



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

### **Election Policy**



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## Document Version Control

Document Version	Committee	Committee Action	Date
v. 1.0	Board of Trustees	Approved	07/02/2018
<b>v. 1.0</b>		<b>In force</b>	<b>08/02/2018</b>
v. 2.0	Board of Trustees	Re-approval	(06/06/2019)
<b>v. 2.0</b>		<b>In force</b>	<b>07/06/2019</b>



## 1. Purpose

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-Elect and other Officer Trustees, Student Trustees, Student Council Student Representatives (SCSRs) and Leadership roles for societies. 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. 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 elections

3. The regular electoral period for President-elect and other Officer Trustees, Student Trustees and society leadership roles shall be during the spring of each year and during a period that enables all Members to vote. Arrangements for elections held outside of the regular election period are covered in **Section 13**. SCSR elections occur within the first three weeks of a new teaching period in October and January.

### 3.1 SCSR elections

4. Notice of upcoming SCSR elections shall be given from the start of each academic year in September/October with full details made available as detailed below.
5. Detailed notice, information and application/nomination forms shall be provided on the Student Guild website at the start of a new full academic period in September/October or January and additionally by email at the start of the respective academic period.
6. Self-nominations (effected by submitting a self-nomination form) shall open immediately after receipt of the emailed notice. Candidates submitting the required papers by the date and time specified by the Student Guild shall be guaranteed to have their candidacy put to a vote. Candidates submitting application papers by this time shall take precedence over any subsequent self-nominating Member.
7. Open polling of self-nominated Members and a final opportunity, where there are unfilled candidate spaces, for further self-nominations (for immediate election) shall take place within classes during the second or third week of teaching following the start of the academic period.



### 3.2 Officer Trustee, Student Trustee and Student Society elections

8. Notice of elections in the spring period shall be provided on the Student Guild website at the start of each new full academic period in September/October or January.
9. Detailed notice, information and application/nomination forms shall be provided at least 5 weeks before the start of polling in the spring period.
10. Self-nominations (effected by the submission of an application and nomination form) shall be closed five working days before the start of polling.
11. 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 Officer 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 may be withdrawn from the election.

### 4. Returning Officer

12. The Returning Officer is Sarah Bailey – Director, Student Engagement, Wellbeing and Success, Bloomsbury Institute ([sarah.bailey@bil.ac.uk](mailto:sarah.bailey@bil.ac.uk)). The Returning Officer delegates responsibility for the administration and running of elections to the Deputy Returning Officer, Michelle Brown, Student Guild Manager at Bloomsbury Institute Student Guild ([michelle.brown@bil.ac.uk](mailto:michelle.brown@bil.ac.uk)).

### 5. Electoral Team

13. Ahead of a regular election period (spring or October), the Deputy Returning Officer shall appoint an Electoral Team drawn from Student Guild staff and/or Members who will assist in organizing and running elections. The Electoral Team shall be put in place and briefed on their responsibilities by the Deputy Returning Officer at least 2 working days before the commencement of formal electoral proceedings.
14. In the case of spring elections, the Electoral Team shall not include any Member who intends to run for a position. For SCSR elections in September/October, the Electoral Team shall not include any Member who intends to run for an SCSR position.

### 6. Campaigning and conduct

15. Campaigners are defined as both candidates and those Members acting on their behalf.
16. Campaigners must follow the following protocols:



- campaigners should not undertake campaigns activity that others could not also reasonably do.
- campaigners should only campaign in spaces (both online and on campus) where other campaigners are allowed to do so.
- 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. All campaigners must be Members.
- Campaigners must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot. This includes that campaigners must not be always within 3 meters of a polling station or computer when campaigning. Campaigners may not use their own computers, mobiles, or tablets to encourage Members to vote.
- campaigners must not form a team/slate with other campaigners to run a joint campaign. This includes having joint branding, names, or posters.
- No campaigning is allowed within Bloomsbury Institute buildings except for that as allocated by the Student Guild within its own managed space and not during open ballot periods.
- no campaigning is allowed before the published beginning of the campaigning period, which includes online campaigning.
- campaigners must not impede students on Bloomsbury Institute premises.

