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# UUSU Elections Candidate Pack 2012

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Including  
Nomination Forms  
and Election Rules

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Contact Avril Honan  
[a.honan@ulster.ac.uk](mailto:a.honan@ulster.ac.uk) with  
any questions you may  
have

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**PLEASE NOTE: THERE IS TO BE NO ACTIVITY THAT CAN BE CONSTRUED AS CAMPAIGNING BEFORE 4PM ON 16TH MARCH. FOR EXAMPLE, POSTING YOUR INTENTION TO RUN ON SOCIAL MEDIA OR TELLING LARGE GROUPS OF STUDENTS. IF IN DOUBT PLEASE GET IN TOUCH:**

**Returning Officer:  
Keelin.mcgrogan@nistudents.org**

## Introduction

Section 1 of this booklet sets out the role of an elected officer within the University of Ulster Students' Union and information on what to expect during the election period.

Section 2 contains the documents you need to complete and return to the Union if you wish to stand for one of the positions. Please read the information section carefully to ensure you are clear about the role you will be running for. Please feel free to make an appointment to talk with the current Officers or staff – all contact details can be found on our website – [www.uusu.org](http://www.uusu.org)

If you do decide to run for election you must provide the following documents before nominations close at 12PM FRIDAY 2 MARCH (nominations submitted after this time will not be accepted – this rule is strictly enforced and we use the World Clock online):

- Nomination form, with signatures
- Signed Statement of Understanding and Code of Conduct – these documents confirm that you have read the regulations of the elections and the job role
- Your manifesto and poster – printed in the format you wish to have it reproduced in. Please also provide this information on a CD or pen drive.
- The seven word statement that will be published alongside your name in the run-up to Election Day.
- A 100 word manifesto statement and a head-shot photograph which will be used in the student magazine and on the website (on CD/pen drive).
- The Equalities Monitoring Form is optional, but we would encourage you to complete this and return in a separate envelope for our records. This is strictly confidential and assists us in ensuring we are attracting students from all sections of the student community.

There is a checklist included in this booklet, please submit it along with your nomination forms.

**Please keep all of Section 1 and the Election Rules and Schedule 3 in Section 2 for reference and information.**

## Vision

The following is the key vision statement for the University of Ulster Students' Union.

Our Vision
<i>To be a sustainable, recognised and respected Students' Union that proactively engages the student body, university and wider community.</i>

## Mission

University of Ulster Students' Union statement is:-

<i>A student led and inclusive Students' Union providing high quality representation, membership and commercial services to enhance the student experience at the University of Ulster</i>
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## Values

Values	What they mean to the Organisation
<i>Student Led</i>	<ul style="list-style-type: none"><li>• Promote and facilitate student involvement/ownership in all Student Union activities</li></ul>
<i>Continuous Improvement</i>	<ul style="list-style-type: none"><li>• To continually review performance of Students' Union with the aim to improve service provision</li></ul>
<i>Openness</i>	<ul style="list-style-type: none"><li>• To promote a safe and respectful environment where all students can freely express their views</li></ul>
<i>Equality</i>	<ul style="list-style-type: none"><li>• Enable access to all facilities for all students</li><li>• Promote equal opportunities and ensure students do not suffer discrimination or prejudice</li></ul>
<i>Continuous Professional Development</i>	<ul style="list-style-type: none"><li>• To support Students' Union staff and sabbatical officers in realising their potential</li></ul>

***Our Strategic Plan is currently under review: if elected you will be involved in shaping and implementing the new plan for UUSU.***

## Section 1

### **Information for the Candidates**

#### Online Elections

Please note that UUSU elections will be online for six of the seven positions. The Sports Union President election will still be held by paper ballot.

Students will be able to vote through the University Portal at all campuses at the following times:

Polls open: Monday 26 March at 7am

Polls close: Wednesday 28 March at 12pm

Results will be announced on Thursday 29 March.

### **University of Ulster Students' Union (UUSU) & Your Role Within It**

UUSU is a large organisation which provides its' members with a range of services: from the commercial activity of the bars and shops to representing students at course, university and government levels.

UUSU can be broken down into 4 main areas:

- A commercial business – UUSU runs 3 shops and 3 bars across the University of Ulster. All profit made from these outlets go back into the Union pot of money to support students.
- A representative body – Union officers represent their members (all registered students at Ulster) in many different ways. It may be at a disciplinary or academic appeal, at a University Committee, at the National Unions (NUS, USI or NUS-USI) or even at national Government level.
- A campaigning organisation – these campaigns can either be raising awareness of issues, such as healthy eating or trying to change things for students such as protesting against fees.
- A democratic institution – All officers of the Union, from the full time officers to Class Representatives, are elected by its' members and are therefore accountable to them. UUSU is governed by an overall Student Council, made up of elected representatives from across the 4 campuses. This body makes all the rules for the Union and holds all Officers to account for the work they have been doing. Campus Councils take place at each campus and decide the campaigning priorities for the Officers at that campus.

A core value of UUSU is that it is run by students for students. To ensure this role is being fulfilled in the best possible way seven full time student officers, known as Sabbaticals, are elected each year to the Student Executive. These positions are made up of:

- 4 x Vice President Academic and Student Affairs who are responsible for their respective campus;
- The Sports President has responsibility for promoting, supporting and developing Sports clubs and activities across all 4 campuses;
- The Vice President Campaigns and Communications and;
- The Overall President – who has the ultimate responsibility for representing students' views to the university and leading the Sabbatical team.

As a full time officer of UUSU your role will reflect the main areas of the Union. Four broad roles that you will fulfil are:

- 'Minister' – (as in 'Minister of Parliament', not a Holy Person). You will have a political role within the Union, for example, taking decisions about campaigns and negotiating with the University for improved student services.
- Trustee/Director – Full time Officers oversee all of the Unions operations. You will be involved with ensuring the economic viability of the organisation and have a responsibility for the appropriate spending of Union funds.
- Activist – As an Officer you will take action around key students' rights issues and build campaign commitment from students
- Representative - Being a member of committees and meeting key people in the round as a representative of students

### **Who can be an elected officer?**

#### Experience

You do not need to have prior experience, however it would be helpful if you were a good communicator, work well in a team and have some knowledge of the Students' Union and how it operates. Basic meeting and organisational skills would be a great asset, and it may help if you've had past experience / involvement in any of the Students' Union committees but this is in no means essential. All that is required is that you are an ordinary member (i.e. a registered student or a current sabbatical officer) at the relevant campus. For Vice President Academic and Student Affairs positions you must be a student at the relevant campus. The Overall President and the Vice President Campaigns and Communications can be from any of the University Campuses, as can the Sports Union President – although they must be a Sports Union member.

