



The Loughborough Students' Union

Standing Orders of the Constitution



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STANDING ORDER A

STUDENT FORUM

- a) Student Forum shall meet in accordance with **Paragraph 8** and **Schedule IV** of the Constitution.
- b) The meetings will be facilitated by the VP: Affairs and Development, with the help of the Union Director where appropriate.
- c) Quorum for the forums shall be 51% of voting Forum members, as stated in Paragraph 8.
- d) Union Forums should aim to last no longer than 2 hours.
- e) The order of proceedings shall be as follows:
 - i. Arrival and registration of attendees.
 - ii. Matters arising from the last forum including feedback from actions that were assigned or the presentation of alternative proposals.
 - iii. If an alternative proposal is put forward, a vote will then take place to accept the alternative proposals or to refer to the Board of Trustees. The options for voting will be ACCEPT, DECLINE or ABSTAIN. A proposal will be accepted if it receives a two-thirds majority vote.
 - iv. If an alternative proposal is not accepted, another vote will be taken to refer it to the Board of Trustees. The options for voting will be REFER, DECLINE or ABSTAIN. A referral will occur if REFER receives a two-thirds majority vote.
 - v. Any elections required to take place at the Forum will run in accordance with the specified Standing Order.
 - vi. The forum for discussion, which will take the format of 'Open Space'.
 - This will consist of an ideas wall, small group discussions and the formulation of ideas.
 - vii. The groups will then report back to the whole forum from each of their discussions and put forward any proposals for actions.
 - viii. The actions will be assigned to the appropriate group or Executive member who will report back to the next meeting in accordance with **ii** above.
- f) A full record of the proceedings of Union Forum will be published to all members on the Union website and by other means deemed appropriate.



STANDING ORDER B

REFERENDUM

- a) A referendum may be called by either: -
 - i. Two-thirds majority vote of those present and those voting at Student Forum.
 - ii. By petition of 450 students. The petition shall be carried out via the Union website; requests for such a petition shall be directed to the Union Director.
- b) Any motion or petition requesting a referendum must include the text of a proposition to be put to referendum. It must include the names of two full members of the Union who will act as the formal Proposer and Seconder of the motion. In addition, the voting page should include brief statements and links to other pages that outline the issues.
- c) Being informed that a referendum has been requested in accordance with the clauses above, Union Affairs Committee shall be charged with the responsibility of organising the referendum.
- d) Union Affairs Committee will set a date for the referendum not more than four weeks and not less than three weeks from the date on which they received the request.
- e) The Union Affairs Committee will promote a balanced and well informed debate on the issue, by such means as they see as appropriate.
- f) Voting will normally be open for three term-time weekdays.
- g) The voting options for the referendum will be YES, NO or REFER to the Board of Trustees.
- h) Voting shall be conducted via the Unions website.
- i) The Union Affairs Committee will be responsible for ensuring the democratic running of the referendum.
- j) The quorum for the referendum shall be 4000 full members. Where quorum is not met, the matter will be decided by the Board of Trustees and published in full to the members.

STATUS OF REFERENDUM POLICY

- a) The result of the referendum is binding and will have the effect of becoming Union policy as from the time at which the result is announced.



- b) Policy made by a referendum may not be changed until one year after the date on which it is passed. Such policy shall automatically take on the status of ordinary Union policy after one year.



STANDING ORDER C

EXECUTIVE SABBATICAL OFFICER ELECTIONS

ELECTIONS PROCEDURES

DEFINITIONS

- a) The Executive Sabbatical Officer election will be a campus-wide election.
- b) The Returning Officer is responsible for overseeing the election.
- c) The Acting Returning Officer is responsible for the day to day running of the election and will be the VP: Affairs and Development.

RETURNING OFFICER

- a) Returning Officer(s) will be recommended to the Union Affairs Committee by the VP: Affairs and Development and an officer will be elected in a minuted meeting of Union Affairs Committee.

