

Council Minutes

1st week Michaelmas term 2012

1st Week Council held at 5.30pm prompt, on Wednesday 10th October 2012 in St Edmund Hall

If you have any questions about OUSU Council, you should feel free to contact the David Townsend at president@ousu.org

- a. Minutes of the Previous Meeting
- b. Matters Arising from the Minutes
- c. Ratifications in Council
- d. Elections in Council
- e. Reports from the Sabbatical Officers
- f. Reports from the Executive Officers who wish to make reports
- g. Questions to Members of the Executive
- h. Emergency Motions
- i. Passage of Motions Nem Con
- j. Motions of No Confidence or Censure
- k. Motions to Amend the Constitution or Standing Orders
- l. The Budget or Amended Budget
- m. Motions Authorising Capital Expenditure
- n. Other Motions
- o. Any Other Business

Max Goplerud advises of the correct spelling of his name.

David Bagg was Acting Chair until council elected a chair.

Item 2 is not going to be considered.

David J Townsend (St John's)

Proposes a procedural motion that elections in Council should be held first. Formality as David interim Chair so we need to elect a Chair as there are other elections and he need to conduct these.

The procedural Motion was accepted.

d. Elections in Council

The following positions will be elected in OUSU Council of 1st week. To nominate for any of these positions please e-mail a completed nominations form to motions@ousu.org as soon as possible, as the deadline for nominations is midday on Tuesday 9th October. Nominations form can be found at <http://www.ousu.org/democracy/ousu-council/Election%20Application%20Form.doc/view>

1 position for Chair of Council

1 position for Budget Committee - Budget Committee is responsible for overseeing OUSU's budget, and for discussing and scrutinizing any changes to it. Successful candidates will serve for one year.

1 Divisional Board Representatives (1 Undergraduate and 1 Postgraduate for each division)

A hust was only requested for the candidate for the Social Sciences Undergraduate Divisional Board Representative

Max Goplerud (Balliol)

Did for two terms enjoyed and would like to do again. Found it fun and interesting. There is a problem with handover and when it happens, which needs to be resolved.

Good to have student representation.

David Messling (St John's)

What do you want to change?

Important to read things that they are proposing and check that they are not pushing through anything problematic.

Jack Matthews (Univ)

One of big pushes is to get student rep on divisional reviews?

Yes would like to take part.

a. Minutes of the Previous Meeting

One problem some comments have been attributed to an incorrect Sarah, this will be amended in the minutes.

Minutes passed.

c. Ratifications in Council

1. VOTING SYSTEM

Council NOTES:

1. That Council is required to approve the voting system to be used for direct elections under Election Regulation 32.2.
2. That the voting system must provide for:
 - (a) a secret ballot,
 - (b) a person entitled to vote, being able to vote only once,
 - (c) a person entitled to vote, to abstain,
 - (d) electronic counting,
 - (e) where appropriate, access for voting to be restricted in order to comply with Regulation 30.1 or 31.1,
 - (f) system access to be restricted to persons authorised by the Returning Officer, and
 - (g) system access, by a person entitled to vote, to a relevant
 - (i) manifesto, and
 - (ii) list of disclosures under Regulation 21.1.

Council BELIEVES:

1. That the Mi-Voice voting system meets all these requirements.
2. That it also serves a large number of Common Rooms well.

Council RESOLVES:

1. To approve the Mi-Voice electronic voting system for OUSU's Direct Elections.

Proposed: Christopher Gray (OUSU)

Seconded: David Bagg (Balliol)

David Bagg (Balliol) cedes the chair to the President as he is proposing.

David J Townsend (St John's)

Any one who opposes ratification? no. Then it goes through automatically.

Passes.

2. JUNIOR TRIBUNAL

Council NOTES:

1. That the Junior Tribunal is a body which is crucial to operation of OUSU's direct elections.
2. That, as set out in Election Regulation 10.1b, its members must be selected in 'accordance with a procedure established for that purpose by Council'.

Council BELIEVES:

1. The procedure used under the old Election Regulations for selecting Junior Tribunal members worked well.
2. That the procedure adopted must allow the RO flexibility during the election as timetabling a meeting of Junior Tribunal is often very difficult due members' other commitments.

Council RESOLVES:

1. To approve proposed procedure for selecting Junior Tribunal papers (Appendix 1).
2. To approve the list of members of Junior Tribunal for this Academic Year (Appendix 2).

Proposed: Christopher Gray (OUSU)

Seconded: David Bagg (Balliol)

Withdrawn

3. NOMINATIONS PACK

Council NOTES:

1. The the OUSU Election Regulations require the production of a Nominations Pack.
2. That Council asked in TT12 that the first Nominations Pack produced come to Council in 1st week of MT12 for approval.

Council BELIEVES:

1. That this Nominations Pack (attached) fulfills the requirements of the Election Regulations.
2. That this Nominations Pack is acceptable for use in the MT12 annual elections.

Council RESOLVES:

1. To approve the attached Nominations Pack for use in the upcoming annual elections.

Proposed: Christopher Gray (OUSU)

Seconded: David Bagg (Balliol)

Jack Matthews (Univ)

Is there anything different?

David Bagg (Balliol)

Nominations pack has been updated to the new rules. The guidance on media is similar, spending the same. Yes changes but these are to bring inline with new rules. Nomination pack which retains continuity when good, but also helps with new regulations.

Passed.

d. Elections in Council

Results of the elections in Council;

Oliver Gleeson (Christ Church) elected Chair of Council

Max Goplerud (Balliol) elected Social Sciences Undergraduate Divisional Board Representative

William Triner (Oriental) elected to Budget Committee

e. Reports from the Sabbatical Officer

President - David Townsend

I apologise for being formally dressed but am going to a meeting about Scholarships so have to be in business attire. Top level representative of all students, whatever college, whatever degree and whatever country. You can get in touch with me by phone and email.

