

Students' Union Officer Elections 2019: Supplementary Election Rules

All election candidates and their campaign team members agree to abide by the following election rules as a compulsory requirement.

Elections Regulations and Rules exist to ensure that the Elections are fair and properly conducted, and that all candidates have a fair chance of being elected

Always use your common sense and try to resolve issues with other candidates through compromise, courtesy and respect, and ask where you are unsure about a campaigning rule or if you are not sure if something is allowed.

Election officials

Returning Officers

Who: Anna Crump Raiswell, Mayeda Tayyab, James Cottis.

Role: Responsible for the conduct of the election. Returning Officers can only be contacted at elections@sheffield.ac.uk Emails should be addressed with: "For the Attention of the Returning Officers"

Senior Returning Officer

Who: Peter Robertson from the National Union of Students.

Role: To advise the Returning Officers where necessary.

Counting Officer

Who: Jaki Booth, Students' Union Chief Executive, or their nominee.

Role: Responsible for the counting of the elections.

Advisory Staff

Who: Sarah Pugh, Democracy Coordinator, Kathryn Fraser, Deputy Director of Membership Engagement.

Role: To advise on all aspects of SU Elections, including Elections Regulations.

1. GENERAL

- 1.1 The elections should be conducted in accordance with the Constitution and Bye-Laws of the Students' Union (in particular Bye-Law 17 and these Supplementary Elections Rules)
- 1.2 The elections and decisions of the Returning Officers should be guided by:
 - 1.2.1 The Law, in particular the Representation of the Peoples Acts and the 1994 Education Act.
 - 1.2.2 The Electoral Commission.

2. ELECTIONS TIMETABLE

2.1 The Elections Timetable 2019 is agreed as follows:

Nominations open	Wednesday 2 January (10am)
Nominations close	Friday 8 February (5pm)
Candidate training	Sunday 10 February (day) or Wednesday 13 February (evening)
Online campaigning starts and candidates' names are announced	Monday 18 February (10am)
Physical Campaigning Starts	Wednesday 20 February (10am)
Deadline date to formally withdraw from election	Wednesday 20 February (10am)
Campaigning Rest Day	Sunday 24 February (12am - 11:59pm)
Voting opens	Monday 25 February (10am)
Voting closes	Thursday 28 February (5pm)
Results announced	Thursday 28 February (from 7pm)

2.2 No campaigning activity of any kind is allowed before candidates' names are announced at 10am Monday 18 February.

2.3 No campaigning (including online or physical) is allowed on the campaigning rest day on Sunday 24 February (12am - 11.59pm).

3 ELIGIBILITY TO STAND

3.1 All Full Members shall be eligible to stand as candidates and vote in all elections, except those who are under a disciplinary ban from the Students' Union to do so. The right to stand as a candidate for International Students' Officer and Women's Officers are limited to international students and self-defining women students respectively.

3.2 Members shall not seek election for more than one post of Students' Union Officer, and may only seek election for either Students' Union Officer or Student Trustee

3.3 All sections of the candidate nomination and registration forms must be completed for a nomination to be accepted, including a declaration that they are eligible and willing to serve as a Trustee of the Students' Union.

3.4 Candidates can withdraw until 10am on Wednesday 20 February by emailing su-president@sheffield.ac.uk and elections@sheffield.ac.uk

3.5 No candidate in the elections, nor anyone involved with their campaign, shall hold a position involved in the planning, administering, overseeing or providing coverage of the elections for the duration of the elections period. This includes Elections Committee, Returning Officers, elections staff and the Heads of Radio, Press and TV at Forge

Media.

4 CAMPAIGNING AND CAMPAIGN SPENDING

4.1 Candidates are responsible for all those acting in support of them and their campaign.

4.2 It is the candidate or campaigner's responsibility to obtain permission to carry out campaigning activities. Candidates and campaigners can assume that they have permission to place campaigning material on the concourse area where posts are provided, but must not attach or stick anything to the new seating or overpass work, and abide by any rules applying to the concourse, or other locations.

