

## Schedule Amendments at Union Council – April 22 2008

Schedule 2	Union Committees	2
Schedule 3	Standing Orders	6
Schedule 5	Complaints and Disciplinary Policy	10
Schedule 6	Nominations, Elections and Audit Regulations	15

## Schedule 2: Union Committees

---

- 1 Athletic Union**
- 1.1 Aims and Objectives:
- 1.1.1 To promote and improve the standard of sport and sportsmanship within the University;
- 1.1.2 To encourage the fullest participation in sports by all students of the University;
- 1.1.3 To represent relevant sporting issues to the University and other outside organisations;
- 1.1.4 To represent the Students' Union within the governing bodies of University sports in Great Britain;
- 1.1.5 To discuss all applications made by individual clubs for recognition by the AU;
- 1.1.6 To approve applications for Affiliate Memberships;
- 1.1.7 To discuss and propose constitutional change for ratification by the Athletic Union General Meeting.
- 1.2 Membership:
- 1.2.1 Athletic Union President, who shall act as Secretary;
- 1.2.2 BUSA Representative;
- 1.2.3 Non-competitive Sports Representative;
- 1.2.4 Intra-Mural Representative;
- 1.2.5 Independent Senator, who shall act as Deputy Chair;
- 1.2.6 Other representatives will be invited where appropriate.
- 2 Communications**
- 2.1 Aims and Objectives:
- 2.1.1 To improve communication between the Students' Union and its members;
- 2.1.2 To oversee strategy to develop the Students' Union website;
- 2.1.3 To oversee the work of Storm FM, Seren and Y Ddraenen, each of whom shall report to the committee.
- 2.2 Membership:
- 2.2.1 Deputy President, who shall act as Secretary;
- 2.2.2 President;
- 2.2.3 Storm FM Station Manager, who shall report on their work;
- 2.2.4 Seren Editor, who shall report on their work;
- 2.2.5 Y Ddraenen Editor, who shall report on their work;
- 2.2.6 Three ordinary students;
- 2.2.7 Communication & Democracy staff member;
- 2.2.8 Independent Senator, who shall act as Deputy Chair;
- 2.2.9 Other representatives will be invited where appropriate.
- 3 Education**
- 3.1 Aims and Objectives:
- 3.1.1 To fulfil the Students' Union's obligations under the University's Course Representative Guidelines by providing a clear channel of communication from the representatives, via the Students' Union Contact Representatives, to the SU Executive;
- 3.1.2 To monitor and act upon academic issues from all academic schools;
- 3.1.3 To oversee campaigns and awareness initiatives on education issues.
- 3.2 Membership:
- 3.2.1 President, who shall act as Secretary;
- 3.2.2 Deputy President;
- 3.2.3 One Course Rep from each academic school, who shall report on academic developments from their school;
- 3.2.4 Research Students Forum representative;
- 3.2.5 Independent Senator, who shall act as Deputy Chair;
- 3.2.6 Other representatives will be invited where appropriate.
- 4 Environment and Community**
- 4.1 Aims and Objectives:
- 4.1.1 To develop and monitor the implementation of a Sustainability Policy for the Students' Union;
- 4.1.2 To oversee campaigns and awareness initiatives on environment and community issues.
- 4.2 Membership:
- 4.2.1 Societies and Events Officer, who shall act as Secretary;
- 4.2.2 President;
- 4.2.3 UMCB President;
- 4.2.4 Athletic Union President;
- 4.2.5 SVB Chair;
- 4.2.6 Five representatives appointed from within the Societies department;
- 4.2.7 Independent Senator, who shall act as Deputy Chair;
- 4.2.8 Other representatives will be invited where appropriate.

- 5 Equal Opportunities**
- 5.1 Aims and Objectives:
- 5.1.1 To monitor the Students' Union Equal Opportunities Policy and make recommendations for appropriate changes to the Board;
- 5.1.2 To ensure the strategic fulfilment of the Students' Unions objectives regarding equal opportunities;
- 5.1.3 To oversee campaigns and awareness initiatives on equal opportunities issues;
- 5.1.4 To send representatives to NUS liberations conferences.
- 5.2 Membership:
- 5.2.1 Deputy President, who shall act as Secretary;
- 5.2.2 President;
- 5.2.3 International Students Senator;
- 5.2.4 Head of International Students Committee, who shall report on their work;
- 5.2.5 LGBT Senator;
- 5.2.6 Head of LGBT Committee, who shall report on their work;
- 5.2.7 Mature Students Senator;
- 5.2.8 Head of Mature Students Committee, who shall report on their work;
- 5.2.9 Students With Disabilities Senator;
- 5.2.10 Head of Students With Disabilities Committee, who shall report on their work;
- 5.2.11 Three ordinary students who do not self-define as International, LGBT, Mature or Students With Disabilities;
- 5.2.12 Independent Senator, who shall act as Deputy Chair;
- 5.2.13 Other representatives will be invited where appropriate.
- 6 Societies**
- 6.1 Aims and Objectives:
- 6.1.1 To promote excellence in extra-curricular activities by developing current societies and aiding the creation of new societies;
- 6.1.2 To encourage all members of the University to participate fully in SU Societies;
- 6.1.3 To ensure that the SU Societies receive fair representation from the Students' Union, the University and any relevant outside organisations;
- 6.2 Membership:
- 6.2.1 Societies and Events Officer, who shall act as Secretary;
- 6.2.2 Seven Societies representatives elected at the Societies AGM, who shall report on their allocated societies;
- 6.2.3 Independent Senator, who shall act as Deputy Chair;
- 6.2.4 Other representatives will be invited where appropriate.
- 7 Student Volunteering Bangor**
- 7.1 Aims and Objectives:
- 7.1.1 To increase the numbers of students involved in volunteering, and student-led volunteering, that benefits communities within North Wales;
- 7.1.2 To raise awareness amongst students as to the benefits of volunteering;
- 7.1.3 To improve student volunteers' skills and experience;
- 7.1.4 To promote closer integration between students and the community.
- 7.2 Membership:
- 7.2.1 Societies and Events Officer, who shall act as Secretary;
- 7.2.2 SVB Chair, elected at the SVB AGM, who shall report on the Promotions Committee's work;
- 7.2.3 SVB Co-ordinator, who shall report on their work;
- 7.2.4 General Manager of the Students' Union;
- 7.2.5 A senior member of Bangor University staff;
- 7.2.6 A member of the local community;
- 7.2.7 Two current SVB project leaders;
- 7.2.8 Two SVB volunteers who are not project leaders;
- 7.2.9 Independent Senator, who shall act as Deputy Chair;
- 7.2.10 Other representatives will be invited where appropriate.
- 8 Union Events**
- 8.1 Aims and Objectives:
- 8.1.1 To act as a consultation body for Undeb Trading Cyf.;
- 8.1.2 To oversee the development of the Give It A Go Calendar;
- 8.1.3 To develop the Welcome Week programme;
- 8.1.4 To recommend areas where the Students' Union could improve the student experience by running events;
- 8.1.5 To recruit and oversee an events volunteer team;
- 8.2 Membership:
- 8.2.1 Societies and Events Officer, who shall act as Secretary;
- 8.2.2 President;
- 8.2.3 Deputy President;

- 8.2.4 Athletic Union President;
- 8.2.5 UMCB President;
- 8.2.6 Research Students Forum Representative;
- 8.2.7 Mature Students Senator;
- 8.2.8 One representative from each JCR, who shall report on JCR activities;
- 8.2.9 Communication and Democracy staff member;
- 8.2.10 Independent Senator, who shall act as Deputy Chair;
- 8.2.11 Other representatives will be invited where appropriate.