ACTING RETURNING OFFICER

- a) The Acting Returning Officer will always be the VP: Affairs and Development.
- b) The VP: Affairs and Development must carry out all other duties as normal in a professional manner and remain impartial to all candidates running in the election.
- c) If there is a conflict of interest between the VP: Affairs and Development and a candidate running in the election, specifically if the VP: Affairs and Development is in a relationship with any of the candidates running in the election, they must declare this conflict of interest to the Elections Sub-Committee upon ratification of the nominations.
 - i. VP: Affairs and Development will then not have access to elections administration during the duration of the election or be able to deal with any complaint/issues.
 - ii. VP: Affairs and Development must suggest one of the following to have access to elections administration for the duration of the election period: Chair of Union Affairs, the Union President or a Union Executive Officer.
- d) The recommendation in **c)ii** must not be running in the election and must not be in a relationship with a candidate running in the election. They must be approved in a minuted meeting of Union Affairs Committee.



ELECTIONS SUB-COMMITTEE

- a) The overall responsibility for the democratic running of the general elections is delegated to the election Sub-committee of the Union Affairs Committee. It shall ensure that general elections are conducted in accordance with the Constitution, Standing Orders and rules, and shall assist the Returning Officer and Acting Returning Officer in their duties.

CANDIDATES PACK

- a) A Candidates information pack will be made fixing the times, dates, budget and specific elections rules for the election in question.
- b) The pack must be minuted for approval by a meeting of the Union Affairs Committee.
- c) The pack will work in accordance with the Standing Order to direct the running and state the rules of the election.
- d) The pack must include the job roles available, the dates and times of the election, the rules and the contact details for the Returning Officer and Acting Returning Officer.

FIXED ELECTION RULES

NOMINATIONS

- a) There must be a nominations period of no shorter than 3 days before campaigning can commence, during which any eligible member may submit their nomination for candidacy.
- b) All candidates must be provided with a copy of the Candidates Pack and this Standing Order.
- c) Only full members of the Union are entitled to stand in elections.

ELIGIBILITY

- a) If an individual has at anytime received a ban via the LSU Discipline policy, they may be ineligible to stand in an election. The length of time of the ban will have a bearing on this ruling in accordance with **Standing Order E**

CAMPAIGNING

- a) There must be a campaigning period of no shorter than 3 days before voting can commence.

VOTING

- a) Voting shall be conducted via an online web vote.
- b) Members eligible to vote in the election shall do so through the Union website.



- c) The URL of the voting website shall be placed on all Union produced publicity material.
- e) If the online system is unavailable, then a paper ballot may be taken.

COMPLAINTS PROCEDURE

- a) Any alleged breach of the rules found in the Candidates Pack will be referred to Elections Sub-committee who will investigate the potential breach of the rule(s).
- b) The Elections Sub-committee then has the right to impose sanctions on candidates where they see appropriate.
- c) Once the sanctions have been set, a candidate can either accept sanctions imposed or has the right to appeal, based on either or both of the factors below.
 - i. Severity of sanction; if a candidate feels the sanctions is disproportionate to the breach. A Discipline Sub-committee will meet to discuss the breach and investigate if it is proportionate. They can then alter or uphold the sanction as deemed necessary.
 - ii. Procedures; A candidate can appeal if they feel that procedures have not been fulfilled. A Governance and Procedures Sub-committee will meet to discuss the breach and investigate if the sanction has not been procedurally correct. They can then alter or uphold the sanction as deemed necessary.
- d) If a candidate accepts the sanctions this does not remove their right to appeal.
- e) Any sanctions set will be implemented until the appeal meeting.
- f) If a candidate wishes to appeal again then the second appeal will be put to a meeting of Union Affairs Committee to discuss and amend or uphold the sanctions as necessary.

NO CANDIDATE CAMPAIGN

- a) Any full member of the Students' Union wishing to run a no-candidate campaign against any post should be registered at the reception of the Union within 3 days of publication of the nominations.
- b) Only one no-candidate campaign will be allowed for each post.
- c) If more than one full member registers to run a no-candidate campaign against a post, the Acting Returning Officer will call a meeting and instruct all of those members to form a group to run the campaign.

STUDENT OFFICER IMPARTIALITY

- a) All student officers shall remain neutral during the period of campaigning and are not allowed to support any candidate.



- b) No election candidates will use any quotes or any form of media associated with any existing Student member, Union Executive or the Union Affairs Committee.



