Council Minutes
5th Week Trinity Term 2013

5th Week Council held on Wednesday 22\textsuperscript{nd} May 2013 at 5.30pm in the Doctorow Hall at St Edmund Hall.

If you have any questions about OUSU Council, please contact David Railton, the Chair, at motions@ousu.org

a. Minutes of the Previous Meeting
b. Matters Arising from the Minutes
c. Ratifications in Council
d. Elections in Council
   1 position for Black and Minority Ethnic Students and Anti Racism Officer
   1 position for Deputy Returning Officer
   1 position for Steering Committee
   3 positions for Internal Affairs Committee
   4 positions for Complaints Committee
e. Reports from the Sabbatical Officers
f. Questions to Members of the Executive
g. Emergency Motions
   1. Approval of OUSU Budget 2013-14
   2. Nicola Blackwood Emergency Motion
h. Motions to Amend the Constitution or Standing Orders
   3. General Regulations
   4. Proposed Amendments to the Election Regulations
i. Motions Authorising Capital Expenditure
   5. Women’s Garden Party
   6. Motion to Part-Fund the Production of an Environment and Ethics Magazine
j. Other Motions
   7. Student Advice Service Policy and Procedure
   8. Returning Officer’s Report on Statutory Annual Elections, Michaelmas Term 2012
   9. OUSU Council Binding Delegates to the National Union of Students Conference
   10. Motion to Support the University’s Sustainability Policy
   11. Student Financial Support
   12. Support for the Living Wage
   13. Unpaid Internships
   14. King’s Arm’s Crossing Motion
k. Any Other Business

a. Minutes of the Previous Meeting

Chair identified herself as the RO and explained that current Chair was unable to attend 5\textsuperscript{th} Week Council.

Chair identified printed minutes from 3\textsuperscript{rd} Week Council and asked if there were any objections to them.
Helena Dollimore (St Hilda’s)
Voted for NUS Conference Report 2013 Motion, not against as stated in minutes.

Minutes amended.

d. Elections in Council

The following positions were elected in OUSU Council of 5th week.

1 position for Black and Minority Ethnic Students and Anti Racism Officer - From the 3 candidates standing, only Zain Iqbal attended Council. A hust was called:

Zain Iqbal (Brasenose)
Thanked Council for invitation. Explained he was a 1st year PPE student. Communicated his interest in representing the BMES community and demonstrated his suitability: volunteering at a local school where BME students do not often aspire to go to university, networking experience through his role as Islamic Awareness Officer, awareness of All Parliamentary Race Relations group and their policy, participation in 200th anniversary celebrations of abolition of slavery. Admitted that position would be a steep learning curve, but enforced motivation towards improving access in this area.

Katie Colliver (University)
Asked candidate how he would prioritise his time in a demanding role.

Zain Iqbal (Brasenose)
Candidate responded saying that he had good time management skills.

Anna Bradshaw (Wadham)
Asked if candidate took part in any further extra curricular activities.

Zain Iqbal (Brasenose)
Candidate responded confirming that he was a Sandhurst Scholar, that he boxed and that he was hoping to try for a Blue, and that he volunteered.

Zain Iqbal (Brasenose) was elected.

4 positions for Complaints Committee - There was 1 candidate for Complaints Committee so no hust was required.

Yuepong Dong (Christ Church) was elected.

e. Reports from Sabbatical Officers

In order of presentation:

VP Graduates - Chris Gray
Flagged upcoming Graduate Divisional Reps elections closing this Sunday and that more information was available.

VP Access - David Messling
Flagged there would soon be a paid Design and Editing role at OUSU and that if anyone with the skills was interested they should get in-touch.
President - David J. Townsend
Explained, in line with Council mandate from last meeting, he had met with the VC and that a response regarding the University’s partnership with Shell was imminent. And that there had already been a response from the Vice-Chancellor of the University of London regarding the University of London Union case (on mandate from last meeting) and he had circulated it. Those interested in being involved in the Michaelmas Term 2013 OUSU elections should stay after Council for information. Also, mandated by last Council, he had approached the Estates Bursars’ Committee to request that an OUSU representative sit on the committee administering the Van Noorden Index. That there was currently a temporary OUSU website up and that anyone interested should log-on (www.ousu.org). Explained that reason for delay on the new website was in part due to staff absences.

VC Welfare - Katie Colliver
Communicated that there is now a second Freshers Week training session scheduled for 8th Week due to popular demand. And that equality and diversity training can now be taken in college CRs as well as OUSU.

VC Charities - Sarah Santhosham
Publicised the launch of new E&E magazine, detailing its mission to provide an exciting and fresh look on E&E issues. Communicated launch will take place on Wednesday of 6th Week at the Turl St Kitchen.