## **9 University**

- 9.1 Aims and Objectives:
  - 9.1.1 To provide a cohesive overview of University developments based on reports from University meetings;
  - 9.1.2 To recommend policy to Senate in response to University developments;
- 9.2 Membership:
  - 9.2.1 President, who shall act as Secretary;
  - 9.2.2 Deputy President;
  - 9.2.3 Societies and Events Officer;
  - 9.2.4 Athletic Union President;
  - 9.2.5 UMCB President;
  - 9.2.6 Two representatives from the Research Students Forum;
  - 9.2.7 Independent Senator, who shall act as Deputy Chair;
  - 9.2.8 Other representatives will be invited where appropriate.

## **10 Welfare**

- 10.1 Aims and Objectives:
  - 10.1.1 To develop and monitor a Students' Union welfare strategy;
  - 10.1.2 To ensure the strategic fulfilment of the Students' Unions objectives regarding welfare;
  - 10.1.3 To oversee campaigns and awareness initiatives on welfare issues;
  - 10.1.4 To act as a consultation body for the Advice Centre.
- 10.2 Membership:
  - 10.2.1 Deputy President, who shall act as Secretary;
  - 10.2.2 President;
  - 10.2.3 Nightline Coordinator, who shall report on Nightline's work;
  - 10.2.4 One representative from each JCR, who shall report on accommodation issues;
  - 10.2.5 Advice Centre representative, who shall report on the Advice Centre's activities;
  - 10.2.6 Three ordinary students;
  - 10.2.7 Independent Senator, who shall act as Deputy Chair;
  - 10.2.8 Other representatives will be invited where appropriate.

## **11 Welsh Affairs**

- 11.1 Aims and Objectives:
  - 11.1.1 To promote co-operation between UMCB members, and to protect and promote their academic, linguistic, cultural, social and athletic interests;
  - 11.1.2 To provide for the welfare of UMCB members and to represent them in all areas that are associated with their well-being;
- 11.2 Membership:
  - 11.2.1 UMCB President, who shall act as Secretary;
  - 11.2.2 UMCB Vice-President;
  - 11.2.3 UMCB Campaigns Officer;
  - 11.2.4 UMCB Administrative Officer;
  - 11.2.5 Two 'Y Cymric' coordinators;
  - 11.2.6 Two 'Y Cymric' sports coordinators;
  - 11.2.7 UMCB Publicity Officer;
  - 11.2.8 Chairperson of Cymdeithas Llywelyn;
  - 11.2.9 UMCB Chair;
  - 11.2.10 JMJ Halls Officer;
  - 11.2.11 First year representative;
  - 11.2.12 UMCB RAG Officer;
  - 11.2.13 UMCB Web Officer;
  - 11.2.14 UMCB Upper Bangor Communication Officer;
  - 11.2.15 'Urdd' Officer;
  - 11.2.16 Two ordinary students;
  - 11.2.17 Independent Senator, who shall act as Deputy Chair;
  - 11.2.18 Other representatives will be invited where appropriate.

## **12 All Committees**

- 12.1 All Union Committees shall be responsible for regular consultation with students to maximise the relevance and effectiveness of their work.

- 12.2 All Union Committees shall receive reports from sabbatical officers on work relevant to the remit of that committee.
- 12.3 Sabbatical officers shall act as the link between the Union administrative centre and Union Committees, by providing high levels of logistical and administrative support.
- 12.4 All Union Committees shall appoint a head of committee to chair meetings and represent the committee's interests and discussions at Union Senate meetings in accordance with this constitution.

## Schedule 3: Standing Orders

---

- 1 Notice of Meetings**
  - 1.1 Notice of meetings should be placed on;
    - 1.1.1 The University intranet.
    - 1.1.2 The Union website.
  - 1.2 Notice of meetings should include;
    - 1.2.1 The time, date and location of the meeting;
    - 1.2.2 The deadline for submission of policy motions, constitutional amendments and emergency motions (collectively referred to as motions);
  - 1.3 Notice of meetings must be given at least 10 working days prior to the meeting.
- 2 Agenda**
  - 2.1 An agenda shall be published no less than 24 hours prior to the meeting.
  - 2.2 Copies of the agenda shall be available at the meeting and shall be published on the Union website.
  - 2.3 At the appropriate point in the order of business the Chairperson shall outline the agenda.
    - 2.3.1 Any voting member may raise a motion to alter the order of business.
    - 2.3.2 Any change to the agenda must be accepted by a simple majority.
- 3 Attendees and Observers**
  - 3.1 All Ordinary Members can attend meetings.
  - 3.2 The Chairperson has final say on declaring the meeting full.
  - 3.3 Anyone not an Ordinary Member of the Union may attend the meeting as an observer
    - 3.3.1 Speaking rights for observers may be granted by simple majority.
- 4 Guillotine**
  - 4.1 A guillotine shall be determined by the Chairperson prior to the meeting.
- 5 Quorum**
  - 5.1 Quorum for Senate meetings shall be as outlined in *Article 4.2.1*.
  - 5.2 Quorum for General Meetings shall be as outlined in *Article 3.3.7*.
- 6 Powers and Duties of the Chairperson**
  - 6.1 The Chair at all meetings shall be taken by the Chairperson
    - 6.1.1 In the absence of the Chairperson, the role of chairperson shall be taken by the Deputy Chairperson.
  - 6.2 The Chairperson shall:
    - 6.2.1 Be responsible for ensuring the meeting is conducted in accordance with the Constitution and Union policy;
    - 6.2.2 Vote for the status quo in the event of a tied vote;
    - 6.2.3 Vacate the chair if they wish to speak on any motion or participate in debate;
    - 6.2.4 Vacate the chair for the rest of the meeting in the event of a motion of no confidence in the chair;
  - 6.3 The Chairperson can ask anyone to leave the meeting without raising a point of order, should they become disruptive.
- 7 Order of Business**
  - 7.1 The order of business for a Union Senate or General Meeting shall contain the following where appropriate:
    - 7.1.1 Chairperson's opening remarks;
    - 7.1.2 Notice of Elections;
    - 7.1.3 Applications for speaking rights;
    - 7.1.4 Minutes of the last meeting;
      - 7.1.4.1 Matters arising from the minutes of the last meeting;
    - 7.1.5 Motions;
    - 7.1.6 Constitutional amendments;
    - 7.1.7 Committee/Senate business;
    - 7.1.8 Elections;
    - 7.1.9 Reports;
    - 7.1.10 Questions;

- 7.1.11 Items for discussion;
- 7.1.12 Any Other Business.