## **7. Regular spring elections**

### **7.1 Student President-Elect**

17. The President-elect is elected during the spring of each year by the Members. On assuming full office, the Student President 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.
18. Initially, the successful candidate assumes the office of President-elect and this temporary position is undertaken until formal handover of Presidency is made from the outgoing President in the following September/October. Whilst in office, the President-elect is afforded



full membership and voting rights at Board of Trustees meetings. Following formal installation as President, the role of President-elect is dissolved.

19. Whilst the President-elect formally takes up office in September/October (being at the start of the new academic year), he/she is expected to nevertheless be available to undertake required training, briefings and planning over the summer that will enable them to be ready for when they begin their formal role.

## 7.2 Activities Officer and Student Trustees

20. In common with the President-elect role, newly elected trustees formally take up office in the following September/October following their election in the spring. These posts hold office for one calendar year or until their graduation if this occurs earlier. A maximum of two terms of office (which may or may not be concurrent) can be served.

### 7.2.1 Eligibility and rules for the positions

21. Candidates must be a Member of the Student Guild.
22. Ordinarily, candidates must be recorded by the Bloomsbury Institute as being “fully enrolled” students to be able to run for office. Students achieve full enrolment status when they fully satisfy 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 or candidacy process.
23. The Deputy Returning Officer will check a candidate’s enrolment status as soon as practically possible after submitting a candidate’s application. Ultimately, it is the candidate’s responsibility to check that their enrolment status enables them to run. Following an application, if full enrolment is not found to be in place, the Deputy Returning Officer will consult with Bloomsbury Institute staff accordingly. The Deputy Returning Officer will then advise the candidate whether they may continue their run for office or the ground on which they must withdraw.
24. Candidates cannot run for any other office in the same election period, or should they be elected, later for any other elected Student Guild office that would be in place during the period of their term. Candidates should likewise be aware that should they be elected; they cannot also run to be a SCSR whilst holding office.
25. Candidates must be nominated by a minimum of 10 Members who shall not have nominated any other person to be elected for this position.
26. Candidate self-nominations/ applications are not subject to a candidate application number limit for the role; however, no more than six candidates can be elected. 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 manifesto's, on any eliminations.

27. A candidate must commit to submit a Manifesto (no more than two A4 sides and which shall be published, *inter alia*, on the Student Guild website) to the Guild Manager by the published due date and participate in Hustings.
28. Candidates must commit to attending a candidate's meeting (that may be held as a group or on an individual basis) held following closure of self-nominations at a time specified by the Deputy Returning Officer.
29. When assuming full office, the President must not be in their final year of study as defined by the course duration on which they are enrolled.
30. Candidates must show professionalism and conduct their campaigns courteously, respectfully and truthfully.
31. Candidates have an individual personal responsibility to declare conflicts of interest which affect them; candidates who believe that they have a conflict of interest, or a potential conflict of interest must disclose this fact, with relevant information, to the Deputy Returning Officer at the same time as submitting their application and self-nomination forms. Should the Deputy Returning Officer receive such a disclosure, he/she shall consult with the Board of Trustees accordingly, who shall have absolute discretion in determining whether a candidate should be withdrawn from the election or if special arrangements can be put in place to manage the conflict in accordance with the provisions within Clause 90 of the Constitution.
32. 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.

### **7.3 Society Leaders and Assistant Society Leaders**

33. Society Leadership elections are also held in the spring 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 following September/October but are expected to nevertheless undertake planning over the summer for their society's activities in the coming year that will enable them to be ready for implementation when they begin their role. Each society must elect a Society Leader (an Assistant Leader is not mandatory but is desirable).



