

## March / April 2010 Elections

### ***Dear Student and Member***

Thank you for your interest in the Union's elections. In addition to the nomination form there's a lot of other information that you will need including regulations about the elections and publicity; a timetable of the elections; and a bit more information about the post that you're thinking of standing for.

There will be paper versions available and they will also be available on [www.ubuonline.co.uk/elections](http://www.ubuonline.co.uk/elections) so please check them out before you apply.

For this election the following positions will be available:

### ***Part Time Executive Officers***

Students with Dependents Officer  
Post Graduate Officer  
Black and Minority Ethnic Students  
Officer  
Disabled Students Officer  
International Students Officer  
LGBT Officer  
Mature Students Officer

### ***Full Time Executive Officers***

Academic Affairs Officer  
Ethics, Environment & Welfare Officer  
Media & Entertainments Officer  
Sports and Societies Officer  
Womens Officer  
Union Secretary -Treasurer

For every post you will need to write a manifesto to go in the manifesto booklet. If you want more information about a specific post then please email [ubu-democracy@bradford.ac.uk](mailto:ubu-democracy@bradford.ac.uk) or come to the finance office in the student centre.

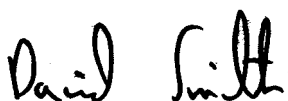
Nominations open on **Wednesday 17<sup>th</sup> March 09:00** and close **Wednesday 24<sup>th</sup> March at 17:00**. There is a candidates meeting on **a date to be confirmed** which ALL candidates MUST attend. The Election will take place from **Tuesday 20<sup>th</sup> April – Thursday 22<sup>nd</sup> April**.

Your nomination form needs to be signed by other students (17 for officers). The people who sign your form cannot sign a nomination form for another candidate going for the SAME post as you but they can sign a nomination form for a candidate going for a different post to you. Members of the current executive cannot sign your form either no matter what post you are going for.

All candidates must also attend 'Hustings' which is where each candidate makes a speech saying why they would be a good person for the role etc. and are then questioned by people who want to know more, this will be held on **a date to be confirmed**.

If you need anymore information about anything that is going on with the elections then you can speak to either the Assistant Returning Officer, David Smith ([ubu-elections@bradford.ac.uk](mailto:ubu-elections@bradford.ac.uk)) or to the democracy Officer, Tracey Brankin ([ubu-democracy@bradford.ac.uk](mailto:ubu-democracy@bradford.ac.uk))

Good luck,



David Smith  
Assistant Returning Officer

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of Students

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## *Poling regulations*

### **1. Introduction and elections committee**

- 1.1. These regulations cover all UBU elections and cross campus ballots, with the following exceptions:
  - 1.1.1. Individual UBU clubs and societies who are regulated by their own regulations.
  - 1.1.2. Athletics Association and Societies Federation who are regulated by their own regulations.
- 1.2. Elections committee will be made up of the following:
  - 1.2.1. Returning officer, who is the NUS regional officer.
  - 1.2.2. Assistant returning officer, who is the UBU Finance Manager.
  - 1.2.3. Two sabbatical officers, elected by executive at first executive meeting of the academic year.
  - 1.2.4. Three Union Councillors, elected by Union Council at the first Union Council meeting of the academic year.
  - 1.2.5. Democracy Officer
- 1.3. No member of elections committee may stand in a union election or show preference to any candidate. If they do either of the above the member must resign from elections committee to be replaced at the next Union Council or executive meeting.
- 1.4. Elections committee shall be responsible for the good conduct of the elections with each member having one vote in all matters that the committee deals with.
- 1.5. In the absence of the Returning officer or the Assistant returning officer, elections committee shall elect from one of their own to take this role on.
- 1.6. Single vacancy elections such as executive members shall be held using the Alternative Voting (AV) system.
- 1.7. Multi vacancy elections such as NUS delegate and Union Council shall be held using the Single Transferable Voting (STV) system.
- 1.8. Referenda
  - 1.8.1. Referenda shall take place as a single vacancy election (1.7). The following documents and clauses shall regulate a referenda: Constitution (7); Poling Regulations (4.1, 4.3-4.6, 5-7, 11) and Publicity Regulations.
  - 1.8.2. Students wishing to run a referenda campaign will be treated like other campaigns in terms of resources and publicity.
  - 1.8.3. Any student may run a referenda campaign but they must declare prior to running the campaign to elections committee which position they wish to run the campaign for.
  - 1.8.4. There will be a maximum of one referenda campaign per position in each ballot may be run. In a situation where more than one campaign is declared for a position then the referenda campaigns should decide among themselves which campaign to run, with any dispute being settled by a drawing of lots.
- 1.9. In the case of Union Council elections, if insufficient nominations have been received then the election will be called off and positions will be ratified by simple majority at the next Union Council and Executive meetings.
- 1.10. In the case of part time officers, if only one candidate is standing then notice of polls calling for RON (Re-Open Nominations) campaigns (4.3.1) must be displayed, if no such campaign request is received before the deadline (4.4) the election may be called off and the candidate approved by a simple majority at the next UBU Council and UBU Executive meetings, if the approval of both bodies is not received then an election must then take place.
- 1.11. If insufficient nominations are received for any position then nominations will reopen for the remaining vacant positions within 10 working days of close of polls, all other election regulations will apply.

