

## **Bye-Law 2 of the Constitution:**

### **Election Policy**

# Index

## Document Version Control

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v. 1.0	Board of Trustees	Approved	07/02/2018
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## **1. Purpose**

- 1.1** This document forms Bye-Law 2 of the Constitution. The purpose of this document is to describe the rules and procedures that must be followed when voting for candidates to the office of President- and other Officer Trustees, Student Trustees, Student Council Student Representatives (SCSRs) and Leadership roles for societies and clubs. This Bye-law sets out what is required of candidates for a particular role both prior to and during elections. This Bye-Law is considered fundamental in ensuring the elections are free and fair. Any breach of these rules may result in disqualification.

## **2. Scope**

- 2.1** This Bye-Law applies to all Members of the Student Guild (i.e. all Bloomsbury Institute students that have not opted out from the Guild membership: hereinafter termed “Member or Members”) and should be read and understood by all who vote and/or stand in elections. This policy should also be read by Student Guild staff and Bloomsbury Institute staff who support the Student Guild in the conduct of elections.

## **3. Timing of all elections**

- 3.1** The Election process for the Student President, Student Reps, Officer Trustees, Student Trustees and Society/Club Leadership roles starts in the Summer and ends in early Autumn.

## **4. Election Posts**

### **4.1 Student President, Officer Trustee, Student Trustee and Student Society elections**

- 4.1.1** Detailed information relating to the Student President, Officer Trustee, Student Trustee and Student Society election posts will be available all year round on the Student Guild website (<https://www.bil-guild.org/category/election/>) and updated before the start of the new election cycle.

### **4.2 SCSR elections**

- 4.2.1** SCSR elections will be available on the website in Summer and elections will take place in November. The continuity Officers from each discipline will be available to bridge the gap until the election takes place.
- 4.2.2** Detailed notice, information and application/nomination forms can be sourced throughout the year on the Student Guild Website and will be updated to reflect any changes before the start of the new election cycle.
- 4.2.3** Candidates can be nominated or self-nominate. Detailed information of process can be found within the Student Representation page on the website.

## **5. Process before candidate campaign starts**

**5.1** A candidates meeting must be held following closure of self-nominations at a time specified by the Deputy Returning Officer. However:

- if a candidate is unable to attend, they are expected to meet with the Deputy Returning Office before they commence any campaigning, to ensure they are completely clear about the role, all election regulations, and procedures and:
- candidates who do not attend the meeting or contact the Deputy Returning Officer by the deadline set will be withdrawn from the election.

## **6. Campaigning and conduct**

**6.1** Campaigners are defined as both candidates and those Members acting on their behalf.

**6.2** Campaigners must adhere to the following protocols:

- Candidates must show professionalism, conducting campaigns with courtesy, respect, and truthfulness. Candidates must not be subject to any pending or ongoing disciplinary or safeguarding investigation initiated by the institution or the Student Guild
- No campaigning is allowed before the published beginning of the campaigning period, which includes online campaigning
- Campaigners should only undertake campaign activities within the agreed remit highlighted at the initial meeting with the Deputy Returning Officer
- Campaigners should only campaign in spaces (both online and on campus) highlighted at the initial meeting with the Deputy Returning Officer
- Candidates are responsible for the actions of their campaign teams and will be held accountable if a member of their campaign team breaks the election rules
- During the allocated voting dates campaigners must not interrupt the voting process. For in-person voting, campaigners must be at least 3 metres away from the polling station
- Joint campaigns are not allowed which includes joint branding, names, or posters

## **7. Autumn Elections**

### **7.1 Student President**

**7.1.1** The President is elected during the Autumn each year by the Members and acts as the Principal Officer Trustee for the Student Guild and provides the over-arching voice for the student body within Bloomsbury Institute and the Student Guild. A maximum of two terms of office (which may or may not be concurrent) can be served.

**7.1.2** Candidates running for Student President must be nominated by a minimum of 10 Members.

**7.1.3** The formal handover takes place immediately after the election by the outgoing President. The Guild Manager and the Student Staff Liaison Manager form part of the handover process.

When assuming full office, the President must not be in their final year of study as defined by the duration of the course on which they are enrolled.