## 7.4 Eligibility and rules for the positions

34. A Society Leader / Assistant Leader must be a member of the Society and a Member. Furthermore, to be a Leader/Assistant Leader of an academic society, the student must also be an enrolled student of that respective faculty.
35. Ordinarily, candidates must be recorded by the Bloomsbury Institute as being a “fully enrolled” student to be able to run for office. Students achieve full enrolment status when they have fully 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 or candidacy process.
36. The Deputy Returning Officer will check a candidate’s enrolment status as soon as practically possible following the submission of a candidate’s application, but ultimately, it is the candidate’s own responsibility to check that their enrolment status enables them to run. Following an application, if full enrolment is not found to be in place, the Guild Manager will consult with Bloomsbury Institute staff accordingly. The Deputy Returning Officer will then advise the candidate whether they may continue their run for office or the grounds on which they must withdraw.
37. Candidates cannot run for any other office in the same election period, or should they be elected, later for any other elected Student Guild office that would be in place during the period of their term. Candidates should likewise be aware that should they be elected; they cannot also run to be a SCSR whilst holding office.
38. 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.
39. Candidates are not subject to a candidate application number limit; however, no more than six candidates can be elected for each available position. Excess applications would trigger a count by the Deputy Returning Officer of the total number of nominations obtained by each candidate, and the candidates with the highest number 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 on any eliminations, considering the qualitative merits of manifestos.
40. Candidates must show professionalism and conduct their campaigns courteously, respectfully, and truthfully.
41. A candidate must commit to submit a Manifesto (no more than two A4 sides and which shall be published, *inter alia*, on the Student Guild website) to the Guild Manager by the published due date and participate in Hustings.



42. Candidates must commit to attending a candidate's meeting (that may be held as a group or on an individual basis) held following closure of self-nominations at a time specified by the Deputy Returning Officer.
43. Candidates must not be subject to any pending or ongoing disciplinary or safeguarding investigation initiated by the institution or the Student Guild.
44. The Student Guild reserves the right to withdraw an application where it is considered, following 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 role of Society Leader / Assistant Leader would be inappropriate.

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

45. 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.
46. The Proposer of the new society or club/group must be the intended Leader of the society or club/group. Provided that a newly approved society or club/group commences between January and March (and before the start of spring elections), the Proposer, as intended Leader, would not be subject to a further election in the spring of that year and would not be required to stand for re-election as Leader until the following spring. New societies commencing at any other time would be subject to elections for a Leader (and Assistant Leader were elected) in the spring (the existing Leader would be free to run for re-election).

## **8. Student Council Student Representatives (SCSRs): regular October elections**

47. Normally, and wherever possible, each separate course and year will have elected SCSRs. For example, an SCSR will be sought for election for both standard 3-year and accelerated versions of a course and for each year of that course. Additionally, an SCSR will be sought for each discipline within the Foundation Year of a 4-year course.
48. SCSRs will remain in post until 31 October in the following year or until their graduation. In addition, at least one SCSR will be nominated by the Student Guild and Student Staff Liaison Manager to remain in post for one further month until the end of November to enable them to provide a continuity of representation for their previous course year within Bloomsbury Institute's Student Course Committees that consider Annual Course Monitoring and Evaluation Reports. SCSRs providing such continuity of representation shall be given the title "Continuity Student Representatives" and shall not, during the extended period of their term, be a member of the Student Council unless they have been re-elected to serve as an SCSR in the new academic year.



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

Foundation Year of 4-year degrees:

**September/October:** ordinarily a maximum of 9 SCSRs overall and where each school discipline (Law, Business and Accounting) has a maximum of 3 and minimum of 1 SCSR elected. For 2023/24, the maximum number will be adjusted and advised accordingly.

**January:** ordinarily a maximum of 6 SCSRs overall and where each school discipline has a maximum of 2 and minimum of 1 SCSR elected. For 2023/24, the maximum number will be adjusted and advised accordingly.

50. 3-year and 2-year degrees:

**Any intake:** for every degree year and its variant (3 years and 2 years), a maximum of 2 and a minimum of 1 SCSR. There shall be a combined maximum of 10 SCSRs for each school discipline.

51. Top-up degrees:

**Any intake:** each top-up degree shall have a maximum of 3 and a minimum of 2 SCSRs.

## 8.1 Eligibility

52. 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.

## 8.2 Election process for SCSRs

53. During 'Week 0' (induction week), new students will be invited to nominate themselves (self-nominate).
54. During Week 0, the Student Guild shall provide an explanation of the student representation system and election process to newly enrolled students (i.e., who have just enrolled for the first time on a course). This information will be published on the Student Guild website before the start of an academic period. Self-nomination forms will be made available at the start of the first week of teaching.
55. Returning students will be notified of arrangements on the Student Guild website at the start of the new academic period.
56. For all students, the submission (in Great Portland Street @ Reception or by email to [michelle.brown@bil.ac.uk](mailto:michelle.brown@bil.ac.uk)) of Self-nomination forms will open on the first day of the new academic period (week 1 of teaching) and continue to be open until the date and time advised by the Student Guild. Depending on circumstances, the submission period for Self-nomination forms may be extended and advised accordingly. Following the close of the submission period, a check and count of Self-nomination forms will be undertaken.