STANDING ORDER D

ELECTIONS AT UNION MEETINGS

- a) The Chair shall call for nominations of eligible candidates
- b) Candidates should be proposed and seconded by two full members of the Students Union (unless stated otherwise by the facilitator of the meeting).
- c) Candidates shall be invited to make a brief speech in support of their candidacy.
- d) At the discretion of the meeting, questions may be addressed to candidates.
- e) Questions should be applicable to all candidates and answered by each in turn.
- f) Where the election is for a single post, the Single Transferable Vote system set out in **Standing Order L: Elections**, shall be used.
- g) Where there are only two candidates more than the number of posts available, the vote may be taken by a show of hands after candidates have been asked to leave the room.
- h) At the request of any member, the vote shall be taken by secret ballot.
- i) 'No Candidate' shall be entered in all elections held at Union meetings and should be treated as if it were another candidate.
- j) Only full members of the Union are entitled to vote at meetings of the Union. The chair of the meeting may ask for members to produce a valid Student ID as proof of membership.



STANDING ORDER E

ELIGIBILITY for Election

These criteria shall apply to all the following posts

- Posts requiring elections under **Standing Order G**
- All Executive officers including Sabbatical and Development officers
- All members of Union Affairs Committee
- All members of the Board of Trustees

Full members of the Union shall be eligible to stand for elections as set out in these standing orders with the following exception:

DISCIPLINARY SANCTIONS

If an individual had had any of their privileges of membership suspended – ‘A Ban’ under LSU Discipline Policy, they will also be ineligible to stand in an election in accordance with the following schedule.:

- BAND A, for the entire period in which they are banned.
- BAND B, for the entire period in which they are banned PLUS 6 calendar months from the date the ban ends.
- BAND C, indefinitely.

BANDINGS:

- BAND A – A ban of 1 day up to (but not including) 5 weeks.
- BAND B – A ban of 5 weeks up to (but not including) 6 months.
- BAND C – A ban of 6 months and above.

For clarity, for the purposes of nominations for an election, an individual will become eligible to nominate themselves for the election as of 00:01am on the date that the sanction ends.

MAXIMUM TERM OF OFFICER

No sabbatical officer shall be eligible to stand for re-election if they have previously held a sabbatical post in The Union for more than one period of office.



STANDING ORDER F

VACANCY



STANDING ORDER G

ONLINE VOTING FOR ALL MEMBER ELECTIONS

PROCEDURE PRIOR TO ELECTIONS

- a) Any all-member elections to be held using the Union's online voting system must be approved by the Elections Sub-committee before the nominations period of the given election is due to begin.
- b) A Candidates Pack must be produced for each online election, which sets out all the rules and regulations of the election, the nominations process, and key dates. This pack must be approved by the Union Affairs Committee before nominations can open.

ELIGIBILITY

- a) If an individual had received a ban via the LSU Discipline policy, they may be ineligible to stand in an election. The length of ban received will have a bearing on this ruling in accordance with **Standing Order E**.

NOMINATION

- a) There must be a nominations period of no shorter than 3 days before campaigning can commence, during which any eligible member may submit their nomination for candidacy.
- b) All nominations must be proposed and seconded by a full member of the Union.
- c) All candidates must be provided with a copy of the Candidates Pack.
- d) Only full members of the Union are entitled to stand in an election.

CAMPAIGNING

- a) There must be a campaign period of no shorter than 3 days before voting can commence.

VOTING

- a) Members eligible to vote in the election shall do so through the Union website.
- b) The URL of the voting website shall be placed on all Union produced campaign and elections publicity material.
- c) Voting must be open for a minimum of 24 hours.



- d) Voting shall take place using the appropriate voting system, either Alternate transfer vote or Single transfer vote as outlined in **Standing Order L**.

RESULTS

- a) The count must be witnessed by at least one member of Elections Sub-Committee.
- b) Results will automatically be added to the agenda of the next meeting of Union Affairs Committee as long as it is not scheduled to take place within 24 hours of the count being completed.
- c) The results must be validated by the Union Affairs Committee before they become official.
- d) The Union Affairs Committee may choose to refer the validation of the results to Procedures Committee if they feel the results will have been affected by a breach in the election procedure.
- e) Governance and Procedures Sub-committee may make recommendations to Union Affairs Committee on the approval of results.