4.3 All printed publicity must state the name of the candidate producing the publicity, and the position they are standing for.

4.4 Returning Officers have the right to deem campaign material inappropriate.

4.5 Candidates and campaigners may not:

4.5.1 seek to influence or deliberately observe a member who is engaged in the act of voting nor provide voters with a voting platform (e.g. a smart-phone, tablet etc.)

4.5.2 obscure, tamper with or remove the publicity of any other candidates.

4.5.3 publish any "false statement of fact" in relation to a candidate's personal character, manifesto or conduct.

4.5.4 engage in behaviour that is deemed to constitute harassment or intimidation of voters, nor may they continue to engage with a member once a clear request for them to cease has been made.

4.6 The above rules shall not interfere with the freedom of all candidates to express lawful views and opinions that some students may find offensive or shocking.

4.7 Candidates may not be endorsed, or seek to be endorsed, or receive any material support or donation from any of the following:

4.7.1 Students' Union Officer

4.7.2 Students' Union Councillor

4.7.3 Working or Representative Committee, Society or Sports Club.

4.7.4 Any group or organisation external to the Students' Union.

These parties may distribute messages encouraging members to take part in elections but must not show any bias toward or against a candidate or promote any candidate over another.

4.8 Candidates standing for an Officer position are allowed to spend a maximum of £40 on their campaign which will be reimbursed by the Students' Union. Candidates standing for a Trustee position are allowed to spend a maximum of £10 on their campaign which will not be reimbursed.

- 4.9** Reasonable adjustments may be provided to those candidates with a disability in order to facilitate their engagement with the election process. Such requests will be considered by the Returning Officers on a case by case basis. This additional support is usually capped at 25% of the expense spending limit in addition to the standard spending limit.
- 4.10** Candidates may not induce or gain votes through any financial means. 'Financial means' "the offering, giving, solicitation or the acceptance of any inducement or reward (whether financial or otherwise) and will include use of currency in any form, physical or digital.
- 4.11** All candidates (including those who spent no money) must account for all expenditure related to their campaign by submitting a Declaration of Candidate Expenditure Form by 12 noon on the day of the close of voting. All receipts relating to expenditure must be attached to the form and these will be scrutinised by the Returning Officers before the announcement of the result.
- 4.12** Items freely available to any and all students at no cost do not need to be accounted for in declaration of expenditure.

5 COMPLAINTS

- 5.1** The Regulations and Rules will be interpreted and enforced by the Returning Officers.
- 5.2** Any complaint must be submitted using the Elections Complaint Form via email to elections@sheffield.ac.uk. Candidates must not attempt to contact the Returning Officers outside these channels.
- 5.3** Complaints must be received prior to the close of voting. Once the Count has begun the only complaints that can be submitted are in relation to the conduct of the count.
- 5.4** The Returning Officers shall usually make rulings on any properly submitted complaint within one working day of receipt.
- 5.5** Returning Officers may also take action without receipt of a complaint if they deem it necessary.
- 5.6** The Returning Officers may decide on any matter relating to the conduct of the election. This shall include the power to penalise or exclude candidates in respect of any breach of elections regulations and to postpone or nullify the result of an election in respect of any irregularity.
- 5.7** If the Returning Officers uphold a complaint, they may apply sanctions ranging from an informal or formal warning, to a temporary campaigning ban, to disqualification from the election and other potential sanctions as appropriate.
- 5.8** At any point during the elections the Returning Officers may seek advice from the Senior Returning Officer, the Counting Officer or Students' Union advisory staff.

5.9 Any decision of Returning Officers shall be subject to appeal first to the Elections Appeals Committee, then to Students' Union Council, and finally to the University Secretary, whose decision shall be final.

5.10 The University Secretary will be notified of serious breaches of the Elections Regulations.

5.11 The Students' Union's Complaints and Discipline Regulations may be applied in cases of misconduct, unacceptable and/or inappropriate behaviour.