## 7.2 Activities Officer and Student Trustees

- 7.2.1 The newly elected trustees formally take up office in Autumn. These posts hold office for one calendar year or until their graduation occurs. A maximum of two terms of office (which may or may not be concurrent) can be served.
- 7.2.2 The Activities Officer and Student Trustees a minimum of 5 nominations. Members can only nominate one person for a position in each category.

## 7.3 Society Leaders and Assistant Society Leaders

- 7.3.1 Society Leadership elections are also held in the Autumn each year. A maximum of two terms (which may or may not be concurrent) can be served. Society Leaders/Assistant Leaders formally take up office in the Autumn and handover the following academic year. Where the Society Leader is not available due to completion of course or other reasons the Assistant Society Leader with the support of the Student Guild Manger will conduct the handover.
- 7.3.2 A candidate must return the Application and Nomination Form signed by themselves and by a minimum of 3 other Society members (of the relevant Society), no later than the published deadline. To download application form, click here: <https://www.bil-guild.org/election-documentation/>.
- 7.3.3 Each society must elect a Society Leader however the Assistant Society Leader roles are exclusively for Foundation Year students.
- 7.3.4 The Assistant Society Leader election process have a different voting schedule. The eligibility criteria can be sourced on the Student Guild website. **To be included soon**

## 7.4 Eligibility and rules for the positions

- 7.4.1 Candidates must be a Member of the Student Guild.
- 7.4.2 Candidates must be recorded by the Bloomsbury Institute as being “fully enrolled” to be able to run for office. This means they have satisfied the institution’s admission and financial requirements. Candidates who are not sure of their enrolment status are advised to have this checked by a member of the institution’s staff or via the Deputy Returning Officer before starting or continuing with the application process.
- 7.4.3 The Deputy Returning Officer can check candidate’s enrolment status as soon as practically possible however, it is the candidate’s own responsibility to check their eligibility to run for any office. If full enrolment is not found to be in place, the Deputy Returning Officer will

consult with Academic Registrar accordingly and advise the candidate whether they may continue their run for office or the grounds on which they must withdraw.

- 7.4.4 Candidates within this category cannot run for any other office in the same election period including SCSR whilst holding office.
- 7.4.5 Candidate self-nominations/ applications are not subject to number limitation, however, no more than six candidates can be put forward for election. Applications above six in number will trigger a count by the Deputy Returning Officer of the total number of nominations obtained by each candidate and the candidates with the highest numbers of nominations will secure the right to proceed to the election by secret ballot. In instances of ties in the number of students supporting (nominating) candidates, the Deputy Returning Officer would ask the Board of Trustees to decide, by consideration of the qualitative merits of manifestos submitted.
- 7.4.6 A candidate must commit to submit the required application form, a 1-minute video and poster Manifesto (for examples and all relevant documentation click here: <https://www.bil-guild.org/category/election/>). Candidates need to send this information to the Deputy Returning Officer by the published due date. Participating in the Hustings is an integral part of the campaign process.
- 7.4.7 Everyone involved in the election process should disclose any conflict of interest that may influence the election process including but not limited to close relationships in its different forms. If in doubt please get in touch with the Deputy Returning Officer via email [guild.manager@bil.ac.uk](mailto:guild.manager@bil.ac.uk)
- 7.4.8 The Student Guild reserves the right to withdraw an application where it considers, following any necessary consultation with the Returning Officer, that a candidate's conduct as a student and or Member either before or during the election proceedings is such that being elected to the relevant role would be inappropriate.

## **7.5 New Societies or Clubs/Groups**

- 7.5.1 A new society or a club/group within a society, can be proposed at any time during an academic year and if approved by the Board of Trustees (a New Society Proposal Form must be completed and submitted to the Guild Manager), then the society would be expected to commence according to the date specified in the form.
- 7.5.2 If the proposed new society or club/group is approved and starts between January and June the Society or club/group leader will not need to stand for election in Autumn.
- 7.5.3 New societies commencing at any other time would be subject to elections for a Leader (and Assistant Leader where elected) in the Autumn (the existing Leader would be eligible to run for re-election).