VP Graduates - Chris Gray

Main job rep grads, working with MCR training and advising and also on Student Advice service. Currently looking into Teaching opportunities for DPhils.

VP Welfare & Equal Opportunities - Katie Colliver

Sticking with brevity, stuck my plans in my report for you to peruse. I manage Student advice service. This is your opportunity to scrutinise, good time to do that.

VP Access & Academic Affairs - David Messling

Means I lead student rep on access, fees, academic covers libraries and exams. Also student advisor, want to work close with Divisional Board Representatives. Great chance to represent the students in your divisions. If questions get in touch, hoping to have a full set of divisional board reps.

VP Charities & Community - Sarah Santhosham

Bridging gap between students and town, the main things I am working on at the moment are living wage, and making university space accessible to community groups.

VP Women - Suzanne Holsomback

Number of things, representation of women and those who identify as women. Am women's voice, working on sexual violence campaign, sexual consent workshops also working with university on harassment, to broaden to include sexual harassment and stalking. Lots with leadership development as well.

f. Reports from the Executive Members who wish to make Reports

None

g. Questions to Members of the Executive

Jack Matthews (Univ)

Question to David Messling

Great you have got it confirmed that OUSU part of departmental reviews. Who is going to be student on it, as you are all so busy?

David Messling (St John's)

The departments want a sabbatical officer, we said what if Divisional Board Representative. They don't want at this time, we are doing 5 reviews this year. Our response is that at the moment we will do and we will find other things which we can include divisional board reps in.

i. Passage of Motions Nem Con

4. GENDER OPTIONS IN THE UNIVERSITY'S ONLINE POSTGRADUATE APPLICATION FORM

Amendment so will come back to.

5. TO MAKE THE DEFAULT DISTRIBUTION OF THE EXAMINATION REGULATIONS ("GREY BOOK") ONLINE ONLY

Opposition

6. REFORMING THE GRADUATE STUDENT FINANCIAL GUARANTEES REQUIREMENTS

OUSU Council Notes:

1. That in order to support students with genuine need, the University must understandably ascertain the financial status of all incoming graduate students.
2. That colleges handle the financial guarantees requirements in different ways.
3. That currently, many colleges do NOT accept the following sources of funding as legitimate guarantees: personal savings account statements from accounts which have had recent withdrawals; projected income of graduate student, partner, or spouse; personal liquid assets to cover a portion of the full term of study but not all.
4. That graduate students must prove that they have available funds for *all* years of study available at the time of application.
5. That as a result of these stipulations, graduate students who are currently working or have worked for several years in the past cannot possibly show this full tuition and therefore must rely on the official sponsorship of a parent, relative, or benefactor who agrees to have a bank manager or personal accountant verify his/her funds.
6. That students will often have parents sign off on the financial guarantees and yet continue to pay College and University bills with their earned income.
7. That Colleges and Departments frequently recognize the necessity for graduate students to earn a supplementary income while working on their degree.
8. That these requirements effectively discriminate against graduate students who are young but financially independent from their families and those coming from lower socioeconomic strata and whose families cannot underwrite their course of study for the full amount at the time of application.

OUSU Council therefore RESOLVES:

1. To raise concern regarding the effect of such strict financial guarantees requirements on graduate students, who are often financially independent and wage earners themselves but who do not have available liquid assets equal to the full tuition of a graduate degree at the time of application.
2. To oppose the continued implementation of these stipulations on graduate students and the further tightening of financial guarantees requirements so as to limit likely Oxford applicants to scholarship recipients and students from well-off families.
3. To propose that the financial guarantees for graduate students be reassessed based on the financial reality of graduate students' lives, backgrounds, and personal funds to accommodate guaranteed employment (and yearly income) and to require only a certain number of year(s) of funding be available at the time of application.
4. To mandate the President and Vice- President (Graduates) to lobby the University to implement the above resolution.

Proposed by: *Kira Allmann, (Magdalen College)*
Seconded by: *Thomas Peach (Magdalen College)*

Passes Nem Con

7. TUC DEMONSTRATION MOTION

Opposition

n. Other Motions

4. GENDER OPTIONS IN THE UNIVERSITY'S ONLINE POSTGRADUATE APPLICATION FORM (with amendments)

Council NOTES:

1. Genders are equal in rights, and not limited to "female" and "male".
2. In the online University postgraduate studies application form, there is an obligatory gender question, for which the options are listed in the order "male" and "female".

Council BELIEVES:

1. Gender just as nationality options, should be alphabetically ordered.
2. The University's forms should present gender options alphabetically on their forms.
3. The University's forms should include options suitable for students who do not identify as male or female e.g. "other" and /or "prefer not to say".

Council RESOLVES:

1. To support such a change in the University's forms.
2. To mandate the LGBTQ Officer to investigate possible options other than male and female.
3. To mandate the Graduate Women's Officer and LGBTQ Officer to effect such a change.

Proposed: *Clara Howcroft Ferreira, (Corpus Christi College)*

Seconded: *Suzanne Holsomback, (Green Templeton College)*

Clara Howcroft Ferreira (Corpus Christi)

Reads amendment proposed by Jess.

Change to postgrad application form, one issue does not allow for other possibilities. Want to pressure University to change.

Amendment accepted as friendly.

CB3 becomes

The University's forms should include options for students who do not identify as male or female, e.g. "other" and/or "prefer not to say".

New CR between 1 and 2

To mandate the LGBTQ officer to investigate possible options other than male and female.