5. THE COUNT

5.1 The hour for scrutiny of Declarations of Candidate Expenditure shall take place following the close of voting.

5.2 The count shall only take place once the deliberations of the Returning Officers are completed.

Appendix:

Bye-Law 17

ELECTION REGULATIONS

1. GENERAL REGULATIONS

- 1.1 Students' Union Council shall have overall responsibility for all elections and shall be empowered to rule on any matter relating to the conduct of elections.
- 1.2 The President shall be responsible to Students' Union Council for the organisation of elections held by cross-campus ballot. Students' Union Council shall appoint up to 3 Returning Officers, to be responsible for the conduct of these elections, and a Senior Returning Officer, who shall not be a Full Member of the Students' Union and who shall have relevant experience.
- 1.3 Elections shall only be held on weekdays during the academic terms defined by the University Senate.
- 1.4 Single vacancy elections shall be held by the Alternative Voting (AV) system and multi-vacancy elections normally be conducted by the X-voting system, with the number of votes equal to the number of vacancies. Elections Committee may also decide to hold multi-vacancy elections by the Single Transferable Voting (STV) system.
- 1.5 Elections of delegates to the Annual Conference of the National Union of Students shall normally be conducted by the Single Transferable Vote system.
- 1.6 All elections, except for elections of delegates to the Annual Conference and Extraordinary Conferences of the National Union of Students, shall provide the opportunity to vote for "Re-open Nominations", in preference to one or more candidates
- 1.7 If insufficient nominations have been received to fill all vacancies at the close of nominations, the election shall proceed as normal.
- 1.8 The Counting Officer shall be responsible for all matters relating to the counting of elections and shall be the Chief Executive or their nominee.

2. DUTIES OF THE SENIOR RETURNING OFFICER

- 2.1 To satisfy themselves, on the basis of information provided by the Returning Officers and the Counting Officer, that the conduct of elections and referenda is in accordance with this Bye-law and is guided by the Representation of the People Acts as appropriate.
- 2.2 To advise the Returning Officers and Students' Union Council on any matter as they deems necessary.

3. DUTIES OF THE RETURNING OFFICERS

- 3.1 To decide any matter relating to the conduct of the election, subject to Students' Union

Council. This shall include the power to penalise or exclude candidates in respect of any breach of election regulations and to postpone or nullify the result of an election in respect of any irregularity.

- 3.2 To ensure that the election is conducted in accordance with this Bye-Law and any regulations specified by Students' Union Council, and to be guided by the Representation of the Peoples Act on any other issue.
- 3.3 To seek advice from the Senior Returning Officer on any matter of interpretation of this Bye-Law or on the application of the Representation of the People Acts.

4. ELECTIONS COMMITTEE

- 4.1 Students' Union Council shall appoint an Elections Committee for each set of cross-campus elections. The Committee shall consist of up to 5 members elected by Students' Union Council (or by the Student Executive Committee for the election of Students' Union Council).
- 4.2 The Elections Committee shall consider and advise on the promotion and organisation of the election, on the regulations for publicity and on the rules for candidates.
- 4.3 Members of the Elections Committee shall not be candidates in any election for which they are responsible.

5. ELIGIBILITY TO STAND AND VOTE

- 5.1 All Full Members shall be eligible to stand as candidates and vote in all elections, except as specified below.
- 5.2 Members shall not seek election for more than one post of Students' Union Officer, as constituted under Bye Law 4, or more than one post of Councillor, in any set of elections. Members who have stood for one post of Students' Union Officer in an academic year may not stand for any other post in that year, except where such a post is newly created or has been substantially changed and can be reasonably seen to being open for election for the first time.
- 5.3 Candidates for Students' Union Officer posts shall be required as part of the nomination process to sign a declaration that they are eligible and willing to serve as a Trustee of the Students' Union. Members who are ineligible to serve as a Trustee or unwilling to sign the declaration may not stand for election as a Students' Union Officer
- 5.4 The right to vote and stand as a candidate for Representative Committees shall be limited to students from those groups represented by each Committee, as defined in Bye-Law 6.
- 5.5 The right to vote and stand as a candidate for NUS Women's Conference shall be limited to women students.
- 5.6 The right to stand as a candidate for the posts of International Students' Officer and Women's Officer shall be limited to international students and women students