## **8 Questions**

- 8.1 There shall be, at every meeting, a period of time set for questions to be asked of any elected official.
- 8.2 These questions shall require either an immediate verbal answer or a written response within ten working days. Failure to respond will result in censure of the official concerned.

## **9 Items for Discussion**

- 9.1 It shall be possible to add items for discussion to the order of business for Union Senate.
- 9.2 Such items may be proposed by any Senator.
- 9.3 Items for discussion should be submitted to the Chairperson up to 24 hours prior to the start of the meeting.
- 9.4 Such items shall only be heard at the meeting with approval of a simple majority.
- 9.5 At General Meetings a period of time shall be set aside for Ordinary Members to raise matters for discussion.
- 9.6 The President shall have right of reply on such matters and shall report to the following Senate meeting on what action, if any, has been taken.

## **10 Motions**

- 10.1 All motions must;
  - 10.1.1 Be submitted at least five working days prior to Senate;
  - 10.1.2 Be proposed and seconded by Ordinary Members of the Union, the Board or a Union Committee;
  - 10.1.2.1 Motions may be withdrawn by the proposer or seconder if debate on that motion is yet to start.
  - 10.1.3 Comply with the current Union Constitution;
  - 10.1.4 Contain less than 500 words;
  - 10.1.5 Be only put to the meeting if the proposer or seconder is present;
  - 10.1.6 Have the support of a simple majority to pass.

## **11 Constitutional Amendments**

- 11.1 Constitutional amendments shall:
  - 11.1.1 Require a two-thirds majority at a meeting of Union Senate to pass;
  - 11.1.2 Enter into effect after being passed at Union Senate;
  - 11.1.3 Require ratification by two-thirds majority at the Annual General Meeting in accordance with Article 1.1.2;
  - 11.1.4 Be approved by the University as required by the *Education Act 1994*.

## **12 Emergency Motions**

- 12.1 Emergency motions may be submitted to the Chairperson up to the advertised start time of a meeting.
- 12.2 An emergency motion is one whose substance concerns events occurring after the final date for the submission of motions.
  - 12.2.1 No motion is an emergency motion unless a failure to discuss it in the forthcoming meeting would impair the present work of the Union.
  - 12.2.2 The Chairperson shall have the final ruling as to whether an emergency motion is in fact an emergency motion.
- 12.3 Emergency motions shall only be heard at Senate meetings with approval of a simple majority.

## **13 Amendments to motions**

- 13.1 Amendments must be submitted to the Chairperson prior to the start of the meeting.
- 13.2 Amendments not accepted by the proposer shall be debated as a motion.
- 13.3 If an amendment not accepted by the proposer is passed, then the proposer of that amendment shall be deemed the proposer of the motion.
- 13.4 A motion cannot be withdrawn if an amendment has been tabled against it.
- 13.5 All amendments require a simple majority to pass.

## **14 Procedure for Debate**

- 14.1 The proposer of the motion shall speak for up to three minutes.
  - 14.1.1 The proposer may waive their speech to another member.

- 14.2 The Chairperson will then ask for a speech against the motion, which shall last for up to three minutes.
- 14.3 A period of questions shall follow. Questions may be addressed to either the speaker for or against the motion.
- 14.4 If at any time there are no further questions available, the Chairperson shall move directly to the summation and vote.
- 14.5 The summation is property of the proposer of the motion or the proposer of the last amendment passed and shall last no longer than 30 seconds.

**15 Points of Order**

- 15.1 Points of order relate to the conduct of the meeting and may be raised at any time.
- 15.2 Points of order have priority over all other business.
- 15.3 Points of order shall have priority in the following order:
  - 15.3.1 That the quorum be challenged;
    - 15.3.1.1 The Chairperson shall immediately order a count of those present eligible to vote.
    - 15.3.1.2 Members not carrying their voting cards shall not be counted.
  - 15.3.2 A request for a ruling or interpretation;
  - 15.3.3 A request for a vote to be counted;
  - 15.3.4 A request for a revote;
  - 15.3.5 Other points of order.

**16 Procedural Motions**

- 16.1 Procedural motions have precedence over all other business except points of order and procedural motions of higher precedence.
- 16.2 Procedural motions may be proposed by any Ordinary Member.
- 16.3 To be heard, all procedural motions shall require support of:
  - 16.3.1 A simple majority of Senators;
  - 16.3.2 Fifty Ordinary Members in a General Meeting.
- 16.4 There shall be at least one speech in favour and if available, one against the motion.
- 16.5 There shall be the following procedural motions which are listed in order of precedence:
  - 16.5.1 That a vote be by secret ballot;
  - 16.5.2 That the meeting has no confidence in the Chairperson;
  - 16.5.3 That the Chairperson's ruling be overturned;
  - 16.5.4 That specific persons be removed from the meeting;
  - 16.5.5 That the elected representative be censured;
  - 16.5.6 That the guillotine be extended;
  - 16.5.7 That the meeting be adjourned or closed;
  - 16.5.8 That the matter be referred to another body;
  - 16.5.9 That the motion now be voted on;
  - 16.5.10 That a standing order be suspended for a specified length of time for a specified reason;
  - 16.5.11 That a further round of speeches be heard;
  - 16.5.12 That the motion be voted on in parts.
- 16.6 The Chairperson shall be entitled to make the final speech against any motion of no confidence in the Chairperson or any challenge to a Chairperson's ruling.
- 16.7 The Chairperson shall be entitled to make the final speech against any motion regarding the guillotine being extended or the meeting being adjourned.
- 16.8 Procedural motions 16.5.4, 16.5.10 and 16.5.12 shall require a two-thirds majority to be accepted.
- 16.9 In the event that standing orders are suspended by procedural motion, no policy or constitutional amendments may be passed, although an indicative vote may be taken.
- 16.10 When a motion is voted on in parts, the vote shall be to remove the specified parts from the motion. If the procedural motion falls, the parts shall remain in the motion.

**17 Points of Information**

- 17.1 Points of information may be used to offer strictly factual information.
- 17.2 Points of information may be raised to the speaker holding the floor by a call of "information".
- 17.3 The speaker must waive the floor to the caller of the point of information.
- 17.4 The speaker may respond to the point of information.

