

Elections Committee Duties & Responsibilities

Elections Committee is led and chaired by the Chair of Elections Committee.

Elections Committee assists the Returning Officer (RO) and Deputy Returning Officer (DRO) in overseeing the operation of all elections.

- Cross campus elections
- NUS Conference Delegate;
- SU Officer elections;
- Referenda
- Senate Reps;
- Council, Senate, Students' Union reps;
- Sub-group executive elections;
- Academic Reps; and
- Activity group committees

The Returning Officer is appointed by the SU's Board of Trustees and has ultimate responsibility for the good conduct of elections, including the interpretation of the Elections Rules and Guidelines.

The core functions of the Elections Committee are to:

- Be responsible with the RO, DRO and lead SU Officer for the smooth operation of all the above elections
- Be responsible with the RO, DRO and lead SU Officer for implementation of the Articles of Governance and Elections Bye-Law and Regulations (3 & 5) to ensure that elections are fair and equal.
- Make recommendations on improvements to the Election procedure and process
- Review the timetable for elections and make recommendations to the Returning Officer on any changes
- Review the Rules and other guiding documents for use in the elections and make recommendations to the Returning Officer on any changes
- Approve a strategy for the promotion of all the above elections
- Assist in actively promoting elections, especially SU Officer elections and Referenda.
- Set targets to improve diversity and participation in the whole elections process: number and diversity of candidates standing and number diversity of voters overall
- Raise awareness of the Elections to ensure these targets are met

Members of Elections Committee must remain impartial at all times. They must at no time support, or appear to support, any candidate or participant or the views of any candidate or participant in any of the above.

Any potential conflict of interest must be declared to the committee as soon as it is known.

Meetings

Elections Committee meets prior to, during and after all cross campus elections and as deemed necessary by the Committee itself.

Elections Committee reports through the RO to the Board of Trustees

Membership

Returning Officer (appointed impartial representative)

Deputy Returning Officer (appointed by the RO)

Chair (appointed by a panel consisting of the Returning Officer/Deputy Returning Officer, the lead SU Officer and the outgoing Chair of Elections Committee)

Representatives from each of the SU's sub-groups

Additional representatives, as required, with the approval of the Chair and RO/DRO

All SU Officers

Chief Executive (in attendance)

ESFM (in attendance)

Training

Members of Elections Committee will receive training at the beginning of the academic year in their role and responsibilities