**Student Council Agenda 11/02/2013**

**Room CC009**

1. **Attendance**

Saransh Agarwal, James Brice, Emily Goodall, Lisa Preece, Sam Uppal, Stephanie Johnston, Ellen Joyce, Craig King, Emily Saunders, Deborah South, Robert Nilsson, Sergio Margarit, Bogdan Raileanu, Roxandra Maria Crisan, Madalina Orzan-Dragos, Dragos Hrituleac, Consuela Rusu, Curtis Holness, Lee Collyer, Kynton Swingle, Tom Measham, Sara-Jayne Boughton, Zac Pritchard, Paul Johnston, Dave Tomkins (Minutes) & Helen Manners (Minutes)

1. **Apologies**

Duncan Stafford, Ollie Russell, Teodora Axente, Eugeni Velinov, Naomi Moorhouse, Eliad Weidmar, James Crofts, Mark Bonnes & Luciana Blaha

1. **Absences**

Andy Crawshaw, Anna Rapp, Emily Lusty & Katie Widdop

1. **Minutes and accuracy of last meeting dated: (10/12/2012)**

Confirmed as accurate

1. **Matters Arising**

No matters arising

1. **Declaration of Interest**

None declared

***Agenda***

1. **Officer Reports**

For the full Officer’s Report see Appendix Page 6. Kynton reported the arrival of a new intake of International Students and nursing students for this semester and the Refresher’s event held on Thursday 7th February in the Pear Tree.

This year marks the end of the current Strategic Plan for the Students’ Union and so the Trustees are in the early stages of creating a new Plan. Student Council will see the see plan once it has been created.

A bid has been submitted to the NUS run Enterprise Project to turn the Welcome Desk area into a Pop-Up shop for students to use to promote projects, run short business ventures or sell tickets to events for example. The area will be free of charge for students to use and will be available to book for short periods. Kynton notes the tough competition as 62 Students’ Unions are bidding and the pitch will be put before a “Dragon’s Den” style panel. Sam and Kynton have attended training on the original bid and the pitch.

The “Get Involved and Get Advice” week begins on the 11th February with many events from the Students’ Union and the University taking place. Nominations for Student Elections are open this week as well.

Kynton and Lee have met with ISES and the Disability Coordinator from BUCS (British Universities and Colleges Sport) to discuss and organise a Disability Sports Event. Kynton and Lee are keen that a national event for disability sport be held at Worcester however the event has been postponed from March to December as the Arena has not been finished.

It is hoped that the new Students’ Union website will be ready soon, but the old website is still up and running.

Lastly Kynton informed Council that Beky Williams, Communications Coordinator is leaving the Students’ Union and her last day will be Thursday 14th February. Dave Tomkins, the Welcome Desk Manager will be seconded over to the role for four months.

Lee reported back from the Sports Development Board meeting with the plan that the University invest more in the higher level teams participating in the BUCS championship. The Sports Development Board is currently drawing up a tender for University branded sportswear for students to use in both their academic studies and in their separate sports and societies. Enabling participation by minimising lectures on a Wednesday afternoon is also on the agenda for this board.

To better plan for future sporting strategy Lee will be launching a Student Activity Survey to gather evidence why students are or are not involved with sports. A specific group highlighted here was mature students.

Celebration week is being held on the week beginning the 13th May with the Colours Ball, the VoScAs and the Student Led Teaching Awards (SLTAs) taking place.

Sam reported that StARs training is taking place during “Get Involved and Get Advice” week aimed at personal development. Sessions will include Presentation Skills and Assertive & Committee Skills. Sam said there has been a good turnout so far.

There has also been an issue with PGCE students not having their placements this semester that has been since resolved. This issue is a reflection of an overall national shortage in primary placements.

Bogdan reported back from the International Committee on behalf of Luciana. The Committee has spoken to Chinese students about the New Year’s events from the 9th to the 24th February and have offered help with staging events / celebrations if needed.

The Committee is open to applications for new members as the current Committee is comprised of third year students due to leave during the summer. Ideally first years are to be recruited.

On the Representation front James Brice undertook a survey of students on Friday 8th February gauging awareness of the Volunteer Records and the Worcester Awards. The results showed that from 50 surveyed, not many were aware of the Worcester award and although awareness of the V Records was better, many students were not participating.

