

Motion for Union Council



Re: Standing Order G and Standing Order C amendments

Proposer: Peter Childs (Vice President: Democracy & Communications)

Seconder: Rebecca Bridger (Union President)

Council Believes

- The current constitution is heavily flawed for executive elections.
- Any Candidates packs have many conflicts the current constitution raising deep concerns about the validity of elections.
- Elections Procedures and protocol need to be made more clear.
- The Current Rules in the Constitution are out dated and in drastic and critical need of updating.

Council Resolves

- Conflicts and confusion can be completely avoided by putting rules for the candidates pack rules in the constitution, which will act as the undeniable rules and regulations of elections. The candidates pack will act as a single point of reference for elections, referring to the constitution.
- Amendments to 'Standing order C – General Elections' and 'Standing order G – Web Voting' to allow the above
- Amendments to 'Schedule 1 – Union Council' to allow for a much needed update of elections committee to restrict conflicts of interest and an out dated system.

Proposed Amendment(s)

STANDING ORDER C
GENERAL ELECTIONS

1 . ELECTION PROCEDURES

DEFFINITIONS

a) 'General Election' means any campus-wide election of Union Officers as defined in Paragraph 9 of the Constitution, and of the delegation to NUS conference, with the exception of the Union President who shall be an ex-officio member of the delegation, and the annual ballot on affiliations. General Elections will normally be held in the second term of each year.

b) The term 'days' refers to "working days".

ELECTIONS COMMITTEE

a) The overall responsibility for the conduct of general elections is delegated by Council to the

Elections Committee of the Union.

b) The Elections Committee of the Union shall be chaired by the ~~Returning Officer~~ Vice President: Democracy and Communications of the Union.

c) The Elections Committee of the Union shall ensure that general elections are conducted in accordance with the Constitution, Standing Orders and rules, and shall assist the Returning Officer in their duties.

ELECTION RULES

Part C1 – Campaigning Rules

These rules are regarding the campaigning period of the Elections. Please note that candidates are responsible for the actions of their campaign teams and breaches by campaign teams are also subject to Elections disciplinary.

Rule C1.1 – Candidates must attend all official candidates meetings organised by the Acting Returning Officer or Elections Committee. 24 hours notice must be given with a valid reason if a candidate is unable to attend, with the exception of extreme circumstances.

Rule C1.2 – Candidates must attend all husting events or events organised by the Acting Returning Officer or Elections Committee. 24 hours notice must be given with a valid reason if a candidate is unable to attend, with the exception of extreme circumstances.

Rule C1.3 – There is to be no campaigning whilst an individual is engaged with Union duties (e.g. employed as staff or on Union committees). A candidate working in any of the LSU departments is not permitted to continue during campaigning and should ask to take holiday leave during the campaign period.

Rule C1.4 – Candidates are strictly not allowed in the Executive Office or Media Offices in the Union building during the campaigning and voting periods, with the exception of express permission from the acting returning officer.

Part C2 – Publicity Rules

These rules are regarding the publicity material during the campaigning period of the Elections. Please note that candidates are responsible for the actions of their campaign teams and breaches by campaign teams are also subject to Elections Disciplinary.

Rule C2.1 – Strictly no ‘pre-campaigning’. Pre-campaigning is campaigning before the close of the first candidates meeting. This includes publicly declaring intent in any manner; however candidates can establish a campaign team and proposer or seconder prior to the close of the first candidates meeting. It is at the discretion of the Elections Committee if a candidate is deemed to be pre-campaigning.

Rule C2.2 – Posters,

Rule C2.2.1 – No poster printing is to be done outside the Students Union. Printing is undertaken in strict confidentiality.

Rule C2.2.2 – All posters require a validation sticker.

Rule C2.2.3 – All posters require a 37mm x 89mm clear space for a validation sticker.

Rule C2.2.4 – Posters may only be put up with white tack. No blue tack, sellotape or other means of adhesives may be used. Drawing pins may only be used on notice boards.

Rule C2.2.5 – No posters are to be placed in or on the following areas:

- Trees
- Telephone Boxes
- Lamp Posts
- Hall Kitchens
- Signs
- The Library building
- Inside or near the Students' Union building
- Places that can cause fire or health and safety risk.
- Any areas off-campus or in the town area

Rule C2.2.6 – Posters must contain the website 'www.lufbra.net/elections' and the voting dates of 5th, 6th and 7th March in equal prominence.

Posters Notes – All printing given before the printing deadline will be given out at the first candidates meeting. Validation Stickers will also be provided at the first candidates meeting. Posters found in breach of the rules will be removed, and may be subject to an Elections Disciplinary.

Rule C2.3 – No Campaign material may be placed on the outskirts of campus or in front of the security house or the University Entrances.

Rule C2.4 – Removing, moving or covering up any another candidate's campaign material is prohibited.