STANDING ORDER H

CONDUCT OF A UNION MEETING

DEFINITIONS

- a) Any Committee, Council or general meeting of a Section, Association, Federation or Project team defined in this Constitution, will be considered a Union meeting.
- b) This shall exclude Student Forum which shall be governed by **Standing Order A**.

NOTICE

- a) All members of a meeting must be notified of the date and location no later than 48 hours before the meeting is scheduled to occur.
- b) An agenda and all associated papers must be made available to all members of the meeting no later than 24 hours before it is scheduled to occur.
- c) If a member is unable to attend, apologies should be made to the Chair no later than 24 hours before the meeting is scheduled to occur.

STRUCTURE

All meetings shall require a structured agenda, which at the very least must include the following points:

- a) Minutes of the last meeting – which shall be approval of the minutes of the previous session.
- b) Actions of the last meeting – which shall allow for reports on actions from previous meetings.
- c) Items for Discussion – in which the business of the meeting shall be discussed.
- d) Elections – in which any vacancies shall be put up for elections
- e) Any Other Business – in which any item of a non-substantial nature may be discussed.
- f) Date of next meeting – where the date of the next meeting will be set if necessary.



QUORUM

- a) The quorum of attendance required for a meeting to be considered valid shall be 33% of those entitled to vote at the meeting.

ELECTIONS

- a) Elections shall be held in accordance with **Standing Order D**.

MINUTES

- a) Minutes of a meeting must be made available to the membership of the meeting within one working week of the meeting.
- b) Minutes of a meeting must be made available on the LSU website, particularly on the pages in which the relative bodies post and update their information.



STANDING ORDER I

FORMATTING AND CHANGES TO THE CONSTITUTION

- a) All amendments to the Paragraphs, Schedules and Standing Orders of this Constitution must follow the same format.
- b) All amendments to the Paragraphs, Schedules and Standing Orders of this Constitution must be noted in the attached revision history; only amendments that are approved by a 2/3 majority vote or ratified at Union Affairs Committee can be made to this document and noted in the revision history.
- c) It shall be a duty of the Governance and Procedures Sub-committee to ensure that these rules are upheld.
- d) All amendments made to this Constitution must only be made following consultation with the relevant bodies and members.
- e) Any formatting or grammatical amendments to the Constitution that, so as not to affect the content or intention or wording, should be made by Union Affairs Committee or the VP: Affairs and Development without consultation in order to keep the Constitution correct and up to date. This can include but is not limited to, ensuring correct numbering and cross referencing with the Constitution, text size and font and ensuring grammatical correctness. Any changes of this type must be presented to the Union Affairs Committee in a minuted meeting.



STANDING ORDER J

PLANNING AND REPORTING

OFFICER STRATEGIC PLANS

To cover the aims and objectives of the officer over the coming year.

- a) They will be presented to Union Affairs Committee for approval at the second and third meetings of the academic year. (Half the officers' plans to each meeting).
- b) Plans and progress will be reported on by Executive Officers to Union Affairs Committee in each of the second and third terms.
- c) To be made publicly available via the Union website and other available media.

UNION STRATEGIC PLAN

Shall document the strategic aims, objectives of the Union in the medium to long-term.

- a) Must be presented to the Union Affairs Committee for review and approval by the Board of Trustees by the end of March.
- b) Must take account of the views of students, officers and staff.
- c) The plan should look at least 3 years into the future.
- d) To be made publicly available via the Union website.



STANDING ORDER K

ELECTION TO THE BOARD OF TRUSTEES

STUDENT MEMBERS

RESPONSIBILITY

Election of the student members of The Board of Trustees shall be the responsibility of the Elections Sub-committee.

TIMING

- a) Election to The Board of Trustees shall happen in the summer term of the academic year.
- b) There shall be a nomination period of no less than a week.

MANIFESTOS

- a) Candidates must submit a 250-word manifesto, a photo of themselves in jpg format, along with their nomination.
- b) All manifestos shall be included in the papers for the Union Affairs Committee meeting, where the hustings will take place.