### **2. Eligibility to stand for election and to vote**

- 2.1. All full members of the UBU, as defined by the UBU Constitution are eligible to stand and vote in union elections except as stated below:
  - 2.1.1. Women's Officer and Women's Conference may only receive nominations from self defining women members.
  - 2.1.2. LGBT Officer and LGBT Conference may only receive nominations from self defining Lesbian, Gay, Bisexual, Trans and Queer students.
  - 2.1.3. Black and Minority Ethnic Officer and Black Students Conference may only receive nominations from self defining black or minority ethnic students.
- 2.2. If at any time from the opening of nomination to the final vote any candidate withdraws from the Union as a full member then they will be automatically disqualified from the election and no union funds shall be made available to them.

### 3. Election timetable

- 3.1. Notice of election timetable shall be given four working days before opening of nominations.
- 3.2. Notice of polls shall be given at least five clear working days before the opening of polls and within in two days of close of nominations.
- 3.3. Sabbatical elections, elections for University Senate and election of NUS delegates will normally be held within the seventh week of semester two.
  - 3.3.1. Nominations will normally open second week and close fourth week of semester two.
- 3.4. Part-Time Executive and Union Council elections will normally be held in the fifth week of semester one.
  - 3.4.1. Nominations will normally open in the first week and close in the third week of semester one.
- 3.5. Nominations should open 09:00 and close 00:00 on the respective days, as specified in the notice of polls.
- 3.6. There should be ten working days when nominations are open for and ten working days after nominations close before the first day of polls opening.
- 3.7. Any changes to the election timetable should be brought through elections committee and agreed by a simple majority of Union Council.

### 4. Regulations for elections by cross campus ballots

- 4.1. Notice of Elections
  - 4.1.1. Shall include:
    - a. Details of positions available for nominations.
    - b. Places for collection and return of nomination forms.
    - c. The election timetable including:
      - I. Dates for the opening and closing of nominations.
      - II. Deadline for postal vote application.
      - III. Date of polls.
- 4.2. Nominations
  - 4.2.1. Nominations may only be made on UBU nomination forms which shall be made available, with job description for the posts available, at the union reception and on the union website.
  - 4.2.2. Nomination forms shall include:
    - a. The position
    - b. Date and time of close of nominations
    - c. The name, University of Bradford (UB) number, course and year of study of the nominee.
    - d. The proposer, seconder and assentors for the nomination.
    - e. A passport photo of the candidate/electronic copy of photo
    - f. Manifestos submitted electronically and a hard copy
  - 4.2.3. All positions require one proposer and one seconder
  - 4.2.4. The following number of assentors are required for the following positions:
    - 4.2.4.1. Union Executive requires at least 15 assentors
    - 4.2.4.2. Union Council requires at least 5 assentors
    - 4.2.4.3. National Union of Students delegates or other conference delegates require at least 5 assentors.
  - 4.2.5. Proposers, seconders, assentors must be full members of the Union.
  - 4.2.6. Full members of the Union may only stand, propose, second or assent once per position.
  - 4.2.7. No current member of executive may sign nomination forms.
  - 4.2.8. No current member of executive, in their role as an officer, may endorse or support candidates in any medium (such as written or spoken word)
  - 4.2.9. Candidates must produce a 100 and 250 word manifesto with their nomination.
  - 4.2.10. Manifestos must be made available in good time for hustings and polls by elections committee.
  - 4.2.11. Nomination forms must be returned to the UBU finance office by close of nominations.
  - 4.2.12. Elections Committee will announce validity of nominations within 24 hours of close of nominations.
  - 4.2.13. Candidates may withdraw from the election anytime by writing to the Returning Officer; names can only be removed from the ballot paper if notification is received within 5 working days of the poll.
- 4.3. Notice of Polls
  - 4.3.1. Shall include:
    - a. Position(s) for which the ballot will take place.
    - b. Date and time of opening and close of Polls.
    - c. Name of candidates, proposers and seconders.
    - d. Deadline for RON campaign.
    - e. Deadline for postal ballot.
    - f. Time and place of Hustings.

