

# **NUS UK**

## **Election Schedule and Rules**

### **2018/19**

# Introduction from the Chief Returning Officer

The student movement is an exciting place, and the experiences it offers in terms of development, leadership and the opportunity to make a difference means it is an incredibly positive group for many. As well as the important policy and debates that occur at conferences, you will often get the chance to nominate, vote or even be a candidate in an election.

We are currently in a pivotal time for our movement. NUS is facing significant challenges and is now undertaking reform work to make the organization financially viable and reform governance structures.

I have recently communicated with NUS members around decisions taken by the Joint Boards of NUS on funding and officer roles and how this impacts elections for 2019/20 positions

You can read the statement from myself, NUS President Shakira Martin and Chair of Democratic Procedures Committee Sam Mujunga on [NUS Connect](#)

You can also read my letter to members clarifying the election schedule also on [NUS Connect](#)

In both these communications I have reaffirmed my position that it is my duty to make sure that we have free and fair elections whilst the Boards navigate the current financial situation. These rules are the basis by which we will run all elections for NUS UK positions and I will use them as a basis for any election ruling I make.

Elections can be closely fought, but the important thing is for candidates and their supporters to approach them with a sense of respect for all students. If you're not sure whether to stand or not then remember that the electorate will always decide which candidates they want, but they can't decide if no-one runs.

Best wishes,  
Jules Mason, NUS Chief Returning Officer



A handwritten signature in black ink, which appears to read 'Jules Mason'. The signature is stylized with a long, sweeping underline.

**Note:** These rules are the property of the Chief Returning Officer and they alone will be the interpreter of them. Nothing in this or other guidance will supersede the NUS Constitution or rules. The Chief Returning officer is the interpreter of the Constitution in relation to issues of elections.

**Note:** Within this document references to the Chief Returning Officer may also apply to any deputy that they have designated. The Deputy Returning officer for this conference will be announced at the start of the event.

**Note:** These Rules apply to all elections for NUS UK positions. For election rules in NUS Scotland, UCM Cymru/NUS Wales and NUS-USI please refer to their particular election rules, which will be based on these rules.

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## Key Information

### Purpose of this document

This document contains all the information you will need about standing in elections for Full Time Officer and Voluntary Representative positions within the 2018/19 cycle.

### What these rules apply to

These rules apply to all positions elected by:

- National Conference
- Student Sections
  - International
  - Mature and Part Time
  - Parents and Carers
  - Postgraduate
- Liberation Campaigns
  - Black Students
  - Disabled Students
  - LGBT+ Students
  - Trans Students
  - Women Students

For the avoidance of doubt these rules do not apply to:

- Nations – rules for each Nation will be produced and based on these rules
  - NUS Scotland
  - UCM Cymru / NUS Wales
  - NUS-USI
- Zone – these elections have taken place in this democratic cycle and were run to a separate set of rules

### Positions Available

There are a number of positions available including:

**Full Time Officer (FTO) Positions:** FTOs are responsible for the political leadership of the organization. The Full-Time officer roles are paid positions.

**Volunteer Positions:** Volunteers on NUS Committees support Full Time Officers in delivering the work of NUS  
A full list of positions being elected this year is

## Key Resources

NUS Connect: NUS Conferences	<a href="https://www.nusconnect.org.uk/conferences/nus-conferences">https://www.nusconnect.org.uk/conferences/nus-conferences</a>
NUS Elections (includes links to nomination forms)	To add
NUS Events Calendar	<a href="https://www.nusconnect.org.uk/events-calendar">https://www.nusconnect.org.uk/events-calendar</a>
National Conference hub	<a href="https://conference.nusconnect.org.uk/">https://conference.nusconnect.org.uk/</a>
NUS UK Articles and Rules	<a href="https://www.nusconnect.org.uk/nus-uk/how-we-work/articles-and-rules">https://www.nusconnect.org.uk/nus-uk/how-we-work/articles-and-rules</a>
NUS Code of Conduct	<a href="https://www.nusconnect.org.uk/governance/nus-code-of-conduct">https://www.nusconnect.org.uk/governance/nus-code-of-conduct</a>
NUS Staff Protocol	<a href="https://www.nusconnect.org.uk/resources/nus-staff-protocol">https://www.nusconnect.org.uk/resources/nus-staff-protocol</a>
NUS Social Media Policy	<a href="https://www.nusconnect.org.uk/resources/nus-social-media-policy">https://www.nusconnect.org.uk/resources/nus-social-media-policy</a>

# Process for standing in election

This section outlines the process for election, including how many nominations you require, the deadlines for nominations and the rules for submitting nominations forms.

## Eligibility

Any **individual student member** as defined in [clause 16 of the NUS Articles](#) and [clause 620 of the NUS Rules](#). This includes students aged over 16 or sabbatical officers at a Constituent Member (CM) of NUS and NUS Full Time Officers. A Constituent Member is a Students' Union/Association affiliated to NUS.

To clarify, this means:

For NEC Places and FTO Roles: Only students, Officers in a CM or an NUS Full time officer may stand for election for these positions.