- 18 The Budget**
- 18.1 The budget for the following academic year shall be submitted for approval to the Annual General Meeting in accordance with the *Education Act 1994*.
- 18.2 A list of Union affiliations shall be submitted with the budget. If an objection to an affiliation is raised, that affiliation must be voted on separately.
- 19 Policy Lapse**
- 19.1 All policy passed during the previous academic year shall lapse after the first General Meeting of the following academic year.
- 19.2 The Chairperson shall invite a speech against each policy lapsing:
- 19.2.1 Should there be no speech against a policy lapsing then the policy shall be deemed to have lapsed.
- 19.2.2 The motion shall be debated in accordance with these standing orders.
- 19.2.3 The motion cannot be amended or taken in parts.
- 20 Minutes**
- 20.1 Minutes of each meeting must be taken by
- 20.1.1 The designated member of Union Staff
- 20.1.2 Any sabbatical officer in the absence of the member of Union Staff
- 20.2 The minutes of meetings shall include:
- 20.2.1 A list of attendees and a list of apologies
- 20.2.2 A brief account of statements and promises from elected representatives and heads of standing committees.
- 20.2.3 All motions passed and defeated.
- 20.2.4 Chairperson's rulings
- 20.2.5 All Election results
- 20.3 The minutes of each meeting shall be made available within ten working days after the meeting ends.
- 21 Referenda**
- 21.1 A referendum on a given motion or issue may be called in accordance with *Article 3: Governance of the Union*.
- 21.2 The Nominations, Elections and Audit Committee shall place notification of the referendum on the intranet and website within five working days of it being called
- 21.3 The referendum must be carried out within eight weeks
- 21.4 The Returning Officer for Union elections or their delegate shall act as an independent adjudicator for the referendum
- 21.5 A referendum on a given issue can only be called once in a single twelve month period.
- 21.5.1 The Nominations, Elections and Audit Committee shall have final say on whether an issue put for referendum is identical to a previous referendum.
- 21.6 An Extraordinary General Meeting can be called to debate the issue put to referendum, only if specified at the time of the referendum being called
- 21.7 A referendum must be conducted in accordance with Schedule 6.4.6 - 6.4.9.
- 21.8 The Nominations, Auditing and Elections Committee in consultation with the Independent Adjudicator shall produce guidelines for each Referendum and shall make clear the duration of the campaigning period.
- 21.9 Only Ordinary Members of the Union may vote in a referendum.
- 21.10 Referenda require a simple majority to be accepted, unless the question concerns a constitutional amendment, which shall require a two-thirds majority.
- 21.11 Policy decided by referendum is binding upon the Union and supersedes any policy previously made.

## Schedule 5: Complaints and Disciplinary Policy

---

### 1 General

- 1.1 The rules of the Students' Union shall make provision for a disciplinary procedure to deal with alleged cases by members of any of the following:
  - 1.1.1 Breaches of constitutional rules;
  - 1.1.2 Abuse of Union property;
  - 1.1.3 Disorderly behaviour on Union premises or during the conduct of Union business. (Where disorderly behaviour implies behaviour which is undisciplined, unruly or is considered to disturb the peace or decorum)
- 1.2 The Union shall in the manner specified appoint the following:
  - 1.2.1 Disciplinary officers;
  - 1.2.2 Board of Discipline;
  - 1.2.3 Board of Appeal.
- 1.3 A Board of Appeal will consider appeals.
  - 1.3.1 A complaint against a student of conduct which is in breach of the University regulations should be reported to the University.
- 1.4 The Students' Union resolves, where appropriate and possible, to solve complaints and disciplinaries using informal means.

### 2 Disciplinary Officers

- 2.1 Disciplinary Officers may deal with minor breaches as detailed in Schedule 5.1.1. The jurisdiction of Disciplinary Officers shall usually be restricted to their own particular department e.g. Athletic Union President will have jurisdiction over the Athletic Union. In the case of a conflict of interest then the President will appoint a Disciplinary Officer from amongst the other sabbatical officers.
- 2.2 The penalties which can be imposed by the Disciplinary Officer may be
  - 2.2.1 A verbal reprimand;\*
  - 2.2.2 A written reprimand; \*
  - 2.2.3 A suspension of privileges for a period not exceeding 28 days;\*
  - 2.2.4 A suspension until suitable re-training is undertaken;\*
  - 2.2.5 A requirement to pay the cost of any damage caused;\*
  - 2.2.6 Any number or all of the above.
  - 2.2.7 In the case of financial sanction being imposed there shall be a maximum limit of £100.00.
- \* See notes at end of policy for definitions of penalties
- 2.3 If it subsequently transpires that formal disciplinary action is appropriate, the procedure described in 2.4 below should then be followed
- 2.4 When a complaint has been referred to a Disciplinary Officer or where the Disciplinary Officer finds it necessary to invoke the disciplinary procedure, he/she shall:
  - 2.4.1 Cause the individual/group concerned to be notified in writing within at least 5 working days by recorded delivery to their term time address and/or to their University email address.
  - 2.4.2 The letter and/or email will inform the individual/group that a complaint has been made against them and indicate the general nature of the complaint. A copy of the Students' Union Disciplinary Policy will be attached to the letter or email.
  - 2.4.3 It will inform the student(s) that they are required to attend an interview at a specified time and place.
  - 2.4.4 It will advise the individual/group that they may be accompanied to the interview by a person who has no involvement with the incident/matter being investigated.
    - 2.4.4.1 No member of the Students' Union who is in the position of trustee of the charity or who works for the Students' Union will be allowed to accompany or represent the individual(s) concerned. However, if the individual has no-one to accompany them a member of Union Senate can be requested to attend the meeting.
  - 2.4.5 If the individual or group is/are unable to attend due to extenuating circumstances, then the Disciplinary Officer must be informed as soon as possible and another date arranged. If the individual or group does not attend and does not contact the Disciplinary Officer, then the Disciplinary Officer shall have two choices:
    - 2.4.5.1 To hear the case in the absence of the individual/group and decide upon a resolution;

2.4.5.2 To refer the case directly to the Board of Discipline.

### **3 Procedures at the Disciplinary Officer hearing**

3.1 The Disciplinary Officer shall:

3.1.1 At the commencement of the hearing, explain fully the complaint made against them and make sure that they understand why they have been asked to attend the hearing.

3.1.2 Give the individual/group the opportunity of responding to the complaint.

3.1.3 Make accurate notes during the hearing;

3.1.3.1 These will be passed to the General Manager to be kept on file for a period of one year after the case has been closed.

3.1.4 Inform the individual/group of the outcome or proceedings of the case within 10 working days. If the case is still open then the Disciplinary Officer shall inform the individual/group of progress once every calendar month until the case is closed.

3.2 If the Disciplinary Officer considers the matter too serious to be treated as a minor complaint, or if the individual student or group requests it, then the matter can be referred to the Board of Discipline. Otherwise, the Disciplinary Officer shall deal with the case without delay and either dismiss the complaint or impose one or more penalties within the limits specified in 2.2.

3.3 The Disciplinary Officer may, however, defer his/her final decision on the case pending further enquiries, further interviews or the results of any criminal or civil actions concerning the case. If there are civil or criminal proceedings pending the Disciplinary Officer reserves the right to re-interview the individual/group.