- g. Time and place of the count and results.
- 4.3.2. Notice of Polls shall be displayed within 2 working days of close of nominations.
- 4.4. Re-Open Nominations (RON)
  - 4.4.1. RON shall appear on the ballot of all executive and NUS candidates except where the election has been called off. (1.8 - 1.10)
  - 4.4.2. Students wishing to run a RON campaign will be treated like other campaigns in terms of resources and publicity.
  - 4.4.3. Any student may run a RON campaign but they must declare prior to running the campaign to elections committee which position they wish to run the campaign for.
  - 4.4.4. There will be a maximum of one RON campaign per position in each ballot may be run. In a situation where more than one campaign is declared for a position then the RON campaigns should decide among themselves which campaign to run, with any dispute being settled by a drawing of lots.
  - 4.4.5. No RON campaign should allude to any individual candidate, as with all campaigns.
- 4.5. Campaigning
  - 4.5.1. People may only campaign for one candidate at once. There must be a clear break between campaigning for different candidates.
  - 4.5.2. Campaigns and candidates must uphold the UBU equal opportunities regulations.
  - 4.5.3. Campaigns and candidates may not bring the Union or the University into disrepute.
  - 4.5.4. Negative campaigning is forbidden. No candidates or supporters may negatively mention or negatively allude to other candidates.
  - 4.5.5. Candidates are responsible for anyone campaigning for them, campaigning undertaken in their name or actions that benefit them.
  - 4.5.6. Elections Committee may prohibit campaigning in certain areas. Candidates or campaigns breaking rulings will be in breach of these regulations.
- 4.6. Publicity
  - 4.6.1. There shall be no campaigning by candidates until the notice of polls is published.
  - 4.6.2. It is the duty of the Returning Officer or the Assistant Returning officer to approve all election publicity and materials including manifestos. Any appeals must be taken to election committee.
  - 4.6.3. Candidates must abide by the publicity regulations approved by council and attached in appendix to the election regulations.
  - 4.6.4. The Returning Officer shall suitably publicise the location and arrangements of voting stations and shall make provisions for all full members of the union to vote.
  - 4.6.5. UBU Media shall be permitted to report on the election provided this is done in an unbiased manner.
  - 4.6.6. UBU Media may not indicate a preference for any candidate above any other candidate in any UBU election.
  - 4.6.7. Reports should be, where possible, pretend to election committee before they are released.
  - 4.6.8. Election committee has the power to remove any part or reports that it feels breaks election or publicity rules.
  - 4.6.9. Election committee shall have the power to investigate any breaches of election regulations or other union policies and remove the right of the report to report on the election during the election period.
  - 4.6.10. There shall be an official notice board in the union on which the following shall be displayed:
    - a. Election Regulations
    - b. Publicity Regulations
    - c. Notice of elections and Notice of Polls
    - d. Candidates manifestos
    - e. Written copies of all decisions made by elections committee and the returning officer.
    - f. Notice of Results
- 4.7. Questions to Candidates
  - 4.7.1. Questions to Candidates or Hustings, should be held for all contested executive elections and NUS delegate elections. Other hustings may be held at the discretion of elections committee or union council.
  - 4.7.2. All candidates standing for executive or NUS delegate elections must attend the appropriate session. Failure to attend hustings may lead in eliminations of the candidate from the election except in extenuating circumstances as determined by elections committee.
  - 4.7.3. The Returning officer and election committee shall publicise the location and arrangements for the hustings session.
  - 4.7.4. Members of the union executive or elections committee may:
    - Ask questions to candidates except where RON is the only other candidate.
    - Not show preference to any candidate. (1.3 and 4.2.8)
    - Not ask questions to individual candidates.