CAMPAIGNING

- a) All candidates shall be given two minutes to make a speech to Union Affairs Committee.
- b) Questions can then be asked by the Union Affairs Committee; these questions must be unbiased.
- c) A vote will then be taken to determine who shall be elected to the position.

VOTING

- a) Only full members of the Union Affairs Committee shall be entitled to vote, unless they themselves are running for election and therefore, rescind their voting right.
- b) Voting shall happen in accordance with **Standing Order D**.



ELIGIBILITY – STUDENT MEMBERS

- a) Any full member of the Union shall be entitled to enter as a candidate for the Trustee election, so long as, they are over 18 and have not been legally disqualified from being a Trustee.
- b) Candidates must be proposed and seconded by full members of The Union. These cannot be a member of the Union Affairs Committee, the current Board, or the incumbent Executive team.
- c) A member may only propose or second one candidate for Union Trustee.

ELIGIBILITY – LAY MEMBERS

- a) Any person who has not been a full member of The Union for a minimum of three years is eligible to run for Lay member of The Board of Trustees.
- b) Candidates must be proposed and seconded by full members of The Union.
- c) A member may only propose or second one candidate for Union Trustee, however, the Executive Committee and Board may propose as many candidates as they see fit.

CASUAL VACANCIES

- a) Casual vacancies for students or lay members of the Board shall be filled at the closest meeting of the Union Affairs Committee that will allow the process outlined in the Standing Order to be followed.



STANDING ORDER L

COUNTING METHODS

THE ALTERNATIVE TRANSFERABLE VOTE

This system is used to elect a number of positions of the same post in the same election.

FIRST STAGE

- a) Sort the voting papers according to first preferences, setting aside any invalid papers. Determine the number of invalid papers.
- b) Determine the first preference vote for each candidate.
- c) Determine the Quota – Divide the total valid vote by one more than the number of places to be filled. If the result is more than 100, and is not exact, ignore the remainder, and add one. If the result is less than 100, continue the division to two decimal places, and if the result is not exact, ignore the remainder and add 0.01.
- d) This completes the first stage of the count.

SUBSEQUENT STAGES

- a) If one or more candidates have surpluses above the quota, and the total of such surpluses together with a vote in suspense does not exceed the differences between:
 - i. The vote of the candidate credited with the least votes and the vote of the candidate next above, or
 - ii. The total vote of the two or more candidates with the least votes and the vote of the candidate next above.

The transfers of such surpluses are deferred.

- b) Otherwise, if one or more candidates have surpluses, transfer the largest surplus. If the surpluses of two or more candidates are equal, transfer the surplus of the candidate who had the greatest vote at the earliest stage at which they had unequal votes. If the votes of the two or more such candidates have been equal at all stages of the count, the Returning Officer shall decide which surplus to transfer, by drawing lots.
- c) If after all surpluses have been transferred or deferred and one or more places remain to be filled, exclude the candidate or candidates with the least votes.
- d) Exclude together the two or more candidates with the least votes if, the total vote of such two or more candidates together with the total of any deferred surplus and any vote in suspense, does not exceed the vote of the candidate next above.



- e) Otherwise, exclude the candidate with the least votes. When that vote, together with the total of any surpluses have been equal at all stages of the count, the Returning Officer shall decide which candidate to exclude, by drawing lots.

TRANSFER OF SURPLUS

- a) In the case of a surplus arising at the first stage, examine all the papers which candidate received.
- b) In the case of a surplus arising at a later stage (consequential on the transfer of another surplus or, from the exclusion of a candidate or candidates) examine only the last batch of papers, all of one value, which gave rise to the surplus.
- c) Sort the voting papers to be examined according to next available preferences for continuing candidates. Set aside those papers on which no next available preference is expressed.
- d) Determine the number of papers for each candidate.
- e) Determine the present total value of the transferable papers. If this exceeds the surplus, determine the transfer value of each paper by dividing the surplus by the number of transferable papers to two decimal places, ignoring the remainder. Otherwise the transfer value of each paper is its present value.
- f) Determine the values to be credited to each candidate and reconcile the total.
- g) Deem to be elected any candidate whose vote now equals or exceeds:
 - i. The quota, or
 - ii. The sum, divided by one more than the number of places to be filled, of the votes credited to continuing candidates, the vote in suspense, and un-transferred surpluses, provided that the number of candidates elected does not exceed the number of places to be filled.
- h) The transfer of a surplus constitutes a further stage in the count.

