

KCLSU Elections Guidelines

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1. Scope

- 1.1. These guidelines shall apply for all elections conducted by secret cross-campus ballot using the Single Transferable Vote (STV) or Alternate Transferable Vote (ATV) system as defined 30 days prior to the commencement of the ballot by the Electoral Reform Society.
- 1.2. There shall be elections to the following positions:
 - 1.2.1. Sabbatical Trustees;
 - 1.2.2. Student Trustees;
 - 1.2.3. Student Council members;
 - 1.2.4. NUS Conference delegates;
 - 1.2.5. University of London Union Council;
 - 1.2.6. and others as so deemed.

2. Appointment of the Returning Officer

The Returning Officer shall be appointed according to Bye Law (2).

3. Powers of the Returning Officer

- 3.1. The Returning Officer shall have the authority to appoint Deputy Returning Officers as necessary.
- 3.2. The Returning Officer shall have the authority to appoint and delegate duties to such election officials as are required to ensure the good administration and promotion of the election. These election officials shall be instructed by the Returning Officer on their duties and shall perform them in an impartial manner.
- 3.3. The Returning Officer may remove officials who are not carrying out the Returning Officer's instructions or acting in an impartial manner.
- 3.4. The Returning Officer can rule out of order any statement or the contents of any publicity which in their view is in breach of the Regulations or Policies of KCLSU.
- 3.5. The Returning Officer or their nominee is the sole official competent to deal with complaints about the conduct and administration of the election.
- 3.6. In determining a complaint, the Returning Officer, after hearing all the appropriate evidence, may not uphold the complaint or may halt the election for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate has breached these guidelines.
- 3.7. The ruling of the Returning Officer on any complaint shall be final.

4. Election process

4.1. Election timetable

- 4.1.1. The Returning Officer shall ensure an election timetable is produced that shall include the dates and times for the notification and completion of the following:
 - 4.1.1.1. nomination process;
 - 4.1.1.2. candidates meeting;
 - 4.1.1.3. manifestos;
 - 4.1.1.4. hustings;
 - 4.1.1.5. voting; and
 - 4.1.1.6. the count.
- 4.1.2. The election timetable shall be published and adequately circulated with materials promoting the election.
- 4.1.3. The election timetable shall be of a sufficient length to ensure the highest level of participation in the election.

4.2. Email and proxy votes

- 4.2.1. Ordinary members of KCLSU shall be entitled to a proxy vote if the election falls during a period when they will be unable to attend the College to vote in person.
- 4.2.2. Email voting will be allowed, which may negate the need for proxy. To email vote students will download a form from the KCLSU website and submit it completed from their College email account. It will then be printed and entered into the ballot by the Returning Officer.
- 4.2.3. The election timetable must allow sufficient time to allow all placement students to receive election publicity and the opportunity of a postal or proxy vote.
- 4.2.4. Email and proxy voting may be superseded by online voting.

4.3. Nominations

- 4.3.1. Nomination forms will be available as the Returning Officer determines.
- 4.3.2. All nominations must be proposed and seconded by a Full Member.
- 4.3.3. Full Members may propose or second a candidate but may only propose or second *one* candidate for *each* election to a specific position.
- 4.3.4. The Returning Officer or nominee shall have the sole responsibility of declaring a submitted nomination form valid. In the event of two or more candidates having the same proposer or seconder in an election for a single position, the Returning Officer or nominee may allow up to 24 hours for the candidate(s) to find fresh proposers or seconders.
- 4.3.5. When the Returning Officer is satisfied all valid nominations will be confirmed with the candidates.

4.4. Candidates meeting

- 4.4.1. The Returning Officer shall arrange a meeting to take place and all candidates must attend. Failure to attend shall result, at the discretion of the Returning Officer, in the candidate being deemed to have withdrawn from the election.
- 4.4.2. The meeting shall include briefings on issues such as the role of trustees and campaigning tips, and will be the only opportunity for candidates to check their entry on the ballot form prior to it going to print or being published online.