57. For the returning students, there will be no limit to the number of self-nominations. However, since there are maximum numbers on the number of SCSRs that can be elected for a course/year in accordance with **paragraphs 49-51**, where the number of Self-nomination forms exceeds the maximum limit, all voting for a course/year will be undertaken out of class and by secret ballot within the Student Guild Hub and/or at any other notified location. The Student Guild will visit a lecture class, common to all students, and announce the need and arrangements for a secret ballot. For 2023/24 only, most students will either be continuing (from year to year or repeating study). The Student Guild will determine and advise the maximum and minimum numbers of available representative places. If there are any new students sharing a class with non-new students, the Student Guild would wish to ensure that student representation can exist for new students and would, following the submission in due time of more than one self-nomination form from new students, undertake a random draw to eliminate excess self-nominations (i.e., above one in number). The remaining self-nomination not eliminated would be automatically elected. A such automatic election would not affect the election process first described in this clause 57 other than having already secured one available place.
58. For new student cohorts (that largely consist of students enrolled for the first time – ordinarily either the Foundation Year of 4-Year degrees or Top-ups), in view of the maximum numbers that can be elected, where the number of Self-nominations exceeds the maximum limit, the Deputy Returning Officer will request all candidates by email to complete and return by a given date and time a written Manifesto (of no more than one A4 page) in support of their candidacy. The Deputy Returning Officer shall then judge the quality of the submitted Manifestos to determine those candidates that should be withdrawn. The Deputy Returning Officer would advise candidates accordingly.
59. Students who are new to Bloomsbury Institute (i.e., who have just enrolled for the first time on a course) will be asked to attend an initial briefing meeting following the submission of their Self-nomination form and which will be held before their election. The meeting will be led by the Deputy Returning Officer and/or the Student Staff Liaison Manager, and attendance will be compulsory. At the end of the meeting, candidates must formally confirm their understanding of the role by reading and signing a document that describes the SCSR role and what is expected of an SCSR. Failure to attend this meeting or failure to attend any alternative meeting date given by the Deputy Returning Officer will result in disqualification from the election.
60. During the second and or third week of teaching, selected new and returning student course/year classes will be visited by Student Guild Electoral Team members, who will conduct elections within these classes. Self-nominated candidates will be voted for by a simple show of hands from those present in the class. Given that multiple positions are available, each candidate in turn, where a show of hands in favor exceeds a show of hands against, shall be duly elected. If there had been an inadequate number of self-nominations submitted, further self-nominations would be immediately sought in the class and immediately elected. If, after seeking further self-nominations in class, this resulted in more candidates self-nominating than there were available places, then in



accordance with Item 57, a secret ballot out of class would instead be notified and actioned for returning student cohorts or the need for Manifesto's as detailed in Item 58.

61. Successful candidates would be contacted by email to confirm their position. Details would also be published on the Student Guild website. Any unsuccessful candidates having submitted a Self-nomination and Application form would likewise be contacted accordingly.
62. Relevant training would be organized and coordinated by the Deputy Returning Officer and would occur as soon as practicable after elections have been concluded, which is likely to be during the third teaching week and no later than the fourth week of teaching. Such training will be compulsory and must be attended regardless of whether a student has previously been a Student Representative.
63. Following election and training, and in addition to the general responsibilities assigned to an SCSR, certain SCSRs will be nominated by the Student President to attend one of the following high-level meetings: Bloomsbury Institute's Academic Committee, Quality Assurance and Enhancement Committee or the Board of Directors meetings in accordance with the Bloomsbury Institute's requirements for student representation within each respective Committee or meeting. In making his/her nominations, the Student President shall consider the following:
  - the school discipline (e.g., Law) requiring student representation within a meeting (e.g., QAEC).
  - the type of meeting being nominated for.
  - a written expression of interest form having been received to be considered for the role (submission of the form being invited within the training but submission of which is not a pre-requisite for selection).
  - attendance at and the level of engagement in training.
  - If relevant, the level of past engagement as an SCSR or in any other elected position of the Student Guild or as a Member of the Student Guild.
  - the conduct of the candidate as a student and or Member.
64. The Deputy Returning Officer shall receive any expressions of interest and provide feedback to the Student President on any information they have related to the considerations above. The Student President shall then make his/her nominations accordingly.
65. Where the Student President is faced with a conflict or doubt in their decision-making because it appears to them that more than one SCSR is of equal merit and has expressed an interest to be considered (either by submitting an expression of interest form or otherwise), the Student President shall ask the Guild Manager to randomly select a candidate to be chosen. In the



event that the Student President had been absent from the training, the Deputy Returning Officer shall instead make decisions and would ask the Student Staff Liaison Manager to randomly select a candidate should he/she have any conflict or doubts.