For DPC and Steering Committee Roles: Only students, Officers in a CM or current NUS Committee members may stand for election for these positions. Please refer to campaign Standing Orders for specific eligibility guidance for Steering Committees.

In addition, for roles which are reserved or elected by a specific Section or Liberation Campaign candidates must meet further eligibility criteria e.g. for participation in the democracy of that campaign as defined in their standing orders; for some roles candidates must self-define into a liberation group. Full details can be found in the Schedule of Elections and we also recommend candidates consult the relevant Standing Orders/Rules.

## Nominations

To stand for election you will need a number of students to nominate you. For full-time officer positions you will need 10 nominations and for voluntary positions you need at least 1 nomination unless otherwise stated in this document.

Any **individual student member** as defined in [clause 16 of the NUS Articles](#) and [clause 620 of the NUS Rules](#) may nominate someone for election **as long as they meet the same eligibility criteria as the person standing for election**. For some positions you may only nominate if you define into the same area the position is representing – e.g. only Mature students may nominate for Mature Students rep etc

Your nominators may only nominate one candidate in each election. We therefore recommend you check with the people nominating you that they have not nominated another candidate. We recommend you provide more than the minimum number of nominators on your nomination form, so that if any are ineligible you can still meet the minimum requirements.

## Nomination Forms

For Full Time Officer Positions the process for submitting your nomination is to fill in the online form on the Sections Conference pages on NUS Connect. We have outlined the steps you need to consider for submitting a form so please follow each of the steps and fill the form in online.

For most voluntary positions nominations close at the conference where the election is taking place, though there are exceptions and you should thoroughly check the schedule of elections below which outlines nomination periods for each election. Copies of the forms will be available at the conference either online or paper based and you will also be able to access forms on NUS Connect

# Full time positions

There are 3 steps you need to follow to stand for election to any NUS Full Time Officer Positions.

## Step 1 | Your eligibility and personal details

You will need to provide us with your full name, address, phone number and email address.

You will also need to confirm with us what Constituent Member (Students' Union/Association affiliated to NUS) you are a member of and provide us with proof of your student status. You will need one of the following:

1. A letter from an institution confirming your student status
2. A letter from a students' union/guild/association confirming your student status
3. A letter confirming that you are a member of an NUS Committee
4. A scan of your valid student card, which clearly shows the name of institution and expiry date

You need to make sure you read the role profile to understand what the role involves and what would be expected of you should you be elected. In the event of you being successfully elected you will be required to sign an employment agreement with NUS, adhere to NUS' policies and procedures and may be subject to a Basic Disclosure and Barring Service (DBS) check.

## Step 2 | Your nominations

You will need at least 10 people **from different Constituent Members** to agree to nominate you to the position you wish to stand in election for. You may not nominate yourself. We recommend you gather more than 10 nominations in case of errors.

For each person you will need their full name, their Constituent Member and proof of their student status in one of the following ways:

1. A letter from an institution confirming their student status
2. A letter from a students' union/guild/association confirming their student status
3. A letter confirming that the nominator is a member of an NUS Committee
4. A scan of their valid student card, which clearly shows the name of institution and expiry date

Anyone who is a student at an affiliated union of the NUS or one of its committees (including the National Executive Council) can nominate you for election for the open place position. They must however also meet the eligibility criteria e.g. people nominating for LGBT+ Officer must be a student at a constituent member who self-defines as LGBT+

By providing proof of their student status and consenting for you to use it on the nomination form they are publicly declaring their nomination for you. Their name and constituent member will be published online once your nomination has been accepted.

As a candidate it is your responsibility to make sure you collect all 10 of your nominations and their proof of student status and submit it through our online form before the deadline. It is your responsibility to make sure the information is accurate and you need to understand that providing false nominations or evidence will be investigated by the Chief Returning Officer and could potentially result in disqualification from the election.

If anyone is unsure as to what is acceptable proof of student status, they should contact [democracy@nus.org.uk](mailto:democracy@nus.org.uk) before the close of nominations.

## Step 3 | Your manifesto and supporting statement

Please note that this step is optional but we would strongly recommend it.

### Manifesto

Submit a manifesto to support your nomination. A manifesto is a statement about why you are standing for the position. We will be creating a manifesto booklet for the Conference and publishing all manifestos online on the Conference pages on NUS Connect and promoting it to all constituent members of NUS.

To ensure your manifesto is included in the published booklet you need to submit it in two formats:

1. The manifesto must be received as a PDF document of **no more than 2 A4** pages
2. You must also submit a plain text copy in a word document for accessibility purposes

### Political description/Supporting statement

Each candidate is allowed to give a political description/ supporting statement of **not more than six words** which will appear on the ballot paper and next to the candidate profile on our website.

### Photo

Submit a 'heads and shoulders' photo of yourself with a clear background. There must not be anyone else included in the photo and the image must be of a high quality for us to edit to the right size to uploaded onto our website.

### Biography

Submit a short statement introducing yourself of **no more than 100 words**. We will be putting up this up online on NUS Connect along with your headshot and a link to your manifesto.

For your Manifesto, Biography and Photo to be included in our published media or on our website you must submit them along with your nomination form before the deadline.

