

Elections at Union Council

Introduction

About This Document

This document outlines the positions which will be elected at Union Council on 10th November 2009 and is aimed at clarifying the transitional arrangements as they relate to elections.

Standing as a Candidate

Each election in turn will be addressed at Council and Councillors will be asked whether they would like to nominate themselves as a candidate for election. Councillors can express their intent by holding their card in the air when prompted by the Chair of Council during the relevant election. Each candidate must be proposed and seconded by two full members of the meeting.

Election Process

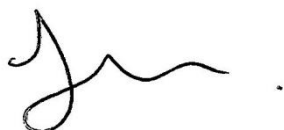
The Election Process will be run in accordance with Standing Order D.

Candidates will be invited to make a brief speech in support of their candidacy. At the discretion of the Chair of Council questions may be addressed to candidates. Questions must be applicable to all candidates and answered by each in turn. When the election is for a single post, the Single Transferable Vote system set out in Standing Order C shall be used. When the election is for a multiple posts, the Alternative Transferable Vote system set out in Standing Order C shall be used.

When there are only two more candidates than the total number of posts available the vote may be taken by a show of hands after candidates have been asked to leave the room. The vote shall be taken by secret ballot at the request of any Councillor. No Candidate is entered in all elections and is treated as if were another candidate. Only Councillors are entitled to vote in these elections and the Chair of Council or Vice Chair of Council may ask for Councillors and guests to produce valid NUS cards as proof of membership.

Further Questions

If there are any further questions regarding elections please contact the Chair of Council or the Vice President Democracy and Communications at unioncouncil@lborosu.org.uk.



Jamie Morgado

Vice President Democracy & Communications

November 2009

Elections List

700 Union Council Sub Committees

- 701 Procedures Committee Election (3 Vacancies)
 - 702 Elections Committee Election (4 Vacancies)
 - 703 Discipline Committee Election (20 Vacancies)
 - 704 Finance and Trading Committee Election (6 Vacancies)
 - 705 Independent Appeals Committee Election (15 Vacancies)
 - 706 Governance Committee Election (3 Vacancies)
-

750 University Sub Committees

None

800 Other Elections

None

700 – Union Council Sub Committees**Election 701****Heading: Procedures Committee Election (3 Vacancies)****Membership**

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

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

Powers and Duties

1. Procedures Committee will consider any dispute arising from the interpretation of the Union's Constitution, Schedules or Standing Orders.
2. Procedures Committee may also discuss and make a decision on all matters touching the Constitution, rules, club and society Constitutions, procedures for debates.
3. This Committee will report to Council after every meeting.
4. The Committee may wish to make recommendations to Council on possible changes to the Constitution or Schedules.

Quorum

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

Election 702**Heading: Elections Committee Election (4 Vacancies)****Membership**

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

1. The Returning Officer, who 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.
2. The Vice President: Democracy and Communications
3. Four ordinary members of Council.
4. The Committee may be advised and assisted by advisers as it sees fit.

Powers and Duties

1. Elections Committee shall be responsible for the organisation and administration of all general elections within the Union.
2. 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.
3. All members of the Committee must ensure that no election regulations are broken.
4. No member of Elections Committee can actively participate in any elections within the Union, other than in their organisation and administration.
5. The Committee shall make recommendations on election regulations to Council.

Quorum

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

Election 703**Heading: Discipline Committee Election (20 Vacancies)****Membership**

Discipline Committee members will be elected at the start of the academic year by first Union Council after the annual councillor elections by Council and will consist of:

1. Chair of Union Council, who shall chair the meetings.
2. A member appointed by the Chair of Council shall minute all meetings and it is the responsibility for the Chair of Council present the minutes to the next Council.
3. Twenty ordinary members of Council, who shall be elected at the start of the academic year by Council, being The Bench.
4. No less than five members of The Bench will be designated as available for meetings at anytime, on a Rota basis.
5. The Bench will be selected at random by the Chair of Council.
6. Members of The Bench will normally be allowed to substitute for another member of the committee, provided that the Chair of Council approves the substitution in advance of the hearing.
7. Members of The Bench will not be given case details prior to the arrangement of the hearing, and will not be allowed to substitute each other for any given meeting after details are released without good reason and notification in writing to the Chair of Council.
8. A legally qualified person and/or the Permanent Secretary may be invited to meetings, in an advisory capacity.
9. The Chair of Council may decide to rule at or before a meeting that they or another member of the Committee is unfit to hear the case because they are improperly biased, or personally involved in the case.
10. In the event of an insufficient number of members of the Bench being available, any member of Council may sit on the committee as a temporary member of the Bench, for that meeting only, as selected by the Chair of Council.

Powers and Duties

1. The Committee shall meet to consider any complaints against a member, opted-out Loughborough student or Executive member made by a member or non- member of the Students' Union, or the Executive Committee. The Committee shall oversee the discipline penalties issued by the Vice President: Finance and Commercial Services or their Nominee.
2. Disciplinary Committee shall meet to consider a case where the rules of this Constitution and the Union are broken.

3. The Committee will be able to hear any complaint where legal or court action is pending.
4. The Committee may re-hear the case whenever it sees fit.
5. The Committee may inform the relevant constituent college of the decision it makes.
6. The privileges of membership can be suspended or withdrawn by a decision of Disciplinary Committee.
7. The Committee may take action, wherever it sees fit against a club or section of the Union, where it deems that individual actions have been negatively influenced by the collective actions of that club or section of the Union and its members.
8. The Committee has the power to co-opt anyone else that it sees fit, particularly students from the under-represented groups of the Union. Co-option shall be for the remainder of the academic year.
9. The Committee shall recommend policy on disciplinary measures to Council.