Proposer: *Jess Pumphrey (Magdalen)*

Seconder: *Clara Ferreira (Corpus Christi)*

Max (Balliol)

My impression that you fill out on this form and the information is forwarded to government department for visas, do you think that this will cause a problem.

Jess Pumphrey (Magdalen)

Don't know am going to investigate this, this is just to ask for your support in doing this.

Suzanne Holsomback (GTC)

Some countries have an other category. The grey area is if countries don't have the same.

Martin Lester (Merton)

The first point of notes should be in believes not notes.

Lorna Sutton (Somerville)

Just in terms of prefers not to say, how would this work on uni statistics on gender.

Jess Pumphrey (Magdalen)

I think it will make that better if someone is giving more choice, it will make it more accurate. If I had to put either that would be wrong so it would be inaccurate.

Amendment taken as hostile

Speech in proposition of Amendment

Martin Lester (Merton)

I don't think universally accepted or legal, think should be a believes point rather than a note.

Any SFQ's?

Jess Pumphrey (Magdalen)

Do you also feel that the genders are equal in rights?

Martin Lester (Merton)

Yes

New amendment to council believes.

Move to Vote

Amendment falls

Move to Vote we are now voting on whether to pass this Motion.

Motion Passes

**5. TO MAKE THE DEFAULT DISTRIBUTION OF THE EXAMINATION REGULATIONS ("GREY BOOK")
ONLINE ONLY**

OUSU Council NOTES:

1. That the University prints thousands of copies of the Examination Regulations ("grey book") each year for distribution to every new student and staff members.
2. That most of the content of the book is not applicable to each student.
3. That all of the information contained in the book is already available online.
4. That the book is rarely if ever used by most students.
5. That the environmental and financial costs of the printing and distribution of this book are unacceptable given the book's limited use.

OUSU Council therefore RESOLVES:

1. To propose that the default distribution of the Examination Regulations be online only.
2. To condemn the waste of mass printing and distribution of this book by the University.
3. To mandate the President and Vice-President (Access & Academic Affairs) to lobby the University to implement the above resolutions.

Proposed: *Joel Beevers (St Peter's)*

Seconded: *Mary Cox (St Antony's)*

Mary Cox (St Antony's)

We should think the Exam Regulations books are a waste of money. We know supported before. I think we should have on line.

SFQ

Caroline Dodd (
Have we got policy?

Sarah Santhosham (Corpus Christi)
Yes Policy in 2008 and then renewed in 2011. Which will come onto later.

Uchi Ogoeweche

Reason University gives is so that they can't complain we weren't given it.

Jack Matthews (Univ)
Think great proposed a motion, apologise for opposing. 3rd time I have heard this motion have passed twice. What saying is the same, the current policy in the policy book is very good, so that I don't think we need to do it again. It mandates the Sabs to do something about it, which I believe they are.

Sarah Santhosham (Corpus Christi)
Lots of policy on it, my predecessors have been working on this, the cycle for printing is September so too late this year. But hopefully be online by 2014.

Jonathan
Passing motion again doesn't it put more pressure on the University to continue doing this.

Chris
Had conversation with lots of people, social sciences just passed again, I think it is still an issue so think should pass.

Speech in proposition

Mary Cox (St Antony's)
Agree that they are useless but think worth repeating.

Jack Matthews (Univ)
No biggie either way, but the policy we already have is more vigorous and keeps with C and C as think is environmental issue.

Motion passes.

6. REFORMING THE GRADUATE STUDENT FINANCIAL GUARANTEES REQUIREMENTS

Passed Nem Con

7. TUC DEMONSTRATION MOTION

Council NOTES:

1. That the TUC has called a national demonstration against the scale of austerity in London on October 20th.
2. The October 20th demonstration has backing from student unions and worker organisations nationwide, including the Oxford branch of the University and College Union
3. OUSU has an excellent precedent of enabling access to progressive student demonstrations through coach hire.

Council BELIEVES:

1. That austerity has resulted in negative consequences for the higher education sector, in addition to many others.
2. That effective campaigning is built through unity, and just as lecturers came out to support the

movement against tuition fees in 2010, we should come out to support workers in the education and other sectors.

Council RESOLVES:

1. To use a maximum of £350 toward the hire of a coach to enable students to travel to London for the October 20th demonstration.
2. To mandate OUSU to promote and publicise the demonstration.
3. To mandate OUSU to promote and publicise for a discussion, planning and banner-making meeting in the run-up to October 20th.

Proposed by: *Nathan Akehurst (Lincoln)*

Seconded by: *Matt Myers (Wadham)*

Nathan Akehurst (Lincoln)

So essentially TUC have called a demonstration this is important to student movement because of massive cuts the University is facing. My college there is £6000 gap. Student movement can help as demonstration in Canada proved. Think important we come out in support of our lecturers and show our support is visible and so we should come together as a group to do this.

Thomas Rutland (Jesus)

What is discretionary budget for this?

Chris Gray (Merton)

£2000

David Bagg (Balliol)

Is OUSU a member of a trade union?

No

Sarah Pine (Wadham)

Are Oxfords lecturers in support?

Nathan Akehurst (Lincoln)

Oxford UCU are completely for this and are organizing a coach.

James Newsome

Are we going to have enough money to fill a coach?

Nathan Akehurst (Lincoln)

£350 is not a large amount and this only takes 30

Nick Pickerton

Will you be using any banners supporting socialist worker, will they be branded with anything other than OUSU?

Nathan Akehurst (Lincoln)

Oxfordshire anti-cuts are going to be putting on coaches do we need extra.

The first round are free huge amount of townspeople on. Think is a need for an OUSU coach.

Speech in opposition

Katie Colliver (

Speaking in opposition personal views in favour. In professional capacity have a lot to do. There is an NUS demo, which we will debate later in term. If are going to take students to demo, risk assessment, money. Would ask council to vote against, if demo this term it should be the NUS demo.