VC Women - Suzanne Holsomback
Publicised upcoming vacancies for sexual content facilitators and urged those interested to get in-touch. Mentioned that sexual consent training can be taken to college CRs. Communicated success of 2nd screening of Girl Rising.

f. Questions to Members of the Exec

Jack Matthews (University)
Questioned Grad International Students Officer Arianna Tassinari’s involvement on email list seeking the invalidating of a PhD from University of London. Believed Officer supported this act and wanted Officer to report to Council.

Nathan Akehurst (Lincoln)
Explained that he had some knowledge of the case and that the Officer in question was attempting to question the case more generally and the use of email correspondence, rather than supporting the invalidation of the PhD.

Jack Matthews (University)
Questioned Common Room Support Officer Jonathan Metzer’s lack of communication, that in six months there had only been two emails.

Jonathan Metzer (Worcester)
Explained that he had solicited feedback from student body which had been positive on the whole with no significant problems.

Jack Matthews (University)
Questioned Officer why he had not sent communication in 3 months.

Jonathan Metzer (Worcester)
Communicated that a constructive debate is desirable.
g. Emergency Motions

1. Approval of OUSU Budget 2013-14

Council Notes:
1. That the Chief Executive Officer, in consultation with the President, Vice-Presidents and other Trustees of OUSU, has compiled a draft OUSU Budget 2013-14 (Appendix A).
2. That the draft OUSU Budget 2013-14 has been approved by the Budget Sub-Committee of the Finance Committee of the OUSU Trustee Board, which includes students elected by OUSU Council.
3. That the draft OUSU Budget 2013-14 has been approved by the OUSU Trustee Board.

Council Resolves:
1. To approve the OUSU Budget 2013-14 (Appendix A)

Proposed: David J. Townsend (St John’s College)
Seconded: James Raynor (Worcester College)

David J. Townsend (St John’s College)
Explained that a number of groups and individuals were involved in writing and editing the budget. Explained a number of specific points crucial to the new budget, including: OUSU’s funding uplift, the advertising of new paid posts (Operations and Communications Officers), as well as the re-grading of an existing position. Explained that for OUSU to work efficiently these new posts are important.

Anya Metzer (Wadham)
Questioned the role of outsourced funding.

Harry Burt (Trinity)
Commented that voting members had only received budget, at 6pm on Monday, and that this had left little time for review.

David J. Townsend (St John’s College)
Explained that budget is normally circulated in HT, but that because of a number of factors, including the successful negotiations around the uplift and unexpected staff absence, the circulating of the budget had been delayed. Reminded Council that final approval lay with Council.

Natahn Akehurst (Lincoln)
Asked if discretionary funds would rise as part of the budget?

David J. Townsend (St John’s)
Explained that in the past there had not been a discretionary fund for elected officers to use and that this had been corrected in new budget. Particularly important to allow officers to do what the electorate has elected them to do, and to avoid having to use the OUSU Council funding discretionary expenditure.

David Bagg (Bailliol)
Questioned the reduction in the SAS budget.

Katie Colliver (University)
Explained that the SAS budget has not been reduced and that savings on staffing costs would be reflected in future SAS budget provision.
David J. Townsend (St John’s)  
Explained the complex nature of the budget and that the CEO of OUSU would have attended Council to elaborate, but was unable to do so due to circumstances beyond their control.

Helena Dollimore (St Hilda’s)  
Asked how certain was funding for It Happens Here campaign, and if it was uncertain should we not be putting aside some of the budget to ensure campaign doesn’t fall short.

Suzanne Holsockback (Green Templeton)  
Commented on the offsetting of printing costs.

Jack Matthews (University)  
Requested to have previous year’s budget presented alongside new budget. Commented on the biggest variable between years being OSSL’s income and questioned how prediction of income was managed.

David J. Townsend (St John’s)  
Commented of the highly specific nature of the subject and explained the structuring of OUSU and the fact that OSSL is OUSU’s commercial arm. Explained that the distinction between OUSU and OSSL was necessary to meet legal obligations and that variables in income streams were possible. Commented that some projects, such as the joint careers guide, replaced old initiatives and the fallow year between the old and the new project was reflected in budget.

Harry Burt (Trinity)  
Commented that if there were budget related questions then would it be possible to submit budget for review at 7th Week Council.

David J. Townsend (St John’s)  
Highlighted delayed nature of budget and that it was necessary to have budget signed-off to be inline with University’s planning schedule. Reminded Council that those interested in the budget should stand for Budget Sub-Committee as it is this body that scrutinises budget line-by-line.

David Bagg (Balliol)  
 Asked if new Communications and Operations roles could be outlined.

David J. Townsend (St John’s)  
Communications post is necessary so there is someone to manage communication and social media platforms. Most student unions have such a post. Operations post is necessary so that expectations of OUSU can be achieved and that the daily or year-round running of OUSU is made viable. Communicated to Council the current overstretched nature of a number of OUSU permanent staff positions.

Motion passed.