### **4 Procedure leading to and from a Board of Discipline**

4.1 The Board of Discipline will meet if the case has been referred directly by a Disciplinary Officer or by the students(s) themselves and the procedure will be as follows:

4.1.1 The General Manager will convene a meeting of the Board of Discipline ('the Board') and shall give notice in writing and/or email of the charge to the individual/group involved, the Disciplinary Officer concerned and members of the Board.

4.1.2 The General Manager shall give at least 5 working days' notice in writing and/or email to the individual/group of the date, time and place of the meeting of the Board and shall attach a copy of the disciplinary policy.

4.1.3 The individual/group may, if they wish, admit the charge(s) put before them prior to the hearing by notice in writing to the General Manager.

4.1.4 They will still be required to attend the Board of Discipline to hear the decision of the Board on what sanctions they impose. However, before the Board decides on any sanctions, the individual/group (or someone representing them) will be given the opportunity to make a statement in mitigation of the offence.

4.1.5 The Board will also have the authority to make further enquiries should it wish to do so based on the mitigating circumstances it hears from the individual/group.

4.2 The procedure at a Board of Discipline hearing shall be as specified in Section 8.

4.2.1 Within 5 working days of the completion of the Board's investigations, the Secretary will give notice in writing/or by email to the individual/group of the finding of the Board and the sanction (if any) given. They will also advise the individual/group of their right to appeal as set out in Section 7 of this policy.

### **5 The Board of Discipline**

5.1 The Board of Discipline shall be appointed by the President and shall be made up of two members of the Nominations, Elections and Audit Committee and one Ordinary Member chosen by the Committee.

5.2 If any member of the Board is known personally to the individual/group concerned or has prior knowledge of the case which may impair their judgement, then they must declare this and step down from the Board and a reserve will take their place.

5.3 If there are insufficient Nominations, Elections and Audit Committee members who are able to sit on the Board, then membership will be sought from Union Senators.

5.4 The Disciplinary Panel will appoint a Chairperson from their membership.

5.5 The General Manager will act as Secretary and has responsibility for ensuring that proper procedures are adhered to as well as taking accurate notes and minutes of the hearings.

5.6 The penalties imposed by the Board of Discipline may be

5.6.1 A written reprimand;

5.6.2 A fine (for each breach of regulations) not exceeding £100.00;

- 5.6.3 A suspension of privileges\*;
- 5.6.4 Suspension from the Union and its activities up to a maximum of three years\*;
- 5.6.5 Re-training;
- 5.6.6 A requirement to pay the cost of any damage caused;
- 5.6.7 Exclusion from Students' Union democratic processes\*;
- 5.6.8 Expulsion as a member of the Students' Union\*;
- 5.6.9 Any or all of the above.

\* See notes at the end of the policy for the definition of penalties.

## **6 Appeals against decisions of a Disciplinary Officer or of the Board of Discipline**

- 6.1 An individual/group is entitled to appeal against a decision of a Disciplinary Officer or of a Board of Discipline to the Board of Appeal.
- 6.2 If an individual/group wishes to appeal they shall, within 7 working days of the dated letter from the secretary, give Notice of Appeal in writing to the General Manager.
- 6.3 The Notice of Appeal shall state if the appeal is **against the decision, the sanction** or **both**.
- 6.4 The Notice must give the **grounds for appeal** and, shall state whether or not the student wishes the appeal to be in the way of a complete rehearing of the case, including the evidence of witnesses, and if so stating in clear terms the reason or reasons for this.

## **7 The Board of Appeal.**

- 7.1 The Board of Appeal shall consist of two members of the Nominations, Elections and Audit Committee and one Ordinary Member chosen by the Committee who have had no involvement with the case before it got to a disciplinary stage.
- 7.2 One of the Nominations, Elections and Audit Committee members of the Board of Appeal will be the President who will take the position of Chairperson. In the case of their involvement or absence, they shall nominate another sabbatical officer to take on this role.
- 7.3 The Chairperson shall be able to co-opt members onto the Board to replace any members unable to attend.
- 7.4 The General Manager (or his/her nominee) shall be Secretary for the Board of Appeal.
- 7.5 There must always be three members sitting on the Board of Appeal.
- 7.6 The Board of Appeal shall only hear appeals for reasons as stated in Section 5.4
- 7.7 If Notice of Appeal to the Board of Appeal has been given the General Manager (or his/her delegate) shall convene a meeting of the Board and shall give at least 7 working days' notice in writing and/or by email to the student(s) of the date, time and place of the meeting of the Board.
- 7.7.1 The General Manager (or his/her delegate) shall provide an accurate account of the deliberations of the Board of Discipline for each member of the Board of Appeal, for the individual/group, and also for the person presenting the case against the student (the Disciplinary Officer or Chairperson of the Board of Discipline). Where appropriate a copy of the initial report made by the Disciplinary Officer shall also be submitted.
- 7.8 The procedure of the case before the Board of Appeal shall be as specified in Section 8.
- 7.9 The decision of the Board shall be one of the following:
  - 7.9.1 To confirm the decision of the Disciplinary Officer or the Board of Discipline;
  - 7.9.2 To set aside the decision of the Disciplinary Officer or Board of Discipline;
  - 7.9.3 To vary the penalty imposed by the Disciplinary Officer or the Board of Discipline.
- 7.10 If the individual/group is unhappy about the decision of the Board of Appeal they may refer the matter to the University via the Registrar.
- 7.11 Within 5 working days of the completion of the proceedings of the Board of Appeal, the General Manager (or his/her delegate) shall inform the individual/group in writing as to the decision of the Board of Appeal.

## **8 Procedure at Board of Discipline and Board of Appeal Hearings**

- 8.1 The hearings before the Board of Discipline or the Board of Appeal shall be in either Welsh or English, where practical, depending on the individual's/group's preference. Translation equipment will be provided as required.
- 8.2 The procedure at hearings shall be as follows:
  - 8.2.1 Any member of the Board who is personally involved in any case that comes before the Board shall declare an interest and withdraw from membership of the Board for that specific case.
  - 8.2.2 The individual/group that is in question shall be given the opportunity to object to one member of the Board and that member will be asked to withdraw.