## 5. The Poll

- 5.1. The Elections Committee will decide on the locations of the voting stations and the times of voting.
- 5.2. The ballot will take place in accordance with the Electoral Reform Society's recommendations, of which a reference copy is available in the Union Finance.
- 5.3. Any Full Member of the Union, who for any reason will be absent from the University on the day of election, may make an application in writing to the Returning Officer for a postal vote. Such applications can be made at anytime up to 10 working days before any elections.
- 5.4. The Presiding Officers of each Ballot Box, and those involved in the Count will not show preference nor have an active role in the campaign of any candidate.
- 5.5. All full members of the union may vote on production of a current union card. His/her UBU number will be noted (as outlined in 5.7) as evidence of having received ballot papers.
- 5.6. Voting papers shall bear the name of each candidate and the office being contested in an order determined by lot by the Returning Officer and witnessed by a member of Elections committee. There will be a facility for re-opening nomination (R.O.N.) except as provided under clause 1.9 and 1.10
- 5.7. The presiding officer shall keep a polling record, this record shall include:
  - a. UBU number of voter
  - b. Name of the voter
  - c. Signature of the voter
  - d. Ballot papers number
  - 5.7.1. The polling record shall be checked to ensure no member has voted more than once.
  - 5.7.2. In the event of a member voting more than once the ballot paper numbers for all that members ballots shall be note and removed at the count (as outlined in 6.6) All such ballots will be considered "illegal ballot papers" and will be treated as "spoiled votes".
  - 5.7.3. The polling record shall be reconciled with the votes cast at the polling station to the satisfaction of the presiding officer.
  - 5.7.4. The polling record shall be destroyed before the handover period to incoming sabbaticals, witnessed by elections committee.
- 5.8. The Presiding Officer is responsible for the safekeeping of the ballot box and at no time shall leave the ballot box unattended.
- 5.9. Candidates and supporters may not campaign or loiter within five metres of a polling place. This includes laptops, computers or ballot boxes if any of these are being used in an election.

## 6. The Count

- 6.1. The Returning Officer will be responsible for recruiting suitable volunteers to help with the Count.
- 6.2. The Count of Sabbatical elections will normally commence within two hours of the close of the last polling station and the Returning Officer shall determine at what time the Count should be suspended. The Count shall be conducted within the precincts of the main campus.
- 6.3. The Count for all other elections shall normally be completed within 24 hours of the close of polls. The Returning Officer shall decide and duly publicise the time, date and location of the Count.
- 6.4. Attendance to the count will be open to any student member, with priority given to those representing candidates. This is subject to a limit as set at any time by the Returning Officer. Anyone causing a disturbance or interference may be asked to leave by the Returning Officer, disciplinary action may also be taken in accordance with disciplinary regulations.
- 6.5. 'Re-open Nominations' shall be considered as a candidate for counting purposes, and no other candidate will be elected unless s/he obtains a higher vote than 'Re-open nominations'. Except as provided under Regulation 1.8 and 1.9
- 6.6. The returning officer will be responsible for notifying all volunteers at the count of any "illegal ballot papers" as outlined in 5.7.2 and ensure these ballots are removed from the poll and marked as "spoiled votes. Such ballots will be identified by there ballot paper numbers.
- 6.7. Alternative Voting (ATV) system
  - 6.7.1. The Returning Officer shall ensure that elections under the Alternative Voting System are conducted as follows:
    - 6.7.2. Sort the voting papers according to first preferences, setting aside any invalid papers.
    - 6.7.3. Count the voting papers, to determine the first preferences cast for each candidate and hence the total votes.
    - 6.7.4. If a candidate has a majority of half + 1 the valid votes cast at this stage, s/he shall be deemed elected.
    - 6.7.5. If no candidate has a majority of the valid votes cast, the candidate with the least votes shall be eliminated and his/her transferable votes shall be identified.
    - 6.7.6. The transferable votes of the eliminated candidate shall be distributed between the remaining candidates, at full value, according to the next preference indicated on the voting paper. Such voting papers shall be transferred to the remaining candidates.

- 6.7.7. If a candidate has a majority of half + 1 the valid votes cast at this stage, s/he shall be deemed elected.
- 6.7.8. If no candidate has an overall majority of the valid votes cast at this stage the procedure outlined above in 6.7.4 to 6.7.6 will be repeated until an overall majority is achieved for one candidate who shall be deemed elected.
- 6.7.9. If after all possible transfers, no candidate has an overall majority of the valid votes cast at the final stage, a re-count of the votes for that position will be carried out. If, after the re-count, an overall majority is achieved for one candidate, they will be deemed elected.
- 6.7.10. If after a re-count, no candidate has an overall majority, a toss of a coin will determine the candidate to be elected.
- 6.8. Single Transferable Voting System (STV)
  - 6.8.1. The conduct of the count shall be in line with the Electoral Reform Society guidelines. A reference copy of which is available in Union Finance.