NOTE: NUS and the Returning Officer cannot accept responsibility for the content of any external websites advertised by individual candidates within their manifesto or supporting statements.

### Answer constituent questions

After the close of nominations we will be circulating several questions that constituent members have asked the candidates. The Chief Returning Officer (or their appointed Deputy) will determine which questions will be asked. You will have the opportunity to answer these questions and we will be publishing your answers on the Conference pages on NUS Connect.

You should submit your nomination form online via NUS Connect by the deadline stated in the [Schedule of Elections](#)

You can find links to nomination forms on the elections page of NUS Connect.

**Any nominations received after this deadline will not be accepted unless a valid reason is approved by the Chief Returning Officer.**

# Voluntary Positions

There are 3 steps you need to follow to stand for election to any voluntary position most of which can be completed whilst at the Conference itself but here outlines the process so you can think ahead and get started.

## Step 1 | Your eligibility and personal details

You will need to provide us with your full name, address, phone number and email address.

You will also need to confirm with us what Constituent Member (Students' Union/Association affiliated to NUS) you are a member of.

You need to make sure you read the role profile to understand what the role involves and what would be expected of you should you be elected. In the event of you being successfully elected you will be required to adhere to NUS' policies and procedures.

## Step 2 | Your nominations

You will need other students, usually delegates at the conference to nominate you for election. For some elections only certain types of student who identify into a certain group may nominate you. [Please see below for the full list of nomination requirements for each position](#). You may not nominate yourself.

To nominate you they must complete the online form available on the Sections Conference pages on NUS Connect.

There will be provision to publicise the nomination forms of all candidates for elections at for at least 4 hours before voting.<sup>1</sup>

## Step 3 | Your speech

Please note that this step is optional but we would strongly recommend it.

At Conference you will be given an opportunity to speak to voting delegates at conference to explain why you are standing for the positions and why they should vote for you. The length of the speech will be determined by the Returning Officer after the close of nominations.

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<sup>1</sup> The only exception to this is positions elected at NUS Trans Students' Conference. For these positions only the nominator's Constituent Member will be published. Their name will be made available to delegates at the conference by request only during the eligibility challenge period.



# Schedule of Elections

## NUS UK

Conference	Position	FTO or volunteer?	Who can stand?	Number of nominators required	Nomination Period	Election Date
Sections Conference	International Students' NEC Representative  International 2 <sup>nd</sup> place NEC	Volunteer	Any International Student or sabbatical officer who is an individual student member of NUS If the first elected International Student's Representative is an EU student the second place must be a non-EU student and vice versa.	2	Open: 29 Jan Close: 29 Jan 15:00 Eligibility challenges: 30 January 08:45	30 January  09:00
	Postgraduate Taught Representative (NEC)	Volunteer	Any Postgraduate Taught Student or sabbatical officer who is an individual student member of NUS	2	Open: 29 Jan 10am Close: 29 Jan 15:00	29 January time tbc
	Postgraduate Research Representative (NEC)	Volunteer	Any Postgraduate Research Student or sabbatical officer who is an individual student member of NUS	2	Open: 29 Jan 10am Close: 29 Jan 15:00 (TBC)	29 January time TBC
	Mature Students Representative (NEC)	Volunteer	Any Mature Student or sabbatical officer who is an individual student member of NUS	2	Open: 29 Jan 10am Close: 29 Jan 15:00 (TBC)	29 January time TBC
	Parents and Carers Students Representative (NEC)	Volunteer	Any Parent or Carer Student or sabbatical officer who is an individual student member of NUS	0	Open: 29 Jan 10am Close: 29 Jan 15:00 (TBC)	29 January time TBC
	Part-Time Students Representative (NEC)	Volunteer	Any Part-Time Student or sabbatical officer who is an individual student member of NUS	2	Open: 29 Jan 10am Close: 29 Jan 15:00 (TBC)	29 January time TBC
Trans Students' Conference	Trans Students' NEC Representative  Trans Students' 2 <sup>nd</sup> place NEC	Volunteer	Any Individual Student member who self defines under the Trans umbrella. If the first elected representative is a candidate that declares they do not experience transmisogyny then the	2	Open: 22 Jan Close: 30 Jan 16:10 Eligibility Challenges: 31 January 08:45	31 January 09:00

Conference	Position	FTO or volunteer?	Who can stand?	Number of nominators required	Nomination Period	Election Date
			holder of this position must be a member that declares they do experience transmisogyny			
	Trans Students' Steering Committee x4  Consisting of: - Open Place x 1 - Black Students' Place x 1 - Disabled Students' Place x 1 - Anti-transmisogyny place x 1	Volunteer	Any Individual Student member who self defines under the Trans umbrella. In addition to open place there are reserved places - only members who define into these groups are eligible to stand for these positions.	2	Open 30 Jan 11:30 Close 30 Jan 16:10 Eligibility Challenges: 31 January 08:45	Open Place 31 January 09:00  Reserved places elected in caucuses 31 January
LGBT+ Students' Conference	LGBT+ Officer (open place)	FTO	Any LGBT+ Individual Student Member	10	Open: 25 January Close: 22 February Eligibility challenge: 1 March	6 March 09:00
	LGBT+ NEC Representative Women's Place	Volunteer	Any self-defining woman LGBT+ Individual Student Member	2	Open: 5 March 12:40 Close: 5 March 17:30 Eligibility Challenge: 6 March 08:45	6 March 09:45 (Women's Caucus)
	LGBT+ Steering Committee x 3 - Open Place x 1 - Women's Place x 2	Volunteer	Any LGBT+ Individual Student Member. In addition to open place there are reserved places - only members who define into these groups are eligible to stand for these positions.	2	Open: 5 March 12:40 Close: 5 March 17:30 Eligibility Challenge: 6 March 08:45	6 March 09:00  Woman's Place elected in Woman's caucus