Rule C2.5 – Stickers Chalk and Balloons are prohibited.

Rule C2.6 – Candidates are only permitted to give lecture shout outs with the lecturer's permission and are not allowed to disturb a lecture in process.

Rule C2.7 – During Union night events, Candidates are allowed a maximum of 3 campaigners (not including the candidate) in the proximity of the queue area. Union Security has the right to remove any individuals at their discretion.

Rule C2.8 – No campaign emails are allowed to be sent to any address with the domain "lboro.ac.uk", "lufbra.net", "lborosu.org.uk" or "loucoll.ac.uk".

Part C3 – Voting Rules

These rules are regarding the voting days and voting itself. Please note that candidates are responsible for the actions of their campaign teams and breaches by campaign teams are also subject to Elections Disciplinary. Voting is done in accordance with Standing Order G – Web Voting. Voting will be Single Transferable Vote as found in standing order C of Loughborough Students' Union' Constitution.

Rule C3.1 – Candidates are not allowed within eyeshot or earshot of a ballot box. Any campaigning material (including t-shirts) will be removed from the area.

Please note, candidates should take extreme caution when moving around halls during voting days as a computer with internet access is deemed a ballot box. Influencing and forcing votes during voting days are taken extremely seriously by Elections Committee.

Rule C3.2 – Candidates are strictly prohibited from creating private ballot boxes.

Part C4 – Budget Rules

These rules are regarding the budget of each candidate for the election. It explains the maximum spend of a candidate in the interest of a free and fair election available to all. Any campaigning deemed 'associated' by Elections Committee will be included in your budget.

Rule C4.1 - Any campaign ideas, themes and materials must be approved in writing first by Elections Committee before being implemented.

Rule C4.2 – You may not be sponsored by an individual, another candidate, organisation or business.
Rule C4.3 - Candidates have a maximum quota allowance to spend on certain items. The specific item allowance can be found in the table below. Candidates can use as little or as much of the allowances as they see fit.

<u>Item</u>	<u>Maximum Allowance</u>	<u>Notes</u>
<u>Banners</u>	<u>1</u>	<u>This allowance is for banners, with a maximum size 24 square feet.</u>
<u>T-Shirts</u>	<u>25</u>	<u>The allowance quoted includes name, website and voting dates and includes a prominent clear area for a transfer on the left arm (7cm h x 8cm w).</u>
<u>Props</u>	<u>5</u>	<u>The allowance is for props used by candidates in the elections; if the elections website and voting dates are not included on the prop in proportion then it will count for 2 of the allowance. It is at the discretion of the elections committee what is considered a prop, Candidates should contact elections committee or the acting returning officer to confirm.</u>
<u>Creativity Items</u>	<u>10</u>	<u>Each allowance point is based on the monetary value of £5, and it used to encourage candidates to be original.</u>
<u>Consumables</u>	<u>Unlimited</u>	<u>The price quoted is the price for an infinite number of consumables and consumables only. They must strictly be non-alcoholic.</u>

Rule C4.4 – All ideas, themes and materials must be declared on the candidates campaign budget expenditure form. A credit cost will be assigned by Elections Committee for items not in the credit table above.

Rule C4.6 – Credit pooling is not allowed. *This is the use of one candidate's credits to aid another candidate's campaign.*

Rule C4.7 – Candidates have a separate maximum £20 printing budget, this must be done through the students' union. *Please note: paper printing must be paid for at the time of ordering. Candidates can order paper printing during the Elections period at different times however it should be noted that there will be a turnaround time of no less than two days. It is advised to produce material in black and white as this reproduces well when photocopied onto coloured paper.*

Pricing for this year's Elections on paper poster printing are as follows...

A4 Single Sided (49 or less copies) 0.06p a copy, black & white - 42p a copy, colour

A4 Single Sided (50 or more copies) 0.04p a copy, black & white - 30p a copy, colour

A4 Double Sided (49 or less copies) 0.09p a copy, black & white only

A4 Double Sided (50 or more copies) 0.06p a copy, black & white only

A3 Single Sided (49 or less copies) 0.11p a copy, black & white – 82p a copy, colour

A3 Single Sided (50 or more copies) 0.07p a copy, black & white – 50p a copy, colour

A3 Double Sided (49 or less copies) 0.17p a copy, black & white only

A3 Double Sided (50 or more copies) 0.12p a copy, black & white only

Rule C4.3 - Candidates must complete a campaign budget expenditure form within the deadline set at the first candidates meeting.

Dispute/Complaint Procedure

Any alleged breach of the rules found in the Candidates Pack will be referred to Elections Committee who will investigate the potential breach of the rule(s). The Elections Committee then have the right to impose sanctions on candidates where they see appropriate. Once a sanction has been set, a candidate can either accept the sanctions imposed or has a right to appeal, based on either or both of the factors below. If a candidate accepts the sanctions this does not remove their right to appeal. Any sanctions set will be implemented until the appeal meeting.