## 7. The Result

- 7.1. The Returning Officer will be required to declare the state of the poll after each stage of the Count upon satisfactory completion thereof.
- 7.2. The Returning Officer shall be required upon satisfactory completion of the Count, after any re-counts declare the result, and the candidate(s) equivalent to the number of vacancies elected.
- 7.3. The notice of the Result of the Poll shall be signed by the Returning Officer and published within 24 hours of the completion of the Count. It shall include the number of :
  - a. Valid votes
  - b. Invalid votes
  - c. Non-transferable votes at each stage of the Count
  - d. Redistributed votes at each stage of the Count.

## 8. Elections at Council and Committees

- 8.1. At the first Union Council of the Academic session Council shall elect a Chair and a Vice-Chair for the academic session.
- 8.2. The elected Chair of Council shall also chair General Meetings subject to approval at the first general meeting for that Academic session.
- 8.3. Council may also elect other full members from within its membership for specific duties as they determine.
- 8.4. Notice of such elections shall be circulated with the notice of the meeting at which the election is to be held.
- 8.5. Nominations shall be taken at the meeting.
- 8.6. The meeting may decide to invite candidates to speak in support of their nomination.
- 8.7. Voting in council by a simple majority may be done with a general aye, a show of hands or a secret ballot, if requested by any members.

## 9. Terms of Office

- 9.1. Executive terms of Office shall be from 1st June to 31st June the following year (with one month handover). Union Council term of office shall be for one academic session. (with handover of officers effective a month before)
- 9.2. Resignation of members of the Union Executive must be given to the Union Secretary-Treasurer in writing. In the event of the Union Secretary-Treasurer resigning, the Academic Affairs Officer shall be notified. The resignation shall be made public within 24 hours of notification.
- 9.3. In the event of the resignation of:
  - 9.3.1. The **Academic Affairs Officer** - the Union Secretary-Treasurer shall assume the duties of the position.
  - 9.3.2. The **Union Secretary-Treasurer** – the Academic Affairs Officer shall assume the duties of the position.
  - 9.3.3. The **Ethics, Environment and Welfare Officer** – the Women’s Liberation Officer shall assume the duties of the position.
  - 9.3.4. The **Women’s Officer** – the Ethics, Environment and Welfare Officer shall assume the duties of the position, providing she is a woman, if not, then Executive and council shall assign a sabbatical woman to assume the duties of the position.
  - 9.3.5. The **Sports and Societies Officer** – the Deputy AA President and the VP of societies Federation shall jointly, with the support of the student volunteer service (UCAN) assume the duties of the position with the support of the existing sabbatical officers.
  - 9.3.6. The **Media and Entertainments Officer** – the Head of RamAir, Bradford Student Cinema, Website and The Bradford Student shall all jointly assume the duties of the position with the support of the existing sabbatical officers.

- 9.3.7. A **Part time Executive** officer or a position being vacant Union Council shall elect an appropriate student.
- 9.4. The Executive shall forthwith notify Elections Committee and if necessary a by-election will be held subject to these regulations.
- 9.5. The Executive, subject to the ratification of Union Council, shall appoint Acting Executive members upon the temporary unavoidable incapacity of the elected Executive member.

## 10. By Elections

- 10.1. Notice of by-elections shall be given within 10 working days of Elections Committee receiving notice of resignations. All other election regulations apply.