Conference	Position	FTO or volunteer?	Who can stand?	Number of nominators required	Nomination Period	Election Date
Black Students' Conference	Black Students' Officer	FTO	Any Individual Student Member who self-identifies as Black.	10	Open: 25 January Close: 26 February Eligibility Challenge: 11 March	17 March 09:00
	Black Students' NEC 2 <sup>nd</sup> place	Volunteer	Any Individual Student Member who self-identifies as Black.  If the elected candidate for Black Students' Officer self-defines as a man, the NEC 2 <sup>nd</sup> place must be held by a self-defining woman	2	Open: 16 March 13:10 Close: 16 March 17:00 Eligibility Challenge: 17 March 08:45	17 March 09:00
	Black Students' Steering Committee x5 - Open Place x 2 - Women's Place x 3	Volunteer	Any Individual Student Member who self-identifies as Black. In addition to open place there are reserved places - only members who define into these groups are eligible to stand for these positions.	2	Open: 16 March 13:10 Close: 16 March 17:00 Eligibility Challenge: 17 March 08:45	17 March 09:00
National Conference	National President	FTO	Any individual student member	10	Open: 25 January Close: 25 February 12:00 Challenge eligibility: 15 March 12:00	9-11 April
	Vice President Further Education	FTO	Any individual student member	10	Open: 25 January Close: 25 February 12:00 Challenge eligibility: 15 March 12:00	9-11 April
	Vice President Higher Education	FTO	Any individual student member	10	Open: 25 January Close: 25 February 12:00 Challenge eligibility: 15 March 12:00	9-11 April

Conference	Position	FTO or volunteer?	Who can stand?	Number of nominators required	Nomination Period	Election Date
	Vice President Union Development	FTO	Any individual student member	10	Open: 25 January Close: 25 February 12:00 Challenge eligibility: 15 March 12:00	9-11 April
	Vice President Welfare	FTO	Any individual student member	10	Open: 25 January Close: 25 February 12:00 Challenge eligibility: 15 March 12:00	9-11 April
	NEC Block of 15	Volunteer	Any individual student member At least 5 members must be from Further Education At least 7 members must self-define as women	5	Open: 25 January Close: 25 February 12:00 Challenge eligibility: 15 March 12:00	9-11 April
	Democratic Procedures Committee x 5	Volunteer	Any individual student member/individual committee member	5	Open: 9 April 09:00 Close: 9 April 17:00 Challenge eligibility: 10 April	9-11 April
Disabled Students' Conference	Disabled Students' Officer	FTO	Any Disabled Individual Student Member	10	Open: 25 January Close: 15 March Challenge Eligibility: 3 May 12:00	9 May 09:00
	Disabled Students' NEC 2 <sup>nd</sup> place	Volunteer	Any Disabled Individual Student Member If the elected candidate for Disabled Students' Officer self-defines as a man, the NEC 2 <sup>nd</sup> place must be held by a self-defining woman	2	Open: 8 May 13:00 Close: 8 May 15:25 Challenge eligibility: 9 May 08:45	9 May 09:00

Conference	Position	FTO or volunteer?	Who can stand?	Number of nominators required	Nomination Period	Election Date
	Disabled Students' Steering Committee x3 - 1 x 1-year position - 2 x 2-year positions	Volunteer	Any Disabled Individual Student Member	2	Open: 8 May 13:00 Close: 8 May 15:25 Challenge eligibility: 9 May 08:45	9 May 09:00
Women Students' Conference	Women's Officer	FTO	Any Individual Student Member who self-defines as a woman	10	Open: 25 January Close: 27 March Challenge eligibility: 17 March 12:00	23 May 09:00
	Women Students' NEC 2 <sup>nd</sup> Place	Volunteer	Any Individual Student Member who self-defines as a woman	2	Open: 22 May 12:40 Close: 22 May 16:20 Challenge eligibility: 23 May 08:45	23 May 09:00
	Women Students' Steering Committee x3 - Open Place x 1 - Black Woman's Place x 1 - Reserved place for woman who also defines as LGBT, disabled, black, or has caring responsibilities x 1	Volunteer	Any Individual Student Member who self-defines as a woman  In addition to open place there are reserved places - only members who define into these groups are eligible to stand for these positions.	2	Open: 22 May 12:40 Close: 22 May 16:20 Challenge eligibility: 23 May 08:45	23 May 09:00

## Nations

These are included for information – for further details please see the rules and schedule for each Nation.