- i) Severity of sanction; if a candidate feels the sanction is disproportionate to the breach. A Discipline Committee will meet to discuss the breach and investigate if the sanction is proportionate; they can then alter or uphold the sanction as deemed necessary.
- ii) Procedures; A candidate can appeal if they feel that procedures have not been fulfilled. A Procedures Committee will meet to discuss the breach and investigate if the sanction has not been procedurally correct; they can then alter or uphold the sanction as deemed necessary.

If a candidate wishes to appeal again then the second appeal will be put to a meeting of Union Council to discuss and amend or uphold the sanction as necessary.

No candidate campaign

Any full member of the Students' Union wishing to run a no-candidate campaign against any post should be registered at the office of the Union Permanent Secretary within 3 days from the publication of the nominations. Only one no-candidate campaign will be allowed for each post. If more than one full member registers to run a no-candidate campaign against a post, the Acting Returning Officer will call a meeting and instruct all those members to form a group to run the campaign.

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PRECEDURE PRIOR TO ELECTION

- a) Not less than 14 days before a general election is due to be held, there shall be a meeting of Council at which Council shall appoint three student members of the Union from each ward to be Electoral Officers. The Electoral Officer must not be a member of the said ward. Council may delegate the selection of electoral officers to the Returning Officer.
- b) Elections Committee shall fix the dates, times of the day of voting, the hustings and the copy date of the publishing of manifestos and these shall be minuted for ratification by a meeting of Council not less than fourteen days before a General Election.
- c) The Election dates shall be set with regard to the term dates of the constituent colleges, Public Holidays and major Union events e.g. Rag Week.
- d) Each Electoral Officer shall be responsible for the conduct of the ballot within his or her constituency in accordance with the Constitution, Schedules and Standing Orders.
- e) The Returning Officer will, at the Council Meeting at which Electoral Officers are appointed, issue

each Electoral Officer with a copy of this Standing Order and instructions as to how to conduct the ballot.

f) The Returning Officer shall also instruct the Electoral Officers and Secretary to publicise the place, date and times of the voting and hustings, copy date for manifestos, closure date of nominations and shall inform the Electoral Officers of the voting number in use. Loughborough Students Union Constitution v 4.2.71

DISPUTES

a) Elections Committee shall have the power to recommend to Procedures Committee any candidate if they are deemed to have breached these Standing Orders or the relevant section of the Constitution or Candidates pack or further instructions issued by the Returning Officer or Acting Returning Officer in accordance with paragraph e) viii) of this Standing Order.

b) Breaches of these Standing Orders or the relevant sections of the Constitution or Candidates pack issued may render a candidate liable to disqualification by the Procedures Committee subject to appeal by Council. The decision of Council will be final.

c) Any dispute arising from the interpretation of this Standing Order, Candidates Pack or Further instructions (not relating to the ballot or count) shall be referred to the Elections Committee and hence to the Procedures Committee who shall resolve the matter, subject to appeal to Council. The decision of Council shall be final.

d) Procedures Committee should seek legal advice where considered necessary and must accept representation on behalf of any candidate or complainant who so desires it.

e) Breaches of these Standing Orders or Candidates pack or further instructions issued by the Returning Officer or Acting Returning Officer in accordance with paragraph e) viii) of this Standing Order, may render a member who is not a candidate liable to referral to Discipline Committee.

f) All information in the Candidates Pack are not further instructions.

NOMINATIONS AND CANDIDACY

a) Nominations:-

i) Nominations for each position to be filled at an election, must be in writing, signed by the Nominee, Proposer and Seconder each of whom is entitled to vote in the election.

ii) A Nominee, Proposer or Seconder may not be involved in any other nomination for the same position.

iii) No Student Officer is allowed to be a Proposer or Seconder of any candidate.

b) All nominations must be lodged at the office of the Permanent Secretary of the Union by 9am not less than seven days before an election and unless so lodged shall be void.

c) Elections Committee shall ratify all nominations following the close of all nominations.

d) Once the Elections Committee has ratified the nominations there shall be a meeting of all candidates. After the close of this meeting candidates can begin their campaigns.

e) Notice of the list of all nominations of candidates shall be posted at least six days before any election.

f) In the event that by the time nominations close insufficient nominations are forthcoming to fill all the vacancies, the elections shall proceed (except for those posts for which no nominations have been received) until the results have been declared. The procedure for unfilled vacancies shall then be as for casual vacancies, as defined in Paragraph 18 of the Constitution.

g) Upon entering their nomination, candidates shall receive from the office of the Permanent Secretary, copies of this Standing Order, and notice of the date, time and place of voting and hustings, the copy date for publishing election manifestos, and of the upper limit of funds which may be spent on their campaign.