respectively

6. ELECTION TIMETABLES

6.1 Ordinary Elections

6.1.1 Elections shall be held by cross-campus ballot for the Students' Union Officers, Students' Union Council, NUS Conference delegates.

6.1.2 Elections shall normally be held in accordance with the following timetable:

Students' Union Council

Semester 1, Week 1

Publication of notice opening nominations and outlining the election timetable by 12 noon on Monday.

Semester 1, Week 2:

Nominations close at 5.00pm on Friday

Semester 1, Week 3

Publication of nominations by 5.00pm on Tuesday.

Semester 1, Week 4:

Publication of candidates' election statements by 12 noon on Monday.

Polling on 3 days, other than Monday.

Publication of full results by 5.00pm on Friday.

Students' Union Council shall be empowered to vary this timetable, subject to publishing an amended timetable before the end of Week 15 of Semester 2.

Students' Union Officers and NUS Conference

Semester 1, Week 15 :

Publication of notice opening nominations and outlining the election timetable by 12 noon on Friday.

Semester 2, Week 1:

Nominations close at 12 noon on Friday.

Semester 2, Week 2:

Publication of nominations at 5.00pm on Friday.

Semester 2, Week 3:

Hustings of candidates for the Students' Union Officers.

Semester 2, Week 4:

Publication of candidates' election statements by 12 noon on Monday

Polling on 3 days, other than Monday.

Publication of full results by 5.00pm on Friday.

Students' Union Council shall be empowered to vary this timetable, subject to publishing an amended timetable before the end of Week 13 of Semester 1.

7. REGULATIONS FOR ELECTIONS BY CROSS-CAMPUS BALLOT

7.1 Notice of Elections

7.1.1 The President shall give notice of elections, which shall include:

- details of posts for election;
- the election timetable, in accordance with this Bye-Law;
- the places for the collection/return of nomination forms and for polling.

7.1.2 This notice shall be published in the Students' Union Building, on the Students' Union website, in any regular publication of the Students' Union, and in such other places as Students' Union Council may determine.

7.2 Nominations

7.2.1 Nominations shall be made on a nomination form which shall require:

- the title of the post to be contested;
- the registered name, current address, Registration number and signature of the candidate; except where a nomination form is submitted electronically it shall be submitted from the Candidate's University email account, but shall not require a signature;
- alternative preferred name (by which the candidate is commonly known);
- a passport photograph bearing a genuine likeness of the candidate, as on their Students' Union card;
- a slogan of up to 6 words which the candidate may have placed by their name on the ballot paper;
- an election statement of no more than 100 words, or 250 words for candidates for Officer's posts. In addition to this statement. any candidate who will be absent from the University for a period exceeding 30 days during the period of office of the post to which they are seeking election shall add a statement specifying the dates and reason for such absence;

7.2.2 If any nomination is deemed to be invalid, in accordance with the Constitution and Bye-Laws the President shall inform the person nominated within one day, and publish the details at the time of publishing nominations.

7.2.3 Any Full Member may challenge the validity of a nomination, within 2 days following the publication of nominations, on the grounds that it does not comply with the Constitution and Bye-Laws. The Returning Officers shall rule on the challenge and their decision shall be final.

7.2.4 Any candidate may withdraw from an election, no later than 3 days prior to voting, only by writing to the President.