Jack Matthew (Univ)

Few points, we have this budget for disc funds, just because have doesn't mean have to spend. Is NUS demo which we will have separately is demo specifically for students. If want to make Higher education points that is the demo we should be at. This also sends a very strong message. I don't think OUSU should be making that particularly political statement. I think divisive and sends message about politics in OUSU. Oxfordshire anti-cuts are already organizing coaches. Have five pickups so think if students want to go along then they could liaise with them.

St Antony's

Take point that OUSU sabs overworked, but NUS is also supporting this. We are heavily affected by austerity, should encourage people that want to go along. Our workers have been very supportive and now we should support our workers in their fight against austerity. Especially since these cuts do affect us both now and in the future when we begin to work.

James Raynor

OUSU responsibility is to support the whole of student movement this motion is too divisive and don't think OUSU should therefore overtly back this.

Katie Colliver (

Demonstration burnout, got to bear in mind that students may only want to come along to one demo, as may only want to take one day out of term, we should be pushing them to the NUS demonstration, This demonstration also includes a lot of the elements in the TUC Demonstration.

Speech in proposition

Nathan Akehurst (Lincoln)

Motion divisive, every motion we pass can be divisive, if a large number of people you represent agree, I don't think you should shy away. To oppose is just as divisive. The idea that the demonstration isn't connected to students because led by TUC is wrong; the NUS will be there. When successful with these campaigns its when join up and work together. Think students will attend both and the demographic may be different for both.

Katie Colliver (

Not standing here with a political stance, we are talking about OUSU's resources which are limited. Should focus efforts on NUS one.

Motion falls.

o. Any Other Business

Oliver Gleeson

Elections in council a number of positions still unfilled. Steering committee brilliant, very important for you to get involved. OUSU council runs on odd weeks. Next council will be in Jesus College.

Suzanne Holsomback (GTC)

After this quick social event to take to sabs about elections and standing for positions. There will be pizza.

David Messling (St John's)

Teaching awards last year first year. The award ceremony is next Friday at Exam schools. If common room president have invites if you want to come. Particularly if representative of JCR or MCR. Chance for us to celebrate great teaching.

Sarah Santhosham (Corpus Christi)

OUSU council not on next week but have Campaign for change, so please come along.

Appendix to the following Motion

i. motions affecting OUSU members as OUSU members

3. Nominations Pack

This is the Nomination Pack for the Oxford University Student Union 2012 elections. There is a huge array of positions up for grabs in this set of elections (all listed in our 'How to Get Involved' leaflet contained in this pack) and they are a great way to get involved with the work we do. The elections themselves will take place from 8:00 on Tuesday of 6th week to 18:00 on Thursday of 6th week. Nominations close and campaigning begins before this though, at 12:00 on Thursday of 4th week.

We've created this pack to make it as easy as possible for you to run for any of these positions, no matter how little experience you've had of OUSU, elections, or even Oxford University. All the basic information you need to take part should be included here, and while this pack is mainly supposed to make the elections as easy as possible to participate in, you should also look out for references to the Election Regulations and descriptions of the restrictions which are placed on candidates. **You should also look out for the sections in red, which the Elections Committee intends to bring into force and which must be followed by all those involved in the election.**

We hope you find this helpful, but we know that we won't have been able to answer all your questions here, so please email RO@ousu.org or any of the sabbatical officers listed in the 'How to Get Involved' leaflet if you would like any information on how the elections work, or what different roles involve.

OUSU Team 2012-2013

Contents:

1. Nominations Form (Nominations Close Thursday 1st November at noon)
2. Guidance on Manifestos
3. Guidance on Publicity and Media Engagement
4. Expenditure Limits and Slates
5. Hustings
6. Elections Committee and the University's Role in Elections

Other Resources:

Election Regulations - www.ousu.org

Glossary

Slate - Two or more candidates who run together as a team in the election. This is only for campaigning purposes; votes for each position are counted separately.

Agent - An individual nominated by a candidate or slate to represent them in election proceedings.

Supporter - Anyone who supports a candidate or slate by word or deed.

RO - Returning Officer.

Making a Complaint

What is a Complaint? ¹

A Complaint is an official allegation that a person has failed to comply with the Election Regulations (or other governing documents such as the Bye-Laws) in some way.

A Complaint may allege that a person has infringed, or not complied with, the Election Regulations. This includes where a person has disregarded any Ruling or official Guidance issued by the Returning Officer or the Elections Committee.

More seriously, a complaint may allege that a person has actually committed an 'election offence'. This is more serious than merely an infringement or non-compliance because it threatens the fairness of the electoral process; consequently the penalties are more severe. Only Candidates are capable of committing election offences, but Candidates can be penalised for the actions of their Supporters. The list of election offences is in Schedule 2 of the Election Regulations, although it is also an election offence to fail to comply with an order of the Returning Officer.

You should also be aware that under the Elections Regulations all candidates are responsible for the actions of their supporters (anyone who supports them, whether in writing, orally or otherwise).

Who handles Complaints?

There are three bodies that handle Complaints:

- the Returning Officer (the RO)
- the Junior Tribunal
- the Senior Tribunal

Most Complaints are heard in the first instance by the Returning Officer, who has been elected by OUSU Council. If you are dissatisfied with the Returning Officer's judgment, you may appeal to Junior Tribunal. If you are dissatisfied with the Junior Tribunal's judgment you may appeal to Senior Tribunal. More detail on this process is included below.

The Junior Tribunal is a group of three people who are former officers of OUSU, but who are no longer students. The Senior Tribunal is a group of three senior University academics. You are unlikely to have cause to come before the Senior Tribunal (they haven't had to meet in nearly 15 years), but information can be found in the section of this pack on the University's role in the elections.