Conference	Position	FTO or volunteer?	Who can stand?	Nomination Period	Election Date
NUS Scotland Conference and Liberation Conferences	NUS Scotland President	FTO	Any Individual Student Member from the Nation	Open: 28 January Close: 28 February 12:00	22 March
	NUS Scotland Woman's Officer	Volunteer	Any Individual Student Member from the Nation who self defines as a woman	TBC with Nations staff	NUS Scotland Women's Conference
	NUS Scotland 2 <sup>nd</sup> Place NEC	Volunteer	A member of SEC	Open: 28 January Close: 28 February 12:00	Selected by SEC
	NUS Scotland VP Communities SEC	Volunteer	Any Individual Student Member from the Nation	Open: 28 January Close: 28 February 12:00	22 March
	NUS Scotland Asylum and Refugee Representative	Volunteer	Any Individual Student Member from the Nation who is an asylum seeker or rfugee	Open: 28 January Close: 28 February 12:00	
	NUS Scotland Executive Committee (SEC) Block x 8 Liberation x 4 Sections x 3	Volunteer	Any Individual Student Member from the Nation  Liberation/Sections positions must be part of that section/define into liberation group	Open: 28 January Close: 28 February 12:00 Liberation/Sections TBC	22 March  Liberation/Sections in April
	NUS Scotland Democratic Procedures Committee	Volunteer	Any Individual Student Member from the Nation	Open: 28 January Close: 28 February 12:00	22 March
NUS Wales Conference and	NUS Wales President	FTO	Any Individual Student Member from the Nation	4 February 2019 – 18 February 2019	27 March
	NUS Wales Women's Officer	Volunteer	Any woman Individual Student Member from the Nation	TBC	27 March

Liberation Conferences	NUS Wales NEC 2 <sup>nd</sup> Place	Volunteer	Any Individual Student Member from the Nation	4 February 2019 – 27 March 2019	27 March
	NUS Wales WEC Liberation members x 4 Block place x 7	Volunteer	Any Individual Student Member from the Nation Liberation/Sections positions must be part of that section/define into liberation group	Block place x 3: 4 February – 27 March 2019  Liberation members x 4: TBC	Liberation in May 27 March
	NUS Wales Democratic Procedures Committee	Volunteer x3	Any Individual Student Member from the Nation	4 February 2019 – 27 March 2019	27 March
NUS-USI Conference and Liberation Conferences	NUS-USI President	FTO	Any Individual Student Member from the Nation	Refer to NUS-USI rules	
	NUS-USI NEC 2 <sup>nd</sup> place	Volunteer	Any Individual Student Member from the Nation	Refer to NUS-USI rules	
	NUS-USI REC	Volunteer	Any Individual Student Member from the Nation Liberation/Sections positions must be part of that section/define into liberation group	Refer to NUS-USI rules	

# Election Rules and additional information

The Chief Returning Officer has set out the following rules for the Conference. It should be noted that these rules are the property of the Chief Returning Officer and their designates and they alone will be the interpreter of them.

In considering the rules candidates should be aware that they are responsible for the conduct of their campaign and supporters. Candidates for elections are governed by the NUS Code of Conduct available on NUS Connect and from [democracy@nus.org.uk](mailto:democracy@nus.org.uk) and a breach of this code by a candidate or their supporters may lead to disqualification, as may any breach of these campaigning rules.

Further rulings can be sought by candidates after nominations have closed. Rulings shall be circulated to all candidates at the same point.

## Objections to the eligibility of candidates

Once nominations are closed the full list of eligible candidates will be published on NUS Connect along with their nominators. We will publish:

- Name of candidate and their constituent member
- Name of nominator<sup>1</sup> and their constituent member

Any member of NUS may object to the eligibility of candidates or their nominators. They may do this by contacting the chief returning officer in writing via [democracy@nus.org.uk](mailto:democracy@nus.org.uk). The deadline for submitting this is outlined in the key dates above.

## Manifestos

Candidates for Full Time Positions will have the opportunity to submit a manifesto to support your nomination. This will be published on NUS Connect and promoted to constituent members of NUS including via a mailshot to all Conference Delegates.

If you wish to submit a manifesto, this *must* be received in as a PDF document and uploaded with your nomination by the stated deadline. The maximum size of your manifesto should be two pages of A4.

Candidates must also submit a plain text copy of their manifesto in a Word document for accessibility purposes.

Manifestos and campaign materials must not contravene the NUS Code of Conduct or Staff Protocol.

Manifestos received without a nomination will not count as a valid entry into the elections.

## Speeches

We will endeavor to give all candidates the opportunity to deliver an election speech at the Conference if the conference is held after/during close of nominations. The time allocated for each candidates will be communicated closer to Conference once the agenda is set.

Other contested positions will be given the opportunity for speeches if the business of the conference allows it. For reserved places, this will usually be within caucuses. This decision shall rest with the Chief Returning Officer in consultation with DPC/Steering Committee.

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<sup>1</sup> The only exception to this is positions elected at NUS Trans Students' Conference. For these positions only the nominator's Constituent Member will be published. Their name will be made available to delegates at the conference by request only during the eligibility challenge period.