#### Activities

As a Trustee of the Students' Union you will have legal responsibilities. When taking up a position on the Overall Executive Committee you become a member of a team who are collectively responsible for the running of the entire organisation. This includes making short-term decisions and devising and promoting long term plans for the whole Union. In practice this will include depending on others to deliver, but also you'll become involved in discussions and projects which do not appear to be relevant to your specific work area.

All Overall Executive Committee members will take part in representing the views of

students on University committees and are expected to oversee Students' Union budgets.

### Reporting

You will be accountable to your colleagues on the Overall Executive, to volunteers/committee members in your work areas, and ultimately to all students through site specific Union Meetings through the Student Council. You will also be expected to keep yourself accountable by producing reports for meetings and informing students through other mediums (website, student magazine, forums).

### Time Commitment

Sabbatical Officers will be given a contract which outlines terms and conditions on contractual hours but you can expect to do more depending upon the time of year, projects and campaigns that you may be involved in. Sometimes it will feel that you will need to work 24 hours a day, 7 days a week to get everything done. And even then you will find something else that needs doing. You don't always have a choice about your workload, sometimes you will need to attend events or meetings no matter what you would rather be doing.

### Support

All Full Time Officers will receive an induction programme organised by the outgoing Full Time Officers and relevant staff members in the first week.

All Executive Committee members will receive an induction pack and in the first couple of months will attend Overall Executive Committee Training that covers the legal and financial responsibilities. All Overall Executive Committee members will be sent on relevant NUS, USI and NUS-USI training programmes.

You will receive much of your support from the Students' Union staff team. They are employed to run the operational activities of the Students' Union and to help you, as elected officials, to achieve the objectives of the Students' Union.

### Future Employability

Being a member of the Overall Executive Committee is great personal development and will give you an opportunity to develop a wide range of transferable skills and improve your CV. This will include skills that relate to the overall management of an organisation. Specific skills include; financial management, presentation skills, negotiation skills, assertiveness, leadership, lobbying, chairing meetings, dealing with conflict and developing a broad understanding of the issues affecting students in Higher Education. As the public face of the Students' Union you will deal with Senior University Staff and meet a variety of interesting individuals.

### **Current Issues for UUSU Sabbaticals**

Below are just a few of the issues that are ongoing within UUSU, to give you an

overview of what it is that you will be dealing with if you take office. If you would like any more information please feel free to contact Avril, on: a.honan@ulster.ac.uk

### Changes in how UUSU is governed

A new governance system was implemented at the beginning of this academic year. This included introducing a Trustee Board with external members, and also introducing the new Campus Council structure. These changes are to ensure that UUSU is as effective as possible and responding to student needs. At the time of writing the new structures are still very new and incoming officers will be part of developing these.

To continually improve the current team have had to think about the following questions: how do we increase student participation in Societies? Encourage more Class Representatives to get involved in the Union? How do we find out what students really want? How do we make the Commercial units in the Union profitable in the current economic climate? If elected, you will also need to consider these.

### Proposed expansion of Belfast Campus & Coleraine Redevelopment

There has been a lot of speculation around what will happen to the Jordanstown and Belfast campuses over the next 6-10 years. Incoming Officers will need to be making sure that decisions made by Senior Managers in the University are taking into account the needs of students, both in terms of accommodating their studies, and their Students' Union. The Overall President, in particular, will be attending meetings where these important discussions will be taking place and needs to be prepared to ask questions and contribute in a positive manner to these discussions.

Also on our Coleraine Campus the Students' Union is pushing to be moved to a more central location in the campus to ensure students are accessing all of our services. The Vice President will be key to driving this move in partnership with the University.

### Community Relations

The impact that large student communities are having on local areas is becoming increasingly more high profile. Officers will engage with local groups and policing partnerships to ensure students have a positive reputation in their surrounding areas.

### Issues for the Sports President

The Sports President has a lot of responsibility. They need to spread the Sports Union budget across over 60 clubs and make sure that Student Sport in Ulster is being led by students from across the 4 campuses. It is also important that the Sports President listens to the issues and concerns raised by the students at each of the campuses, through their Site Committees.

### **Positions**

There are seven full time positions available. You must be a current student at

Ulster. You can be just about to graduate, or you can take a year off between your studies to take up the role.

The salary for the positions is £16,855 with 22 days holidays.

### Overall President (open to everyone)

The Overall President is the figure head for the Union. S/he will attend the most Senior University Committees to represent the interests of both the organization and of all students.

S/he also has ultimate responsibility for the management of the Unions commercial operations, although they work closely with Senior Managers of the Union with regards to this aspect. As chair of the Overall Executive this position also has a managerial role in respect to the seven campus-based Officers and the Sports President (in respect to their leave, time keeping and their workloads).

A typical day would see the Overall President meet with Senior University Officers, review Union accounts and liaise with the media on current issues affecting students.

The Overall President is also the external spokesperson for the Union.

Due to the nature of this position a substantial amount of travel over the four campuses is required. A company vehicle is provided for business purposes, when possible, for those who have held a driving license for a period longer than 12 months. Where a car is not available travel costs will be reimbursed.

To stand for this post you must be nominated by 30 Students. Please download the full job description at [www.uusu.org](http://www.uusu.org)

### Sports Union President

The Sports Union President has responsibility for ensuring the democratic functions of the Sports Union are working effectively, as well as planning and overseeing the finances of all affiliated Sports Clubs.

Due to the nature of this position a substantial amount of travel over the four campuses is required. A company vehicle is provided for business purposes, when possible, for those who have held a driving license for a period longer than 12 months. Where a car is not available travel costs will be reimbursed.

To stand for this post you must be nominated by 30 Students who are all members of the Sports Union. Only members of the Sports Union can stand and vote for this position. Please download the full job description at [www.uusu.org](http://www.uusu.org)

### Vice President Campaigns and Communications

The Vice President Campaigns and Communications will have responsibility for the

four campuses across UUSU. The Office holder will work closely with their other Officers and members of staff to ensure the voices of all students are heard and relevant campaigns are organised and delivered to improve the student experience.

The main responsibilities of the post are as follows:

- Represent students and student interests internally and externally to improve the student experience
- Ensure UUSU is a campaigning Union which produces positive outcomes for its' members
- Ensure all members of UUSU are well informed about their Union
- Regularly consult the UUSU membership
- Ensure students are providing feedback to the University on their student experience

As this is an overall post a substantial amount of travel will be expected. A company vehicle is provided for business purposes, when possible, for those who have held a driving license for a period longer than 12 months. Where a car is not available travel costs will be reimbursed.

#### Vice President Academic and Student Affairs

There will be one of these Officers representing the interests of her/his campus within the Students' Union, the University and the local community. They will be elected from the campus at which they have most recently undertaken a programme of study.

The Officer will be responsible for a wide range of issues affecting the student experience and will be assisted by their fellow elected Officers, as well as the relevant staff positions within the Union.