## 11. Complaints and Appeals Procedure

- 11.1. Complaints shall be submitted in writing to the Returning Officer no later than 2 working days after the Notice of Results are published. Complaints may include concerns about the conduct of the election, the behaviour and activities of candidates or their supporters, the administration of the election and breaches in regulations.
- 11.2. Any challenges or complaints shall be heard and determined by the Elections Committee within 2 working days of such a complaint being lodged
- 11.3. In determining a complaint, the Elections Committee after hearing all the appropriate evidence may decide to do the following:
- 11.3.1. Not uphold the complaint
  - 11.3.2. Halt the elections for specified post pending an investigation(s)
  - 11.3.3. Disqualify and give no recompense of expenses to a specified candidate(s)
  - 11.3.4. Count the election and decide whether the basis of the complaint has had any impact on the outcome of the vote
  - 11.3.5. Re run the election(s)
  - 11.3.6. Other penalties that are fair and proportionate that Elections Committee see fit, such as vote docking or campaign suspensions
- 11.4. Breaches of elections regulations may be considered in conjunction with another and in context of other breaches by particular candidates
- 11.5. Any action taken will be put in writing by the Returning Officer to the parties concerned and also placed on official elections notice board" as outlined in 4.4.10.
- 11.6. Appeals against the decision of Elections Committee should be lodged with the Union Disciplinary Committee, within two working days of the notification of the Election Committee's decision.

## 12. Amendments

- 12.1. Any amendments to these regulations must be approved by a simple majority Union Council

## 13. Glossary of terms

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

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

**Invalid voting paper:** a voting paper on which the same preference is expressed for more than one candidate or the intention of the voter is uncertain.

**Overall majority:** a majority over all other candidates.

**Polling records:** A record kept by the Presiding Officer of each ballot box, of the name and UB number of every voter. Reconciled with the votes cast at the polling station by the returning Officer at the Count.

**Re-Open Nominations (R.O.N):** An opportunity to express dissatisfaction for the candidates available for election. If R.O.N. is successfully elected a by-election shall take place.

**Second and subsequent preferences:** the number '2', '3', etc, each placed against only one candidate on the voting paper.

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

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

**Valid voting paper:** a voting paper on which a first preference is unambiguously expressed.

**Working day:** any day excluding Saturday or Sunday, or outside term-time or Bank holidays.

## ***Publicity regulations***

### **1. Introduction**

- 1.1. The regulations cover anything that is produced as part of a candidate's campaign e.g. websites, flyers, badges, t-shirts etc.
- 1.2. No publicity should allude to another candidate except for referenda campaigns in which pro's and cons maybe outlined of each campaign, but mustn't relate to personal issues of individuals in relevant campaigns.
- 1.3. No campaign material shall be used without the prior agreement of Elections Committee, except those materials as outlined below
- 1.4. All publicity, including manifestos, shall be factually correct.
- 1.5. No campaign material shall be produced commercially other than by the UBU Finance Office as detailed below.
- 1.6. Each sabbatical candidate or referenda campaigns shall have a £10 allowance and both Part-time Executive Officer and NUS Conference delegation candidates shall have an allowance of £7 to spend in the Union Shop or elsewhere (subject to approval from Elections Committee prior to purchase, proof of purchase in the form of a receipt must be obtained) for publicity materials. No other campaign materials may be used without the express permission of Elections Committee.
- 1.7. No current elected officer or member of UBU staff may support, or otherwise show a preference for, any candidate while acting in that capacity.
- 1.8. Any breach of the Publicity Regulations will be declared a breach of election regulations and will be dealt with as such under Election Regulations 11.

### **2. Use of paper publicity**

- 2.1. Posters shall only be displayed on Union and designated notice boards as defined by the Assistant Returning Officer
- 2.2. All designs must be approved by the Assistant Returning Officer before printing.
- 2.3. Each individual poster must be stamped with the official Elections Committee stamp by the candidate prior to posting.
- 2.4. Candidates and referenda campaigns shall be assigned a colour of paper for their campaign at the candidates' meeting; no two candidates for the same position shall be assigned the same colour of paper. White paper will be used for any candidate running a RON Campaign.
- 2.5. Print work may only be submitted to the UBU Finance Office within the timetable established by Elections Committee.
- 2.6. Candidates shall have the following printing allowances in the UBU Finance Office (The best use of this paper allowance can be discussed with Elections Committee)
  - 2.6.1. Candidates for Full Time Executive positions and referenda campaigns shall have a maximum allowance of 400xA4 or equitant sheets of paper.
  - 2.6.2. Candidates for part time Executive positions shall have a maximum allowance of 200xA4 or equitant sheets of paper
  - 2.6.3. Candidates for NUS conference delegation shall have a maximum allowance of 200xA4 or equitant sheets of paper

### **3. Use of the Internet and electronic publicity**

- 3.1. Campaign material will not be posted to mailing lists.
- 3.2. All electronic publicity (inc websites) must be approved by the Assistant Returning Officer before uploading onto the host server.
- 3.3. The assistant returning officer must be made administrator of any social networks used for campaigning. This includes, but is not limited to: Facebook, MySpace, Twitter, Bebo, DevelopMe, and Ning.