- 8.2.3 The individual/group may be accompanied to the meeting of the Board by one person of their own choice who may speak or conduct the case on their behalf.
- 8.2.3.1 No member of the Students' Union who is a trustee of the Students' Union or who works for the Students' Union shall be allowed to accompany or represent the individual(s) concerned. However, if the student has no-one to accompany him/her, an independent Senator may be asked to attend.
- 8.2.4 Hearings before the Board shall be private and such hearings may be attended only by the following: the members of the Board; the individual/group and the person(s) accompanying him/her or them (if any) and the General Manager acting as Secretary to the Board.
- 8.2.5 The individual/group and the person(s) presenting the case against the student (i.e. Chairperson of the Disciplinary Board) may each call any witnesses as they see fit, provided that they give notice of the witness(es)' names to the Secretary in writing at least 48 hours prior to the date of the meeting of the Board.
- 8.2.6 If the individual/group denies any or all of the charges made against them then the following procedure will apply:
- 8.2.6.1 The case against the individual/group shall be heard first and the individual/group or representative shall be entitled to present the case in their defence.
- 8.2.6.2 Each party may cross-examine the witnesses presented by the other side.
- 8.2.6.3 Each party shall be entitled to make a final address to the Board after all the witnesses have been called and the individual/group or the person presenting the case shall have the right to speak last.
- 8.2.7 All persons other than members of the Board and the Secretary shall leave the room whilst the Board considers its decision.
- 8.2.8 If the decision of the Board is that the complaint is to be upheld, the individual/group shall be informed and they (or their representative) will be asked to make representations in mitigation of the complaint. All persons other than Board members and the Secretary will then withdraw whilst the Board considers the sanction imposed (if any).
- 8.2.9 The Board shall have the power from time to time to postpone or adjourn its meeting at its discretion provided that this does not prejudice the case against the individual/group
- 8.2.10 The Board shall on postponement or adjournment of any such meeting have the power to suspend (without prejudice) the individual/group from taking part in the activities of the Students' Union for a maximum of 28 days and/or until the attendance at suitable training.
- 8.2.11 The Secretary shall make a record of the hearing, which shall include witness statements and any other evidence given to the Board.

## 9 Criminal or Civil offences

- 9.1 The fact that the individual/group has been convicted of a criminal or civil offence shall not prevent the Students' Union from taking its own disciplinary action in respect of the complaint, if a breach of the Students' Union constitution is involved.
- 9.2 The fact that the civil authorities are unable or unwilling to proceed in any case shall not prevent the Students' Union from taking its own disciplinary action if an alleged breach of the Students' Union Constitution is involved.

## 10 Serving of Notices

- 10.1 Notices in writing shall be accepted as being served when:
- 10.1.1 They are served by an Officer of the Students' Union upon the individual/group involved; by delivering the notice by hand to the individual/group or by sending the notice by 'Recorded Delivery' postal service addressed to the individual/group at the last known address at which the individual/group is registered with the University, or by the individual/group's email address provided by the University.
- 10.1.2 A notice served by the individual/group or their adviser upon the Students' Union; by delivering the notice by hand to the office of the General Manager, or by sending the notice by 'Recorded Delivery' postal service addressed to the General Manager of the Students' Union. **Notices through the University email system will not be accepted; however emails directly from Students' Union accounts will be accepted where proof of sent email is available.**
- 10.1.3 Where an individual/group fails to attend a disciplinary hearing, after being notified of their attendance, they will have an alternative date given to them. If the individual/group fails to attend for a second time, then the case shall be heard in their absence.

## **11 Statement of the Decision**

- 11.1 A statement of the decision made in the case by the Board of Discipline or the Board of Appeal shall be sent to the Nominations, Elections and Audit Committee. However, the names and details shall be confidential to the individual/group concerned, the complainant, the Disciplinary Officer, the Board of Discipline or the Board of Appeal as appropriate.
- 11.2 If the individual/group has their privileges withdrawn and is not allowed to take part in any student activities, then this information will be passed to the appropriate sabbatical officer to inform the clubs, societies or standing committees and to remind them that if they do allow the individual/group to take part, then they themselves become liable for a fine.
- 11.3 Clubs or Societies that allow an individual/group who is suspended from Union activities to take part in any activities will be fined up to a maximum of £100.00 per infringement.
- 11.4 Information is retained by the Students' Union General Manager for the period of the sanction imposed plus a further 12 months.

## **12 Notes**

- 12.1 'Suspension of privileges' means, for the purpose of this policy:
  - 12.1.1 Exclusion from areas of the Students' Union building and Students' Union activities as stated in the decision for the length of time specified and/or until suitable re-training is undertaken.
  - 12.1.2 Withdrawal of certain facilities or services as stated in the decision and for the specified period.
- 12.2 'Exclusion' means, for the purpose of this policy:
  - 12.2.1 Restriction from all Students' Union democratic processes and from all clubs, societies and committees until further notice.
- 12.3 'Suspension' means, for the purpose of this policy:
  - 12.3.1 Total prohibition for a specified period on attendance at or access to the Students' Union or participation in Students' Union activities. In cases such as these a leaflet giving information and telephone numbers of local advice and support agencies will be sent out with the notice of decision.
- 12.4 'Expulsion' means, for the purpose of this policy:
  - 12.4.1 The individual/group ceases to be a member of the Students' Union for their lifetime and this information is to be passed on to NUS.
- 12.5 Sabbatical officers and Union Board members will follow this Complaints and Disciplinary Policy. Any appeals by these individuals shall be made directly to the University via the Registrar.

## Schedule 6: Nominations, Elections and Audit Regulations

---

- 1 Nominations, Elections and Audit Committee**
- 1.1 There shall be Nominations, Elections and Audit Committee as defined in Article 3: Governance of the Union.
- 1.2 The Nominations, Elections and Audit Committee shall have the following membership:
- 1.2.1 President (As Chair)
- 1.2.2 General Manager
- 1.2.3 Chairperson
- 1.2.4 Elections Secretary
- 1.2.5 Student Board Members
- 1.2.6 University representative (who shall have audit or elections expertise and will chair meetings where an independent Chair is required)
- 1.2.7 The group shall co-opt other temporary members for specific purposes as necessary.
- 1.3 The Nominations, Elections and Audit Committee shall be the principal disciplinary and appeals body in the Students' Union.
- 1.4 The Nominations, Elections and Audit Committee shall be the principal regulatory body for Union elections, and shall have a sub-group of Ordinary Members who will oversee the logistics of Union elections.
- 1.5 The Nominations, Elections and Audit Committee shall make recommendations to the Board and to Union Senate based on internal and University audits.
- 1.6 The Nominations, Elections and Audit Committee shall meet at least once a semester.
- 1.7 Members of the Nominations, Elections and Audit Committee will declare any and all interests before meetings take place, withdrawing from discussions and decision-making where appropriate.
- 2 Elections**
- There shall be the following elections:
- 2.1 **Sabbatical Officers**  
All Students' Union sabbatical officers shall be elected by cross-campus ballot, to be held in the 2nd semester.
- 2.2 **Independent Senators**  
All Independent Senators shall be elected by cross-campus ballot, normally in the 2nd semester, and serve for 12 months from 1 August and may then re-stand.
- 2.3 **Heads of Union Committees**  
The manner by which heads of Union Committees shall be appointed shall be determined by the committees themselves and shall be specified in Schedule 2: Union Committees. Their appointment shall be approved by a General Meeting.
- 2.4 **Representative Officers**  
Four Representative Officers (LGBT Officer, SWD Officer, Mature Students' Officer and International Students Officer) shall be elected by cross-campus ballot alongside the Independent Senators. Only students who self-define as a member of the liberation or social policy group represented may vote in this election.
- 2.5 **Student Trustees**  
Student members of the Board shall be elected for up to two consecutive one-year terms from the Ordinary Members present at the Annual General Meeting.
- 2.6 **NUS and NUS Wales Delegates**  
The elections for the delegations to NUS and NUS Wales conferences shall take place by cross-campus ballot during a General Meeting.
- 2.7 **Union Chairperson**  
The Union Chairperson shall be elected by cross-campus ballot alongside the Independent Senators.
- 2.8 **Elections Secretary**  
The Elections Secretary shall be elected at a General Meeting or, failing that, may be elected at Union Senate. Where a vacancy occurs after a General Meeting and Union Senate, an interim Elections Secretary may be appointed by the Nominations, Elections and Audit Committee.
- 2.9 These regulations apply to elections for all of the above positions.
- 2.10 Elections of other officers of Union Committees shall be made within the committee, from the Ordinary Members present, according to procedures laid down within that committee.