What is the deadline for making a Complaint?

Since the election is an ongoing process, there are different deadlines for Complaints about different stages of it:

- Complaint about the validity of a candidate's nomination: 17:00 two working days after the publication of the list of candidates running for election;
- Complaint about a candidate's manifesto: 12:00 on Monday 5th November 2012 (5th Week);

- Complaint about an event occurring after the Close of Polls: 17:00 two working days after the completion of the counting of votes;
- Complaint about anything else: 90 minutes after the Close of Polls.

Obviously, you should make your Complaint as soon as possible after you become aware of the wrongdoing. Deliberately delaying your Complaint to try to gain some electoral advantage may harm your Complaint and may even be grounds for a Complaint against you.

¹ For more detail on this section see Election Regulations Schedule 2 (p.27).

Does a Complaint have to be in a particular form?

If you make a Complaint, your Complaint must:

- Be sent to the Returning Officer or Junior Tribunal (via the Returning Officer or President);
- Be clearly written and entirely in English;
- Include the full name and College/Hall of the person bringing the Complaint;
- Provide a full description of the circumstances of the Complaint;
- If appropriate, include a full description of any allegation of a specific infringement of or non-compliance with the Election Regulations, and/or a specific election offence.

If you are the subject of a Complaint, the Returning Officer or Junior Tribunal must provide you with:

- The full name and College of the person bringing the Complaint;
- A statement of the allegation against you, including (if appropriate) a description of a specific infringement of or non-compliance with the Election Regulations, and/or a specific election offence;
- A copy of any written evidence;
- A copy of any written or oral representations submitted;

Can I be represented by someone else during the Complaints process?

If you have an Agent, your Agent can represent you in the Complaints process. Your Agent can make a Complaint, answer a Complaint, make oral and written representations and appeal a decision on your behalf.

What is the process of hearing a Complaint?

If you are involved in a Complaint (whether making the Complaint, being the subject of the Complaint or otherwise involved) you must act so that the Complaint is handled properly and fairly.

If you're thinking about using Complaints in a vexatious way just to tie your opponents down: don't. In these circumstances a Complaint could be laid against you for failure to ensure that the election is 'fairly and properly conducted'.²

The Elections Committee also has a duty to report you to the Returning Officer if your actions give grounds for a Complaint, so don't think that you can get away with breaking the rules just because your opponents aren't around.

The Returning Officer or Junior Tribunal will invite the person making the Complaint, the person who is the subject of the Complaint and any other interested person to make oral or written submissions.

When handling your Complaint, the Returning Officer or Junior Tribunal must consider previous decisions on Complaints in order to maintain consistency of judgment. If there is a particular precedent which you think is relevant, you should specifically draw this to their attention.

What is mediation?

The Returning Officer or Junior Tribunal may order that the parties to a Complaint have recourse to mediation. Mediation is a process whereby parties who have been involved in a formal process are brought together for informal resolution of the conflict under the auspices of a mediator. Mediation does not mean that you cannot pursue your formal Complaint afterwards, but it is intended to repair the situation without further action.

What is the outcome of a Complaint?

² Election Regulations Schedule 2, Paragraph 1 (p.26).

If the Complaint is lodged with the Returning Officer a judgment must be issued by within 24 hours of the Complaint being lodged, otherwise the Complaint is automatically dismissed.

The judgment will summarise the Complaint, cite any relevant Election Regulations (or other rules), give reasons for the judgment and specify what remedy (if any) is ordered.

Can I appeal a decision?

The Complainant or any person against whom an allegation is made in the course of a Complaint can appeal from the Returning Officer's decision to the Junior Tribunal. Any such appeal must be lodged in writing with the Junior Tribunal (via the RO or President) within 48 hours of receiving the Returning Officer's decision.

The grounds for appeal are that the Returning Officer was unaware of certain direct evidence, misinterpreted the written rules in some way, failed to correct a significant procedural irregularity or made a significant error of fact.

A judgment on the appeal must be issued by the Junior Tribunal within 96 hours of the appeal being lodged, otherwise the appeal is automatically dismissed and the Returning Officer's judgment stands.

What are the possible remedies that can be imposed?

If a person is found guilty as the result of a Complaint, the remedies which can be imposed depend on whether it was less serious 'infringement or non-compliance' or was a more serious 'election offence', and on whether it is the Returning Officer or the Junior Tribunal imposing the remedy.

(A) If the Returning Officer finds a person guilty of 'infringement or non-compliance', he/she can impose any of the following remedies:

- an apology
- rectification of the damage done
- withdrawal of campaign publicity
- an order to confirm the results of an election

(B) If the Returning Officer finds a Candidate guilty of an 'election offence', he/she can impose any of the following remedies:

- any of the remedies in (A)
- reducing a Candidate's election budget
- fining a Candidate part or all of their deposit

(C) If the Junior Tribunal finds a person guilty of 'infringement or non-compliance', they can order:

- any of the remedies in (A)
- reducing or cancelling any of the Returning Officer's remedies in (A)
- recommending a recount
- recommending the election be declared void

(D) If the Junior Tribunal finds a person guilty of an 'election offence', they can order:

- any of the remedies in (A) or (B)
- reducing or cancelling any of the Returning Officer's remedies in (A) or (B)
- disqualification of a Candidate
- recommending a recount
- recommending the election be declared void

Guidance on Manifestos

A manifesto is your chance to engage with voters who may not have met you. In the OUSU elections manifestos are made available to students in the OxStu newspaper and on the OUSU website to help them make an informed decision when they vote. A manifesto is a document that outlines who you are, why you are running for office, what you plan to do if you are, and why people should vote for you.