**Standing Order**  
**Governing Union Officers**

**1. Sabbatical Officers**

- 1.1 The sabbatical officers of UBU shall be as set down in the Constitution, paragraph 11.1.
- 1.2 Job descriptions are at Appendix A to this Standing Order
- 1.3 Sabbatical officers shall serve from 1<sup>st</sup> June to 30<sup>th</sup> June of the following year, unless re-elected.
- 1.4 Sabbatical posts are whole time. This means that:
  - a. The average hours worked during each week must be no less than 36.25 and no more than 46 hours.
  - b. 25 days annual leave shall be granted for the full year.
  - c. Executive must grant permission for annual leave and/or time off in lieu.
  - d. All incoming and outgoing officers must make themselves available for a period of one month, from 1 June to 30 June for “handover training”.
  - e. Officers shall be required to keep a diary of their engagements and make a written report to Executive Committee each week.
  - f. Officers shall inform the Administrator if they are unable to report to work due to illness.
  - g. Officers shall inform the Receptionist when they are absent from their offices.
  - h. Approval for other employment must be sought from the Executive Committee.

**2. Resignations**

- 2.1 Sabbatical officers who wish to resign from their position must give one month’s notice in writing to the Union Secretary-Treasurer.

**3. Executive Officers**

- 3.1 For the purposes of these standing orders “Executive Officer” shall include Sabbatical Officers and Presidents of Standing Committees.
- 3.2 All Executive Officers shall carry out their duties as prescribed by their job description or as reasonably mandated by Referenda, General Meeting, Union Council or Executive Committee. Officers may not be mandated by any authority to bring the Union into disrepute or undertake actions, which are against UBU Constitution, Regulations or Standing Orders, University Statutes or the Law.
- 3.3 The Staff/Student protocol must be observed. A copy of this is available at UBU Finance.

**4. Expenses**

- 4.1 Sabbatical Officers shall be reimbursed for all official travel. Those who are eligible shall be reimbursed for the purchase of the relevant student discount coach or rail card. All travel must be undertaken by the most economical means according to our transport policy, usually coach or second class train. When using the Union minibus on official business, all fuel costs shall be reimbursed upon production of a receipt.
- 4.2 Where an Executive Officer chooses to use their own transport they will be reimbursed according to the Union Reimbursement and ethical transport policies.

**5. Trade Unions**

- 5.1. Officers shall be free to belong to a Trade Union.

## **6. Declaration of Interest**

- 6.1 Private and personal interests should be declared and recorded in the Minutes of any meeting where an Officer believes that there may be conflict with these interests and an item under discussion. Officers who make such a declaration may continue to attend the meeting, but may not take part in any discussion on the item where an interest has been declared, unless invited to do so by the Chairperson, and shall be required to absent themselves from the meeting whilst the vote on any such a motion is taken.

## **7. Gifts and Hospitality**

- 7.1 All gifts and hospitality to an officer should be noted at an Executive meeting. Offers of gifts or hospitality should be discussed at Executive Committee and refused if the Officers feel that they may be placed under a significant obligation by acceptance.

## **8. Discipline Procedure**

- 8.1 An Officer may be warned informally by a quorate Executive Committee for failing to perform the duties of their office satisfactorily. If warnings have not been heeded, or in more serious cases, Officers may be censured or subject to a vote of No Confidence.

## **9. Motions of Censure**

- 9.1 If any member of Council believes that any Officer warrants disciplinary action but the matter is not so serious as to warrant a motion of No confidence they may submit a Motion of Censure to Council.
- 9.2 All motions must state in writing the grounds for the complaint, including any UBU regulations that are alleged to have been breached, and be submitted to the Union Secretary-Treasurer or General Manager. The motion will be dealt with in accordance with Standing Orders governing Council.
- 9.3 All reasonable steps must be taken to ensure that the Officer is aware of the Motion of Censure, the grounds for complaint and the Censure procedure as set herein, as soon as practical.
- 9.4 the Officer may attend the meeting at which the Motion of Censure is to be discussed and may be accompanied by a friend or representative. The proposer of the motion shall have the right to put his or her case and the Officer or friend shall have the right to reply. Councillors may put questions to the proposer of the motion or the Officer or his/her friend. The Officer, friend or representative shall have the right to address the meeting before moving to the vote. Voting shall be by secret ballot.
- 9.5 A Motion of Censure may be carried by a simple majority in favour of those present and eligible to vote at a quorate Council meeting.
- 9.6 The Officer, friend or representative, if present at the meeting, shall be informed immediately by the Chairperson of Council of the result of the vote. If the Officer or his/her nominated friend do not attend the meeting the Chairperson will inform the Officer in writing no later than two clear days after such a vote.
- 9.7 Where a Motion of Censure is received against an Officer on whom a Motion of Censure has already been passed during the academic year, the matter will automatically be dealt with as a Motion of No Confidence.