The main responsibilities of the post are as follows:

- Represent students and student interests internally and externally to improve the student experience
- Provide advice to students and promote awareness of welfare issues
- Provide academic Representation
- Promote participation in the Union and ensure the democratic principles of the Union are upheld
- Ensure the Union and the University have an excellent reputation within the local community
- Be the liaison between the students and the management of the Club Bars to advise on campus entertainments, where a Club Bar is not in operation the Officer will liaise with local venues to promote SU organised events

To stand for this post you must be a registered student at the relevant campus, and nominated by 15 students who are also registered at this campus.

## Election Timetable 2011

Friday 10 <sup>th</sup> February	Nominations Open
Friday 2 <sup>nd</sup> March at 12pm SHARP!	Nominations Close All information must be returned to your campus General Office by 12pm. There is absolutely no leniency with regards to this.
<b>Campaigning does not begin until 4pm on Friday 16<sup>th</sup> March</b>	
Wednesday 7 <sup>th</sup> March Belfast/J'town 12pm	Candidates Training: This event is to brief all candidates on the organisation and the role that they are standing for (all candidates must attend)
Thursday 8 <sup>th</sup> March Magee 1pm Coleraine 4pm	
Friday 16 <sup>th</sup> March Belfast 12pm J'town 1.30pm Coleraine 12pm Magee 3pm	Candidates Meeting: Here you will collect your election material and be briefed on the rules of campaigning (all candidates must attend)
<b>Campaigning Begins at 4pm on Friday 16<sup>th</sup> March!</b>	
Tuesday 20 <sup>nd</sup> March Magee 12pm Coleraine 3pm	Candidates' Question time: This is your chance to meet students and tell them why they should vote for you!
Thursday 22 <sup>nd</sup> March Belfast 1pm Jordanstown 3pm	
<b>Elections Open Monday 26<sup>th</sup> March at 7am</b>	
<b>Elections Close Wednesday 28<sup>th</sup> March at 12pm</b>	
<b>Results Party Thursday 29<sup>th</sup> March</b>	

## **Information for the Candidates**

### Candidates Meeting

At the candidates meeting you will have the chance to meet the Returning Officer. This person is in charge of ensuring the election is run smoothly and fairly. They will explain the rules to you fully at this meeting, as well as give you contact details if you need to make a complaint.

Also at this meeting you will receive your publicity materials, so it is imperative that you attend.

### Manifesto Guidelines & Publicity Allocation

Each candidate should provide a manifesto statement setting out their main objectives for the year. The manifesto is a document which says who the candidate is, why they are standing for election and what they intend to do, should they get elected. It should be written around these principal headings. It will be produced as a 2-sided A4 document either portrait or landscape. Ensure that you can fit your name, a photograph, if you want one, and your text. This must be submitted, along with your poster, with your nomination form. Please provide printed copies of each along with the original, camera ready, documents on disk. No logos or emblems of any kind can be included on a manifesto or poster, including the Students' Union logo. They will be removed before printing if they appear on any documents.

The 'manifesto' is the key document to get across your message of who you are and what you stand for. It is the only information that voters will have about you at the crucial moment of voting.

A well-written and interestingly designed manifesto can make a significant difference in influencing people to vote for you. A survey carried out by NUS into voter attitudes revealed that many people did not vote in union elections because it was often unclear what the candidates stood for. They wanted to know who the candidate was, what they believed in and what they would do if they got into office.

### Where do you start?

Think about what would influence you to vote for someone. What do you believe? What are the issues of interest to students? Do you believe that transport to the university should be improved? The student rep system could be better? There should be better sports facilities? Whatever they are, make a list of your beliefs.

You need to select the ones that you think would be popular with students, but are also achievable. There are many candidates in union elections who have announced that they will make the beer cheaper, only to be given a lesson in economics by other candidates in the election.

- Select three items/issues off your list as priorities that you will concentrate

- on.
- Outline each issue, how it affects students and what you would do about it if you got elected.
  - Be concise and to the point – don't over-describe.
  - Think of snappy titles that you can give to your three beliefs. Voters tend to scan read election materials, so it is crucial to draw them in with a headline. "Better Transport" will be noticed by those students who are regularly delayed by the bus service.
  - Who are you? It's amazing how many candidates forget to tell the voters anything about themselves. Students will often vote for candidates who have something in common with them, so as well as outlining your issues, briefly tell them:
    - what course you are on
    - where you are from
    - age, race, gender, sexuality as you think fit
    - membership of clubs and societies
    - involvement in political activities, parties and groups
    - any other involvement in student issues/activities
  - Make it clear which post you're standing for, and don't forget to ask people to vote for you!

Example manifesto's and posters are available from the Students' Union if you would like some more help.

### Amounts of Publicity

You will receive the following amounts of publicity:

- (i) In the case of Elections to Overall President and Vice President Campaigns and Communications:

2700 Manifestos (A4 double-sided)  
200 Posters (A3 single-sided)

- (ii) In the election for Sports President:

2000 Manifestos (A4 double-sided)  
120 Posters (A3 single-sided)

- (iii) In the case of Elections to Site Sabbatical Office:

1,600 Manifestos (A4 double-sided)  
200 Posters (A3 single-sided) at Jordanstown

900 Manifestos (A4 double-sided)  
100 Posters (A3 single-sided) at Coleraine

600 Manifestos (A4 double-sided)  
140 Posters (A3 single-sided) at Magee

500 Manifestos (A4 double-sided)  
60 Posters (A3 single-sided) at Belfast

These allocations are based on the principle of £40 per candidate plus 1p for every person who can vote for the position. The Sports President receives a minimum of £200, then 1p for every member who is eligible to vote.

These are all printed in black and white and every candidate will have the same colour of paper.

Use these wisely! Remember you have a week to campaign, then two and a half voting days. Ration your manifesto's to ensure you enough to last.

### UUSU Strategic Plan

All candidates are standing for election because they have strong beliefs in how they could improve the Union and have new ideas for progress. It is important to realise however that as a large organisation which receives public funding and employs over 60 full-time staff it needs to have longer term strategy. You can find the full strategy document online at: [http://uusu.org/files/strategic\\_plan\\_2009\\_2012\\_final.pdf](http://uusu.org/files/strategic_plan_2009_2012_final.pdf) (or follow the link 'Students Union documents' from the homepage).

The current Strategic Issues and Priorities for UUSU are:

1. To work towards achieving Student Union Evaluation Initiative Accreditation
2. To increase student participation and representation in the Students' Union, for example, increased participation in societies and more effective Site Executives
3. To maintain sustainable and customer focused commercial Services
4. To evaluate effectiveness of current Students' Union organisational structures/personnel in line with changing needs of the student population
5. To develop the profile and competence of Sabbatical Team Officers and make them more accountable
6. To maintain continuity within Student Sabbatical Team Support Services
7. To develop effective lobbying, PR strategies and skills of all Student Union core team members
8. To improve the effectiveness of Student Union staff through increased support and development
9. To work in close partnership with the Sports Union to increase participation and representation.
10. To make the Students' Union more environmentally friendly and decrease the unions carbon footprint.