Robert Nilsson spoke to the group on behalf of Eugeni Velinov and the RAG group. The “Lost” charity event has been confirmed for the 16th March and more local sponsors have been signed up to provide raffle prizes.

1. **Motions**

* **Access Challenge motion (Zac)**

For the full motion please see appendix page 13. Zac proposed a motion whereby the Students’ Union would be assessed for disability access through the Access Challenge coordinated with NUS. The aim would be for the University as a whole to be assessed. No cost is involved and if successful the Students’ Union would be promoted on their website as a good example.

The motion was seconded by Lisa and Curtis and passed by a vote of 23 for, 0 against and 0 abstentions.

* **Air Travel Policy (Kynton)**

For the full motion please see appendix page 10. To fulfil criteria for the Green Impact Award Kynton put forward a motion that proposed preventing domestic flights under a 400 mile one-way radius being used for union business. It was clarified that this did not prevent students taking these flights on an individual basis and that in extreme cases where this was necessary for Union business, an explanation would have to be given.

The motion was seconded by Dragos and passed by a vote of 22 for, 0 against and 1 abstention.

* **Fresher’s Fair Bag Policy (Kynton)**

For the full motion please see appendix page 11. Following the previous Green Impact motion Kynton proposed a second that the Students’ Union would discourage any organisations taking part in the Fresher’s Fair from using plastic bags with their give-aways. This is an effort on the part of Students’ Union to reduce the amount of plastic bags given away per year and the waste they create, the statistic given that 17.5 billion plastic bags are given away in UK supermarkets alone per year.

The motion was seconded by Stephanie Johnston and passed by a vote if 23 for, 0 against and 0 abstentions.

* **Master Contact Sheet Introduction (Craig)**

For the full motion please see appendix page 9. Craig proposed a motion to create a master contact sheet available for students in situations of emergency of general need. This proposal follows a situation where information was not available to help a fellow student in halls. This would be made available in paper form and on the SOLE pages.

The group discussed the content of a Master Contact Sheet with Mental Health, Welfare and Security numbers suggested at both local and national organisation levels.

The motion was seconded by Curtis and passed by a vote of 22 for, 0 against and 1 abstention.

* **Printing Policy (Kynton)**

For the full motion please see appendix page 12. A further criterion for the Green Impact Award is to minimise paper print waste within the organisation and use more recycled products. Kynton’s motion therefore proposed that all Students’ Union computers be automatically set to print double sided and paper purchased would be 100% recycled.

The motion was seconded by Roxandra and Dragos and was passed by a vote of 23 for, 0 against and 0 abstentions.

* **Removal of Club and Society Committee member (Lee)**

For the full motion please see appendix page 14. Lee put forward a proposal to confirm the procedure for removing an officer (or officers) from a club or society committee. Following discussion of the subject Lee confirmed that the motion matches the current procedure; however this current procedure had not been officially adopted yet. Lisa queried the numbers who would have to be present at an EGM for the removal procedure to take place. Paul replied that this would match the Students’ Union’s quorum guidelines and the SU would regulate the removal procedure.

The motion was seconded by Roxandra and passed by a vote of 23 for, 0 against and 0 abstentions.

* **Students’ Union Fair-trade Policy (Lisa)**

Lisa queried the Students’ Union Fair Trade policy as the University is currently applying for Fair Trade status. Lisa also informed Council that a Fair Trade fortnight is approaching as well beginning on Monday 25th February. Paul will send information on the Union’s Fair Trade Policy to Lisa. Lisa added that Fair Trade products are available for the University’s to purchase through the procurement procedure referencing the kit branding issue Lee raised earlier in the meeting.

* **Use of #Teamworc hash-tag (Lisa)**

Lisa informed the group that an Officer had been using the #Teamworc hash-tag to promote their own personal business interests through Twitter. Lisa had objected to this and asked if there were any procedures in place to prevent the abuse of a tag created to promote the activities of student groups. The reply was that there are rules in place to prevent Officers using their position for personal gain, however there was nothing written concerning the use of the hash-tag.

