

SCHEDULE 4: ELECTIONS

1. The Returning Officer

- a) The Returning Officer shall be:
 - i. A representative of NUS Scotland for the purposes of all Executive Committee elections in accordance with the rules and regulations approved by Student Voice.
 - ii. A student elected by the Student Voice for all other elections required by the constitution, schedules and by-laws in accordance with the rules and regulations approved by Student Voice.
- b) The Returning Officer has sole responsibility for the interpretation of election regulations.

2. The Deputy Returning Officer

- a) The Deputy Returning Officer shall be:
 - i. A full time member of Students' Association staff appointed by the Chief Executive for the purposes of the Executive Committee elections, who shall be responsible for supporting the Returning Officer in all aspects of their role in accordance with the rules and regulations approved by Student Voice.
 - ii. The Chair of Student Voice for all other elections required by the Constitution, Schedules and By-laws in accordance with the rules and regulations approved by Student Voice.
- b) In the absence of the Returning Officer, the Deputy Returning Officer assumes all of the responsibilities of that role.

3. Elections Committee

- a) The Elections Committee is responsible for supporting the roles of the Returning Officer and Deputy Returning Officer.
- b) The Elections Committee shall be elected at the fourth meeting of Student Voice and will hold office until the same meeting the following year.
- c) The membership of the Elections Committee is as follows:
 - i. Chair of Student Voice (Chair, non-voting).
 - ii. Five members elected by Student Voice.
 - iii. Chief Executive (observer)
 - iv. Returning Officer (observer)
 - v. Deputy Returning Officer (observer)
- d) The Elections Committee shall be responsible for:
 - i. Promoting all aspects of the elections

- ii. Dealing with election complaints when referred from the Returning Officer or Deputy Returning Officer.
- e) No member of the Elections Committee may take part in the Executive Committee elections as a candidate, agent or campaigner.
- f) If any member wishes to participate in the Executive Committee elections then they must resign from the committee in order to do so.

4. Elections

- a) The following positions will be elected by an annual cross campus ballot open to Ordinary Members:
 - i. Executive Committee members
 - ii. Delegates to NUS National Conference and NUS Scotland Conference
- b) The following positions will be elected by an annual cross school ballot open to Ordinary Members within each School:
 - i. Ordinary Members of Student Voice
- c) The following positions will be elected annually by any students who are, or define as, coming from each liberation or representation group:
 - i. Delegates to all NUS Liberation and Representation Conferences
 - ii. Student Voice Officers
- d) The following positions will be elected annually by members of their activity group:
 - i. Radio Station Manager
 - ii. Magazine Editor
- e) The following positions will be elected annually by members of Student Voice at the fourth meeting:
 - i. Student places on university committees
 - ii. Places for ordinary members on Students' Association committees
 - iii. Chair and Returning Officer of Student Voice

5. By-Elections

- a) By-elections shall be held to fill any vacancy that exists due to resignation or no candidate coming forward for election.
- b) By-elections shall be held in line with the procedure for elections in as far as are deemed practical by the Returning Officer.
- c) Those elected in a by-election will hold post from the date the result is declared until the usual end of term of office date for that post.

6. Nominations

- a) Notice of all cross campus elections shall be given to all members at least four university weeks in advance of the date of polls opening.
- b) All nominations shall be submitted using an accessible process declared by the Returning Officer.
- c) The nomination must include the name, student number, email address and contact telephone number of the nominee.
- d) A receipt must be issued to confirm the submission of each completed nomination.
- e) Nominees must comply with all election rules.
- f) No member may stand for more than one position in the same election.
- g) A candidate's meeting must be held following the close of nominations at a time specified by the Returning Officer. At this meeting the Returning Officer will provide a campaign rules briefing and other relevant guidelines for those involved.

7. Complaints

- a) The Elections Committee shall meet one hour after the close of polls to discuss any outstanding complaints not dealt with by the Returning Officer during the campaign
- b) All complaints must be made in writing to the Returning Officer or Deputy Returning Officer no later than one hour after the close of polling.
- c) Any evidence to be considered alongside these complaints must be submitted by this time.
- d) The Elections Committee shall consider all complaints and decide if action should be taken in line with the election rules.

All candidates and campaigners bringing or named in complaints must make themselves available at this time to answer questions from the Elections Committee.