You should familiarise yourself with these objectives, as well as the specific priorities of the role you are standing for in the election. Including them in your manifesto

would also show voters that you are knowledgeable about the role and the Union.

### Candidate Question Time

These are your opportunity to promote your policy ideas, your strengths and yourself to ordinary students who don't know you.

You will have a chance to make a short speech and then to answer questions from the audience. The speech length is decided by the Chair, who is usually the Returning Officer or their nominee.

All candidates must attend Question Time. If for a good reason you cannot make it, your apologies must be submitted in writing by 12 noon on the day.

If you fail to turn up without submitting apologies by the required time you shall be deemed to have withdrawn your nomination. Apologies may be handed to the Returning Officer.

## Section 2

### Nomination Pack

When handing in your nomination you need to ensure the following:

- You have signed all the relevant documents
- You have checked off everything on the checklist, and returned it
- You have printed out copies of your manifesto and poster – these go straight to the photocopier, so they will look exactly how you hand them in
- A USB key with copies of your manifesto and poster and your 100 word statement and a head shot of you (these will be used for the magazine and website)
- It is in **before 12pm** on the day nominations close. Nominations received even at 12:00.01 will not be accepted (we time it with the World Clock).

SABBATICAL ELECTIONS 2012

To be completed and included with the nomination pack on submission

CHECKLIST

SIGNED STATEMENT OF UNDERTAKING	<input type="checkbox"/>
SIGNED THE CODE OF CONDUCT	<input type="checkbox"/>
CORRECT NUMBER OF SIGNATURES	<input type="checkbox"/>
MANIFESTO AND POSTER PRINTED OUT	<input type="checkbox"/>
MANIFESTO, POSTER AND 100 WORD STATEMENT WITH PHOTOGRAPH ON CD/PEN DRIVE	<input type="checkbox"/>
COMPLETED THE 7 WORD STATEMENT	<input type="checkbox"/>
SUBMITTED 100 WORD STATEMENT AND PHOTOGRAPH	<input type="checkbox"/>
COMPLETED EQUAL OPPORTUNITIES FORM <b>(IN SEPARATE, SEALED ENVELOPE)</b>	<input type="checkbox"/>

I HAVE READ AND UNDERSTOOD THE RULES AND REGULATIONS GOVERNING ELECTIONS OUTLINED IN SCHEDULE 3 OF THE UUSU CONSTITUTION AND I UNDERSTAND THAT FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS NECESSARY WILL RESULT IN MY EXCLUSION FROM THE ELECTION

**NAME** \_\_\_\_\_

**MOBILE NO.** \_\_\_\_\_

**SIGNED** \_\_\_\_\_

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

**TIME** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

## **University of Ulster Students' Union**

### **Sabbatical Elections Rules & Code of Conduct 2012**

**These must be signed by all candidates and submitted to the Returning Officer.**

#### **1. Positions**

The Following Positions will be open for election in the second semester of each academic year:

Overall President  
Sports Union President  
Vice President Campaigns and Communications  
Vice President Academic and Student Affairs (Belfast)  
Vice President Academic and Student Affairs (Coleraine)  
Vice President Academic and Student Affairs (Jordanstown)  
Vice President Academic and Student Affairs (Magee)

In the case of Overall Positions all students at the University of Ulster will be eligible to stand, with exception to the position of Sports Union President, which will only be open to members of the Sports Union.

In the case of Campus Sabbatical Positions, only students may run positions in their campus of current or most recent study.

#### **2. Voting**

Students at the University of Ulster will be eligible to vote for the:

Overall President  
Vice President Campaigns and Communications  
Vice President Academic and Student Affairs (on their campus of study)  
Sports Union President where they hold Sports Union membership.

#### **3. The Returning Officer**

The Returning Officer for the election must not be a student or member of staff of the University of Ulster or an Employee of the Students' Union. The Returning Officer will be decided by General Council or in their absence the Overall Executive Committee. He/She must not be bias to one candidate over another.

#### **4. Election Materials**

4.1 Candidates will be allocated a set amount of posters and manifestos. These

are all printed on the same shade of yellow paper in black and white.

**KEEP**

The amounts for 2012 are as follows:

You will receive the following amounts of publicity:

- (i) In the case of Elections to Overall President and Vice President Campaigns and Communications:

2700 Manifestos (A4 double-sided)  
200 Posters (A3 single-sided)

- (ii) In the election for Sports President:

2000 Manifestos (A4 double-sided)  
120 Posters (A3 single-sided)

- (iii) In the case of Elections to Site Sabbatical Office:

1,600 Manifestos (A4 double-sided)  
200 Posters (A3 single-sided) at Jordanstown

900 Manifestos (A4 double-sided)  
100 Posters (A3 single-sided) at Coleraine

600 Manifestos (A4 double-sided)  
140 Posters (A3 single-sided) at Magee

500 Manifestos (A4 double-sided)  
60 Posters (A3 single-sided) at Belfast

4.2 Additional material may include handmade posters and banners, no additional printed material may be produced (excluding text/images on t-shirts). This material will be subject to approval of the Returning Officer.

4.3 Logos of companies/businesses/brands/organisations are not permitted on elections material. If these are submitted they will be removed before printing.

## **5. Campaigning**

5.1 Candidates may not start campaigning until after all of the candidates meetings have ended. In 2012 the date of this is Friday 16<sup>th</sup> March, after the Magee meeting has ended. Candidates are allowed to approach Clubs and Societies to verbally request their support after the candidates training has finished on 9<sup>th</sup> March.

5.2 Candidates will be responsible for the actions of their campaign team and anyone acting on their behalf. Where candidates dispute if a person is in their team or not, the decision will rest with the Returning Officer and this will be final.

5.3 Incumbent Sabbatical Officers running again can carry out their duties as normal, but should request leave for the periods they are campaigning. Officers must not use Students' Union resources for election purposes.

## **6. Campaigning - Media**

6.1 Candidates may use online media how they see fit, but may not advertise their candidacy on Students' Union pages on social networking sites. Candidates should not mention or imply any other candidate in media that would be considered negative. Emailing, phone calling and texting will be allowed to inform students of their candidacy and of the election.

An example of negative campaigning could be:

'Candidate X is a complete idiot who cannot be trusted' is unacceptable negative campaigning.

'Candidate X has no experience of this role and his/her policies are unworkable for our Union' is acceptable.

6.2 Societies and Sports Clubs may endorse candidates for election so long as it has been agreed by the relevant Committee. Evidence of this support may be required, in the form of minutes from Committee meetings.

6.3 Promotion of candidates can only take place in the Student Union Club Bars with the permission of the relevant site bar committee. Questions with regards to this should be referred to the relevant site Vice President. In cases of the Site Vice President running in the election the matter should be delegated to another member of the Bar Committee (who is not a candidate) to avoid conflicts of interest.