h) The Returning Officer or Acting Returning Officer may issue candidates with further instructions

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~~as deemed appropriate. This notwithstanding, a candidate shall not be liable for disqualification for a breach of those instructions.~~

- ~~i) These instructions must be ratified by the Procedures Committee or Elections Committee~~
- ~~j) Upon entering their nomination, candidates shall also register the name of their appointed observers to the count, if they wish one to be present, with the Permanent Secretary. All observers must be members of the Union.~~
- ~~k) Withdrawal of nominations shall be submitted to the office of the Permanent Secretary to the Union, in writing, three days before the election.~~
- ~~l) Candidates for election must be full members of the Union at the date of election.~~
- ~~m) Candidates may not stand for election to more than one of the positions of Student Officers or Executive Committee positions. Candidates may however additionally stand for the position of Delegate to N.U.S. Conference.~~
- ~~n) Candidates for election may not, between the time their nominations are entered and the time the final result is declared, remain members of the Elections Committee, or the Procedures Committee, or the Discipline Committee, and are automatically suspended from membership of those Committees. For the duration of the General Election, Council may co-opt further members to meet the quoracy levels of the sub-committees.~~
- ~~o) All publicity used to promote candidates shall be financed by the Union.~~
- ~~p) Candidates for any post (and any member or group of members running a 'No Candidate' campaign) may spend up to a certain limit on their campaign. This limit shall be fixed from time to time by the Council.~~
- ~~q) Candidates shall publish accounts of their campaign expenditure (including a nil return if applicable) which shall be submitted to the Elections Committee. The day will be decided upon by the Elections Committee.~~
- ~~r) All student officers shall remain neutral during the period of campaigning and are not allowed to support any candidate. In particular, no election candidates will use any quotes or any form of media associated with any existing Student Officer.~~

OFFICERS OF THE UNION

a) All student officers shall remain neutral during the period of campaigning and are not allowed to support any candidate. In particular, no election candidates will use any quotes or any form of media associated with any existing Student Officer.

HUSTINGS

~~a) Between the date of closure of nominations and the date of the elections there shall be a series of public meetings, of which all candidates shall be informed, where they will state their policies and answer questions from those present. The amount, dates and times of the Hustings is up to the discretion of the Elections Committee.~~

~~b) Candidates may not take part in Hustings not arranged by the Elections Committee.~~

THE BALLOT ON AFFILIATIONS

At the General Election each year to elect Student Officers, the list of affiliations mentioned in Paragraph 26 of the Constitution will be posted by each ballot box. At this election, the ballot paper will include for each affiliation, boxes for FOR, AGAINST and ABSTAIN. The result will be decided by simple majority. In the event of an equal number of votes being cast for FOR and for AGAINST, the Returning Officer shall decide the ballot by the toss of a coin, which shall be allowed to fall to the ground. A head shall represent a vote for FOR, and a tail, a vote for AGAINST.

THE BALLOT

- a) Elections Committee shall set dates, time and places when ballot boxes for members of Loughborough Students' Union to vote. These must allow convenient places and times for every member of the Union to cast their vote.
- b) Voting shall open and close at times specified by the Returning Officer or Acting Returning officer.
- c) Voting shall take place by the alternative transferable vote for the election of the NUS Conference delegation and Executive Officers, and by the single transferable vote for the election of Officers of the Union.
- d) The ballot paper shall clearly describe the method by which the voter may express their vote. In order that candidates do not receive advantage or disadvantage from their position on the ballot paper, the Returning officer shall ensure:
 - i) Each Candidate's name appears first on an equal number of ballot papers to each of the other candidates.
 - ii) That the different ballot papers are mixed and distributed in equal numbers to each polling station.
- e) A person may only vote once logged into the Union Website. The MSL Website Election Software will then ensure:
 - i) That the person is entitled to vote in that particular Constituency by checking the name against a relevant list or by compiling a list of those voting.
 - ii) That the voting number in use at that election has not been struck out.

THAT PERSON SHALL THEN BE ISSUED WITH AN ELECTRONIC BALLOT PAPER REGULATIONS AS TO SECRECY AND FAIRNESS OF THE BALLOT

- a) No posters or publicity material for the candidates may be displayed or distributed until the Returning Officer has certified the candidates' nomination, after the close of nominations.
- b) All publicity shall be at all times bona fide.
- c) No canvassing, intimidation, distribution or publicity is permitted in the same room as the ballot box. The Electoral Officer and assistants shall ensure that any publicity material posted or situated in the vicinity of the ballot box is removed and destroyed immediately prior to the commencement of voting. The term "vicinity" will be elaborated in the Instructions Issued.
- d) It is not permitted for anyone to deliberately attempt against a person's will to ascertain how that person has voted.
- e) It is not permissible to wilfully deface, remove, or obscure election publicity except under point c) above.
- f) Any complaints or allegations of irregularities in the ballot shall be lodged in writing to the Permanent Secretary of the Union within fifteen days of the close of the ballot and should be resolved by Procedures Committee, subject to appeal to Council. The decision of Council shall be final.
- g) A poster shall be displayed at the ballot box, declaring that the ballot is secret and any violation of regulations may lead to the disqualification of votes.