66. Appointed candidates to the committees / meetings specified in **paragraph 63** will be provided with a specific briefing on the committee / meeting by the Student Staff Liaison Manager and Deputy Returning Officer ahead of attending the first meeting.
67. SCSRs who are required to attend certain Bloomsbury Institute convened meetings, including the Academic Committee, Quality Assurance and Enhancement Committee and the Board of Directors, will be eligible to apply for a fixed-rate expense amount for attending that committee or meeting. SCSRs attending other convened meetings, including the Student and Staff Consultative Forum, Course Committees, and the Student Council, can only claim travel costs if they do not have any scheduled class on the meeting day.

## 10. Other electoral rules and considerations

68. A candidate must abide by the rules given in this Bye-law and act in accordance with any published information regarding the electoral process.
69. A candidate must return the Application and Nomination Forms, duly completed, no later than the published deadline.
70. Candidates must be aware that their student institutional picture (as taken at their student enrolment), institutional contact email and course details may be published on any communications system, website or medium that the Student Guild operates and is responsible for either during the electoral period and or following their election.
71. Except for SCSR positions, it shall be mandatory for candidates to submit a Manifesto and participate in Hustings events; failure to submit a manifesto or participate in Hustings shall be grounds for disqualification, and the Deputy Returning Officer shall be afforded absolute discretion as to the enforcement of such disqualification.

## 11. Voting

72. Voting will take place by secret ballot in the Student Guild and at any other pre-determined and notified location. However, for SCSR positions, in-class elections for new and returning students will be undertaken in accordance with **paragraph 60** and in the case of returning students where there are more candidates than there are available places, by secret ballot in accordance with **paragraph 57**.
73. For elections held during regular periods (i.e., in the spring for Trustee and Society positions and in October for SCSR roles), all Members are entitled to vote for candidates except in the case of Society Leader / Assistant leader roles which require Members also to be members of



the relevant society (and to have paid the appropriate membership fee). Arrangements for elections that occur outside of the regular periods are detailed within **Section 12**.

74. Voters must report to the Student Guild office in Great Portland Street and / or at any other pre- determined and notified location with a valid Student ID Card.
75. If a voter does not have a valid ID Card, they must present an alternative proof of ID to a member of staff who will arrange for this to be checked against Bloomsbury Institute's student record system to establish validity to vote.
76. Eligible voters will be handed a ballot paper and directed to a private area where the ballot box is located.
77. Voters shall be afforded privacy whilst voting and shall not be accompanied by anyone else.
78. Voters should clearly place an 'X' in the box beside the name of the candidate that they wish to vote for.
79. Voters should fold their ballot paper in half, written side hidden, and place it in the ballot box, ensuring the ballot paper has been fully inserted.
80. Voters must not discuss the voting process or their voting intentions when they attend to vote, and they must not interfere with the voting process of anyone else.
81. The Returning Officer will supervise counting votes on a day and time as published by the Deputy Returning Officer. The result will be formally announced by the Returning Officer or their appointee on a date and time as soon as practically possible following the vote count. The announcement will be made by a public address and by a post on the Student Guild and the institution's website shortly afterwards.
82. Uncontested positions which have met the application/nomination requirements shall be automatically appointed following the close of the ballot period.

## 12. Elections held outside of the regular periods

### 12.1 Student President and Activities Officer

83. If an Officer Trustee (Student President-elect or Activities Officer-elect) resigns, is disqualified, or removed from office at any time prior to the commencement of the Academic Year in which either position is to assume full office, then either position shall only be filled once the new Officer Trustee has been elected in accordance with **Clause 39 of the Constitution**. **Clause 39** states that Officer Trustees shall be elected by secret ballot by the





Members. Such an election would be held as soon as possible but only during a period when an optimum number of Members were present and could vote.