4.5. Manifestos

- 4.5.1. Manifestos must be submitted by the close of nominations.
- 4.5.2. Manifestos will be of no more than one side of A4 in length.
- 4.5.3. Manifestos shall be displayed in appropriate areas as decided.

4.6. Campaign publicity

- 4.6.1. Candidates for trustee positions are allowed 200 A4 copies free of charge.
- 4.6.2. Candidates for all other positions are allowed 50 A4 copies free of charge.
- 4.6.3. Originals must be left at KCLSU Student Centres. Requests submitted before 2pm may be collected after 4pm that day, those submitted after 2pm will be available from 10am the following day.
- 4.6.4. Candidates may produce other publicity to campaign with up to a limit of £150. All receipts must be submitted to the Returning Officer prior to the count.
- 4.6.5. If you are intending to use a website or email you should be aware that you must abide by the College's regulations on the use of their email and server systems.
- 4.6.6. Candidates will not use stickers as they cause damage and are a nuisance.
- 4.6.7. Any publicity which breaches KCLSU policy or that is ruled by the Returning Officer to be inappropriate will be removed. Any publicity displayed in a manner that may contravene health and safety regulations will be removed, as will publicity fixed to walls by tape or glue. Any damage will be charged to the candidate.

4.7. Hustings

- 4.7.1. The Returning Officer shall arrange hustings for the candidates, as deemed appropriate.
- 4.7.2. Questions must be directed to all candidates standing for the post. Questions which are not directed to all candidates will not be allowed.
- 4.7.3. Candidates, at the discretion of the Returning Officer, may nominate a deputy to speak on their behalf if they have a legitimate reason for not being able to speak at the hustings, that legitimacy being at the discretion of the Returning Officer.

4.8. Voting

- 4.8.1. The Returning Officer shall publicise the location and arrangements for voting.
- 4.8.2. Voting papers shall bear the name of each candidate and the office being contested.
- 4.8.3. Candidates or their supporters may not canvass voters whilst in the process of casting their vote.

4.9. Complaints

Any complaints regarding the conduct of the election shall be submitted in writing to the Returning Officer before the start of the count. The Returning Officer shall decide on any complaints.

4.10. Count

- 4.10.1. After the voting stations has closed, the Returning Officer shall ensure the delivery of any ballot boxes and unused voting papers to the location of the count.
- 4.10.2. The candidate or their appointed representatives or any other full member may attend the count in the capacity of observers only.
- 4.10.3. Any full member wishing to observe must apply in writing to the Returning Officer prior to the first day of voting.
- 4.10.4. The count will commence only if the Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved.
- 4.10.5. Complaints after the count has commenced may only relate to the conduct of the count. Complaints should be in writing to the Returning Officer and must be submitted within seven days of the count.
- 4.10.6. The Count will be conducted according to guidelines laid down by the Electoral Reform Society.

4.11. Declaration

- 4.11.1. The Returning Officer shall declare results of the elections when the count for each post has been successfully completed.
- 4.11.2. Results of the elections shall then be posted via appropriate communication channels.

4.12. Other elections

This section covers the conduct of all elections at KCLSU sanctioned or sponsored meeting including Student Council.

- 4.12.1. The meeting should appoint a Returning Officer to oversee the elections. Where possible this person should not be a full member of KCLSU.
- 4.12.2. The Returning Officer will decide on a nomination process.
- 4.12.3. Candidates will be asked to make a speech, of no more than two minutes, describing their suitability for the post. The Returning Officer may allow questions.

4.12.4. There will then be a vote. This can take place by a show of hands or if at least one person at the meeting requests it a secret ballot. The Returning Officer can also decide to hold a secret ballot.

4.13. Replacement of elected officers

4.13.1. Replacement of elected trustees will be in accordance with clause 57 of the Articles of Association.

4.13.2. When any position on Student Council becomes vacant there will be an election held at a Student Council meeting, conducted in line with the guidelines for other elections at 4.12. above.