6.4 The Returning Officer will decide each year where the designated areas for displaying material will be on and off each campus.

6.5 Candidates will not be permitted to book University owned backboards or tables, where possible the Returning Officer will arrange access to these. Also, locked Students' Union noticeboards will be allocated at the Returning Officer's discretion and should not be accessed by candidates without prior permission.

6.6 Candidates must not remove, move, deface or damage another candidate's material. If a genuine reason exists as to why material may need to be removed, candidates and their teams are advised to contact the Returning Officer or his/her nominee.

## **7. Polling**

7.1 The Returning Officer shall decide which areas shall be polling booths. These will include University owned libraries, labs and other areas where the University may provide computers. Candidates and their teams may not campaign in these areas. The Returning Officer will specify these areas on each campus and circulate to candidates in advance.

7.2 Candidates shall not provide voters with a platform to vote (eg smart phones, laptops, tablet computer).

7.3 Student Council or in their absence the Overall Executive Committee will decide on the method of voting and the dates of the election, bearing in mind that polling must be open for at least SEVEN hours on a “University day”

## **8. Code of Conduct**

All candidates will be bound by these rules and the following Code of Conduct for elections.

THE CODE OF CONDUCT FOR ELECTIONS

AGREEMENT FOR THE CONDUCT OF ELECTION CAMPAIGNS WITH

THE UNIVERSITY OF ULSTER STUDENTS' UNION

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, the Election Rules (2012) and Schedule 3 of the Constitution.

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 President of the Students' Union.

3 Contact details and telephone numbers, supplied by the Returning Officer, will remain confidential.

4 Candidates and their representatives will not employ the use of stickers, post-it notes or other adhesive publicity materials on any University or Union property.

6 Candidates and their representatives will, at all times, conduct themselves in a manner that does not bring the Union or University into disrepute.

8 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.

10 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.

12 The Candidate and their representatives will not cause obstruction to pedestrian or vehicular traffic, nor enter restricted areas surrounding polling booths nor act in a manner which may threaten or restrict other peoples personal space.

13 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 regards to breaches of these rules.

**SIGNED:** \_\_\_\_\_ **(CANDIDATE)**

**WITNESSED BY:-** \_\_\_\_\_ **(RETURNING OFFICER OR  
HIS/HER NOMINEE)**

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

Nomination Form

PLEASE PRINT IN BOLD CAPITAL LETTERS

Nominee: \_\_\_\_\_

ID Number: \_\_\_\_\_

Position Sought: \_\_\_\_\_

Term Time  
Address \_\_\_\_\_  
\_\_\_\_\_

Mobile Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email: \_\_\_\_\_

**STATEMENT OF UNDERTAKING**

Please read and sign the following statement:

I have read and understood the remit for the position for which I wish to stand, and the remit of being on the Overall Executive.

I have read and understood the Contract of Employment for Sabbatical Officers (this can be found at [www.uusu.org](http://www.uusu.org)). The salary will be £16,855 and you will be entitled to 22 days holidays, plus 15 statutory holidays.

I am aware that I am required to attend residential training for my post during June 2012.

**SIGNED:** \_\_\_\_\_ **(CANDIDATE)**

Please state if you have any holidays or commitments for during June or July 2012 and the dates involved:

\_\_\_\_\_

**PLEASE PRINT YOUR DETAILS CLEARLY:**

**Candidates Name:** \_\_\_\_\_

	<b>NAME</b>	<b>STUDENT NUMBER</b>	<b>COURSE</b>	<b>SIGNATURE</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
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24.				

25.				
26.				
27.				
28.				
29.				
30.				

**NUMBER OF PROPOSERS NEEDED**

**OVERALL ELECTION**

**30**

**VICE-PRESIDENT ACADEMIC AND STUDENT AFFAIRS**

**15**

**NB** All candidates' proposers must have a valid student number and be academically registered with the university at the time of signature. If not, the candidate will be in breach of the Students' Union Constitution and will be expelled from the election.

Election Statement

The Returning Officer displays a list of all candidates nominated for each post along with an election statement, no longer than seven words, three days before the election.

Each candidate is asked to provide provide an election statement examples may be:

Tommy Tomato – Candidate for President

‘A bigger, brighter Union for all!’

Pauline Pear – Candidate for Education and Welfare

‘Looking for condom advice.....I’m your girl!’

Please clearly state your election statement below.

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

ELECTION STATEMENT – PLEASE PRINT CLEARLY.

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## UNIVERSITY OF ULSTER STUDENTS' UNION

### EQUAL OPPORTUNITIES QUESTIONNAIRE

We are an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons.

Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies.

Secondly, we also monitor the community background and sex of our job applicants and employees in order to comply with our duties under the Fair Employment and Treatment (NI) Order 1998.

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.**

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.



## KEEP ALL

### Regulations for the Conduct of Elections

#### 1 Definitions

- 1.1 "Union" means the Students' Union of the University of Ulster.
- 1.2 "First Preference" means the figure "1" standing alone, "Second Preference" means the figure "2" standing alone in succession to the figure "1" and "Third Preference" means the figure "3" standing alone in succession to the figures "1" and "2" set opposite the name of any candidate, and so on.
- 1.3 The Code of Conduct for Elections means the code set out in Appendix 3 hereof.
- 1.4 "Count" means:
- (a) All the operations involved in the counting of the first preferences recorded for candidates OR
- (b) All the operations involved in the transfer of the votes of an excluded candidate.
- 1.5 The "Returning Officer" means the Returning Officer or his or her nominee/s in accordance with regulations concerning the selection and duties of the Returning Officer.
- 1.6 The "Four Campus Sites" means Belfast, Coleraine, Jordanstown and Magee.

#### 2 The Returning Officer

- 2.1 The Returning Officer shall act in accordance with the Rules and Regulations contained within the Constitution, Standing Orders and Appendices.
- 2.2 The Returning Officer for Sabbatical Elections shall not be a member of the student body, nor a member of the Staff of the Union. And shall be approved by General Council or the Executive in its absence.
- 2.3 The Executive shall appoint an officer for each site who shall act as Returning Officer in all other elections. The Returning Officer must be appointed two weeks before the election is due to be held.
- 2.4 Assistant Returning Officers who shall normally be employees of the Union, may be appointed for each campus site by the Returning Officer, shall act as the recognised point of contact relating to the conduct of an election in the absence of the Returning Officer.
- 2.5 It shall be the duty of the Returning Officer to ensure that these Regulations are complied with by all candidates and others taking part in elections.
- 2.6 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.
- 2.7 The Returning Officer and Assistant Returning Officer/s shall be unable to propose or in any way support or vote for any candidate.
- 2.8 Complaints regarding the conduct of an election (other than the conduct of the

count) must be made in writing to the Returning Officer not later than the close of office hours on the day following the close of the poll. Any complaints regarding the conduct of the count must be made in writing to the Returning Officer or his/her nominee not later than the close of office hours on the day after the announcement of the result. Requests for a new election may only be made by the candidates or their agents.