7.2.5 Candidates may specify an alternative preferred name, by which they are commonly known, on the nomination form, which may then be used on the voting paper and in any election publicity. The Returning Officers shall have discretion to rule on the appropriateness of any specified alternative names. If candidates do not specify an alternative preferred name, or if the Returning Officers rule that the name specified is inappropriate, then the candidate's registered name shall be used on voting papers.

7.3 Delegates to the Annual Conference of the National Union of Students (NUS) shall be elected by a ballot of all students, with the exception of the President who shall be an ex-officio delegate. An election shall be held for the full permitted number of delegates, conducted in accordance with Bye-Law 17. In the event of an insufficient number of

delegates being elected, no further election shall be held and no other members appointed to the delegation. The President-elect shall be entitled to attend the Conference as an observer.

7.4 Election Campaigns

- 7.4.1 All candidates shall act in accordance with the regulations contained within this Bye-law and with any other regulations approved by Students' Union Council, and shall be required to sign an undertaking to this effect.
- 7.4.2 No Students' Union Officer, as defined in Bye-Law 4, Students' Union Council or Representative Committee as defined in Bye-Law 6, shall endorse any candidate for election to any of the posts outlined in Clause 4 above in any written or published material.
- 7.4.3 Students' Union Council shall determine regulations for publicity, and arrangements for financial assistance towards publicity costs.
- 7.4.4 Hustings shall be arranged for the elections for Students' Union Officers, and for other elections as deemed appropriate, as determined by Students' Union Council.
- 7.4.5 Any Representative Committee may request a statement from any candidate for a post of Students' Union Officer on issues specific to that Committee. Such a request shall be submitted in writing and copied to the Returning Officers. Any statement produced in response to such a request shall not exceed 100 words, and shall be published on the Students' Union website by the Returning Officers within two days of its receipt.
- 7.4.6 Any complaints regarding the conduct of the election campaign shall be submitted in writing to the Returning Officers before the start of the count. The Returning Officers shall decide on any complaints, subject to Students' Union Council.
- 7.4.7 All student media provided by working committees constituted under Bye-law 7 shall ensure that their coverage of elections and referenda is unbiased and balanced. All published material or broadcasting plans shall be submitted to the Returning Officers for approval prior to publication or broadcast. The Returning Officers may require whatever action they deem necessary to be taken to prevent the publication or broadcast of any item that conflicts with this requirement.

8. POLLING

- 8.1 **Location:** Polling stations shall be situated in the Students' Union Building and other places as determined by Students' Union Council.
- 8.1 Polling for ordinary elections shall be held over at least:
- 3 days for elections for Students' Union Officers and Students' Union Council.
 - 2 days for other elections.
 - Polling for ordinary elections shall take place for at least 8 hours on each day in the Students' Union Building except on the final day of elections when polling shall take place for at least 6 hours.
- 8.3 Students' Union Council shall determine the location and duration of polling for bye-elections. Polling for referenda shall be conducted in accordance with Bye-Law 2:

Referenda.