THE COUNT

- a) There shall be a meeting prior to the count of Elections Committee on the evening of the Election.
- b) Elections Committee at any time may co-opt any number of people to assist with the count.
- c) Candidates may not attend the count at any point, but their appointed observer may observe the whole count.
- d) The Returning Officer or Acting Returning Officer shall supervise the count.
- e) The count shall proceed until a result is reached. The Acting Returning Officer shall then publish

the result on the evening of the count, and declare the number of votes in favour of each candidate.
f) A challenge to the vote may be made only by a candidate or appointed observer. It must be lodged in writing, bearing the signature of the candidate or appointed observer and ten supporting signatures to the Permanent Secretary and resolved by the Elections Committee.
g) All complaints of irregularity must be made before the results are ratified by Council, or else they will not be valid. All irregularities should be dealt with by Elections Committee.

NO CANDIDATE BOX

a) The "No Candidate" box is provided on the ballot paper for a voter to register the fact that he has no confidence in any of the candidates.
b) During the count, "No candidate" is treated as if it were a candidate and votes for it must be counted.
c) In the event of the "No Candidate" vote attaining at least 50% plus 1 of the total valid vote cast the election for the post in question shall be declared void, and a new election shall be called.
d) The "No Candidate" box shall not be included on the NUS delegation voting paper.

NO CANDIDATE CAMPAIGN

Any full member wishing to run a no candidate campaign against any post should be registered at the office of the Permanent Secretary within 3 days from the publication of the nominations. Only one no candidate campaign will be allowed for each post. If more than one full member registers to run a no candidate campaign against a post, the Returning Officer will call a meeting and instruct all these members to form a group to run the campaign.

PUBLICITY MATERIAL

a) Any printing done outside the Union must be claimed for at the current LSU rate (where facilities exist) or at full cost, whichever is greater. Facilities which are not available to all candidates may be used, but expenses for this must be declared at the equivalent generally available commercial rate. (A commercial quote must be submitted for the work even if it has been done on a free of charge or subsidised basis). Material which makes no reference to the election in question or to particular candidates is not subject to the foregoing, and the expenses for such material need not be declared at a commercial rate subject to ratification by the Elections Committee.
b) A3, A4 and A5 material may be printed by Union staff. This shall be done in strict confidence. Artwork for material shall be on white paper with black print. This artwork shall not be made up by Union staff.
c) On any occasion that printing is required to be done, candidates shall produce their printing eligibility certificate.
d) All printing shall be carried out in the order in which it is submitted.
e) All posters may be affixed to walls (Union property) only by Blu-tack (or similar proprietary product). Drawing pins may only be used on fibre notice boards. Publicity material may not be placed in the following areas of the Union building:
i) Anywhere within the union building
ii) The exterior of the building. This includes brickwork, windows, doors and the shop fronts of the Union's tenants.
f) No person may campaign whilst engaged in their duties for the Union
g) No publicity material shall appear on or in:
i) The Union Office in the colleges common room.
ii) Any Union shop.
iii) Any Union commercial service servery, store area or office.

~~h) Personal cars may be used to help with distribution of posters, to show posters, etc. Petrol need not be declared. LSU or Rag vehicles may not be used. This also includes any vehicles leased by the union for usage.~~

~~i) Posters may not be put up where they obscure existing signs, or cause fire risk.~~

~~j) Student Union media may only feature a vacancy if all candidates for that post are given an equal opportunity to take part. Student Union media should strive to be impartial and should seek advice from Elections Committee if necessary. Loughborough Students Union Constitution v 4.2.75~~

~~k) Candidates may purchase advertising space in the various student media and the Student Union film society at the appropriate commercial rate.~~

~~l) Subject to~~

~~(h) no material or facilities may be used which are not available to all candidates. The Returning Officer shall have the power to rule on particular cases of dispute.~~

~~m) The Elections Committee shall ensure that all campaign funds are used appropriately. However, candidates may get together to run a joint campaign and the cost will be equally divided between candidates. Posters that promote a number of candidates should promote them roughly equal.~~

~~n) Publicity may not be placed in areas of the Union Building deemed 'out of bounds' at the discretion of the Council. All candidates to be informed of such places prior to any election.~~