## The Ballot

For each election, the Chief Returning Officer will announce the method of voting. Ballots will display the chosen name of each candidate, the position they are standing for and any declared affiliations of each candidate. Voting will be by secret ballot and be conducted either in paper format or by electronic vote.

Only eligible delegates at the relevant conference may vote in that conference's elections. All delegates will be able to vote for all positions save that for positions they are not eligible to participate in by virtue of not self-defining into a liberation group; being in a different mode of study than the position.

**Ballots will be issued to each delegate of the conference who has been registered online by the stated deadline and has recorded their attendance at the conference to the Returning Officer at the onsite registration desk.**

For paper ballots, these will be issued to all delegates at the conference on the day of voting.

For online votes the voting link will be issued by email to the Union's Delegate(s) using the email address specified at the point of registration. Voting links will only be issued to delegates who attend the event and confirm their attendance to the Deputy Returning Officer onsite. The voting open period will be publicized on NUS Connect, via email to all delegates and at the Conference. Delegates are strongly urged to test voting links early.

## The Count

The Chief Returning Officer will arrange for the count to occur either at the conference or within one week of the close of polling. The Count will take place in either at the conference venue or in an NUS office. Count sheets will be published on NUS Connect after the count has taken place.

Candidates may send one observer to the count for their election but cannot attend the election count themselves. Candidates must inform the Returning Officer of their nominated Observer in advance of the Count by emailing [democracy@nus.org.uk](mailto:democracy@nus.org.uk). For counts taking place after a conference observers will be invited to observe via videolink. Candidates should include contact details of their Observer including email address so the video link can be sent to the Observer.

Observers of the Count will be briefed by the Returning Officer overseeing the Count on the running of the count and Observer conduct. Observers may view the proceedings of the count and raise any issues or requests for clarification with the Returning Officer overseeing the count. They must not impede the Returning Officer or NUS Staff in conducting the business of the Count.

Counts for elections with one position will take place via AV, counts for elections with more than one position will use STV. For counts with reserved places these will be counted first.

### Block of 15 count

5 positions on the Block Of 15 are reserved for FE places, and in addition at least 50% of the Block Of 15 shall be reserved for women.

There will be 4 counts to ensure this allocation:

1. FE women for 2 positions
2. FE candidates for the remaining 3 positions.
3. All remaining women for the number of positions required to get the Block of 15 to 7.
4. All remaining candidates for the final positions.

## Expenditure

Candidates in all elections have a maximum amount they can spend on their campaigns notified once the nomination has been confirmed, for all campaign publicity materials that can be worn, given or handed to delegates. Campaign materials are anything that promote your candidature or discourages others from voting for your opponents. These include, but are not limited to, flyers, posters, banners, T-shirts and bags. It also includes costs involved in online

activity such as paid for social media campaigning. Candidates may be asked to produce receipts of their expenditure and may be asked to ensure that any good/services received are available to all candidates and not only a result of special relationships with suppliers.

**For example:** Your friend owns a printing firm and gives you 500 leaflets for free. You would have to declare a cost equivalent to 500 leaflets at a commercial rate within your expenditure.

**For example:** You and 3 other candidates share printing for leaflets and therefore get a bulk buy discount for 2,000. Your cost declared would be the cost of 500 copies *without* the bulk buy discount rather than a quarter cost of 2,000 copies.

**Receipts must be produced by all candidates in advance of the election, by 6pm on Day One of the Conference.** The count will not take place before receipts for current candidates are received.

Maximum expenditure for elections at the Conferences are as follows:

Full Time Officers elected at National Conference	No more than £400
Full time officers elected at all other NUS UK conferences	No more than £150
Voluntary Positions	No more than £45

**Note:** If you are unsure whether your expenditure counts within these boundaries you should check with the Chief Returning officer before spending any money. **You cannot plead ignorance on this issue following the event.**

## Emails and Social Media

The use of any official NUS, NUS Services or NUS Area email list to advertise one candidate over another is strictly prohibited. This includes any official email networks or social networking groups (such as Facebook Workplace) and events both formal and informal that students use for another purpose, for example to discuss a type of student activity, community or political grouping.

Individual emails and the general use of social networking sites and message boards is considered word of mouth communication, and beyond the need to be respectful of their opponents, candidates are free to use these as they see fit.

## Leaflets

Leaflets may be distributed to delegates at any point over the conference, but not on conference floor or in the area designated for ballot boxes. Leaflet distributors may be asked to disperse from an area by the Chief Returning officer or asked to desist entirely if their actions cause the event to become inaccessible.

## Accessible Campaigning

The Disabled Students' Campaign created guidelines for accessible campaigning that candidates are encouraged to read and can be found on NUS Connect.

## Elections Complaints

Elections complaints should be submitted to the Chief Returning Officer (or their nominated Deputy) via email to [democracy@nus.org.uk](mailto:democracy@nus.org.uk)

**For a complaint to be considered it must be submitted before the close of polling.** Complaints should contain specific information in order to aid the Chief Returning Officer in making a complaint. Information should be provided on the nature of the complaint and supported by evidence. If the complaint is about a candidate or campaign this should be stated in the complaint.

Consider whether your complaint is regarding Elections or the NUS Code of Conduct. Code of Conduct complaints should be submitted via the process outlined below.