- 2.9 It is the responsibility of the Returning Officer to ensure that all candidates are eligible to run for election in pursuance with Clause 11 of this Regulation.
- 2.10 In the event of any dispute in relation to the validity of the vote or the conduct of the election the Returning Officer's decision is final and cannot be over-ruled within the bounds of the Constitution, Standing Orders and Appendices thereof. The Returning Officer shall submit a report therein to the General Council, setting out the grounds of complaint, and his/her reason for either upholding or rejecting it.
- 2.11 The General Council shall be entitled to review whether the Returning Officer has complied with the Regulations. If the General Council find that the Returning Officer had complied with the Regulations, the General Council will not interfere with the Returning Officer's Decision.
- 2.12 If the General Council find that there has been material non-compliance with the Regulations by the Returning Officer, the General Council may in its discretion stipulate that a new election shall be held.

### **3 Timetable for Elections**

- 3.1 The Returning Officer shall be responsible for notification and information concerning any possible postal vote at least fifteen university days prior to the date of the Election.
- 3.2 The dates of Elections and a Schedule convening the closing of nominations and provisions for Hustings, shall be drawn up jointly by the Returning Officer and the General Council and Standing Committees. The dates and Schedule shall fit within the framework as outlined in Points 3.2 to 3.13.
- 3.3 A Returning Officer shall be appointed at least two weeks before nominations are due to open.
- 3.4 Nominations shall open not later than the second week of the Second Semester.
- 3.5. Nominations for Site Sabbatical Elections shall open not later than two weeks after nominations have opened for Overall Elections.
- 3.6 Nominations for part-time positions within the Union shall open at the discretion of the Returning Officer, following consultation with the Executive Committee.
- 3.7 Nominations for National Conferences will open one calendar month before the conference.
- 3.8 Nominations for General Council shall open three weeks prior to the first meeting in the academic year of General Council.
- 3.9 Nominations for the Student Union Representative Forum (SURF) shall open three weeks before the first meeting of SURF of that academic year.
- 3.10 Nominations for by-elections that may become necessary from time-to-time shall be opened not later than three weeks after the position becomes vacant.

- 3.11 In the event of a position not being filled, where time permits further elections must be scheduled at the discretion of the Returning Officer in consultation with the President. Where time does not permit, as in 3.6. the President has the right to nominate from the student body as he/she sees fit. (N.B. This does not apply to Executive positions).
- 3.12 Notice of Sabbatical Elections to be held shall be posted not later than five university days prior to the opening of nominations. Notice shall not be required to be given for any other elections.
- 3.13 Nominations shall remain open for a period of ten university days for Sabbatical Elections and five university days for all other elections.
- 3.14 A candidates meeting shall be held not later than four days after the close of nominations for Sabbatical Elections and at the discretion of the Returning Officer for all other elections.
- 3.15 All manifestos which have been received by the Returning Officer and deemed by him/her to be valid shall be displayed in a prominent position by the Returning Officer for a period prior to the election agreed with the candidates.
- 3.16 The Returning Officer shall display a list of all those candidates validly nominated for each post along with an election statement that must be no longer than seven words at least three days prior to the election.

#### 4 **Nominations**

- 4.1 Nominations and manifestos shall be on the forms provided for the purpose or shall otherwise be deemed invalid by the Returning Officer
- 4.2 Nomination papers will be issued only when Notice of an Election is given. One set is to be issued to one person against one signature only. Nomination papers which are issued for an election shall only be valid for that election.
- 4.3 Each nomination paper shall contain the name of one candidate only, together with the names of proposers – at least thirty in the case of Overall Sabbatical Elections; at least fifteen in the case of Site Sabbatical Elections and at least two in all other elections. The nomination paper must contain the candidates name as listed on their student I.D. Card.
- 4.4 The nomination paper will contain an agreement for the Conduct of Candidates during the election campaigns. Each candidate will be required to sign an agreement, agreeing to abide by the rules laid down for the conduct of elections.
- 4.5 The nomination paper shall be handed personally by the candidate to the Returning Officer (or the Returning Officer's nominee as detailed in writing and signed by the Returning Officer) and a receipt obtained. Any candidate unable to hand in the nomination paper in person shall be entitled to authorise in writing another person to do so for him or her. Such authorisation is to be signed by the Candidate.
- 4.6 All of the proposers must be qualified electors for that post.
- 4.7 No person may propose more than one candidate for any one office.

#### 5 **Candidates Publicity and Agents in Relation Election by Secret Ballot**

- 5.1 For sabbatical positions the amount of printing allocated for each candidate will be

£40.00 plus 1p per student who is eligible to vote for their post. In exception to this will be candidates for the position of Sports Union President, who will receive a minimum of £200 and an additional 1p per person.

The exact amounts will be detailed in the Election Rules each year.

- 5.2 In addition to this Schedule and the Code of Conduct (Schedule 3), all candidates and their respective teams will be subject to current Election Rules, which will be ratified by General Council each year. These will be widely circulated during the nomination period. Candidates will be required to sign the Code of Conduct (Appendix 3) to prove they have received, and agree to be bound by, these rules.

## 6 **Use of Union Equipment or Premises**

- 6.1 As far as possible the Returning Officer shall ensure that all candidates shall have equal access to computers and any other Union owned facilities for the production of posters and official manifestos. The Returning Officer shall prepare a rota where necessary to ensure that all candidates have access to such equipment and no charge shall be made for this facility.

- 6.2 Use of the following is prohibited unless authorised specifically in writing by the returning Officer:

- (a) Any Union vehicle.
- (b) Tannoy system.
- (c) Lighting, sound or loud hailing equipment.
- (d) Electronic/Computer equipment.

- 6.3 No Union office may be used for the following (unless openly available to all candidates):

- (a) Storage of candidate's material.
- (b) Production of candidate's material except as in Clause 6.1 of this Schedule
- (c) To unfairly advantage one or more candidates over another.

## 7 **Hustings**

- 7.1 Hustings shall be held for all sabbatical elections of all four sites.

- 7.2 Attendance of candidates shall be obligatory except when there are extenuating circumstances for a candidate, satisfactory to the Returning Officer. Permission for non-attendance should be received from the Returning Officer before the Hustings is due to begin. The Returning Officer may use his/her discretion, whether or not to grant permission for non- attendance

- 7.3 The Standing Order of Hustings shall be:

- (a) The Chair to be taken by the Returning Officer or his/her nominee as detailed in writing and signed by the Returning Officer.
- (b) Each candidate shall be given the opportunity to speak in as fair an order as possible as decided by the Returning Officer.
- (c) Questions to be handed in beforehand in writing at random from sealed

boxes provided by the Returning Officer.