Sergio queried use of the hash-tag and it was confirmed that it was perfectly reasonable to use it for the Rasmus Exchange programme. The Officer in question would be spoken to again regarding the abuse of position. The Sabbatical Officers agreed that the use of #Teamworc and social media would be examined and a report would be given at the next Council.

Lee reminded Council that the hash-tag is for the use of all activities such as RAG, Student Council and the International Committee rather than being limited to just Sports and Societies.

1. **Motions from the floor**

* **Food Waste (Debbie)**

Food waste generated from the canteen and the Costa coffee shop on campus has been researched by Debbie who suggested that food that is unsold and nearing a sell by date could be donated to charity rather than thrown away. This item was discussed in depth with the main issue raised concerned legal liability should recipients of donated food become ill as a result. The use of signed disclaimers was rejected as Zac pointed out that disadvantaged persons who a charity support cannot be bound by legal contracts in this way.

A rewording of the motion was proposed where the Students’ Union would resolve to ensure that food waste is recycled and that food reaching its sell by date would be sold cheaper.

The motion was seconded by Roxandra and passed by a vote of 21 for, 0 against and 2 abstentions.

1. **Bye Law 5 – Elections**

See appendix page 15. In the run up to the Student Elections Paul has been examining the Constitution and the Bye-Laws. Bye Law 5 – Elections contains information that is old and out of date and has been rewritten by Ruth Christie to take into account more recent elections developments such as online voting. Paul requested the updated Bye Law be adopted.

Following no questions from the floor the updated Bye Law was adopted with 23 votes for, 0 against and 0 abstentions.

1. **Any other business**

No other business items raised.

1. **Date of Next Meeting**

To be confirmed. A doodle will be circulated to ascertain the best time for Council attendees.

1. **Appendix**



**STUDENT COUNCIL**

***5th February 2013***

**SABBATICAL OFFICER REPORT**

**Purpose: For a regular report for the Sabbatical Officers**

**Author: Kynton Swingle (President), Sam Uppal (VP Education), Lee Collyer (VP Student Experience)**

**Early Arrivals and Refreshers Week**

With a new intake of students for semester two arriving late January/early February, we have been working with the various departments who will receive a new intake to ensure they are adequately supported. The majority of semester two starters come from international exchange students and nursing students, two groups of students that we as a Students’ Union targeted at the beginning of the academic year as groups that we need to engage more with. With the risk of under-supporting semester two starters being high, we as a sabbatical team felt passionately that we wanted to ensure new students knew who the Students’ Union are, and how they can be supported by them.

As well as attending induction talks for new students, we are also hosting various ‘welcome’ events to encourage them to not only use the SU space, but also to break the ice and meet new people. During these events we will be actively promoting the services the Students’ Union offers, as well as ways in which they can get involved in the SU. We will also be running a ‘settling back in’ event in the SU during the first week of teaching.

**Strategic Plan**

With 2013 bringing the end to our current strategic plan, the Board of Trustees have started working on a new plan. Several meetings have been held regarding how we go about developing our strategic plan, and a sub-committee from the Board of Trustees has been developed to lead on the task. An initial research period is underway, looking at other Students’ Union plans, current trends and themes that affect the HE landscape, as well as looking at ways in which we can link in with the University’s recently released strategic plan. We recently attend a NUS training day on strategic planning, and aim to seek their support if/when necessary.

**Enterprise Project**

For the last two years, the Nationals Union of Students (NUS) have ran the Enterprise Project, a competition for Students’ Union to present a potential business idea or social enterprise project that they wish to undertake with the chance to win a pot of money to get it off the ground. In previous years winners have included a t-shirt printing business, to creating a physical space for a Students’ Union to run from (which was won by Worcester College of Technology).

This year, we have submitted a bid to the Enterprise Project. We have developed the idea of turning an area of the Students’ Union into a ‘pop-up’ shop, with the idea that students will be able to use the space for various purposes such as charity or society fundraising, sports and society recruitment, a box office for student group productions or to set-up a small business for a week or two.

**Get Involved, Get Advice Week (Elections)**

The week of the 11th February sees the start of ‘Get Involved, Get Advice Week.’ The week brings together a wide range of activities to engage students in different ways. Our Student Advisor, Kate Gynn has been co-ordinating the mammoth task of putting this week together. In the early part of the week we have various environmental awareness activities taking place in aid of Go Green week, in which our Sustainability Officer, Duncan Stafford has been organising alongside the university’s Sustainability Department.

