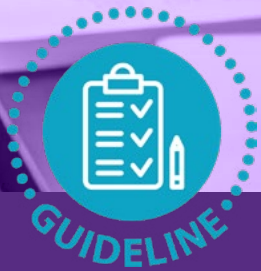




PROCEDURE



GUIDELINE



RULES



STANDARD

# COURSE REP / STUDENT COUNCIL ELECTION RULES



COMPLIANCE

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# FOREWORD

This document outlines the roles and details of the Course Rep and Student Council Election our first election of each academic year, this is designed to be in addition to each role description.



# RULES

## 1. POSITIONS

The Following Positions will be open for election in the Course Rep / Student Council election in the first semester of each academic year:

- **Course Rep** (Ordinarily 2x Reps per year of course, with exceptions as shown within the election itself)
- **1 x Societies Councillor** - Elected from all eligible society members across our campuses.
- **1 x Academic Councillor** - 1 nominee from our previously elected four Faculty Reps.
- **1 x Sports Councillor** - Elected from committee reps across all campuses.
- **18 x Campus Councillors** - 6 reps will be elected per campus for Magee, Coleraine and Belfast campuses.
- **9 x Equality Councillors** - 3 reps will be elected per campus for Magee, Coleraine and Belfast – nominees should self define as being a member of any of the following groups:
  - **International Students**
  - **LGBTQ+ Students**
  - **BAME (Black, Asian, Minority Ethnic Students)**
  - **Disabled Students**
  - **Minority Language Speaker**
  - **Faith Group Member**

Students who are in this post will be responsible for representing the views of all groups, which will be underpinned with campus diversity networks.

- **2 x Postgraduate Taught Councillor** - Elected on cross campus basis to represent Postgraduate Taught Community (one full time and one part time).
- **2 x Postgraduate Research Councillor** - Elected on cross campus basis to represent the Postgraduate researcher community (one full time and one part time).
- **1 x Distance Learner Councillor** - Elected from the student body registered as being distant learners from the three main NI campuses.

- **1 x Part Time Councillor** - Elected on a cross campus basis to represent students undertaking part time study.
- **1 x Mature Student Councillor** - Elected on cross campus basis to represent students who begun study past the age of 21.
- **1 x Students with Caring Responsibilities Councillor** - This Councillor is elected on a cross campus basis to represent the community of students who undertake caring responsibilities for family while undertaking their study.
- **3 x Mental Health and Wellbeing Councillors** - These Councillors are elected 1 per campus for Magee, Coleraine and Belfast to represent and champion good mental health and wellbeing practices.

In the case of a Course Rep, students may only run for positions in their own registered course. In the case of a Student Councillor, students may only run for positions they are eligible for and where appropriate for the campus they are registered at.

For more details on the makeup of Student Council, please check Appendix 1 contained within the Bye-Laws.

## 2. NOMINATION PERIOD

**(Monday 16th September, 9am - Wednesday 9th October, 4pm)**

Students can nominate for any role they are eligible for via the UUSU website direct through ([uusuu.org](http://uusuu.org)), scanning a QR code on any of our material with a QR code. Any issues with nominations should be directed to the Governance and Policy Coordinator and Deputy Returning Officer, Mark Francos @ [elections@uusuu.org](mailto:elections@uusuu.org).

## 3. VOTING PERIOD

**(Monday 15th October, 9am - Tuesday 16th October, 4pm)**

Students can vote by going directly to the voting website ([www.uusuu.org](http://www.uusuu.org)) or through visiting the student portal (UUSU will provide a link at the top of the page). Students will only see those positions which are open to them to vote on.

## 4. THE RETURNING OFFICER

The Returning Officer for these elections will be the President of UUSU. S/he must not be bias to one candidate over another. Deputy Returning Officers are selected by the Returning Officer to act as a point of contact and to assist in carrying out the duties of the Returning Officer, however, the Returning Officer's decision is final.

For the purposes of the these elections taking place in 2024 the Returning Officer Ethan Davies (President) with the Deputy Returning Officers being Mark Francos (Governance and Policy Coordinator) and Mandy Mulholland (Student Voice Manager) respectively.