EXCLUSIONS OF A CANDIDATE OR CANDIDATES

- a) Arrange the papers of the excluded candidate or candidates, together with any papers held in suspense in batches, in descending order of transfer value. Ascertain the number and total of the papers in each batch and reconcile with the total vote of the excluded candidate(s) and the vote in suspense.



- b) Transfer the batch of papers of highest transfer value. Sort the papers according to next available preferences for continuing candidates, and set aside as non-transferable those papers on which no next available preference is expressed.
- c) Determine the number of papers for each candidate, and the number of non-transferable papers.
- d) Except in the cases of papers of full value, determine the value of the papers for each candidate and of the non-transferable papers. Reconcile the total.
- e) Place the voting papers for each candidate with those previously received.
- f) Deem to be elected any candidate whose vote now equals or exceeds
 - i. The quota, or
 - ii. The sum, divided by one more than the number of places remaining to be filled, of the votes credited to continuing candidates, the value of batches of papers not yet transferred, and surpluses, provided that the number of candidates deemed elected does not exceed the number of places to be filled.
- g) In the same way, sort and transfer each batch of papers in turn, in descending order of transfer value.
- h) After the transfer of a batch of papers of any one value; if the total value of the papers of lower value, together with any un-transferred surpluses does not exceed the difference between:
 - i. The vote of the candidate credited with the least votes, and the vote of the candidate next above, or
 - ii. The total vote of the two or more candidates with least votes, and the vote of the candidate next above, the transfer of such papers may be deferred, and their value held in suspense.
 - iii. The exclusion of a candidate or candidates constitutes a further stage in the count.

LAST VACANCIES

- a) If at any stage, as the result of a proposed exclusion of one or more candidates, the number of continuing candidates would equal the number of places remaining unfilled, deem such continuing candidates to be elected.

TIED COUNT

- a) If after all of the possible transfers have been completed, and there are candidates with equal numbers of votes recorded, the candidate with the highest number of first preferences will be deemed to be elected.
- b) If there are still candidates with equal numbers of first preferences recorded, then the candidate with the highest number of second preferences will be deemed to be elected. If the candidates are still equal, the third and then the fourth preferences shall be used and so on until all possibilities are exhausted.



- c) If all the preferences are equal, the Returning Officer shall call the candidates together and, in front of independent observers, will toss a coin which shall fall to the ground to decide the election. The Returning Officer will ask all such candidates to call the toss, and shall take the first call offered. The Returning Officer should be satisfied as to what the call is and who it was called by, before the actual toss.

- d) The count is now completed.

THE SINGLE TRANSFERABLE VOTE

This method of counting is to be used to elect one person to each post from a number of candidates.

COUNTING PROCEDURES

- a) Sort the voting papers according to first preferences, setting aside any invalid papers. Determine the number of invalid papers and hence the total valid vote.

- b) Check the sorting and count the papers for each candidate into bundles inserting a counting slip in each bundle stating the stage (first) the name of the candidate, the number of papers and the transfer value of each paper.

- c) Check the counting. Determine the first preference vote for each candidate and enter on a vote record form for each candidate.

- d) Call the first preference votes from the vote record forms to the election result sheet, and reconcile the total of first preference votes on the result sheet with the total valid vote.

- e) Determine the quota. Divide the total vote by one more than the number of places to be filled (i.e. 2). Ignore any remainder and add one to the result. Enter the quota on the result sheet and on the vote record.

- f) Deem to be elected any candidate who's vote equals or exceeds the quota.

- g) Transfer the batch of papers according to the next available preferences for continuing candidates, and set aside as non-transferable those papers on which no next available preference is expressed.

- h) Check the sorting and count the papers for each candidate and the non-transferable papers, inserting a counting slip in each bundle stating stage, the name of the candidate to whom the papers are being transferred and the number of papers.



