



SO 8009

STANDING ORDER GOVERNING STUDENT COMMITTEE ELECTIONS

Introduction

1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Students' Union, and shall be interpreted accordingly. In these Standing Orders:

- a. "HUSU" means Hull University Students' Union;
- b. "Clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays;
- c. "Student Committees" refers to the committees of any Standing Committee, Sports Club or Society ratified by Hull University Students' Union;
- d. "Student Group" refers to the collective sum of the committee and membership of a Sports Club or Society;
- e. "Paid Members" refers to students who have paid their membership for the Student Group in which they are intending to vote.

2. Application

These Standing Orders are to apply, unless otherwise prescribed, to all Student Committees and are to be interpreted in such a manner as not to conflict with the Articles and Bye Laws of Hull University Students' Union.

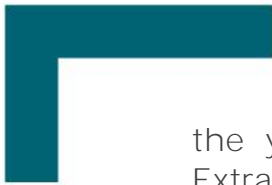
3. Amendment

These Standing Orders shall be amended from time to time by Union Council.

Administrative Arrangement for a Meeting

4. Calling a General Meeting

An Annual General Meeting (AGM) must be called annually in Trimester 2 by the President or Chair of the Student Committee with the assistance of the Secretary, to elect an incoming committee for the following year. The new Student Committee details must be updated with HUSU no later than the 1st of May (unless prior agreed with the President of Sports or President of Activities accordingly). In the case of a vacancy opening up during



the year, or if a position was not filled during the AGM, an Extraordinary General Meeting (EGM) can be called to fill the vacancy. An EGM can be called by:

- The President or Chair of a Student Committee;
- A simple majority of the Student Committee (more than 50%);
- The voting membership of the Student Group upon written request, from 25% of membership, to the President or Chair of the group;

5. Venue

The venue for the meeting must be in a public place so all members can attend. A lecture theatre or venue on campus is recommended. To request a room booking, please email hUU-reception@hull.ac.uk.

6. Notice

The event must be made public. Your members and HUSU must be notified at least 7 clear days in advance of the meeting. This notice should include a date, time and venue of the meeting, as well the roles up for election. It is important that you provide a couple of lines describing what each role does.

To ensure all your members are notified, you can get a full list of your members from your SUMS dashboard. For help on this, email hUU-activities@hull.ac.uk or hUU-sport@hull.ac.uk. Notice must be given to HUSU through one of the above emails.

Conduct of Meeting

7. Chairing

The meeting will be chaired by the President or Chair of the outgoing Student Committee. If they intend to run for a position they must step down for that part of the meeting and another member of the outgoing Student Committee should chair that vote.

If preferred, you can request a member of the Societies Executive Committee or Athletic Union Executive Committee to attend to ensure the vote is conducted fairly.

8. Positions to fill first

The roles of President, Secretary and Treasurer are considered essential positions to the running of a committee and must be filled first before other auxiliary roles are considered.



9. Quoracy

25% of your paid members must vote at the meeting in order for the vote to be valid.

Candidates

10. Eligibility to stand

The following refers to members of the group whose Student Committee is being elected.

Paid members - Entitled to stand and vote in committee elections (both EGM and AGM), and vote on all questions of policy. To stand, they must confirm they will be a University of Hull student for the length of their term.

Associate members - Cannot stand or vote in committee elections. They are entitled to attend, speak, and place items on the agenda at all meetings.

Placement Students - If they are on placement for 12 weeks or more in the upcoming year, they cannot run for President. They can however run for another position on committee as long as they have sufficient time to fulfil the role.

11. Expressions of Interest

In best practice, it is advised that candidates wishing to stand, express interest to the President or Chair prior to the meeting. Members can also nominate themselves on the day of the meeting but it is encouraged that they fully consider the position they are running for.

12. Length of Speeches

For each position, the candidates who have nominated themselves will be given 2 minutes to explain why members should vote for them.

13. Questions

Once all speeches have been given for a particular role, the meeting will be opened up to members to ask questions.

Questions should be relevant to the role and directed to all candidates for that role. It is recommended that questions are limited to five per role, however this is up to the discretion of the Chair running the meeting.



Voting

14. General

All paid members can vote once for each position that is to be filled. This does not include associate members.

For each position, there must also be the option to vote to Re-Open Nomination (RON). An EGM would have to be planned for a later date in that case.

15. Method of Voting

Voting shall be done by secret ballot. The vote will be counted by the Chair of the meeting and verified by another member of the outgoing Student Committee. Proxy voting is not allowed.

16. Voting Procedure

For a candidate to be successfully elected they must have a simple majority of the vote. This means that they need to receive 50% +1 of the votes.

Where there are 3 or more candidates, if the candidate with the most votes does not have 50% +1 of the overall votes, then there will be another round. The candidate with the least number of votes is knocked out and members will be asked to vote again. This will continue until the candidate has got 50% +1 of the votes.

In the event of a tie the winner (or candidate to be removed) shall be determined by a coin toss. In the event of a 3+ tie there shall be a drawing of lots to decide the winner (or candidate to be removed). This shall be done by the President or Chair of the outgoing Student Committee, with another Student Committee member observing.

Holding the Meeting Online

17. General

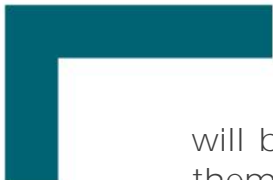
In some cases it may be necessary to hold the meeting and vote online. In this instance, the above still stands with the following alterations:

18. Venue

The meeting must be hosted on an online platform so that all members can attend. There must be no limits on capacity or timings of the platform. For further support on what online platform to use, email hUU-activities@hull.ac.uk or hUU-sport@hull.ac.uk.

19. Length of Speeches

For each position, the candidates who have nominated themselves



will be given 2 minutes to explain why members should vote for them. This can be done live through the online platform or via a pre-recorded video. Alternatively, candidates may submit a manifesto of a maximum of 250 words.

20. Method of Voting

Voting shall be done by secret ballot. The vote will run through the online platform and will be verified by the Chair of the meeting and another member of the outgoing Student Committee. It is the responsibility of the Chair to ensure that only eligible members have the ability to vote. Proxy voting is not allowed.

21. Voting Procedure

For a candidate to be successfully elected they must have a simple majority of the vote. This means that they need to receive 50% +1 of the votes.

Where there are 3 or more candidates, if the candidate with the most votes does not have 50% +1 of the overall votes, then there will be another round. The candidate with the least number of votes is knocked out and members will be asked to vote again. This will continue until the candidate has got 50% +1 of the votes.

In the event of a tie the winner (or candidate to be removed) shall be determined by a coin toss, this must be live to all members through the online platform. In the event of a 3+ tie there shall be a throwing of dice to decide the candidate(s) to be removed. Each candidate will throw a dice, live to all members through the online platform, the candidate with the lowest roll is eliminated. This is repeated until a 2 candidate tie is reached, the winner (or candidate to be removed) shall then be determined by a coin toss.

Registering the new Student Committee

22. General

Once the Student Committee has been elected, their details and positions need updating with HUSU so that they can be contacted when necessary. Details on how to register the new Student Committee will be provided by the President of Activities or the President of Sports annually as this process is subject to change with developing technologies.

Passed at Union Council on 20 April 2020