84. If an Officer Trustee (Student President or Activities Officer) resigns, is disqualified, or removed from office after the commencement of the Academic Year in which he/she assumes office, the vacancy shall normally remain open until the next scheduled elections are held (ordinarily in the Spring term). However, if the loss of an Officer Trustee results in the composition of Trustees becoming incomplete in relation to **Clause 38 of the Constitution** and/or the loss was that of the Student President, then the Board of Trustees would resolve to direct an election in accordance with **Clause 39 of the Constitution** and at the earliest opportunity. In the case of the loss of the Student President, the Board shall, by majority vote, install a Student Trustee to act as interim President until such time that a new President is elected. The installed Student Trustee would hold a dual role (as Student Trustee and interim President) for the purposes of maintaining a quorate Board of Trustees.

## 12.2 Student Trustees

85. The Board of Trustees shall determine the method of election – i.e., either by means of a secret ballot of the Members or through Student Council. Should elections be held by way of the Student Council, then the procedure in **paragraph 90** would apply.
86. An election shall only occur when an optimum number of Members attend classes.
87. Candidates would be sought through an email notification of an election to all Members, with the notification making clear that Student Council members (SCSRs), existing members of the Board of Trustees and incoming or installed Society Leaders or Assistant Society Leaders may not apply.
88. The notification in **paragraph 86** would include a Student Trustee Application and Nomination form that would include details of what the role entails together with application timescales that would include allowance for Student Council to have before their vote, at least five clear working days to view, on the Student Guild website, all candidates and their Manifesto's.
89. Eligibility requirements shall be those included within **paragraphs 21-32**, except that participation at Hustings as specified within **paragraph 27** shall not apply.
90. Members present at a Student Council meeting would cast votes during the meeting by secret ballot. A majority of members (at least 75%) positively voting for each candidate, in turn, would automatically elect- in each candidate provided that the number of candidates was less than or equal to the number of vacant positions. If the number of candidates exceeded the number of vacant positions, then those with the highest number of votes would secure the available number of vacancies. In cases of a tie, the Chair of the Student



Council would have the casting vote. Regardless of the number of candidates, a majority vote of at least 75% would be required.

### 12.3 Society Leaders and Assistant Society Leaders

91. In the case of a Leader or Assistant Leader wishing to step down from their duties, they would normally need to provide all society members and the Deputy Returning Officer with two weeks' notice so the Deputy Returning Officer can arrange for a new election.
92. Provided there is an Assistant Society Leader in place, then in the matter of losing a Society Leader for whatever reason, the Assistant Society Leader shall be given the right to automatically assume the Society Leader role without the need to undergo any election process. Should there not be an Assistant Society Leader in place, or if an Assistant Society Leader declined the opportunity to assume the role of Society Leader, then the following procedures would be followed to elect a new Society Leader:
  - candidates would be sought by way of an email notification from the Deputy Returning Officer advising of an election to all the relevant society's members.
  - The notification would include a Society Leader Application and Nomination form and application timescales.
  - eligibility rules would be those given within paragraphs 34-44, except for the requirement to participate at Hustings as given within **paragraph 41**, which would not apply.
  - a minimum of 5 Society members would need to support (nominate) each candidate's application.
  - a society meeting would be called by the Deputy Returning Officer. The Deputy Returning Officer would be present at the meeting and would act as interim Chair. The Deputy Returning Officer would advise members of the electoral rules in this instance.
  - During the Society meeting, a secret ballot would be undertaken, and the candidates for the role of Leader attracting the highest number of votes would be elected. In cases of a tie, the current Society Leader (or, where absent, the Deputy Returning Officer as interim Chair) would hold the casting vote.
93. If the loss is that of an Assistant Society Leader, then re-election to replace that position shall be at the discretion of the Society Leader. If it is decided that re-election is necessary, then the procedures listed above in **paragraph 92** shall be followed.