- i) Check the counting and determine the number of papers for each candidate and the number of non-transferable papers and enter on the vote record forms.
- j) Prepare an exclusion form, call the number of papers for each candidate and the number of non-transferable papers, and enter from the vote record forms to a column of the exclusion form.
- k) Place the voting papers for each candidate with those previously received.
- l) Deem to be elected any candidate whose vote now equals or exceeds the quota.
- m) Call the new vote for each candidate and the new non-transferable vote from the vote record forms to the result sheet.
- n) Reconcile the total on the result sheet with the total valid vote.
- o) The process of exclusion will continue until one candidate obtains votes equal to or in excess of the quota, but if at any time during the count the vacancy is unfilled but the votes of one candidate are greater than the total vote credited to another or other continuing candidates, then that candidate shall be deemed the be elected.
- p) If when a candidate has to be excluded; two or more candidates have the same number of votes and are lowest, the candidate who had least votes at the earliest stage at which they had unequal votes shall be excluded, but if two or more candidates are lowest and are each credited with the same number of votes at all stages, the Returning Officer will arrange the papers of such candidates according to the next available preferences recorded for continuing candidates, including the candidates in question and shall exclude the candidates for whom the total value of the next available preferences expressed is smallest. If the total value of next available preferences for two or more candidates are then equal and smallest, the Returning Officers shall determine by lot, which candidate is to be excluded.



STANDING ORDER M

AFFILIATIONS

- a) Along with the full time Executive Officer election held annually, the list of affiliations, including, but not limited to, BUCS (British University and Colleges Sport) and NUS (National Union of Students), will be posted for voting.
- b) At this election, the ballot paper will include for each affiliation, boxes for FOR, AGAINST and ABSTAIN.
- c) The result will be decided by simple majority vote.
- d) In the event of an equal number of votes being cast for FOR and for AGAINST, the Returning Officer shall decide the ballot by the toss of a coin which shall be allowed to fall to the ground.
 - A head shall represent a vote for FOR, and a tail, a vote AGAINST.



REVISION HISTORY

CONSTITUTION 8.3

<i>Author Description</i>	<i>Union Affairs Committee</i>	<i>Date</i>
Matt Gill	2016-2017	June 2017
Paragraph 7Viii – Chair of Board		
Standing Order D – Election at Union meetings		
Standing Order H – Conduct of Union meetings		
Standing Order K - Election to the Board of Trustees		
Schedule I – The Status		
Schedule IV – Student Forum		
Schedule V – Hall Students Federation		
Schedule XI – LSU Societies		
Schedule XII – Programme Presidents		
Schedule XVI – Department Students Federation		
Schedule XVII – Loughborough College Committee		
Schedule XIX – The Hall Social Secretaries Committee		

CONSTITUTION 8.2

<i>Author Description</i>	<i>Union Affairs Committee</i>	<i>Date</i>
Max Crawford	2015-2016	June 2016
Paragraph changes – awaiting approval		
Amendments to Schedules		

CONSTITUTION 8.1

<i>Author Description</i>	<i>Union Affairs Committee</i>	<i>Date</i>
Liam Peoples	2014-2015	June 2015
Standing Order B - Referendum		
Standing Order E – Eligibility to stand in an election.		
Standing Order J - Planning and reporting		
Amendments to Schedules 1 - 17		

CONSTITUTION 8.0

<i>Author Description</i>	<i>Council Paper</i>	<i>Date</i>
Hannah Chrisp	2013-2014	March 2014



CONSTITUTION 7.0

<i>Author</i>	<i>Description</i>	<i>Council Paper</i>	<i>Date</i>
Ali Cole		2012-2013	March 2013
	Standing Order C – Executive Elections		
	Standing Order F – UC Elections		
	Standing Order G – Online Voting		
	Standing Order K – BoT Elections (new)		
	Standing Order L – Counting Methods		
	Standing Order M - Affiliations		

CONSTITUTION 3.0

<i>Author</i>	<i>Description</i>	<i>Council Paper</i>	<i>Date</i>
Jamie Morgado		2009-2010	October 2009
	Reformat – New Schedule structure.		
	Updated Standing Orders.		
	Updated Schedules.		

CONSTITUTION 2.0

<i>Author</i>	<i>Description</i>	<i>Council Paper</i>	<i>Date</i>
Oliver Folkard		Unknown	18.06.2008
	Document Created		