From Wednesday onwards there is housing support for students looking at renting off-site accommodation, for next academic year. This will be taking place in Peirson. This will involve a service in which students can get advice on what to look for when viewing houses, gaining access to an online housing directory, and have to opportunity for somebody to look over any contracts before being signed.

As it is also national Student Volunteering Week, we will have stalls and advertising available to publicise the benefit of volunteering, and various opportunities to get involved.

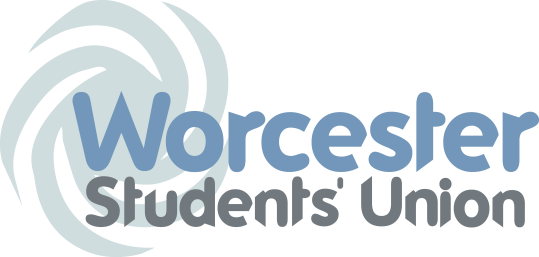
Finally it is also the opening of nominations for the Students’ Union elections. Nominations will be open from 11th-25th February, with campaigning starting the Tuesday 26th. Results will be announced on 8th March.

**Disability Sport**

Within the HE sector there is currently no provision for a disability specific sporting event. The British Universities and College Sport (BUCS) who run and govern HE sport, have only recently started to push forward with disability sport, however the progress is slow and insignificant at the moment. With the growing reputation the University has been gaining in the disability sport sector, and with the Worcester Arena being developed into a top disability sport venue, we felt that the University of Worcester is in prime position to help push forward with the development of disability sport in HE.

After discussions with Glyn Harding, a senior lecturer in Sports Coaching Science, it was felt that with the Students’ Union and the Institute of Sport and Exercise Science working together, we could develop and deliver a disability sport event open to all HE students from across the UK. This was in hope that the University gets recognised for its work in the disability sport area, and helps establish disability sport for students within BUCS.

After a meeting involving SU and ISES representatives, representatives from various disability sport backgrounds and the BUCS Disability Sport Officer, a plan of action was decided. Unfortunately, due to the flooding and the Arena’s completion date being pushed back, we’ve had to abandon the idea that such an event would be able to take place this academic year, and therefore have decided that we will work towards an event in early December 2013.

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Student Council Motion: **Master Contact Sheet Introduction**

Proposer: **Craig King**

Seconded:

Date: **11th February 2013**

**Student Council Notes:**

Although the University provides many services there is currently no centralised resource or document containing the contact details of any service or lecturer a student might need. This leads to situations where a student needs support but cannot readily access it.

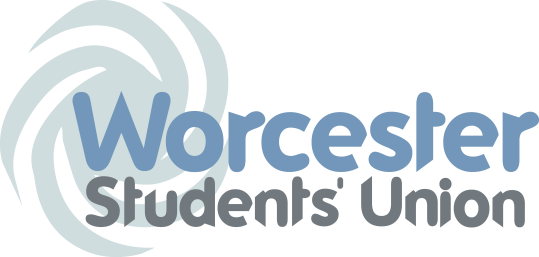
**Student Council Believes:**

Students should have a master contact sheet available at all times to contact whoever they need in times of emergency or general need. The information should be available both physically and digitally to be the most accessible.

**Student Council Resolves:**

The Union will ensure that relevant contact information is available and readily accessible to students at all times, with both paper copies and a login/SOLE entry.

Signed by Proposer Signed by Seconder

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Student Council Motion: **Air Travel Policy**

Proposer: **Kynton Swingle**

Seconded:

Date: 11/2/2013

**Student Council Notes:**

With greater consideration being put on environmental issues globally and the recognition that organisations need to be sensitive and adjust accordingly to become ‘greener’, the Students’ Union can push forward with many initiatives to become a more environmentally friendly organisation.

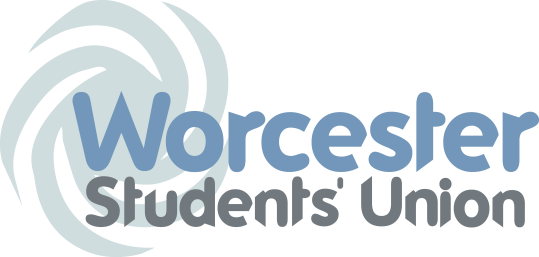
**Student Council Believes:**

As an organisation that sends staff as well as students across the country (and in some cases Europe), we should ensure that the means of travel they are using are as environmentally friendly as possible.