~~TRANSFER OF CAMPAIGN FUNDS~~

~~Candidates may not transfer monies to other candidates' campaign funds. However, candidates may get together to run a joint campaign, as outlined by m) above.~~

2 . COUNTING METHOD: THE ALTERNATIVE TRANSFERABLE VOTE

This system is used to elect a number of positions of the same post in the same election

FIRST STAGE

a) Sort the voting papers according to first preferences, setting aside any invalid papers. Determine the number of invalid papers.

b) Determine the first preference vote for each candidate.

c) Determine the Quota. Divide the total valid vote by one more than the number of places to be filled. If the result is more than 100, and is not exact, ignore the remainder, and add one. If the result is less than 100, continue the division to two decimal places, and if the result is not exact, ignore the remainder, and add 0.01.

d) Deem to be elected any candidate whose vote equals or exceeds the Quota, provided that the number of candidates deemed elected does not exceed the number of places to be filled.

e) This completes the first stage of the Count.

SUBSEQUENT STAGES

a) If one or more candidates have surpluses above the Quota, and the total of such surpluses together with a vote in suspense does not exceed the differences between:

i) The vote of the candidate credited with the least votes and the vote of the candidate next above, or

ii) The total vote of the two or more candidates with the least votes and the vote of the candidate next above.

b) The transfers of such surpluses are deferred.

c) Otherwise, if one or more candidates have surpluses, transfer the largest surplus. If the surpluses of two or more candidates are equal, transfer the surplus of the candidate who had the greatest vote at

the earliest stage at which they had unequal votes. If the votes of the two or more such candidates

have been equal at all stages of the Count, the Returning Officer shall decide which surplus to transfer, by drawing lots.

d) If after all surpluses have been transferred or deferred, one or more places remain to be filled, exclude the candidate or candidates with the least votes.

e) Exclude together the two or more candidates with the least votes if the total vote of such two or more candidates, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above.

f) Otherwise exclude the candidate with the least vote when that vote, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above.

If the votes of two or more candidates are equal least, exclude the candidate who had the least vote at the earliest stage at which they had unequal votes. If the votes of the two or more such candidates have been equal at all stages of the Count, the Returning Officer shall decide which candidate to exclude, by drawing lots.

TRANSFER OF SURPLUS

a) In the case of a surplus arising at the first stage, examine all the papers which candidate received.

b) In the case of a surplus arising at a later stage consequential on the transfer of another surplus or from the exclusion of a candidate or candidates, examine only the last batch of papers, all of one value, which gave rise to the surplus.

c) Sort the voting papers to be examined according to next available preferences for continuing candidates. Set aside those papers on which no next available preference is expressed.

d) Determine the number of papers for each candidate.

e) Determine the present total value of the transferable papers. If this exceeds the surplus, determine the transfer value of each paper by dividing the surplus by the number of transferable papers to two decimal places, ignoring the remainder. Otherwise the transfer value of each paper is its present value.

f) Determine the values to be credited to each candidate and reconcile the total.

g) Deem to be elected any candidate whose vote now equals or exceeds:

i) The quota, or

ii) The sum, divided by one more than the number of places to be filled, of the votes credited to continuing candidates, the vote in suspense, and un-transferred surpluses, provided that the number of candidates elected does not exceed the number of places to be filled.

h) The transfer of a surplus constitutes a further stage in the Count.

EXCLUSION OF A CANDIDATE OR CANDIDATES

a) Arrange the papers of the excluded candidate or candidates, together with any papers held in suspense, in batches in descending order of transfer value. Ascertain the number and total value of the papers in each batch and reconcile with the total vote of the excluded candidate(s) and the vote in suspense.

b) Transfer the batch of papers of highest transfer value. Sort the papers according to next available preferences for continuing candidates, and set aside as non-transferable those papers on which no next available preference is expressed.

c) Determine the number of papers for each candidate, and the number of non-transferable papers.

d) Except in the cases of papers of full value, determine the value of the papers for each candidate and of the non-transferable papers, reconcile the total.

e) Place the voting papers for each candidate with those previously received.

f) Deem to be elected any candidate whose vote now equals or exceeds

i) The quota, or

ii) The sum, divided by one more than the number of places remaining to be filled, or the votes

credited to continuing candidates, the value of batches of papers not yet transferred, and surpluses provided that the number of candidates deemed elected does not exceed the number of places to be filled.

g) In the same way sort and transfer each batch of papers in turn in descending order of transfer value.

h) After the transfer of a batch of papers of any one value, if the total value of the papers of lower value

together with any un-transferred surpluses does not exceed the difference between:

i) The vote of the candidate credited with the least vote, and the vote of the candidate next above, or

ii) The total vote of the two or more candidates with the least votes, and the vote of the candidate next above, the transfer of such papers may be deferred, and their value held in suspense.

i) The exclusion of a candidate or candidates constitutes a further stage in the Count.