## 7.6 Campaign Support

The Student Guild will provide the following support to confirmed candidates:

- A free T Shirt with the candidate post which needs to be won during campaign and as applicable to generate the required publicity
- Students will be supported with their poster (design only not content)
- Students will be supported with producing their 1 minute video (guidelines and minimal editing)

## 8. Returning Officer

**8.1** The Returning Officer is Sarah Bailey – Director, Student Engagement, Wellbeing and Success, Bloomsbury Institute ([sarah.bailay@bil.ac.uk](mailto:sarah.bailay@bil.ac.uk)). The Returning Officer delegates responsibility for the administration and running of elections to the Deputy Returning Officer, Shola Fiberesima, Student Guild Manager at Bloomsbury Institute Student Guild ([guild.manager@bil.ac.uk](mailto:guild.manager@bil.ac.uk)).

## 9. Electoral Team

**9.1** The Deputy Returning Officer shall appoint an Electoral Team drawn from the Student Guild staff and/or Members who will assist in the organisation and running of elections at least 2 weeks before the commencement of formal electoral proceedings.

**9.2** The Electoral Team shall not include any Member who intends to run for any of the positions.

## 10. Student Council Student Representatives (SCSRs)

### 10.1 Background

Student Reps act as the student voice for their cohort within Bloomsbury Institute. The primary role of a Student Rep is to effectively listen, collate and communicate the views of all the students they represent as well as feedback key information or happenings within the institute in order to bring all round positive changes.

The full and official name for Student Representatives is 'Student Council Student Representative or SCSR' as they also collectively form the Student Guild's Student Council where they act as a separate entity with its own decision-making influence within the Student Guild.

The Student Representative process is organised and provided by the Student Guild through annual elections and subsequently trained to perform this role by the Student Guild Manager, the Student Staff Liaison Manager and other key players.

The Student Reps have a dual representative role for their classmates within decision-making meetings:

- Within Bloomsbury Institute:
  - Student Reps attend their Courses Course Committee (2 meetings per year);
  - They attend the Student Staff Consultative Forum (SSCF: 2 meetings per year);
  - Nominated Student Reps also attend higher-level meetings: the Quality Assurance and Enhancement Committee (QAEC: each month) or the Academic Committee (usually about 4 meetings per year).
  
- Within the Student Guild:
  - Collectively form the Student Council of the Student Guild, they help the governing body to shape the Student Guild
  - They attend Student Council meetings: informal meeting every month, two considered formal meetings.
  - The Student President with the support of the Guild Manager and Student Staff Liaison Manager are tasked in making sure that the right students are allocated to the different meetings highlighted above.

## 10.2 SCSR elections

- 10.2.1 Notice of upcoming SCSR elections will be made available on the website in Summer and elections will take place in November. The continuity Officers from each discipline will be available to bridge the gap until the election and training takes place.
- 10.2.2 Detailed notice, information and application/nomination forms can be sourced throughout the year on the Student Guild Website and will be updated to reflect any changes before the start of the new election cycle.
- 10.2.3 Candidates can be nominated or self-nominate

## 10.3 Process before candidate campaign starts

A candidates meeting must be held following closure of self-nominations at a time specified by the Deputy Returning Officer. However:

- if a candidate is unable to attend, they are expected to meet with the Deputy Returning Office before they commence any campaigning, to ensure they are completely clear about the role, all election regulations, and procedures and:
- candidates who do not attend the meeting or contact the Deputy Returning Officer by the deadline set will be withdrawn from the election.

## 10.4 Campaigning and conduct

- 10.4.1 Campaigners are defined as both candidates and those Members acting on their behalf.



#### 10.4.2 Campaigners must adhere to the following protocols:

- Candidates must show professionalism, conducting campaigns with courtesy, respect, and truthfulness. Candidates must not be subject to any pending or ongoing disciplinary or safeguarding investigation initiated by the institution or the Student Guild
- No campaigning is allowed before the published beginning of the campaigning period, which includes online campaigning
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### 10.5 Eligibility and rules for the positions

10.5.1 Candidates must be a Member of the Student Guild.

10.5.2 Candidates must be recorded by the Bloomsbury Institute as being “fully enrolled” to be able to run for office. This means they have satisfied the institution’s admission and financial requirements. Candidates who are not sure of their enrolment status are advised to have this checked by a member of the institution’s staff or via the Deputy Returning Officer before starting or continuing with the application process.

10.5.3 The Deputy Returning Officer can check candidate’s enrolment status as soon as practically possible however, it is the candidate’s own responsibility to check their eligibility to run for any office. If full enrolment is not found to be in place, the Deputy Returning Officer will consult with Academic Registrar accordingly and advise the candidate whether they may continue their run for office or the grounds on which they must withdraw.