- 8.4 Polling dates shall be published before, and may not be altered after, the start of polling.
- 8.5 **Polling Officers:** Each polling station shall be staffed by at least one Polling Officer, who shall be responsible for ensuring the proper conduct of polling at their station. Polling Officers may appoint Assistant Polling Officers.
- 8.6 **Entitlement to vote:** On presentation of their Students' Union membership card every Full Member shall be entitled to cast votes in elections open to all members, and in other elections as appropriate.
- 8.7 **Polling Records:** Each Polling Officer shall record the name and Registration number of every voter, and this record shall be reconciled with the votes cast at that polling station, to the satisfaction of the Returning Officers.
- 8.8 **Voting papers:** Shall specify the registered name or alternative preferred name (subject to Clause 6.2.5), of each candidate, and slogan if submitted, in an order determined by lot, and shall explain the method of election.
- 8.9 **Election Statements:** The Polling Officers shall display election statements of all candidates close to the polling station.
- 8.10 **Canvassing:** The Polling Officer shall ensure that there is no publicity relating to an individual candidate, or favouring/opposing a Referendum proposal within a 5 metre radius of the polling station, with the exception of the election/referendum statements. There shall be no canvassing within a 5 metre radius of the polling station, and the Polling Officer shall report any incident of canvassing to the Returning Officers.
- 8.11 **Special Voting Arrangements:** The Returning Officers may make such arrangements as they deem appropriate to enable Full Members studying abroad or away from Sheffield to participate in the elections, and shall report to Students' Union Council on any such arrangements.
- 8.12 **Postal Ballots and Electronic Voting:** Returning Officers may arrange for a postal ballot and electronic voting for all, or any section of, members in any election, subject to publishing the arrangements for such a ballot as part of the notice for elections. Such arrangements shall be in line with the general provisions of this Bye-Law.
- 8.13 **Complaints:** Any complaints regarding the conduct of polling shall be submitted in writing before the start of the count. The Returning Officers shall decide on any complaint, subject to appeal to Elections Appeals Committee and Students' Union Council.
- 8.14 **Elections Appeals Committee:** The Elections Appeals Committee shall consist of up to five full members of the Students' Union. The Appeals Committee members shall be drawn by lot from a randomly selected pool of available full members. The complainant or the respondent may appeal against a decision of the Returning Officers to the Elections Appeals Committee on any ground.
- 8.15 **Appeals to Students' Union Council:** The complainant or the respondent may appeal against a decision of the Elections Appeals Committee to Students' Union Council, but

only on one of the following grounds:

- there was a procedural irregularity which rendered the process leading to the decision unfair;
- the penalty was inappropriate to the offence for which the respondent was found responsible;
- new evidence which could not reasonably have been available at the time of the appeal hearing.

9. REGULATIONS FOR REFERENDA

- 9.1 Referenda shall be conducted in accordance with the regulations in this Bye-Law and Bye-Law 2, except where otherwise specified in this clause.
- 9.2 Voting papers shall provide for votes for, against and in abstention on a proposal or complementary proposals. Where there are more than 2 alternative proposals, voting papers shall provide for transferable voting, including the opportunity to vote against all proposals. The Returning Officers shall rule on any dispute on the method of voting and their decision shall be final.
- 9.3 All Full Members shall be able to vote.
- 9.4 Referenda shall be held concurrently with elections, whenever possible.
- 9.5 Proposers of a Referendum may not withdraw their names after it has been submitted to the President.
- 9.6 The proposers of a Referendum shall be entitled to produce a statement of not more than 200 words, and proposers of amendments a statement of not more than 100 words, supporting their proposals. Opponents of a proposal, or of amendments shall be given equal opportunity to state their case. The Returning Officers shall rule on which Full Member(s) shall produce the statement, in case of any dispute. The statements shall be published as election statements.

10. ELECTIONS AT STUDENTS' UNION COUNCIL AND COMMITTEES

- 10.1 Students' Union Council shall elect a Chair and a Vice-Chair, from within its membership, at the first meeting.
- 10.2 Students' Union Council and Committees may elect other Full Members from within their membership for specific duties as they determine.
- 10.3 Notice of such elections shall be circulated with the notice of the meeting at which the election is to be held.
- 10.4 Nominations shall be taken at the meeting.
- 10.5 The meetings may decide to invite candidates to speak in support of their nominations.
- 10.6 Voting for Committee Chairs and Representative Committee representatives to Students' Union Council shall be conducted by secret ballot under the Alternative Voting System.
- 10.7 Voting in other elections may be by show of hands or secret ballot, as decided by the

meeting.