Quorum

The quorum shall be five, at least one of whom should be male and at least one of whom should be female, of which four shall be from The Bench. If an even number is present then the Chair, shall be a non-voting member.

Voting

Only the Chair of Union Council and the members of The Bench are entitled to vote.

Procedures

1. A Union member wishing to file a complaint will do so through the Vice President: Finance and Commercial Services, unless the complaint is against the Vice President: Finance and Commercial Services when the Chair of Union Council is the point of contact.
2. The Vice President Finance and Commercial Services shall be responsible for gathering all the relevant information for the Committee, calling a meeting, and taking the minutes for the meeting which should be taken to the next Council meeting.
3. Two Executive Committee members will be appointed by the Executive Committee to advise the accused on the procedure of Disciplinary Committee.
4. The Vice President: Finance and Commercial Services will ensure that the accused and all Committee members receive all the relevant information and a copy of all references to disciplinary procedures in the Constitution, its Schedules, and any relevant rules.
5. The accused and the complainant may each bring a friend to the meeting, who may act as an advocate as necessary.
6. The Committee, accused and complainant may call on anyone or use any electronic recordings or evidence that may help them in their deliberation.

7. The Committee shall meet in closed session to decide on the appropriate action to be taken.
8. Privileges or membership may not be suspended or taken away from a member until the member has received notification in writing, informing him/her of the nature of the complaint, until the accused has had an opportunity to make a defense at Disciplinary Committee, and until Disciplinary Committee makes a decision.
9. The only exception to viii) above, is if a decision has been made by the Vice President: Finance and Commercial Services, who is allowed to suspend the privileges of any member or opt-out Loughborough student and if a decision had to be taken before Disciplinary Committee has the opportunity to meet. Here the Vice President: Finance and Commercial Services can take action against a student member or non-union member. Discipline Committee should take a view on that decision, and make a decision on whether the actions taken were appropriate.
10. Any member or officer whose privileges are suspended or withdrawn may appeal against a Disciplinary Committee decision within 14 days by writing to the Chair of Union Council. The appeal shall be in the form of a second Discipline Committee hearing, whose decision is final and can only be overturned by a decision of Union Council only if they feel there has been a breach of policy or constitution in the process of their discipline or sanctioning.

Election 704**Heading: Finance and Trading Committee Election (6 Vacancies)****Membership**

Finance and Trading Committee members will be elected at the start of the year by Council and will consist of:

1. The Chair of Council, who shall convene and chair the meeting.
2. The Vice President: Finance and Commercial Services, who shall be responsible for preparing all the appropriate papers for the meeting, and will chair the meeting in the absence of the Chair of Council.
3. The Vice President: Democracy and Communications.
4. The President.
5. One Executive Officer, appointed by the Executive.
6. Six Ordinary Members of Council.

Only student members on this Committee can vote; others attend as advisers. The Finance and Trading Committee will meet at least twice per academic term.

Powers and Duties

1. Finance and Trading Committee will make recommendations to the Executive on matters concerning all of the monies of the Union, both receivable and payable.
2. Finance and Trading Committee shall take an overview of the Unions' finances and commercial services.
3. The Vice President: Finance and Commercial Services shall present the minutes to the Executive, and present a complete and accurate financial report to Council.
4. The committee shall have the power to refer the matter to council where they see fit.

Quorum

The quorum of such a meeting will be four members with two of them Ordinary Members of Council.

Election 705**Heading: Independent Appeals Committee Election (15 Vacancies)****Membership**

The Independent Appeals Panel shall be appointed by Council at the start of the academic year and shall consist of:

1. Six ordinary members of Council, selected randomly from fifteen ordinary members of Council who are appointed at the start of the academic year. There should be at least one male and one female student. Council will decide on the method to be used to select candidates for the Panel.
2. The Students' Union Solicitor, who shall convene and chair the meeting.

Powers and Duties

1. The Independent Appeals Panel shall meet whenever a dispute between any member of permanent staff employed by the Union is unresolved through the management structure.
2. This Panel may invite members of the Executive Committee and staff to provide information.
3. One member of the Panel shall be appointed to minute the meeting and present a report to Council at its next meeting.
4. The decision of the Panel is final.
5. The Panel may take policy recommendations to Council.

Quorum

The quorum of such a meeting shall be three members.

Election 706**Heading: Governance Committee Election (3 Vacancies)****Membership**

Governance Committee members will be elected at the start of the academic year after the annual councillor elections by Council and will consist of

1. The Chair of Council, who shall convene and chair the meeting.
2. The Vice President: Democracy and Communications, who shall keep accurate minutes for the meeting, which must be presented to Council at the earliest opportunity.
3. Two members of the Executive Committee.
4. Three ordinary members of Council.
5. The Union Permanent Secretary or their Nominee.

The Governance Committee will meet at least once per academic term.

Powers and Duties

1. Governance Committee will make recommendations to the Executive, council and the board on matters concerning all issues of Union governance.
2. Shall annually review the makeup of the Executive committee to ensure it meets with the unions' needs.
3. Shall annually review the constitution to ensure it is fit for purpose and ensure that Unions' operating policy is in line with the Constitution.
4. The committee shall have the power to refer the matter to council where they see fit.

Quorum

The quorum of such a meeting shall be four members of the meeting with two of them ordinary members of Council.

750 – University Sub Committees

None

800 – Other Elections

None