Here are some things you should include in your manifesto:

- Your **Name** - this should be most prominent as you will want students to remember your name when they vote.
- The **Position You Are Running For** - make sure your manifesto clearly states the position you're running for and ensure that all the information in your manifesto relates to this position.
- A **Picture** - this can go anywhere on your manifesto although most candidates favour towards the top.
- **About You** - tell the voters a bit about yourself: who you are, why you're running for the position, your experience and what you would bring to the role.
- **Your Policies and Pledges** - this should outline what you hope to achieve in your role, and how?

Hints and Tips

- Ensure your manifesto is well researched and prepared; this will help you be realistic with your pledges.
- Don't make assumptions about what students' issues are; ask them!
- Think about the needs of all sorts of different students.
- Don't use vast amounts of text; the words on a manifesto are important but it is better when they are used sparingly and statements are clear and succinct.
- Don't assume that the person reading your manifesto has any prior knowledge of elections or OUSU.
- Try to co-ordinate all your campaign material so that your manifesto relates to any print material you produce.
- Check your spelling and grammar thoroughly before you hand in your manifesto.

For examples of manifestos by candidates running in last year's OUSU election take a look at the OUSU website: www.ousu.org/manifestos-mt11

The Rules

1. You do not have to submit a manifesto. However, if you are going to submit a manifesto you must do so by the time nominations close at noon on Thursday of 4th week. They must be submitted in print form and electronically as a PDF e-mailed to ro@ousu.org.
2. You must include on your manifesto the name of anyone who is involved in the design process of your manifesto.
3. The size of your manifesto is limited to the following for publishing:
 - i. One full tabloid page (340mm up by 285mm across) for each candidate for Sabbatical office;
 - ii. One quarter page (170mm up by 142.5mm across) for each candidate for the Part-Time Executive or Part-Time Graduate Executive office;
 - iii. One eighth page (85mm up by 142.5mm across) for each candidate for NUS Delegate or Student Trustee.

Publicity and Media Engagement

Endorsements and ‘Supporters’

One of the basics for an effective campaign is to recruit other people to help you. You can ask other people to help spread your publicity e.g. by putting up posters and tweeting about your manifesto. You may also use them to generate good publicity, for instance by getting endorsements from influential individuals. Anyone can endorse and support anyone, subject to the restrictions in the Election Regulations, which stipulates that candidates who intend to campaign together or otherwise support one another must form a ‘slate’, or team.³

An endorsement is normally understood as a statement by an individual that they support a particular candidate or a slate. A Supporter is anyone who supports a Candidate or a Slate in any way. Therefore anyone who endorses a Candidate or Slate is counted as their Supporter. You should strongly discourage your Supporters from actively campaigning for other Candidates (unless you are on a Slate with them) because such activity may be interpreted as co-operation which would be an infringement of Election Regulation mentioned above.⁴

The Election Regulations also allow you to be endorsed by any other society, common room or one of OUSU’s autonomous campaigns. If you want to claim the endorsement of a particular group then you need to be able to provide proof of such an endorsement, e.g. minutes of the meeting where they decide to back your campaign. If you are being endorsed by someone who occupies a key position in a group e.g. Chair of the Women’s Campaign, but not that group itself, then you need to make it clear that the endorsement is in that person’s personal capacity.

You can’t seek or claim the endorsement of OUSU or any of OUSU’s ‘campaigning committees’, which are

- Environment and Ethics
- Target Schools
- Raise and Give (RAG)
- Living Wage
- Mind Your Head

For the avoidance of doubt, disseminating unlawful, false or misleading statements in public is not allowed and Candidates and Slates will be held responsible for disseminating such statements if it is done in their name or there is evidence they are responsible.

Student Media

Candidates are encouraged to engage with the media in the run-up to elections, particularly the student press and radio. You can inform reporters of stories that might be of interest, or write ‘comment pieces’ on topics that are important to you and your campaign. ‘Comment Pieces’ are understood as articles in newspapers or in other media where an author presents their opinion on a topic. Any comment pieces will be viewed as election material so you should make sure that they comply with the Election Regulations.

In the interests of fairness you should make a reasonable effort to inform other candidates for the position of any contact that you have with the media so that they can pursue the same opportunity.

As a guideline, you should:

- a) ascertain before participating in an interview that the press/transmission deadline is not less than 4 hours after the conclusion of the interview (and shall not participate if unable to so ascertain).

³ Election Regulations, paragraph 17 (p.10).

⁴ Election Regulations, paragraph 17 (p.10).

- b) inform any interviewer of OUSU's principle of equal opportunity for media participation and the need to balance the interview by the involvement of any opposing candidates, whose names you should provide.
- c) inform the principal agent of any opposing candidate (or the candidate themselves) of an interview within 1 hour of its conclusion, the name of the interviewer and the subjects discussed.
- d) inform the principal agent of any opposing candidate (or the candidate themselves) of any comment pieces that you have written, including details of the topic and your media contact, at least 8 hours before the publication deadline.

If you are going to participate in a live transmission interview, then before participating you should try to make sure that an invitation to the interview has been communicated to every candidate for the position at least 4 hours in advance of the commencement of the interview.

Mailing Lists

You are allowed to make mailing lists to keep in contact with your supporters but the Election Regulations impose strict rules on their use in other areas. A Candidate, Agent or Supporter may not use an excluded mailing list in a Direct OUSU Election for the purposes of campaigning. In this Regulation, an excluded mailing list is

- a) A list created or used by the University (including a University or student society, whether or not registered with the Proctors),
- b) A list created or used by a College (including a Common Room or a College society).

The Returning Officer may also exclude other forms of mailing list from use by issuing a Ruling.