## Code of Conduct

Candidates are reminded that as members of NUS they are subject to the NUS Code of Conduct which is available online on NUS Connect: <https://www.nusconnect.org.uk/governance/nus-code-of-conduct>

The code of conduct sets out the protocol to be followed given any breach of discipline. A breach of discipline can include (but is not limited to):

- Threatening or harassing any other person, whether physically or verbally;
- Assaulting any other person;
- Damaging any property, whether deliberately or negligently;
- Acting in contravention of the NUS Equal Opportunities Policies;
- Acting without due regard for the safety of others;
- Acting with dishonesty or with intent to defraud;
- Infringement of equal opportunities, safe space, safeguarding, no platform or staff protocol policy

The Chief Returning Officer has the right, at any point, to suspend a candidate to be investigated under the Code of Conduct which may cause them to be withdrawn from the election.

Complaints under the Code of Conduct should be submitted via the online form available on NUS Connect at <https://www.nusconnect.org.uk/governance/nus-code-of-conduct>

## Training for successful candidates

NUS believes in supporting its officers and volunteers. As such we will provide a range of training and induction processes for successful candidates.

**Full Time Officers:** Full Time Officers must ensure that they are available from 24 June 2019 for their FTO training and formal induction. The location will be confirmed closer to the time.

As such, the formal start date for newly elected officers is 24 June 2019. Following two weeks of training, officers will take up their new posts on July 1 2018.

**Voluntary Positions:** You will be contacted by the relevant staff lead at NUS to confirm details of training

## Diversity monitoring

The Chief Returning Officer wants to ensure that these election processes are as open as possible to the full diversity of our membership. You will be asked at the point of nomination to fill in an anonymized diversity monitoring form.

# Appendix A: Election Rules Excerpt from NUS UK Articles and Rules

## Individual Members

16. Individual Membership, which is defined for the purposes of determining eligibility for candidacy for elections, is automatically conferred upon: 16.1 The Students of a Constituent Member aged 16 or over; 16.2 The Committee Members and members of the National Executive Council; 16.3 The sabbatical officers of Constituent Members; and 16.4 The sabbatical convenors of NUS Area Organisations.

## NUS RULES | Elections

### 600 Application

601 These rules will apply for all elections to positions in NUS except where these rules are varied in the schedules for Nations, Liberation Campaigns or Student Sections. These rules may also be further defined in schedules for Nations, Liberation Campaigns or Student Sections. Variations or further definitions shall require approval of the Chief Returning Officer.

### 602 Chief Returning Officer

603 The Chief Returning Officer will report annually to the National Conference on elections held under the auspices of these rules. They will keep under review measures to enable and maximise participation in elections and measures to restrict activity of candidates and campaigns to ensure fairness and make recommendations to this effect in their Annual Report to the National Conference.

604 The Chief Returning Officer in conjunction with their deputies will have the power to interpret all election regulations and issue rulings and interpretations to this effect to all members and appointed election officials.

### 605 The Chief Returning Officer (RO)

610 The Chief Returning Officer shall, for each election or appropriate set of elections, appoint one of their deputies or any other person to act as the Returning Officer.

611 The RO will:

- a. Be the interpreter of the Elections Rules for that election, subject to any rulings from the CRO.
- b. Appoint (and dismiss if necessary) election officials to ensure the good conduct and administration of the elections.
- c. Ensure oversight of the count and declare the results of the elections.
- d. Set rules, regulations and guidelines other than these election rules to govern the conduct of the election.
- e. Seek legal advice by referring the matter to the Board if he/she believes that statements made or the contents of publicity could leave NUS open to legal action.
- f. Rule out of order any statement or the content of any publicity, which in their view is in breach of the constitution, the law or any other appropriate rules and guidelines.
- g. Be empowered to issue warnings to candidates or remove candidates from the election at any point in accordance with these election rules and any rules and regulations issued under the above provision
- h. Be empowered to order recounts, or declare election processes null and void.
- i. Deliver, or ensure the delivery of, appropriate support and guidance to all election candidates.
- j. Make available information to potential candidates for each election outlining relevant rules and procedures.

## **615 Complaints**

- 616 For each election the RO is the ultimate official competent to deal with complaints regarding the  
conduct of candidates, their supporters and campaigns, and the administration of elections.
- 617 Complaints regarding the conduct of an RO must be sent to the CRO and cannot affect the  
outcome of an election unless National Conference rules that it should using the removal from  
office procedures

## **620 Eligibility**

- i. Eligibility for elected office to shall be restricted as follows and may be further restricted in the relevant rules.
- ii. Individual student membership shall mean Article 16.1 (Students of a Constituent Member aged 16 or over) and 16.3 (the Sabbatical Officers of Constituent Members, including NUS FTOs)
- iii. Individual committee membership shall mean Article 16.2 (the Committee Members as defined at 143.1) and 16.4 (sabbatical convenors of NUS Area Organisations)
- iv. Candidates for all full time officer positions and for membership of any of the principal committees of the Nations, Sections, Zones and Liberation campaigns must be individual student members at the close of nominations for the position;
- v. Candidates for all other positions must be individual student members or individual committee members at the close of nominations for the position;

## **621 The Process of Elections**

- 622 For each election or set of elections the RO will produce an election timetable, which will outline:
- a. The process for nomination
  - b. Arrangements for the publication of accepted nominations
  - c. Arrangements for objections to the eligibility of candidates
  - d. Details for the submission of manifestos (if appropriate)
  - e. Details of a question time (if appropriate)
  - f. Arrangements for the ballot
  - g. Arrangements for the count
- 623 The RO will produce details of the arrangements for balloting and for complaints procedures, and ensure that they are publicised to all constituent members or delegates as appropriate.
- 624 The RO will ensure that any additional details, or amendments to the arrangements, are publicised to all constituent members or delegates as appropriate in a timely fashion.