10.5.4 Any Member with the exception of elected members to the Board of Trustees or Society Leader / Assistant Society Leader positions for the relevant academic year are eligible to apply as a SCSR

10.5.5 Candidate self-nominations/ applications are not subject to number limitation, however, no more than six candidates can be put forward for election. Applications above six in number will trigger a count by the Deputy Returning Officer of the total number of nominations obtained by each candidate and the candidates with the highest numbers of nominations will secure the right to proceed to the election by secret ballot. In instances of ties in the number of students supporting (nominating) candidates, the Deputy Returning Officer would ask the Board of Trustees to decide, by consideration of the qualitative merits of manifestos submitted.

10.5.6 A candidate must commit to submit the required application form, a 1-minute video and poster Manifesto (for examples of videos and manifesto click here: <https://www.bil-guild.org/category/election/>). Candidates need to send this information to the Deputy Returning

Officer by the published due date to [www.guild.election@bil.ac.uk](mailto:www.guild.election@bil.ac.uk) . Participating in the campaign is an integral part of the campaign process.

10.5.7 Everyone involved in the election process should disclose any conflict of interest that may influence the election process including but not limited to close relationships in its different forms. If in doubt please get in touch with the Deputy Returning Officer via email [guild.manager@bil.ac.uk](mailto:guild.manager@bil.ac.uk)

10.5.8 The Student Guild reserves the right to withdraw an application where it considers, following any necessary consultation with the Returning Officer, that a candidate's conduct as a student and/or Member either before or during the election proceedings are considered being inappropriate.

## 10.6 (SCSRs): Posts

10.6.1 The aim is for every separate course and year will have elected SCSRs. Additionally, a SCSR will be sought for each discipline within the Foundation Year of a 4-year course.

10.6.2 SCSRs are elected to office in November by their peers, they shadow the Continuity Officers while undergoing training to fully function in the role from January to end of October or until graduation.

The Continuity Student Reps remain in post until the end of the first term (December) to enable ongoing representation at all Bloomsbury Institute's Student Course Committees that consider Annual Course Monitoring and Evaluation Reports. Continuity Student Reps can reapply as long as they meet the requirements.

10.6.3. The Student Guild will seek to recruit the following:

Each year and discipline will have a maximum of 2 Student Reps and a minimum of 1 Student Rep except in Foundation year where a maximum of 3 Student Reps or minimum of 1 Student Rep will be appointed per discipline. Therefore each academic year can have a maximum of 9 Student Reps or a minimum of 4 Student Reps per discipline.

## 10.7 Election process for SCSRs

### All Students

10.7.1 The awareness for SCSRS will begin as students enrol with Bloomsbury Institution or returning to the complete another year. During or before 'Week 0' (induction week), new students will be invited to nominate themselves (self-nominate).

10.7.2 During or before Week 0, the Student Guild would communicate via the different mediums the election process to students including the website : <https://www.bil-guild.org/category/election/>).

Forms will be made available both self-nominated or nominated candidates. Campaigning starts once the application has been submitted and vetted by the Deputy Returning Officer.

10.7.3 Submission deadline will be indicated on the application form.

10.7.4 Voting will take place either in-person or online depending on the current climate. Where the number of Self-nomination forms exceeds the maximum limit specified a shortlisting process will take place.

## **10.8 SCSRs Elections held outside of the regular periods**

- 10.8.1 Elections outside the normal stipulated season are held either because an SCSR steps down due to unforeseen circumstances or the SCSR is not fully functioning in the role. In either situations the Deputy Returning Officer ([guild.manager@bil.ac.uk](mailto:guild.manager@bil.ac.uk)) and the Student Staff Liaison Manager will be informed. A decision is not made without consultations with all parties involved to determine if there can be a resolve before actions are triggered.
- 10.8.2 The later reason may imply any of the following:
- attendance records show the SCSR has not attended the necessary briefings and or training(s) or
  - the SCSR has missed representative meetings and / or has not sent apologies or has sent apologies without a valid reason or
  - concerns are raised by either student's in the cohort or a member of Bloomsbury Institute staff;
- 10.8.3 If necessary, the Deputy Returning Officer may call an election and advise the relevant course/year students of this along with provision of a Self-nomination Form and submission details.
- 10.8.4 The election process online or in-person will be triggered.