Websites

All websites (not including Facebook 'groups' or similar social media, for which you should refer to the guidelines below) should be registered with the Returning Officer. To register a website, a candidate or agent should submit to the Returning Officer, either via ro@ousu.org or in person, the following:

- a) Proof of purchase of the domain name;
- b) A signed statement or forwarded email from all persons actively involved in creating the website that they were entirely responsible for creating the website.

If anyone actively involved in creating the website has been paid, a receipt must be submitted, and the amount deducted from the candidate's expenditure limit.

Websites shall be deemed to be election material and will be subject to the relevant regulations and guidelines as such.

To ensure fairness in costing websites, all domain names must be purchased specifically for the purpose of the Michaelmas Term OUSU Elections. Domain names should contain some reference to the election or a candidacy, such as www.voteforA.com or www.samOUSUelection.org.

Social Networking

1.1. The use of social networks is an effective way to publicise yourself and your message to large numbers of the electorate. You can create Facebook groups, hashtags, YouTube videos and promote yourself on other forms of social media.

1.2. Being a member of a Facebook group, or following a candidate/slate on Twitter does not make someone a Supporter for that candidate/slate. Retweeting a candidate/slate or posting a group or a link to a group/website does constitute support, as does any other action promoting a candidate/slate by word or deed online beyond simply being a group member or following a candidate/slate.

1.3. Neither you as a candidate, nor any of your Supporters, should send messages via a Facebook group. Doing so will, in effect, constitute a breach of the rules governing the use of mailing lists. For the avoidance of doubt, a Facebook message shall be deemed an e-mail. Tweets shall not be deemed emails.

1.4.Candidates/Slates' Facebook groups, Twitter accounts and similar social networking identities shall be considered election material, and are bound by all provisions in the Electoral Regulations and Rulings relating to election material. Candidates must, therefore, remove any comments posted in their group's "wall" that contravene such provisions within 24 hours, after which time they shall be responsible for the content of the comment.

1.5.You may purchase Facebook ads or other online advertising if you wish. Like all purchased election material, receipts for any online advertising must be submitted to the Returning Officer at the close of poll, and expenditure limits must not be infringed.

Expenditure Limits and Slates

Campaigns in OUSU elections are self-funded, but to ensure the contest is fair all candidates are subject to strict expenditure limits. The individual limits for this year are:

£130 for an individual candidate for a full-time role (President and Vice Presidents)

£50 for an individual candidate for a part-time role (Part Time Executive, Student Trustee or NUS Delegate)

Multiple candidates can run together on a joint campaign (called a 'slate'). While this can be beneficial in terms of shared resources and knowledge it has an impact on the expenditure that is allowed per candidate. Here a campaign is limited to £130 if it includes a candidate for full-time office, or £50 if it does not. In addition to this the following sums are added for every additional candidate on the team:

£10 for every candidate for a full-time role (President and Vice Presidents)

£5 for every candidate for a part-time role (Part Time Executive, Student Trustee or NUS Delegate)

Any print materials (posters, leaflets and fliers, etc.) used must be purchased from the Gloucester Green branch of Press to Print and must have the 'OUSU' stamp visible on them. You are free to purchase other items elsewhere. If you use any election materials that you acquire at no cost you must satisfy the RO that the same materials are freely available to all candidates. Receipts for all expenditure must be submitted to the RO within 1 hour of the polls closing.

Slate Restrictions

You should be aware that there are restrictions in the election regulations over the size of slates. Any slate can have up to

- 3 candidates for full-time positions (this is raised to 4 if one of the candidates is running for VP Graduates).
- 5 candidates for Part-Time Executive positions (this is raised to 6 if at least one of the candidates is running for a graduate Part-Time Executive position),
- 3 candidates for the office of Student Trustee.
- 5 for the office of NUS Delegate.

Any co-operation between candidates who are not registered on the same slate will be penalised. Co-operation between supporters of different teams is also heavily regulated.

Worked Examples

Below are some worked examples that demonstrate how to calculate the relevant limit for your campaign. If you are unsure about this then please contact the RO at ro@ousu.org to confirm your figure.

Campaign 1 - Candidates: 1 President Candidate, 1 VP Women Candidate, 3 Part-Time Executive Officers, 5 NUS Delegates, 1 Student Trustee

In this case the campaign has a full-time officer candidate on the team so starts with a base of £130. To this is added a further £10 for the other candidate for a full-time position (VP Women), as well as £5 for all 9 candidates for part-time positions.

$1 \times 10 = 10$ (1 candidate for VP Women)

$9 \times 5 = 45$ (9 candidates for part-time positions)

$45 + 10 = 55$ (Added together)

$130 + 55 = £185$ (Added to base of £130)

So the total budget for this campaign would be £185.

Campaign 2 - Candidates: 3 Part-Time Executive Officers, 5 NUS Delegates, 1 Trustee.

In this case the campaign does not have a full-time officer candidate on the team so starts with a base of £50.

To this is added a further £5 for all 8 other candidates for part-time positions.

$8 \times 5 = 40$ (8 candidates for part-time positions)

$50 + 40 = £90$ (Added to base of £50)

So the total budget for this campaign would be £90.

Campaign 3 - Candidates: 1 VP Graduates Candidate, 1 Part-Time Executive Candidate, 1 Student Trustee Candidate

In this case the campaign has a full-time officer candidate on the team so starts with a base of £130.

To this is added a further £5 for each of the 2 candidates for a part-time position.

$2 \times 5 = 10$ (2 candidates for part-time positions)

$130 + 10 = £140$ (Added to base of £130)

So the total budget for this campaign would be £140.