LAST VACANCIES

If at any stage, as the result of a proposed exclusion of one or more candidates, the number of continuing candidates would equal the number of places remaining unfilled, deem such continuing candidates to be elected.

TIED COUNT

a) If after all of the possible transfers have been completed, there are candidates with equal numbers of votes recorded, the candidate with the highest number of first preferences will be deemed to be elected.

b) If there are still candidates with equal numbers of first preferences recorded, then the candidate with the highest number of second preferences will be deemed to be elected. If the candidates are still equal, the third, and then the fourth preferences shall be used and so on until all possibilities are exhausted.

c) If all of the preferences are equal the Returning Officer, shall call the candidates together, and in front of independent observers, will toss a coin which shall fall to the ground, to decide the election. The Returning Officer will ask all such candidates to call the toss, and shall take the first call offered. The Returning Officer should be satisfied that all of the candidates are satisfied as to what the call is and who it was called by, before the actual toss.

d) The Count is now completed.

3. COUNTING METHOD: THE SINGLE TRANSFERABLE VOTE

This method of counting is to be used to elect one person to each post, from a number of candidates.

COUNTING PROCEDURES

a) Sort the voting papers according to first preferences, setting aside any invalid papers. Determine the number of invalid papers and hence the total valid vote.

b) Check the sorting and count the papers for each candidate into bundles inserting a counting slip in each bundle stating the stage (first) the name of the candidate, the number of papers and the transfer value of each paper 1.00.

c) Check the counting. Determine the first preference vote for each candidate and enter on a vote record form for each candidate.

d) Call the first preference votes from the vote record forms to an election result sheet, and

- reconcile the total of first preference votes on the result sheet with the total valid vote.
- e) Determine the quota. Divide the total vote by one more than the number of places to be filled (i.e. 2). Ignore any remainder and add one to the result. Enter the quota on the result sheet and on the vote record.
 - f) Deem to be elected any candidate whose vote equals or exceeds the quota.
 - g) If no candidate has secured a number of votes equal to or in excess of the quota, exclude the candidate with the least vote to his credit. If the votes of two or more candidates are equal least, exclude the candidate who had the least vote at the earliest stage at which they had unequal votes.
 - h) Transfer the batch of papers according to the next available preferences for continuing candidates, and set aside as non-transferable those papers on which no next available preference is expressed.
 - i) Check the sorting and count the papers for each candidate and the non-transferable papers, inserting a counting slip in each bundle stating the stage, the name of the candidate to whom the papers are being transferred and the number of papers.
 - j) Check the counting and determine the number of papers for each candidate and the number of nontransferable papers and enter on the vote record forms.
 - k) Prepare an exclusion form, call the number of papers for each candidate and the number of nontransferable papers, and enter from the vote record forms to a column of the exclusion form.
 - l) Place the voting papers for each candidate with those previously received.
 - m) Deem to be elected any candidate whose vote now equals or exceeds the quota.
 - n) Call the new vote for each candidate and the new non-transferable vote from the vote record forms to the result sheet.
 - o) Reconcile the total on the result sheet with the total valid vote.
 - p) The process of exclusion will continue until one candidate obtains votes equal to or in excess of the quota, but if at any time during the count the vacancy is unfilled but the votes of one candidate are greater than the total vote credited to another or other continuing candidates, then that candidate shall be deemed to be elected.
 - q) If when a candidate has to be excluded, two or more candidates have the same number of votes and are lowest, the candidate who had least votes at the earliest stage at which they had unequal votes shall be excluded, but if two or more candidates are lowest and are each credited with the same number of votes at all stages, the Returning Officer will arrange the papers of such candidates according to the next available preferences recorded for continuing candidates, including the candidates in question and shall exclude the candidates for whom the total value of next available preferences expressed is smallest. If the total values of next available preferences for two or more candidates are then equal and smallest, the Returning Officers shall determine by lot which candidate is to be excluded.

STANDING ORDER G

WEB VOTING

PROCEDURE PRIOR TO ELECTIONS

- a) All elections to be held using the Union's online voting system must be approved by the Elections Committee ~~no later than four weeks~~ before the nominations period of the given election is due to begin.
- b) A Candidates Pack must be produced for each online election, ~~explaining which set out all~~ the rules and regulations of the election, the nominations process, and key dates. This pack must be approved by ~~the elections committee union council~~ before nominations can open.
- c) ~~Elections can only take place during the term time of the constituent body involved in the election.~~

NOMINATION

- a) There must be a nominations period of no shorter than 3 days before campaigning can commence, during which any eligible member may submit their nomination for candidacy.
 - i) All nominations must be proposed and seconded by full members of the union.
 - ~~ii) All candidates in a web election must provide a manifesto of 250 words and a photo of themselves in jpeg format.~~
- b) All candidates must be provided with a copy of the Candidates Pack, ~~out lined in section a) ii) above.~~
- c) Only full members of the Union are entitled to stand in elections.