**Student Council Resolves:**

It is proposed that the Students’ Union puts in a place a policy preventing domestic flights for union business (under a 400 mile one-way radius), and actively discourages students and staff from undertaking domestic flights as part of Union activities.

Signed by Proposer Signed by Seconder

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Student Council Motion: **Fresher’s Fair Bag Policy**

Proposer: **Kynton Swingle**

Seconded:

Date: 11/2/2013

**Student Council Notes:**

With greater consideration being put on environmental issues globally and the recognition that organisations need to be sensitive and adjust accordingly to become ‘greener’, the Students’ Union can push forward with many initiatives to become a more ethically environmentally friendly organisation.

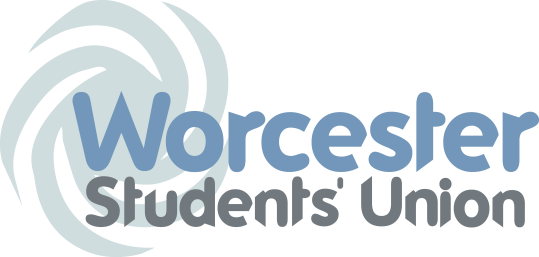
**Student Council Believes:**

Fresher’s Fair is an important part of Fresher’s Week, with many students in attendance. There are many different organisations being represented at the Fair, all of which are handing out ‘freebees.’ It is important to note that as the hosting organisation, the Students’ Union still holds the responsibility for the waste that the Fresher’s Fair produces. Every year, an estimated 17.5 billion plastic bags are given away by supermarkets. This is equivalent to over 290 bags for every person in the UK.

**Student Council Resolves:**

It is proposed that as the hosting organisation, the Students’ Union actively discourages any organisations taking part in Fresher’s Fair from using plastic bags in their ‘give-aways.’

Signed by Proposer Signed by Seconder

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Student Council Motion: **Printing Policy**

Proposer: **Kynton Swingle**

Seconded:

Date: 11/2/2013

**Student Council Notes:**

With greater consideration being put on environmental issues globally and the recognition that organisations need to be sensitive and adjust accordingly to become ‘greener’, the Students’ Union can push forward with many initiatives to become a more ethically environmentally friendly organisation.

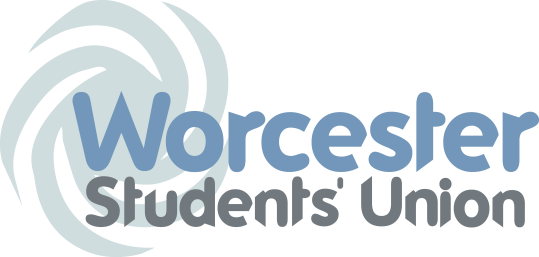
**Student Council Believes:**

From printing resources to making copies of papers for meetings, the printer in the Students’ Union is in constant use. Though we try as a Union to minimise the amount of waste we produce, there are always going to be mistakes on settings etc. Not only this but there is more to be done to ensure our printing is more environmentally friendly. By creating a policy on environmental printing, this can help bring the Students’ Union’s printing needs in line with the ‘green’ agenda we are pushing forward with.

**Student Council Resolves:**

It is proposed that all Students’ Union printers are set to double sided printing at all times to minimise on waste and reduce the paper used. It is also proposed within the same policy that the paper used in the Students’ Union printer will be made of 100% recycled paper as opposed to the current 50% recycled paper.

Signed by Proposer Signed by Seconder

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Student Council Motion: **Access Challenge**

Proposer: ZacPritchard

Seconded:

Date: **11th/ 02/2013**

**Student Council Notes:**

The NUS is asking Student Unions to take an “Access Challenge”. This involves an independent person with specialist knowledge to assess the university. However if the university does not want this assessment we can start with just the Student Union.

Disability access is complex it is not just about having a lift. After this assessment they can make recommendations to; the Student Union, University or to Students on their web site that can prepare them when visiting a university.