Your main point of contact in relation to conduct or issues during the election period should be Mark @ [elections@uusu.org](mailto:elections@uusu.org).

## 5. RELEVANT BYE LAWS

UUSU elections are governed by the rules contained here, alongside the regulations in more depth as provided in **Bye Law Three** governing elections and **Bye Law Seven** regulating member conduct.

These Bye Laws are more comprehensive than this document and govern the running of our elections, methodology, expected conduct and more and it is expected that you have a basic understanding of these.

## 6. RULE BREACHES

In the event of any breach of the or the bye laws the Returning Officer or their deputies reserve the right to penalise candidates, their campaign teams or remove candidates from the election. This will be at their discretion and as appropriate, repeated breaches by a candidate or their campaign team may result in direct disqualification from the election.

If a breach is significant, you may be instantly removed from the election. The examples below are purely examples and may not reflect the penalties imposed in a real election scenario.

**Examples:**

- (a) An example of a minor breach would be printing additional materials and result in a verbal warning.
- (b) An example of a significant breach would be a candidate or a member of their campaign team being deemed to have voted on behalf of a student and result in a suspension from campaigning by the candidate and their campaign team for a larger duration of time.
- (c) An example of a major breach would be a candidate physically manhandling a voter and forcing them to vote and this would result in a disqualification and removal from the election.

# CODE OF CONDUCT

All candidates will be bound by these rules as of above, the relevant bye laws around conduct and elections and the Code of Conduct below. For any clarification on any rules or bye laws please contact the Governance and Policy Coordinator and Deputy Returning Officer Mark Francos for more information @ [m.francos@ulster.ac.uk](mailto:m.francos@ulster.ac.uk).

## THE CODE OF CONDUCT FOR ELECTIONS AGREEMENT FOR THE CONDUCT OF ELECTION CAMPAIGNS WITH THE ULSTER UNIVERSITY STUDENTS' UNION (July 2023)

**Nominated Candidate's Name:** \_\_\_\_\_

In the Election for the position of \_\_\_\_\_, agree to abide by the following regulations and communicate said Regulations to all individuals who by association are seen to be promoting our Election Campaign. (A proven breach of any Regulation will result in the Returning Officer disqualifying the Candidate).

- 1 All candidates and their election teams are subject to the regulations stated in this Code of Conduct, Election Rules, UUSU Bye Laws and any UUSU or UU Good Relations policies.
- 2 No statements or representations can be made by the Candidate or his/her representatives to any press or media outlet with regard to any aspect of the election process of candidature without the written permission of the Returning Officer or a Deputy Returning Officer (DRO).
- 3 Contact details and telephone numbers, supplied by the Returning Officer or DRO, will remain confidential.
- 4 Candidates and their representatives will not employ the use of materials expressly disallowed by Union or UU estates guidance which will be issued to all candidates.
- 5 Candidates and their representatives will, at all times, conduct themselves in a manner that does not bring the Union or University into disrepute. Reference will be given to the UUSU Media guidelines.
- 6 During the Election Campaign period, Candidates and their representatives will not engage in any act or omission which infringes on the personal safety and well-being of other Election Candidates and their supporters including written, verbal, physical abuse and/or intimidation or which breaches published University and Union Regulations whether online or off-line.
- 7 The Candidate and their representatives will abide with all requests issued by the Returning Officer and/or Deputy Returning Officer in regard to any aspect of their Election activities/ omissions or they will face disqualification.



- 8 The Candidate and their representatives will not cause obstruction to pedestrian or vehicular traffic, nor enter restricted areas surrounding information stations nor act in a manner which may threaten or restrict other students' personal space.
- 9 The Returning Officer may disqualify or penalise candidates who violate or persistently transgress any of the regulations for the Conduct of Elections including the Agreement for the Conduct of Election Campaigns. The decision of the Returning Officer is final in regard to breaches of these rules.

**SIGNED:** \_\_\_\_\_  
(Candidate)

**WITNESSED BY:** \_\_\_\_\_  
(Returning Officer or his/her nominee)

**DATE:** \_\_\_\_\_