- (d) Questions to be addressed alternately to each candidate by the Returning Officer.
- (e) Points of Information to be taken at the discretion of the candidates.
- (f) The time limit of speeches and answers to questions shall be agreed by the Returning Officer in consultation with the candidates before the commencement of the Hustings.
- (g) There may be questions taken from the floor at the discretion of the Returning Officer after consultation, and with the agreement of all the candidates concerned.
- (h) Questions cannot be specified to any one candidate.

## 8 **Conduct of the Poll**

- 8.1 Polling Stations shall be located at the discretion of the Returning Officer.
- 8.2 A vote may only be cast on presentation of a valid Student Registration Card.
- 8.3 The poll shall remain open for a minimum of seven hours on the day of the election. It shall commence no later than 10 00 a m on the day of the election and shall close at a time agreed by all candidates, before commencement of the poll.
- 8.4 The count shall commence not later than 10 00 a m on the day following the final polling day.
- 8.5 There shall be no canvassing or election material relating to a candidate within a radius of the polling station as defined by the Returning Officer.
- 8.6 The Returning Officer shall be responsible for displaying a list of candidates and their election statements close to the polling station.

## 9 **The Method of Voting**

- 9.1 Voting in elections shall be by secret ballot and under Alternative Transferable Vote (ATV) system (when only one candidate is to be elected) OR the Single Transferable Vote (STV) system (when more than one candidate is to be elected). That is an elector in giving his/her vote:
  - (a) Must place on his voting paper a figure "1" or an "X" opposite the name of the candidate of his/her first preference.
  - (b) May in addition, place on the voting paper the figure "2" and "3" or "2", "3" and "4", and so on opposite the names of other candidates in the order of his/her preference.
- 9.2 A Voting Paper shall be invalid and not counted:
  - (a) On which the figure "1" standing alone indicating a first preference for some one candidate is not placed OR
  - (b) On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate OR
  - (c) On which the figure "1" standing alone indicating a first preference and some

other number is set opposite the name of the same candidate OR

- (d) Which the Voter's intentions are not clearly indicated OR
- (e) Which is marked in any other way OR
- (f) Which is unmarked or void for uncertainty.

9.3 In any dispute as to the validity of a vote the decision of the Returning Officer shall be final.

## 10 **Eligibility**

10.1 Any Ordinary Full Member of the Union is eligible for nomination, to propose candidates and to vote in elections provided that he or she is a member of the constituency for which that election is being held.

## 11 **General**

11.1 Sabbatical Officers may serve not more than three years in total, and not more than two years in any one post.

11.2 All Sabbatical elections shall provide the opportunity to vote for the Re-Opening of Nominations (R.O.N.).

11.3 No individual may hold more than one office simultaneously.

11.4 In the event of the number of candidates for any non-Sabbatical election being equal to or less than the number of vacancies, the said candidate shall be returned.

11.5 In the event of there being only one candidate for election to a sabbatical position, that candidate must be elected by way of a Plebiscite Election, with the alternative of R.O.N. (Re-Opening of Nominations) available to the electorate.

11.6 No individual may be nominated for more than one office simultaneously nor for more than one position on a committee at any given time.

11.7 Successful candidates shall take up and hold office in accordance with relevant Schedules.

11.8 The nomination of a student to Sabbatical office will be invalid if, at the time of opening of nominations, he or she is determined not to be in good academic standing.

A student who has been elected to Sabbatical office, but who, at the date of taking up office, is not in good academic standing as determined by the Senate on the recommendation of those responsible for the course of study or research which the student was pursuing, shall not be eligible for nomination to any further sabbatical office unless he or she shall have regained good academic standing.

11.9 Successful candidates shall be required to sign a Contract of Employment as defined in Appendix 1 prior to taking up office.

11.10 An elected Officer must commence the duties and responsibilities set out in his/her Contract of Employment within two weeks of the start date as listed in the Constitution of the UUSU. Failure to comply with this Regulation, without the

prior written approval of the Executive Committee will result in the election being declared void, and a new election for the post being called at the beginning of the Autumn Semester.

## 12 **Postal Vote & Electronic Voting**

- 12.1 There shall be for the purpose of all Union elections the facility to operate a postal vote.
- 12.2 For a postal vote to take place a request must be made to the Returning Officer in writing at least fifteen university days prior to the date of the election.
- 12.3 The Returning Officer shall be responsible for the fair running and organisation of a postal vote.
- 12.4 A postal vote must operate in accordance with the spirit in which this Schedule has been written.
- 12.5 General Council may arrange for electronic voting for all, or any section of, members in any election, subject to publishing the arrangements for such a ballot. Such arrangements shall be in line with the general provisions of this Schedule.

## 13 **Count**

- 13.1 (a) Determine the total vote cast.
- (b) Sort the voting papers according to first preference, setting aside any invalid papers and hence the total valid vote.
- (c) Check the sorting, and count the papers for each candidate into bundles, inserting a counting slip in each bundle stating the stage (first), the name of the candidate, the number of papers, and the transfer value of each paper (1.00 at this stage).
- (d) Check the counting. Determine the first preference vote for each candidate and enter on a vote record form for each candidate.
- (e) Call the first preference codes from the vote record forms to an election result sheet, and reconcile the total of first preference votes on the result sheet with the total valid vote.
- (f) Determine the quota. Divide the total valid vote by one more than the number of places to be filled. If the result is more than 100, and is not exact, ignore the remainder, and add one. If the result is less than 100, continue the division to two decimal places, and if the result is not exact, ignore the remainder, and add 0.01.
- (g) Deem to be elected any candidate whose vote equals or exceeds the quota, provided that the number of candidates deemed elected does not exceed the number of places to be filled.
- (h) This completes the first stage of the count.
- (i) Ascertain that candidates and/or their Agents are content.
- 13.2 (a) If one or more candidates have surpluses above the quota, and the total of

such surpluses together with any vote in suspense does not exceed the difference between:

- (i) the vote of the candidate credited with the least vote of the candidate next above;
  - (ii) the total of the two or more candidates with the least votes of the candidate next above, the transfers of such surpluses are deferred.
- (b) Otherwise, if one or more candidates have surpluses, transfer the largest surplus. If the surpluses of two or more candidates are equal transfer the surplus of the candidate who had the greatest vote at the earliest stage at which they had unequal votes. If the votes of the two or more such candidates have been equal at all stages of the count, the Returning Officer shall decide by lot which surplus to transfer.
- (c) If, after all surpluses have been transferred or deferred, one or more places remain to be filled, exclude the candidate or candidates with the least votes.
- (d) Exclude together the two or more candidates with the least votes if the total vote of such two or more candidates, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above.
- (e) Otherwise exclude the candidate with the least votes when that vote, together with the total of any deferred surpluses and any vote in suspense, does not exceed the vote of the candidate next above. If the votes of two or more candidates are equal last, exclude the candidate who had the least vote at the earliest stage at which they had unequal votes. If the votes of the two or more candidates have been equal at all stages of the count, the returning Officer shall decide by lot which candidate to exclude.
- (f) As soon as the specified number of candidates in a maximum category have been deemed elected, then the next stage shall be the elimination of all other continuing candidates in that category.
- (g) As soon as no more than the specified number of candidates in a minimum category remain in an election, then no further candidates in that category may be eliminated. Such candidates shall continue to receive papers until they are deemed elected.

