - a) Submit a detailed statement of expenses.
 - b) Not submit a false statement of expenses.
- 4.6 The campaign group leaders will be individually responsible for authorising all group expenses.
- 4.7 Any amounts on the expenses form believed to be inaccurate may be amended.
- 4.8 Campaign groups will be reimbursed, upon production of receipts, for the amount they have spent up to their expense limit.
- 4.9 Reimbursable campaign expenses are usually paid in arrears and must be collected within three months of being made available.
- 4.10 Campaign groups whose members are unable to afford the initial outlay of reimbursable campaign expenses can obtain their expenses in advance. Campaign groups must then repay any difference between the amount made available and the amount spent at the end of the campaign period.
- 4.11 Campaign groups failing to submit an expenses form without good reason by the deadline will attract a mandatory fine of 10% of their deposit.

5 SU Referendum Guide

- 5.1 There will be an online SU Referendum Guide, containing:
 - a) The motions referred to the SU Referendum.
 - b) Equal space for statements for and against each motion.

- c) Instructions on how to vote in the SU Referendum.
- 5.2 There will be an online statement for each campaign group when each campaign group will be able to submit campaign material.
- 5.3 Each campaign group is entitled to put material online provided:
- a) Material is submitted by the deadline.
 - b) Material submitted conforms to any size or word limits specified.
 - c) Material submitted is in the format specified.

6 Campaigning and Campaign Publicity

- 6.1 A briefing meeting will be held for all campaign groups.
- 6.2 Full details concerning what expenses money can be spent on will be communicated to campaign groups at the Campaigns Briefing.
- 6.3 Full details on where campaign publicity may and may not be distributed will be communicated to campaign groups at the Campaigns Briefing.
- 6.4 Campaign groups should remove all publicity by the deadline for doing so.
- 6.5 Campaign groups are responsible for publicity created by them or on their behalf. Should they become aware of any publicity they did not authorise, they should immediately inform the Democracy and Development Officer.
- 6.6 Campaign groups and those assisting them will not:
- a) Knowingly make, or induce any other person to make, false statements or supply, or induce any other person to supply, false information to the Returning Officer or the Democracy Exec.
 - b) Take part in or instigate ballot rigging, intimidation, bribery or any other corrupt practice
 - c) Produce any material that breaks the Union's Memorandum and Articles of Association, its By-laws, Union Regulations or Policy
 - d) No campaign group may use their personal or university account to acquire petition signatures or promote their SU Referenda campaign
- 6.7 Campaign groups may use Facebook, Twitter and other online social networking sites to promote their campaign and must abide by By-Law 11 – Equality and Diversity.
- 6.8 The production of any campaign videos must be carried out responsibly under the regulations set out in By-law 12 – Appendix 3 (General Misconduct Disciplinary Regulations), and abide by By-Law 11 – Equality and Diversity.
- 6.9 The Executive of Clubs and Societies must present a link to the SU page on the ASM motions when promoting motions using Club and Society

privileges.

- 6.10 Campaign group members will be solely responsible for the cost of cleaning or repair of any damage to the Union, University or other property caused as a result of their actions during the campaign. Campaign group members should be aware that the University and other property owners may take action against them on the basis of their actions.
- 6.11 Campaign group members are advised to speak to a member of the Democracy Team if they are unsure as to whether an activity is permissible.
- 6.12 Existing Officers and Exec Members may not use the facilities provided by their office for campaigning for any SU Referendum motion.
- 6.13 Individuals may face Union Disciplinary measures if they are believed to have broken any regulation above (refer to By-Law 12).

7 All Student Meeting Debate

- 7.1 The Democracy and Development Officer will organise public debate of motions to the SU Referendum.
- 7.2 The Chair of Council will chair the debate.
- 7.3 There will be an individual debate of each motion submitted to the All Student Meeting.
- 7.4 The debate will consist of speeches followed by questions.
- 7.5 Speeches for and against each motion shall be recorded and shown online at the point of voting, if reasonable and practical.

8 Quorum and Voting

- 8.1 SU Referenda will not be valid unless polling has taken place for at least forty- eight hours.
- 8.2 Copies of the Union's Memorandum and Articles of Association, Union Meetings By-Laws, SU Referenda Regulations and text of all motions will be available at the point of voting.
- 8.3 The ballot will include:
 - a) The title of each motion and a brief statement decided upon by the Democracy Exec followed by the alternatives:
 - “Vote For”
 - “Vote Against”
 - “Abstain”
 - b) A statement that only one selection should be made for each motion.

8.4 SU Referenda motions will obtain quorum of 5% of the Union's full membership cast a valid vote on the motion.

9 **Objections and Appeals**

9.1 Any full member of the Union may make an objection about the conduct of SU Referenda, the Democracy Exec, the All Student Meeting debate, the conduct of a campaign group, its members or helpers. This must be made in writing to the by the Democracy and Development Officer objections deadline.

9.2 The details of the Objections and Appeals process can be found in Regulation 2– Adjudication and Appeals Panel