## 12.4 SCSRs

94. If the SCSR feels they can no longer fulfil the role, they should inform the Deputy Returning Officer ( [michelle.brown@bil.ac.uk](mailto:michelle.brown@bil.ac.uk) ), who should subsequently inform the Student Staff Liaison Manager.
95. If deemed necessary, the Deputy Returning Officer shall call an election and advise the relevant course/year students of this, along with providing a Self-nomination Form and submission details.
96. A lecture class common to all cohort students shall be visited by Student Guild Electoral Team members who will conduct an election within the class or, in the case of multipleself-nominations, instead visit to advise out-of-class electoral ballot arrangements. Within aclass, a self-nominated candidate will be voted for by a simple show of hands from those present in the class.
97. If an elected SCSR fails to meet the requirements of the role because:
  - 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 in the cohort or a member of Bloomsbury Institute staff.

### ***Then:***

Depending on the level and nature of the failure to meet the requirements, either the Deputy Returning Officer or Student staff Liaison Manager shall email the SCSR to establish the reasons for the SCSR not meeting the requirements and offering additional support and training where necessary. A deadline date to receive a reply would be stated. This will lead to either ***Outcome A*** or ***Outcome B*** as follows:

### ***Outcome A: The SCSR responds in time:***

1. The Deputy Returning Officer and Student Staff Liaison Manager will provide the SCSR with another opportunity to improve their representation skills and/or required meeting/training attendance. A plan of action will be put in place and notified to the SCSR.
2. The SCSR meets the requirements provided in the plan of action.
3. The matter is closed.



4. If the SCSR responds, but states that they no longer feel they can fulfil their duties as an SCSR, actions taken will be in accordance with steps 2-4 in **Outcome B**.
5. If the SCSR does not meet the requirements stated within the plan of action, then actions taken will follow steps 3-5 in **Outcome B**.

**Outcome B: The SCSR does not respond in time:**

1. One further follow-up email will be sent to the SCSR and will advise the SCSR that, should they not respond by a given deadline, the Student Guild will assume that they no longer wish to participate as an SCSR, and this will trigger re-election as necessary.
2. If the SCSR still does not respond in time, then re-election shall take place provided that both the Deputy Returning Officer and Student Staff Liaison Manager agree this is warranted given the adequacy of existing representation for the cohort. The SCSR will be removed from the list of SCSRs, and notified accordingly, and relevant institute staff will be notified by the Student Staff Liaison Manager.
3. If an election is called, this will be undertaken either in or out of class depending on the number of self-nominations.
4. The matter is now closed.

## 13. Complaints

98. Complaints related to any electoral proceedings and or participation in the same shall be dealt with by the procedures given below. However, should a complaint be judged to fall within the meaning and scope of misconduct as defined at **Section 3.2** of the Member Complaints Procedure and Member Disciplinary Policy and Procedures, then such a complaint shall be dealt with by that Policy and not this Policy.
99. All complaints must be submitted within 24 hours of the alleged incident or within one hour of voting closing, whichever is sooner - via email to the Deputy Returning Officer ([michelle.brown@bil.ac.uk](mailto:michelle.brown@bil.ac.uk)).
100. Should the complaint relate to the actions or otherwise of the Deputy Returning Officer (Guild Manager), then a complaint should be copied to the Secretary of the Board of Trustees ([studentguildstaff@bil.ac.uk](mailto:studentguildstaff@bil.ac.uk)) at the same time as being sent to the Deputy Returning Officer.
101. All complaints will be investigated by the Deputy Returning Officer (or by a designated member of the Board Trustees should the complaint relate to the Deputy Returning



Officer), who will consider the evidence and make an appropriate decision. This ruling will be communicated to all parties involved.

102. Any decisions made can be appealed within 24 hours of the decision via a written statement to the Returning Officer ([sarah.bailey@bil.ac.uk](mailto:sarah.bailey@bil.ac.uk)) and must include grounds for the original decision being unjust.

103. Any decisions the Returning Officer makes are final and cannot be appealed. The Returning Officer will interpret these rules, the Constitution and Bye-laws.

**15. Automatic Student Guild Membership**

104. All students who study at Bloomsbury Institute are automatically registered as Members of the Student Guild. Students have the right to opt-out of Membership, and this can be facilitated by writing to the Guild Manager ([michelle.brown@bil.ac.uk](mailto:michelle.brown@bil.ac.uk)) or via the Student Guild website: [www.bil-guild.org](http://www.bil-guild.org).

**14. Approval of this Policy (Bye-law 1)**

105. This Policy (Bye-law 1) shall be reviewed annually by the Board of Trustees.