11. REGULATIONS GOVERNING COUNTING

- 11.1 The Counting Officer shall be responsible to the Returning Officers, for the conduct of the count. They shall appoint Assistant Counting Officers, who shall not be candidates or have associated themselves in any way with the campaign of any candidate.
- 11.2 Each candidate shall be entitled to attend the count, or to appoint a Full Member as an agent to attend the count on their behalf.
- 11.3 Only the Returning Officers, the Counting Officer, Assistant Counting Officers and candidates or their agents shall be entitled to attend the count. The Counting Officer shall be empowered to exclude any person who conducts themselves in a way which might interfere with the conduct of the count.
- 11.4 In considering complaints, or the reconciliation of voting papers and polling records, the Returning Officers shall be empowered to order the withdrawal of one or more candidates, or exclude one or more ballot boxes from the count, or deem an election invalid and suspend the count.
- 11.5 Any ballot paper which is marked in any way other than to indicate a preference shall be deemed to be spoiled and invalid.
- 11.6 'Re-open nominations' shall be considered as a candidate for counting purposes, and no other candidate shall be elected unless they obtain a higher vote than 'Re-open Nominations'.
- 11.7 The count shall be held within one day of the close of voting.

11.8 Alternative Voting System

The Counting Officer shall ensure that elections under the Alternative Voting System are conducted as follows:

- (a) Sort the voting papers according to first preferences, setting aside any invalid papers.
- (b) Count the voting papers, to determine the first preferences cast for each candidate and, hence, the total valid vote.
- (c) If a candidate has an overall majority of the valid votes cast at this stage, they shall be deemed elected.
- (d) If no candidate has an overall majority of the valid votes cast, the candidate with the least votes shall be eliminated and their transferable votes shall be identified.
- (e) The transferable votes of the eliminated candidate shall be distributed between the remaining candidates, at full value, according to the second preference indicated on the voting paper. Such voting papers shall be transferred to the remaining candidates' identifiable bundles.
 - (f) If a candidate has a majority of the valid votes cast at this stage, they shall be deemed elected.
 - (g) If no candidate has a majority of the valid votes cast, the remaining candidate with the least votes shall be eliminated. Their transferable votes shall be identified from first preference votes, as in (e) above, and from transferred

bundles according to the third preference indicated on the voting paper.

(h) If a candidate has a majority of the valid votes cast at this stage, they shall be deemed elected.

(i) If no candidate has a majority of the valid votes cast, the procedure outlined above shall be repeated until an overall majority is achieved for one candidate, and that candidate shall be deemed elected

(j) Publish an election result sheet.

11.9 X-Voting System

The Counting Officer shall ensure that elections under the X-Voting System are conducted as follows:

(a) Sort the voting papers to exclude any invalid papers.

(b) Count the votes cast for each candidate.

(c) Rank the candidates in order of votes cast.

(d) Deem to be elected the highest placed candidates sufficient to fill the vacancies.

(e) Publish an election result sheet.

11.10 Single Transferable Voting System

The Counting Officer shall ensure that any elections under the Single Transferable Voting System are conducted in accordance with the rules laid down by the Electoral Reform Society.

11.11 Tied Votes

If the Returning Officers deem a vote to be tied at any stage of the counting process it shall be resolved by tossing a coin or by random electronic selection.

11.12 Glossary of Terms

(a) **First preference:** the number '1' placed against only one candidate on a voting paper.

(b) **Second and subsequent preferences:** the numbers '2', '3', etc., each placed against only one candidate on a voting paper.

(c) **Valid voting paper:** a voting paper on which a preference or 'X' is unambiguously expressed.

(d) **Invalid voting paper:** a voting paper on which the same preference is expressed for more than one candidate, more 'X's are expressed than the number of vacancies available or the intention of the voter is uncertain. Voting papers containing comments contrary to Clause 2.2 of the Constitution shall also be deemed invalid.

(e) **Transferable paper:** a voting paper on which a next available preference for a continuing candidate is unambiguously expressed.

(f) **Election result sheet:** a sheet showing the vote credited to each candidate and the non-transferable vote at each stage of the count.

(g) **Stage of the count:** the determination of the first (or subsequent) preferences expressed for each candidate.

(h) **Overall majority:** a majority over all other candidates.