Hustings

Hustings provide a chance for voters to hear speeches from the candidates, and to ask them questions. OUSU Election hustings comprise **Central Hustings**, which are organised directly by OUSU, and provide the opportunity for all candidates for Sabbatical Office to speak, along with all contested Part-Time Executive positions, and **College and Campaign Hustings**, which are arranged jointly between the OUSU Returning Officer and individual Common Rooms and Campaigns.

Beyond all of these events you are also encouraged to speak to any group of students you would like to without restriction or regulation (this does not include student media outlets).

Central Hustings for all Sabbatical Officer candidates will be held on Tuesday of 5th Week (6 November).

Central Hustings for contested Part-Time Executive Positions will be held on Saturday of 5th Week (10 November).

Common Room and Campaign Hustings will take place between Tuesday of 5th Week (6 November) and Monday of 6th Week (13 November).

The locations for the **Central Hustings**, and a provisional timetable for Common Room and Campaign Hustings will be published by Elections Committee no later than Thursday of 3rd Week (25 October). Any alterations in location or timings will be announced by the Returning Officer no less than 24 hours in advance.

For **Common Room and Campaign Hustings**, the Common Room Presidents and Campaign Chairs will request the elections in which they wish to hold hustings, and liaise with the Elections Committee to ensure there are no clashes. Candidates will be given no less than 24 hours' notice of hustings for the election in which they are a candidate.

For Example, St John's MCR requests Hustings, which are published on the provisional timetable in 3rd Week. The Hustings are due for Thursday of 5th Week at 7.00pm, giving a deadline of 7.00pm Wednesday 5th Week for the MCR to request which elections it wishes to see Hustings for (e.g. Graduate International Students Officer), and the Returning Officer to subsequently

Eligibility to attend

Central Hustings are open to all eligible to

vote in the elections. Common Room Hustings are open to all members of the Common Room who are eligible to vote in the OUSU elections, and, at the discretion of the Common Room, to non-Common Room members who are OUSU election voters. Campaign Hustings shall be open to all OUSU voters entitled to attend meetings of that Campaign.

Format

Central Hustings - Sabbatical Officers

Each candidate will be required to give a speech of 3 minutes, followed by questions, where each candidate will be given an equal length of time, set by the Chair, to respond. The order in which candidates answer questions shall rotate between questions. This will be followed by a final open debate of up to four minutes. The RO, or another member of the Elections Committee, will keep time and chair questions.

Disclosures

Candidates are welcome to make any disclosures verbally, but shall not be required to do so except if a voter present demands. Only disclosures required by the Nomination Form can be asked of a candidate in hustings.

Written questions

Written questions may be submitted to the RO up to 6 hours before hustings begin. The minutes

Central Hustings - Contested Part-Time Executive Officers

Each candidate will be required to give a speech of 2 minutes, followed by questions, where each candidate will be given an equal length of time, set by the Chair, to respond. The order in which candidates answer questions shall rotate between questions. The RO, or another member of the Elections Committee, will keep time and chair questions.

of replies to these questions shall be forwarded to the questioner within 48 hours.

Recording

College and Campaign Hustings

The format for College and Campaign Hustings is the same as for Central Hustings, except that the length of time for speeches and questions or debate shall be determined by the Returning Officer in consultation with the Common Room or Campaign. The RO, or another member of the Elections Committee, will keep time and chair questions.

Central Hustings will be minuted by the Elections Committee and recorded on video and audio, with the minutes and the speeches of each candidate placed on the OUSU website. The recordings of the questions and the debate will be released at the discretion of the Elections Committee, and subject to its approval, will also be placed on the OUSU website.

Cancellation

The RO, or in her/his absence, the chair of Hustings, shall be entitled at her/his discretion to cancel any Hustings where there are fewer than five persons present, not counting members of the Elections Committee, candidates in the election in question, candidates of the same slate as a candidate for the election in question and agents of slates.

Elections Committee and binding guidance

The role of the Elections Committee is to assist the RO and Deputy ROs in their duties and to ensure that the election is run fairly and is well publicised. To complete this role they may advise the RO, when requested, on issues including the organisation of the election and election discipline, and may take up some of his or her functions temporarily.

The Committee is appointed by the RO and as well as the RO and Deputy RO can include:

- The OUSU President.
- Members of the OUSU Executive Committee who are not involved in the election and do not have a conflict of interest.
- Up to four student members.
- One other person.

While it can include all these people the committee's quorum is 3 people, which must include the RO and two full-time OUSU officers.

Binding Guidance

The Elections Committee can also make some decisions itself, including issuing binding guidance for all candidates and agents. This is done under Regulation 7.5 that reads:

'The Returning Officer and Elections Committee may, from time to time, each publish guidance on the application of the Bye-Laws and these Regulations to Direct Elections.'

When the Elections Committee issues this guidance it will send it to all candidates and agents and will cite Regulation 7.5 when doing so. The information contained in this pack, beyond that derived directly from the regulations, is not binding; however, the Elections Committee intends to issue guidance on Election Expenditure and Media Engagement that will bring limitations on both in to force. These sections are in red in this pack.

University's Role in Elections

Primarily it is worth remembering that while taking part in the OUSU elections all students remain subject to all the University and Proctor's powers to discipline and that any appeal against a decision by the Junior Tribunal regarding a complaint will be heard by the Senior Tribunal.

This body consists of 3 members of congregation that the University appoints. Any complaints regarding the membership of this tribunal must be addressed to the Proctors. The quorum of this body is 2. It has the power to exercise all the power of the RO and Junior Tribunal, dismiss the RO, and/or disqualify any candidate or slate. It is only possible for a candidate or slate to be disqualified if their conduct is deemed to have affected the outcome of the election.

Any appeal against a decision of the Senior Tribunal must be submitted to the Proctors by noon on the second working day after the ruling is made.