- 3 Returning Officer**
- 3.1 The Registrar of the University or their chosen representative shall be the Returning Officer for cross-campus elections.
- 3.2 The Returning Officer shall be responsible for the good conduct of the elections, and shall have the sole interpretation of the election regulations.
- 3.3 The ruling of the Returning Officer on any complaint shall be final subject only to a successful challenge by a two-thirds majority at a Union General Meeting.
- 4 Cross-campus ballot**
- Elections for the posts listed in 2.1, 2.2, 2.4, 2.7 and 2.8 above shall be conducted in accordance with these rules.
- 4.1 Candidates:**
- 4.1.1 Shall be a current Bangor University student and shall expect to remain a Bangor University student for the duration of their term in office should they be elected.
- 4.1.2 Shall be entitled to vote.
- 4.1.3 Shall hold only one position on either the sabbatical team or Union Senate at any given time.
- 4.1.4 Shall abide by the rules as laid down in this schedule and by the Nominations, Elections and Audit Committee.
- 4.1.5 Any breach of these rules will either result in the removal of the candidate from the election, or the receipt of a formal warning from the Nominations, Elections and Audit Committee.
- 4.1.6 Save for sabbatical officers (who are registered students by virtue of their position), no person may hold office if they are no longer a registered student at Bangor University. Any elected official who leaves University during their term in office will be deemed to have resigned and a by-election will be held.
- 4.2 Notice of Elections**
- 4.2.1 Notice shall be in two parts.
- 4.2.2 Notice of the nominations process shall:
- 4.2.2.1 Be publicised widely at least ten days before the close of nominations.
- 4.2.2.2 State the offices for which nominations are open.
- 4.2.2.3 State where nominations forms are available and should be delivered upon completion.
- 4.2.2.4 State the closing date and time for nominations.
- 4.2.3 Notice of Polls shall:
- 4.2.3.1 Be publicised widely
- 4.2.3.2 State where further information about the candidates and their potential roles can be found.
- 4.2.3.3 State the dates and locations of Question Time sessions.
- 4.2.3.4 State the dates of polling and the locations of ballot boxes.
- 4.3 Nominations**
- 4.3.1 Nominations shall be open for ten days.
- 4.3.2 Nominations shall be made on a completed official nomination form signed by the candidate and their proposer and seconder.
- 4.3.3 Candidates may withdraw their nomination at any time by informing the Returning Officer of their decision in writing.
- 4.3.4 If no nominations are received for a post:
- 4.3.4.1 Nominations shall be held open for a further 2 working days. This extension of nominations shall be widely advertised.
- 4.3.4.2 If there are no nominations then the post will be declared vacant and will come up as a by-election at the next General Meeting.
- 4.3.4.3 In the case of no-one standing for a sabbatical post then it will be left to the discretion of Nominations, Elections and Audit Committee, in consultation with the sabbatical team, to resolve the situation.
- 4.3.5 Nominees meeting
- 4.3.5.1 All nominated persons (henceforth referred to as candidates) shall be required to attend a meeting held by the Nominations, Elections and Audit Committee.
- 4.3.5.2 Failure to attend this meeting without giving apologies or good cause will result in the removal of a candidate from the elections.
- 4.3.5.3 Candidates shall be presented with a copy of the elections regulations and election rules at this meeting.
- 4.4 Question Time sessions and Campaigning**

- 4.4.1 There shall be a period of at least 10 days in which Question Time sessions and campaigning may take place.
- 4.4.2 Question Time sessions:
  - 4.4.2.1 Shall be held for all sabbatical posts.
  - 4.4.2.2 The times and dates of the sessions will be set by the Nominations, Elections and Audit Committee.
  - 4.4.2.3 Candidates will speak by position and in alphabetical order.
  - 4.4.2.4 The candidates' questions must be answered by each candidate in turn.
  - 4.4.2.5 If a candidate is unable to speak, they may, at the Nominations, Elections and Audit Committee's discretion, ask a proposer or seconder to read out a pre-written speech on their behalf.
  - 4.4.2.6 Candidates failing to attend any Question Time sessions without giving apologies or good reason will result in the removal of that candidate from the elections.
- 4.4.3 Campaigning
  - 4.4.3.1 All election material shall be produced bilingually; all translations must be approved by the Students' Union translator.
  - 4.4.3.2 All elections material must be approved by the Nominations, Elections and Audit Committee.
  - 4.4.3.3 The Nominations, Elections and Audit Committee may set a limit to the total value or spending of a candidate's campaign.
  - 4.4.3.4 Candidates or their supporters may not remove or destroy other candidates' campaigning material or in any way interfere with other candidates' campaigning activities.
  - 4.4.3.5 Candidates shall be held accountable for the actions of their supporters. It shall be left to the discretion of the Nominations, Elections and Audit Committee to determine what constitutes supporters.
- 4.5 **Voting Systems**
  - 4.5.1 The votes in all cross-campus ballot elections shall be counted using the 'Single Transferable Vote System' or the 'Alternative Transferable Vote System' as prescribed by the Electoral Reform Society.
  - 4.5.2 In all elections voters will be given the option to vote to re-open nominations.
  - 4.5.3 In any elections for multiple occupancy seats, no candidate who polls below Re-Open Nominations will be considered elected.
- 4.6 **The Ballot**
  - 4.6.1 Ballots can be held on any working day during term-time.
  - 4.6.2 All ballot boxes shall be accompanied by manifestos and photos of the candidates.
  - 4.6.3 Ballot boxes shall be checked and security sealed by the Elections Secretary prior to use.
  - 4.6.4 Tellers:
    - 4.6.4.1 Sufficient numbers of tellers will be available (not candidates, proposers or seconders) who will not influence the voters in any way.
    - 4.6.4.2 Tellers may vote, if they are eligible to do so, except at the polling station they are operating.
    - 4.6.4.3 There shall be two tellers per ballot box who will keep a register of voters. The register should be witnessed by both tellers.
  - 4.6.5 Polling stations should be situated where practical, in all major academic, residential and SU sites.
  - 4.6.6 A ballot paper shall be deemed invalid if it is marked in any other way than in accordance with instructions from Nominations, Elections and Audit Committee.
  - 4.6.7 Each Ordinary Member is entitled to one vote at each election. Voters must present their NUS cards at the ballot box for authentication.
  - 4.6.8 At the end of each polling session, ballot box slots shall be sealed by the tellers, and then securely transported to the Returning Officer for secure storage until the electoral count.
  - 4.6.9 Electronic votes will be available at the discretion of the Nominations, Elections and Audit Committee.
    - 4.6.9.1 Should the Nominations, Elections and Audit Committee decide to use an electronic voting system, points 4.6.2 to 4.6.8 shall not apply to the ballot.
  - 4.6.10 Postal votes will be available at the discretion of Nominations, Elections and Audit Committee.
  - 4.6.11 Proxy votes will not be accepted unless in extenuating circumstances and at the discretion of the Nominations, Elections and Audit Committee.