For instance I was with a friend when who uses a wheel chair in the Hive. This particular time both lifts was having maintenance work. I then asked the staff how my friend could get to the 3rd floor. We were told we could use the staff lift, however why does it take someone who has the ability to go up to a member of staff and ask? A recommendation could be simply, when both lifts are out of use, put a sign stating what a disabled person can do for access.

One organisation that the NUS has links with is ‘Disability Go’. They do all this at no cost to our Student Union!

**Student Council Believes:**

We believe that there should be no barriers to our education, this includes disability access. A student Union is a place where everyone can and should feel equal. However we extend that belief to the whole of the university, and feel an independent assessment will enable us to say we are promoting disability access.

**Student Council Resolves:**

The Student Union will attempt to work with the NUS, ‘Disability Go’ and other organisations to enable this Access Challenge to take place. This would involve an assessment of the SU.

The Student Union will act on reasonable recommendations made by the assessment. Also the Student Union will actively put pressure on the university to act on reasonable recommendations. This could be led by VP education and **Diversity officer.**

Signed by Proposer

Signed by Seconder

**Removal of officer(s) from a club or society committee.**

A motion of no confidence in any Officer may be called in any committee by either a petition signed by at least **15% of the membership of the Club or Society or 10** (whichever is greater), or by a **two-thirds majority vote** at a Club or Society committee meeting.

If a no confidence motion is called then an EGM must be held, and in order for the no confidence motion to be carried it must be supported by **two-thirds of those present and voting**.  See the guides on *How to organise an EGM* for full details of how to organise an EGM.

If the no confidence motion is successful, then the President or Treasurer should immediately inform the Vice President Student Experience and the Sports and Societies Coordinator. Your Club or Society will then need to hold another EGM to re-elect a new person to that position.



**BYE-LAW 5: Elections**

*This Bye-Law sets out how elections to a variety of positions within the Union should be conducted. This includes provision for cross-campus elections to be conducted online.*

**General Regulations for Elections**

1. Every Member shall be entitled to vote in cross-campus elections.
2. Voting shall be by secret ballot using the alternative vote system, as described by the Electoral Reform Society.
3. In the event of “Re-Open Nominations” being the chosen candidate, the position in question shall remain vacant until a by-election is held, unless otherwise stated in this Bye-Law.
4. The Returning Officer, or the Deputy Returning Officer acting on behalf of the Returning Officer, shall be responsible for the conduct of all matters regarding the election.

**Returning Officer**

1. The Returning Officer shall be a nominee of the NUS.
2. All powers and responsibilities for the running of Union elections and referenda shall be delegated to the Returning Officer and she/he may rule on any matters of procedure or discipline, subject to Members’ right of appeal in accordance with the remainder of this Bye-Law.

**Powers and duties of the Returning Officer**

1. To approve the appointment of the Deputy Returning Officer, who shall be a nominee of the University of Worcester.
2. To empower the Deputy Returning Officer to act as his/her nominee.
3. To ensure that elections and referenda are carried out in a fair and democratic manner and that they conform to the Constitution and Bye-Laws of the Union and all relevant legal requirements.
4. To submit an annual written report to the Board of Trustees which should include a summary and commentary on the elections and referenda for that particular year.
5. To ensure that an Elections Committee is established.
6. To investigate any alleged infringement of election/referendum rules and any complaints regarding the conduct of candidates or campaigners which may be referred by the Elections Committee.
7. To agree an election timetable with the Students’ Union President by the first working day of the academic year.
8. To review campaign materials and veto any materials deemed to be offensive, defamatory or in breach of any Students’ Union policies.
9. To ensure that candidates and campaigners are fully briefed prior to the start of campaigning.

**Elected Positions**

1. The following posts shall be elected by cross-campus ballot:

* Executive Committee (Sabbatical Officers and Part-Time Officers – see Bye-Law 3)
* Chair of Student Council
* Delegate(s) to NUS National Conference, in line with NUS allocation and guidelines on delegate composition

**Cross-campus Elections**

***Timing of Elections***

1. Elections shall be held in Semester 2, before the Easter break.
2. Formal notice of all elections shall normally be given by the first week of the academic year.
3. Detailed notice of elections shall be given at least ten working days before nominations open.
4. A candidates’ briefing session must be held following the close of nominations at a time agreed by the Returning Officer.