### 13.3 Transfer of Surplus

- (a) In the case of a surplus arising at the first stage, examine all the papers which a candidate received.
- (b) In the case of a surplus arising at a later stage consequential on the transfer of another surplus or from the exclusion of a candidate or candidates, examine only the last batch of papers, all of one value, which give rise to the surplus.
- (c) Sort the voting papers to be examined according to next available preferences for continuing candidates. Set aside those papers on which no next available preference is expressed, and hence determine the number of transferable papers.
- (d) Check the sorting, and count the papers for each candidate,

inserting a counting slip in each bundle stating the stage, the name of the candidate to whom the papers are being transferred, and the number of papers.

(e) Check the counting, determine the number of papers for each candidate, and enter on the vote record forms.

(f) Prepare a surplus form. Call the number of papers for each candidate from the vote record forms to the surplus forms, and reconcile the total.

(g) Determine the present total value of the transferable papers. If this exceeds the surplus, determine the transfer value of each paper by dividing the surplus by the number of transferable papers to two decimal places, ignoring the remainder. Otherwise the transfer value of each paper is its present value.

(h) Determine the values to be credited to each candidate and reconcile the total.

(i) Call the values to be credited and the non-transferable difference arising from the neglected remainder from the surplus form to the vote record forms and to the result sheet.

(j) Call the new vote for each candidate and the new non-transferable vote from the vote record forms to the result sheet.

(k) Reconcile the total on the result sheet with the total valid vote.

(l) Complete the counting slips with the transfer value of each paper, and place the voting papers for each candidate with those previously received.

(m) Deem to be elected any candidate whose vote now equals or exceeds:

(i) the quota, OR

(ii) the sum, divided by one more than the number of places remaining to be filled, of the votes credited to continuing candidates, the vote in suspense, and untransferred surpluses, providing that the number of candidates does not exceed the number of places to be filled.

(n) The transfer of a surplus constitutes a further stage in the count.

(o) Ascertain that candidates and/or their agents are content.

#### 13.4 Exclusion of a Candidate or Candidates

(a) Arrange the papers of the excluded candidate or candidates, together with any papers held in suspense, in batches in descending order of transfer value. Ascertain the number and total value of the papers in each batch and reconcile with the total vote of the excluded candidate(s) and the vote in suspense.

(b) Transfer the batch of papers of highest transfer value. Sort the papers according to next available preferences for continuing candidates, and set aside as non-transferable those papers on which no next available preference is expressed.

- (c) Check the sorting, and count the papers for each candidate and the non-transferable papers, inserting a counting slip in each bundle stating the stage, the name of the candidate to whom the papers are being transferred, the number of papers, and the transfer value of each paper.
- (d) Check the counting, and determine the number of papers for each candidate, and the number of non-transferable papers, and enter on the vote record forms, the transfer of such papers may be deferred, and their value held in suspense.
- (e) Complete the column on the exclusion form of total values to be credited and reconcile the totals on the form with those on the vote record form(s) of the excluded candidate(s) and with the vote previously in suspense.
- (f) Call the total votes to be credited from the exclusion form to the vote record forms and to the results sheet, and the new vote in suspense to the result sheet.
- (g) Call the new vote for each candidate and the new non-transferable vote from the vote record forms to the result sheet.
- (h) Reconcile the total of the result sheet with the total valid vote.
- (i) The exclusion of a candidate or candidates constitutes a further stage in the count.
- (j) Ascertain that candidates and/or their agents are content.

### 13.5 Last Vacancies

- (a) If at any stage, as the result of a proposed exclusion of one or more candidates, the number of continuing candidates would equal the number of places remaining unfilled, deem such continuing candidates to be elected.
- (b) If at any stage the number of candidates deemed to be elected is equal to the number of places to be filled, no further transfer of papers are made, and the remaining continuing candidate(s) are formally excluded.
- (c) Ascertain that candidates and/or their agents are content.
- (d) The count is now completed.
- (e) Declare to be elected those candidates previously deemed to be elected.

### 13.6 Glossary of Terms

- (a) First Preference: the Figure "1" standing alone against just one candidate on a voting paper; the name or code of a candidate entered on a voting paper as first preference.
- (b) Valid Voting Paper: a voting paper on which no first or only preference is expressed, or on which any first preference is void for uncertainty.

- (c) Subsequent preference: the figures "2", "3" etc. standing alone against different candidates on a voting paper; the names or codes of candidates entered in order on a voting paper as second, third etc, preferences.
- (d) Candidates vote: the value of voting papers credited to a candidate at any stage of the count.
- (e) Stage of the Count: the determination of the first preference vote for each candidate (first stage), or the transfer of a surplus, or the exclusion of a candidate, or two or more candidates at the same time.
- (f) Quota: the vote which, if attained by as many candidates as there are places to be filled, leaves at a quota for all other candidates; the total valid vote divided by one more than the number of places to be filled.
- (g) Surplus: the amount by which a candidate's vote exceeds the quota.
- (h) Continuing Candidate: a candidate not yet elected or excluded.
- (i) Next available preference: the next preference in order, passing over earlier preferences for candidates already elected or excluded.
- (j) Transferable paper: a voting paper on which a next available preference for a continuing candidate is expressed, or on which any next available preference is void for uncertainty.
- (k) Transfer value: the value, being unity or less at which a voting paper is transferred from an elected or an excluded candidate to a continuing candidate.
- (l) Non-transferable vote: the value credited as non-transferable at any stage of the count.
- (m) Vote in suspense: the value of voting papers held in suspense at any stage of the count.
- (n) Vote record form: a form showing the vote credited to any one candidate, or showing the vote credited as non-transferable, at successive stages of the count.
- (o) Election result sheet: a sheet showing the vote credited to each and every candidate, and the vote in suspense and the non-transferable vote at successive stages of the count.
- (p) Surplus form: a form showing the calculation of the transfer value and the distribution of transferable papers from an elected candidate to continuing candidates.
- (q) Exclusion form: a form showing the distribution of batches of papers in descending order of transfer value from one or more excluded candidates to continuing candidates.
- (r) Counting slip: a slip inserted with a bundle of voting papers, showing the stage at which the papers are transferred, the number of papers in the bundle, and the transfer value of each paper.