## **625 Nominations**

- 626 Nomination forms will be available to all constituent members or delegates as appropriate.
- 627 It will be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline.
- 628 All nomination forms will require a minimum number of individual member proposers from minimum number of different constituent members as outlined in the annual schedule of elections published by the CRO each September. In setting the numbers, the CRO will pay due regard to the need to balance ease of involvement with demonstrating support; and consistency on the previous year.

a) Candidates for the Vice President (Further Education) position may only be nominated by individual members of NUS who are individual members under article 16.2 or 16.4, or by individual members under article 16.1 or 16.3 if they are in particular a student or sabbatical

officer at a further education constituent member, or a student studying a further education course at a higher education constituent member. Candidates for the Vice President (Higher Education) position may only be nominated by individual members of NUS who are individual members under article 16.2 or 16.4, or by individual members under article 16.1 or 16.3 if they are in particular a student or sabbatical officer at a higher education constituent member, or a student studying a higher education course at a further education constituent member.

- 629 The RO will have the sole responsibility for declaring a submitted nomination form valid.  
630 In the event of two or more candidates having the same proposer in an election for a single position, the RO may allow up to twenty-four (24) hours for the candidates to find fresh proposers.  
631 When the RO is satisfied, all valid nominations will be confirmed with the candidates and published.  
632 Any candidate completing as nomination form for Full Time Office will also be required sign to accept any terms and conditions of employment relating to the post at the point of nomination

### **635 Manifestos**

- 636 Where appropriate manifestos must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the RO.  
637 The RO will ensure that manifestos are made available to voters.

### **640 Campaign Publicity**

- 641 Where appropriate the RO may stipulate an amount that candidates may spend on their own election campaign.  
642 The RO may draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification from the election.

### **645 Question Time**

646 The RO may arrange a question time for the candidates in an election.

- 650 Withdrawal  
651 Any candidate may withdraw from an election at any point before the start of the count by informing the RO.  
652 If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the RO will ensure that voters' next preferences are counted.

### **655 Voting**

- 656 The RO will ensure that eligible delegates at a given event are enabled to vote.  
657 The RO will decide the method of voting and publicise it appropriately.  
658 The voters will be able to express preferences for as few or as many candidates as they wish in any election.  
659 Ballots will bear the chosen name of each candidate, the position being contested, and any declared affiliations of each candidate  
660 The order of names on the ballot will be decided alphabetically by surname.  
661 There will be a facility for voting for "Re Open Nominations". For the purpose of counting the votes, 're-open nominations' box shall be treated as if a candidate. This means that re-open nomination may be excluded and the votes transferred in accordance with the rules. Voters can express a preference for a candidate after re-open nominations. In elections with one vacancy to be filled, the counting shall be alternative vote system. If the 're-opens nominations' candidate is elected, the returning officer shall declare the vacancy unfilled. In elections with more than one vacancy the counting shall be by the single transferable vote system. If at any stage of the count 're-open nominations' candidate gains the required number of votes to be elected, it shall be deemed to have been elected and any surplus and any further votes, transferred to a further 're-open nominations' candidate. This stage shall be repeated as often as required. The returning officer

shall declare unfilled the number of vacancies equal to the number of 'reopen nominations' candidates deemed to have been elected, if any.

662 Voting will be by secret ballot.

### **665 The Count**

666 Candidates or their appointed representative may, if they wish, attend the counting of the votes, as observers only.

667 The count will commence only after the RO is satisfied that all complaints relating to the conduct and administration of the election have been resolved.

668 The count will be conducted in accordance with rules outlined by the Electoral Reform Society for running elections by Single Transferable Vote.

669 Any candidate may request a recount within five (5) calendar days by writing to the Returning Officer. The Returning Officer's decision is final in this regard.

670 NATIONAL EXECUTIVE COUNCIL: There shall be 2 counts for this election.

- a. In the first count, for the specified number of places reserved for Further Education candidates, all preferences for HE candidates will be ignored.
- b. In the second count, for the number of National Executive Council members in total minus the specified number of places reserved for Further Education candidates, candidates elected in the first count will be deemed to have withdrawn for the purposes of counting.

### **680 Declaration**

676 Results of the election will be declared by the RO in an appropriate manner when the count for each post has been successfully completed.

677 A list of successful candidates will be made available within one (1) week of the declaration of the results.



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For content of the conference, democratic  
procedures and elections enquiries contact:

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