



# Elections Schedule

## **SEL1 Election Rules**

- SEL1.1 The Students' Association shall have election rules in place to ensure that its Student Officer elections are conducted in a free, fair and democratic manner.
- SEL1.2 The Students' Association's election rules shall include:
- Rules around the submission of nominations.
  - Rules around the conduct of candidates and their campaign teams, including rules around both the conduct of online campaigning and physical campaigning.
  - Rules around election expenses, including spending limits for both campaigning and inter-campus travel.
  - Rules around the submission and handling of election complaints and appeals.
  - Rules around the conduct of election counts.
- SEL1.3 The Students' Association's election rules shall also include rules around the conduct of Cross-Campus Officers and Local Officers, as well as Students' Association Career Staff members and Students' Association Student Staff members, during Student Officer elections.
- SEL1.4 All candidates and their campaign team members are expected and required to conduct their campaigns and all their campaign activities within the Students' Association's election rules.
- SEL1.5 The Students' Association's election rules shall be reviewed by the Students' Association's Senior Management Team (SMT) and approved by the Students' Association Board of Trustees each academic year.
- SEL1.6 The Students' Association's election rules shall be published on the Students' Association's website once approved.
- SEL1.7 The Students' Association's election rules shall be interpreted and enforced by the Students' Association's Returning Officer (RO) and Deputy Returning Officers (DROs).

## **SEL2 Elections Returning Officer (RO)**

- SEL2.1 The Board of Trustees shall annually appoint an individual or organisation to act as the Students' Association's Returning Officer (RO).
- SEL2.2 The Students' Association's Returning Officer (RO) shall have lead responsibility for ensuring that the Students' Association's Student Officer elections are conducted fairly and within the provisions of HISA's Articles of Association, Elections Schedule, and elections rules.
- SEL2.3 The Returning Officer (RO) shall be responsible for dealing with appeals against rulings and warnings issued by the Students' Association's Deputy Returning Officers (DROs).
- SEL2.4 The Returning Officer (RO) shall also be responsible for certifying the results of the Students' Association's Student Officer Elections.
- SEL2.5 The Returning Officer (RO) shall reserve the right to declare the result(s) of any Student Officer election null and void where reasonable doubt exists to whether the election was conducted fairly and within the provisions of HISA's Articles of Association, Elections Schedule, and elections rules.
- SEL2.6 The Students' Association's Returning Officer (RO) shall not be:
- A member or associate member of the Students' Association.
  - A HISA Career Staff member.
  - An employee of UHI or one of UHI's academic partners.
  - A member of UHI's or one of UHI's academic partner's governing body.



### **SEL3 Elections Deputy Returning Officers (DROs)**

- SEL3.1 The Students' Association Chief Executive Officer shall appoint one or more suitable HISA Career Staff members to act as Deputy Returning Officers (DROs) for the Students' Association.
- SEL3.2 The Students' Association's Deputy Returning Officers (DROs) shall have responsibility for ensuring that the Students' Association's Student Officer elections are conducted fairly and within the provisions of HISA's Articles of Association, Elections Schedule, and elections rules.
- SEL3.3 The Students' Association's Deputy Returning Officers (DROs) shall be responsible for the day-to-day running of Student Officer elections, including but not limited to:
- The setting of dates and deadlines.
  - The marketing and promotion of nominations and the nominations period.
  - The marketing and promotion of candidates and their manifestos.
  - The marketing and promotion of voting and the voting period.
  - The investigation of elections complaints.
  - The issuing of clarifications or interpretations of the election rules.
  - The issuing of rulings or warnings.
  - The supervision of election counts.
  - The publication of election count results.
- SEL3.4 The Students' Association's Deputy Returning Officers (DROs) shall be subject to any decisions and/ or rulings made by the Returning Officer (RO).

### **SEL4 Voting**

- SEL4.1 Voting in Student Officer elections shall be conducted by secret ballot using the Single Transferable Vote (STV) method where candidates are ranked in order of preference.
- SLE4.2 Re-Open Nominations (RON) shall be a candidate in all Student Officer elections.
- SLE4.3 Proxy voting shall not be allowed in Student Officer elections.
- SLE4.4 The location and operating hours of HISA Polling Stations during Student Officer elections shall be at the discretion of the Students' Association's Deputy Returning Officers (DROs).
- SLE4.5 The location and operating hours of HISA Polling Stations during Student Officer elections shall be advertised no later than one week before voting opens.