## **10. Motions of No Confidence**

- 10.1 Any member of Council or Executive Committee may submit a Motion of No Confidence against an Officer who is alleged to have seriously breached UBU regulations or who has already been censured in the academic year.
- 10.2 All Motions of No Confidence must state in writing the grounds of the complaint, including any UBU regulations that are alleged to have been breached, and submitted to the Union Secretary-Treasurer or General Manager. The motion will be dealt with in accordance with Standing Orders governing Council.
- 10.3 All reasonable steps must be taken to ensure that the Officer is aware of the Motion of Censure, the Grounds for complaint and the No Confidence procedure as set herein, as soon as practical.
- 10.4 The Officer may attend the meeting at which the Motion of No Confidence is to be discussed and may be accompanied by a friend or representative. The proposer of the motion shall have the right to put his or her case and the Officer, friend or representative shall have the right to reply. Councillors may put questions to the proposer of the motion or the Officer, his/her friend or representative. The Officer, friend or representative, shall have the right to address the meeting before moving to the vote. Voting shall be by secret ballot.
- 10.5 A Motion of No Confidence may be carried by a vote in favour by a two-thirds majority of those present and eligible to vote at a quorate Council meeting.
- 10.6 The Officer or friend, if present at the meeting, shall be informed immediately by the Chairperson of Council of the result of the vote. If the Officer or his/her nominated friend or representative do not attend the meeting the Chairperson will inform the Officer in writing no later than two clear days after such a vote.
- 10.7 A full set of the Minutes of the Council meeting at which such a vote was carried shall be passed to the Union Honorary Treasurer as soon as they are published.
- 10.8 If a Motion of No Confidence is passed, the Officer shall be required to resign within seven working days of the motion being carried and the post shall become vacant.
- 10.9 Where a Sabbatical Officer is called to resign by the passing of a Motion of No Confidence he/she shall be entitled to request that a Referendum be called to vote on whether or not they may be reinstated. The Referendum shall be called in accordance with UBU Referenda regulations.
- 10.10 Where a Sabbatical Officer post becomes vacant every effort shall be made to provide additional administrative support for the duration of the vacancy.

Agreement Governing Union Officers

**Contract of work (full time, sabbatical officers only)**

I, (the undersigned candidate) understand that should I be elected to be an officer of the Union will be contracted to the University of Bradford Union to work for the period **1<sup>st</sup> June 2010 to 30<sup>th</sup> June 2011** for minimum of 36<sup>1/4</sup> hours per week.

Holidays allowed during the year are 25 days plus statutory days and Bank Holidays (13) but I understand that I will be unable to take holidays during the training and handover period as outlined jointly by Union Executive and Council.

**Trustee declaration**

The Union of Students is an exempt charity. There is a substantial body of Government legislation and case law concerned with our activities and with the conduct of the Executive Committee who are our trustees; I understand that by standing I may become a trustee of the Union.

I understand and accept the Elections Regulations and Union Constitutional documents and standing orders. I declare that if elected:

1. I'm over 18 when starting this post; and
2. I have not been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent; or
3. I am not an un-discharged bankrupt; or
4. I have not made compositions or arrangements with my creditors from which they have not been discharged; or
5. I have not at any time been removed by the Charity Commissioners or by the court in England, Wales (or by the Court of Sessions in Scotland) from being a trustee because of misconduct; or
6. Have failed to make payments under the county court administrator's orders; or
7. I am not disqualified from being a company director; or
8. I am not subject to an order made under s. 429(2) (b) of the Insolvency Act 1986.

**Signed by the Candidate**

Signature

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Print Name

Date

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**Signed on behalf of the Union by Elections Committee**

Signature

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Print Name

Date

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