

This By-Law applies to the election of Sabbatical Officers, Student Leaders and Student Trustees as part of the Spring Elections cycle. It contains information as to the technical provisions made for the election, and should be read in connection with the Spring Elections Guidance.

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### NOTICE GIVEN AND INVITATION TO NOMINATE

1. Nominations
  - 1.1 All candidates must complete a nomination form from the SUSU website before the stated date and time of nominations closing.
  - 1.2 The dates for the opening and closing of nominations are specified in the Elections Timeline. It will also be displayed on the web: [www.susu.org/elections](http://www.susu.org/elections) and on elections publicity.

### NOMINATIONS RECEIVED AND ACCEPTED

2. Nominations procedure
  - 2.1 Candidates must submit a copy of their manifesto by the close of nominations.
  - 2.2 All submitted manifestos must be approved by the Deputy Returning Officer before they are published. The Deputy Returning Officer may, in their absolute discretion, refuse to approve a manifesto which does not comply with SUSU Policy or is grossly offensive.
  - 2.3 The Deputy Returning Officer may, in their absolute discretion, choose to accept a late or incomplete nomination if they believe there are adequate extenuating circumstances to justify such an acceptance.

### CANDIDATES' TRAINING

3. Candidates' briefings
  - 3.1 All candidates must attend the Candidates' Briefings or otherwise satisfactorily inform the organiser as to why they cannot.
  - 3.2 It is the responsibility of the candidate to ensure that individuals campaigning for them are aware of the rules and key information disseminated at briefings/trainings.
  - 3.3 Candidates who do not attend the Candidates' Briefings without explanation may be subject to removal from the election as deemed appropriate by the Returning Officer.

### ELECTIONS GUIDANCE

4. Elections guidance
  - 4.1 The Deputy Returning Officer may from time to time issue guidance as to campaigning. This guidance shall have the force of a by-law and shall be enforceable as a breach of the by-law in accordance with Rule 7 (Elections).

### INCUMBENT OFFICER HOLDERS

5. Incumbent Office-holders

- 5.1 A SUSU officer must not do anything in execution of their duties whilst engaged in campaigning, or engage in campaigning whilst doing anything in execution of their duties.
- 5.2 A person who holds any office or position at SUSU may not in the course of an election campaign use any resources, material, office space or anything else that is available to them only by virtue of their holding of that office or position.

## VOTING

### 6. Voting

- 6.1 Elections for single vacancy positions will use the Alternative Vote (AV) system, and elections for multiple vacancy positions, will use the Single Transferable Vote (STV) system.
- 6.2 Voting will be through online electronic voting.
- 6.3 Should Re-Open Nominations win an election, a by-election shall be held.

## WITHDRAWING AND REQUESTING EARLY ELIMINATIONS

### 7. Withdrawing

- 7.1 A candidate may only withdraw their candidacy in accordance with the provisions of this section.
- 7.2 A candidate may withdraw their candidacy at any point between:
  - 7.2.1 the time they submit their nomination, and
  - 7.2.2 one hour before the time appointed for voting to commence in the election in which they are standing;which is called the “withdrawal period”.
- 7.3 But a withdrawal is not valid unless it is made by the candidate both:
  - 7.3.1 in writing from the University email address of the candidate, and
  - 7.3.2 verbally to the Returning Officer (or any other person authorised by them for that purpose).
- 7.4 The requirement that a withdrawal is made verbally may be satisfied by it being made by telephone.
- 7.5 Once a withdrawal has been made in accordance with this section, it cannot be revoked.
- 7.6 Where a candidate withdraws during the withdrawal period:
  - 7.6.1 they shall be removed from the ballot for that election,
  - 7.6.2 where the candidates for that position have previously been announced, a public statement shall be made to that effect,
  - 7.6.3 such other steps shall be taken as necessary to ensure that voters are informed of their withdrawal, and
  - 7.6.4 if they have distributed any publicity, they shall take such steps to remove it as are reasonable; and that person shall no longer be regarded as a candidate.

### 8. Requesting an early elimination

- 8.1 Once the withdrawal period has ended, but before the commencement of the count, a candidate who does not wish to continue in an election may request an early elimination.
- 8.2 But a request for an early elimination is not valid unless it is made by the candidate both:
  - 8.2.1 in writing from the University email address of the candidate, and
  - 8.2.2 verbally to the Returning Officer (or any other person authorised by them for that purpose).

- 8.3 The requirement that a request for an early elimination is made verbally may be satisfied by it being made by telephone.
- 8.4 Once a request for an early elimination has been made in accordance with this section, it cannot be revoked.
- 8.5 Where a candidate requests an early elimination, they shall continue to be a candidate and the election shall continue to be carried out (with their name on the ballot paper). At the time of the count, they shall be excluded before any other candidate (and their votes redistributed accordingly), as though they had received the fewest votes.

## THE COUNT

9. The Count and announcement of results
  - 9.1 The RO will oversee the electronic count.
  - 9.2 The count will follow the procedures laid down by the publication "[How to conduct an election by the Single Transferable Vote](#)", published by the Electoral Reform Society in 1997.
  - 9.3 The announcement of the results will take place thereafter.
  - 9.4 Complaints following the announcement of results should be received in writing no later than a week following the announcement of results.
  
10. Disciplinary action
  - 10.1 The Returning Officer (or any other person authorised by them for that purpose) will take whatever action is necessary including, but not restricted to:
    - 10.1.1 removal of publicity,
    - 10.1.2 removal of budget,
    - 10.1.3 removal of votes,
    - 10.1.4 referring the matter to Union Senate for decision in the event of a breach large enough to suggest the vote be nullified,
    - 10.1.5 referring individual members to the Union Disciplinary Committee.
  - 10.2 The Rule governing elections requires that the ultimate sanctions include those listed below, but these may only be finally decided by a vote at Union Senate:
    - 10.2.1 nullifying the election (which could include a recommendation to re-open nominations, or to re-run the election with the same candidates), and
    - 10.2.2 disqualifying a candidate from the election either during the campaigning or after the result is declared.