CAMPAIGNING

- ~~a) At the close of nominations all candidates shall be called to a meeting where the rules of the election shall be explained to them. Campaigning shall begin at the close of this meeting.~~
- b) There must be a campaign period of no shorter than 3 days before voting can commence.

VOTING

- a) Members eligible to vote in the election shall do so though the Union website.
- b) The URL of the voting website shall be placed on all campaign and elections publicity material.
- ~~c) Before voting the member shall be presented with the photos and manifesto of all the candidates.~~
- d) Voting must be open for a minimum of 24 hours.
- e) Voting shall take place using the appropriate voting system, either Alternate transferable vote, or Single Transferable vote, as outlined in Standing order C.
- ~~f) Council may, by means of passing an ordinary motion, resolve to elect unfilled posts by means of the procedure set out in Standing Order G for Web voting.~~

RATIFICATION

- a) Results of the election must be ratified by Union Council no earlier than 24 hours after the election is complete

SCHEDULE 1 – UNION COUNCIL

1. THE STATUS

- a) Council will meet not less than two times per academic term and not less than nine times per year.
- b) No meetings of Council should take place outside any Constituency College term.
- c) No member of Council will be entitled to cast more than one vote, even if entitled to attend Council in more than one capacity.
- d) The LSU Executive committee does not have a vote at Union Council.

2. OFFICERS OF UNION COUNCIL

CHAIR OF UNION COUNCIL

- a) Shall act as an independent and impartial Chair at every meeting of Council and of every committee they sit on.
- b) They will have special responsibility for ensuring that the Union operates in accordance with this Constitution, any rules and Standing Orders.
- c) Is responsible for the ongoing process of governance reform.
- d) The election for the Chair of Union Council shall take place in the second semester of the academic year.
- e) The election shall run in accordance with Standing Order G, where any full member of the union shall have the right to run for this position.
- f) The chair of council shall be elected for a period of one year, commencing from the first week of August following their election. And can serve for a maximum of two years.

VICE CHAIR OF UNION COUNCIL

- a) Shall act as the chair in the event the chair of council is unavailable.
- b) Shall be responsible for taking accurate minutes at union council.
- c) Shall assist the Chair of council in the fulfillment of their duties.
- d) This officer is elected at union council in accordance with [Standing Order D](#).
- e) The vice chair of council shall be elected for a period of one year, commencing from the first week of august following their election. And can serve for a maximum of two terms.

3. SUB-COMMITTEES

PROCEDURES COMMITTEE

d) MEMBERSHIP

Procedures Committee members will be elected at the first Union Council after the annual councilor elections by Council and will consist of:

- i) The Chair of Union Council, who will have a deliberate and casting vote, and who may call a meeting if they deem it necessary.
- ii) The Vice President: Democracy and Communications
- iii) Three ordinary members of Council.
- iv) The Committee may call on or co-opt such advisers as it sees fit for the remainder of the academic year.

e) POWERS AND DUTIES

v) Procedures Committee will consider any dispute arising from the interpretation of the Union's Constitution, Schedules or Standing Orders.

vi) Procedures Committee may also discuss and make a decision on all matters touching the Constitution,

rules, club and society Constitutions, procedures for debates.

vii) This Committee will report to Council after every meeting.

viii) The Committee may wish to make recommendations to Council on possible changes to the Constitution or Schedules.

f) QUORUM

i) The quorum of such meetings will be three members of the Committee.

ELECTIONS COMMITTEE

a) MEMBERSHIP

Elections Committee members will be elected at ~~the first~~ Union Council after the annual councillor elections by Council and will consist of:

i) The Returning Officer ~~will be appointed by the Vice President: Democracy & Communications if available shall be the Chair of Union Council. If the Chair of Union Council is not available, Council shall appoint one of its members to act as Returning Officer.~~

ii) The Vice President: Democracy and Communications ~~who shall chair the committee~~

iii) Four ordinary members of Council.

iv) The Committee may be advised and assisted by advisers as it sees fit.

b) POWERS AND DUTIES

i) Elections Committee shall be responsible for the organisation and administration of all general elections within the Union.

ii) Each ordinary member of the Committee shall be responsible for ensuring that elections are publicised in the constituent colleges, the halls of residence, and the Union building.

iii) All members of the Committee must ensure that no election regulations are broken.

iv) No member of Elections Committee can actively participate in any elections within the Union, other than in their organisation and administration.

v) The Committee shall make recommendations on election regulations to Council.

vi) ~~Elections committee shall have the authority to sanction or disqualify candidates for any breaking of election regulations~~

c) QUORUM

i) The Quorum shall be three members of the Committee.