***Nominations***

1. Nomination forms must be available as soon as nominations open and be available for submission either in person or online, in which case scanned signatures will be accepted.
2. All nomination forms must be completed according to the guidelines and must include the given name, student ID number, email address and signature of the nominee and two supporting Members.
3. The Membership Services Manager will check all nomination forms returned by the deadline and will confirm the names of eligible candidates.
4. All candidates will be notified by email that their nominations have been accepted.

***Manifestos***

1. Candidates will be required to submit electronically a manifesto promoting their candidacy, before the deadline detailed in the Candidates’ Rules. The maximum word limit permitted for manifestos will be as indicated in the Candidates’ Rules. Manifestos exceeding the word limit will be cut off at that word limit. Manifestos submitted after the deadline will not be published by the Students’ Union.

***Hustings (Candidates’ Question Time)***

1. Hustings shall take place as determined by the Elections Committee and all candidates Monday, 11 February 2013 will be expected to attend and participate in this event, which will be widely publicised and which all students are encouraged to attend.
2. The Deputy Returning Officer or his/her nominee shall facilitate hustings.
3. Any candidate unable to attend a hustings event may not send a representative in his/her place, but may submit a statement which will be read aloud in his/her absence.

***Campaign Expenses***

1. All candidates for election shall be entitled to spend up to a limit set annually by the Elections Committee and detailed in the Candidates’ Rules.

***Conduct***

1. Candidates and their supporters must conduct themselves in line with the Candidates’ Rules. If candidates or any of their supporters breach these regulations, candidates will be subject to the disciplinary procedures outlined in the Candidates’ Rules and this Bye-Law. It is the responsibility of all candidates to ensure that they and their supporters are fully aware of the regulations.
2. Campaigning may begin as directed by the Elections Committee.
3. Complaints regarding candidates’ conduct or the conduct of any of their supporters must be submitted in writing or via email to the Elections Committee before the close of polling.
4. Complaints will be dealt with as outlined in the Candidates’ Rules.
5. Where complaints are referred to the Returning Officer or his/her nominee, the Returning Officer may take any disciplinary action they deem to be reasonable, up to and including the permanent disqualification of a candidate. In the event of a candidate being disqualified, the Returning Officer should publicly make clear the reasons for this decision. The decision of the Returning Officer will be final.

***Voting systems***

1. Voting will take place using either electronic or manual voting systems. All voting shall be conducted by secret ballot using the alternative vote system.

***Electronic Voting Procedures***

1. All Members of Worcester Students’ Union will be entitled to vote online, via the University’s Student Online Environment (SOLE) or a comparable system.
2. Information on SOLE will include descriptions of roles, clear voting guidance and links to candidates’ manifestos.
3. Names of candidates for every position will be listed in alphabetical order of their surnames.
4. The period during which voting can take place will be clearly publicised once nominations open and will be further emphasised on SOLE.

***Counting***

1. The timing of the count shall be agreed by the Returning Officer or his/her nominee prior to the start of polling.
2. The Returning Officer or his/her nominee shall be in sole charge of the conduct of the count and shall have the power to exclude any person or persons from the count at their absolute discretion.
3. The results of all elections shall be certified by the Returning Officer and declared as soon as is reasonably practicable upon the conclusion of the count. A full copy of the results shall be displayed in the Students’ Union building for not less than seven days following the declaration and shall be published in full on the website.

**Other Elections (not cross-campus)**

1. Ratified student groups, as defined in Bye-Law 9 shall hold elections in accordance with their own constitutions, subject to the general provisions for the conduct of elections.
2. Every Member shall be entitled to vote for Institute Representatives for the academic institute in which they study. Where a student studies in more than one academic institute, he/she shall be entitled to vote for Institute Representatives in each of those institutes.

**By-elections**

1. Where positions are not filled by ordinary elections, or vacancies arise outside normal election times, a by-election should be held.
2. By-elections shall be conducted according to the regulations for elections set out in this Bye-Law and shall be scheduled to give reasonable notice of the opportunity to stand as a candidate.
3. Candidates elected at a by-election shall remain in post until the next ordinary election for that position takes place.