- 4.6.12 The ballot shall take place for at least two consecutive days.
- 4.7 **The Counting of Votes**
- 4.7.1 The Nominations, Elections and Audit Committee will supervise the count.
- 4.7.2 As soon as the ballot boxes are in the designated counting area, no one may leave the counting area without the permission of the Returning Officer. Anyone leaving the counting area may not discuss the count in any way while outside the area.
- 4.7.3 All forms of communication device (e.g. phones, laptops, pagers) must be relinquished to the Returning Officer until the count is complete.
- 4.7.4 Details of the count, including the result, shall not be released by anyone until the Returning Officer has given the information to the candidate(s) and has publicly announced it. In the absence of the Returning Officer this duty may be done by the Elections Secretary.
- 4.8 **Observers**
- 4.8.1 Each candidate shall be entitled to one observer. A second observer may be allowed to all candidates at the discretion of the Nominations, Elections and Audit Committee.
- 4.8.2 Observers shall observe the count to ensure that it is carried out constitutionally.
- 4.8.3 Observers may interrupt the count to receive verification from the Nominations, Elections and Audit Committee on any dispute. On reaching a decision the Nominations, Elections and Audit Committee may either continue the count or take appropriate action.
- 4.9 **Ratification of the Result**
- 4.9.1 The Returning Officer shall ratify the result two working days after the count has finished if no official requests for a recount or complaints regarding the conduct of the count have been received in that time.
- 5 **General Meeting Elections**
- Elections for the posts listed in 2.5 and 2.8 above shall be conducted in accordance with these rules.
- 5.1 The Chair shall act as the Returning Officer for elections held during General Meetings and where there is no Elections Secretary, another member of the Nominations, Elections and Audit Committee will act as Elections Secretary. If all of these persons are standing in elections themselves, the sabbatical team may appoint a suitable replacement.
- 5.2 Nominations for vacant positions shall be open from the date of the meeting being advertised, and shall close during the meeting at the Chair's discretion.
- 5.2.1 Forms and a nominations box shall be accessible during the meeting, up to the close of nominations.
- 5.3 Hustings shall follow the same format as hustings in a cross-campus election as outlined in 3.4.2 – 3.4.6
- 5.4 The ballot shall be held by a show of hands, save for the election of NUS and NUS Wales conference delegates. A secret ballot can be requested using a procedural motion as laid out in Schedule 3: Standing Orders
- 5.5 The Count
- 5.5.1 Shall be carried out by the Chair, members of the Nominations, Elections and Audit Committee and their nominees.
- 5.5.2 The Chair shall announce the result of the count.
- 5.5.3 The candidate with a simple majority will be deemed to have been elected.
- 6 **NUS and NUS Wales Conference Delegate Elections**
- Elections for the posts listed in 2.6 above shall be conducted in accordance with these rules during an appropriate General Meeting.
- 6.1 The Chair shall act as the Returning Officer for the election and, where there is no Elections Secretary, another member of the Nominations, Elections and Audit Committee will act as Elections Secretary. If all of these persons are standing in elections themselves, the sabbatical team may appoint a suitable replacement.
- 6.2 Nominations for vacant positions shall be open from the date of the meeting being advertised, and shall close at the start of the meeting.
- 6.2.1 Forms and a nominations box shall be available before the meeting, up to the close of nominations.
- 6.3 Question Time sessions shall follow the same format as sessions in a cross-campus election as outlined in 3.4.2 – 3.4.6

- 6.4 A ballot box will be open for the duration of the meeting to enable all Ordinary Members to vote by secret ballot.
- 6.5 The votes shall be cast and counted using the Single Transferable Vote system.
- 6.6 The Count
  - 6.6.1 Shall be carried out by the Chair, members of the Nominations, Elections and Audit Committee and their nominees according to the regulations outlined in 3.7 – 3.9.
  - 6.6.2 The result of the count will be publicly announced.

## **7 By-elections**

- 7.1 If any sabbatical officer is for any reason prevented from taking up their post there shall be a cross-campus ballot by-election where possible, according to the usual procedure.
  - 7.1.1 If a vacancy occurs in any sabbatical post before the end of the first term, then anyone who was an Ordinary Member of the Union at the time of the original election may stand.
  - 7.1.2 If this is not possible or a vacancy occurs after the first semester, then the Nominations, Elections and Audit Committee, in conjunction with the sabbatical team, will take the appropriate action to resolve the matter.
- 7.2 If any Independent Senators, Representative Officers or Student Trustees resign, their posts may be filled at a General Meeting.
- 7.3 If the Chair or Elections Secretary resigns, their post may be filled at Senate.

## **8 Election Malpractice**

- 8.1 If any of the candidates are found guilty of election malpractice which could, in the opinion of the Nominations, Elections and Audit Committee, affect the vote; then they, with agreement from the Returning Officer, have the power to suspend the election whilst the matter is investigated by the Returning Officer.
- 8.2 The election may be carried out at a later date with the same candidates except those found guilty of malpractice, or the election may continue with the guilty candidate suspended from the election. In this case any vote the candidate receives will be discounted and the next preference used.
- 8.3 If an event or action by an individual compromises the fairness and validity of the election, and the Nominations, Elections and Audit Committee and Returning Officer are in agreement, the election may be suspended whilst an investigation is carried out by a Returning Officer.
- 8.4 In the event of the election being suspended, or suspension being considered, formal communication with the candidates will take place.

## **9 Complaints**

- 9.1 Any complaints concerning malpractice during or prior to the election period must be made to the Returning Officer before the start of the count where possible.
- 9.2 Complaints concerning the conduct of the count must be made during the count or before the result is ratified.
- 9.3 Only by means of a two-thirds majority at a General Meeting may the ratified result of the election be challenged.