2. Nicola Blackwood Emergency Motion

Council Notes:  
1. That 38 JCR and MCR Presidents signed a joint letter to Nicola Blackwood, the MP for Oxford West and Abingdon in December urging her to reassess her previously stated intention to vote against gay marriage.
2. That in response to this letter, she appeared to change her position, implying she would vote in favour of gay marriage with certain conditions met.
3. That all of her concerns about religious freedom have been met by government amendments.
4. At the bill’s second reading, Nicola Blackwood MP abstained.
5. Nicola Blackwood MP yesterday voted against the same sex marriage bill at its third reading in the Commons.

Council Believes:
1. Marriage is a basic right that should not be denied to anyone on grounds of sexual orientation.
2. Restricting the LGBTQ community to civil partnerships by voting against gay marriage undermines that group and their relationships. When members of parliament condone such fundamental discrimination, it further frustrates efforts to remove homophobia in society.
3. That Nicola Blackwood is the MP of a large number of students and should be seeking to protect and promote their rights to equality.

Council Resolves:
1. To condemn Nicola Blackwood’s decision, which does not represent the student population of Oxford’s position on gay marriage.
2. To mandate the OUSU President to write to Nicola Blackwood MP on behalf of all Oxford students expressing our anger with her vote against gay marriage, and asking her to explain why she suggested she would vote in favour, given the provisions in the bill that satisfied her initial concerns, then reverted on this statement to students by voting against.
3. To mandate the Sabbatical officers to inform the students in the best way possible of her decision to vote against this historic legislation.

**Proposed:** Jane Cahill (The Queen’s College)
**Seconded:** Andrew Rogers (Jesus College)

Jane Cahill (The Queen’s)
Apologised for the motion’s late submission. Explained that the issue of gay marriage was subject to a generational gap pattern. Affirmed that it is the responsibility of the Union to communicate the students’ views to local MPs. Reminded Council of the campaigning already done and the Motions already passed on the issue. Explained that communication lines had not been good with MP and that given MP’s change in voting direction it was necessary to communicate with MP and student body. Emphasised the international nature of the University’s student community and that as a result many cultures’ rights were at stake. Emphasised that this move would affirm student body’s respect for their University.

Short Factual Questions

William Brown (Pembroke)
Questined why Oxford’s other MP, Andrew Smith, had not been congratualted on his voting for gay marriage.

Jane Cahill (The Queen’s)
Gave her congratulations, but emphasised there was still an important issue at stake.

David Messling (St John’s)
Agreed on Motion’s objection to MP’s change in voting direction. Reminded Council that he had spoken on the issue in previous Councils. Communicated that there is a difference in marriage and who constitutes such a union and that he recognised the benefit of the heterosexual family
unit. Confirmed that he was not voting for motion due to disagreement with ‘Council Believes’ section.

Suzanne Holsomback (Green Templeton)
Questioned the time frame element.

Jane Cahill (The Queen’s)
Explained the possibility of acting once bill had gone to Lords.

James Blythe (Brasenose)
Emphasised urgency and proposed amendment.

PROPOSED AMENDMENT:
Add to Council Resolves 2: ‘as a matter of urgency’ after ‘Nicola Blackwood MP’.

Jane Cahill (The Queen’s)
Accepted amendment as friendly and communicated that writing a letter was urgent and that less urgent was publicising voting direction of MP.

Katie Colliver (University)
Proposed amendment.

PROPOSED AMENDMENT:
Add to Council Resolves: ‘Encourage CR Reps to write to Lords affiliated with their college to support equal marriage.’

Jane Cahill (The Queen’s)
Accepted amendment as friendly.

Andrew Rogers (Jesus)
Emphasised the importance of getting word-out to student body and that it is worth speaking to Lords affiliated with colleges to remind them to vote for.

Motion passed. 2 Against. 0 Abstentions.

h. Motions to Amend the Constitution or Standing Orders

3. General Regulations

Council Notes:
1. That OUSU has been undergoing a major constitutional overhaul, the final stage of which is the replacement of the bye-laws with regulations.
2. That the attached General Regulations simply transcribe existing byelaws into the new format of Regulations.
3. That the Trustee Board has considered and accepted the General Regulations.

Council Resolves:
1. To adopt the attached General Regulations “Appendix B” (subject to a second reading in the Termly General Meeting in 7th week).

Proposed: Chris Gray (Merton College)
Seconded: Sarah Santhosham (Corpus Christi College)
Chris Gray (Merton)
Communicated that essential information was in motion. Explained that changes had been discussed with legal experts and that all were positive, making document readable. Added that an important amendment was a change to the old by-law not letting NUS delegates speak at Conference without the President’s permission.

Passed Nem Con.

4. Proposed Amendments to the Election Regulations

Council Notes:
1. The explanatory note in Appendix C, setting out the origin and purpose of these proposed amendments.
2. That for the sake of clarity, amendments to the existing Election Regulations are highlighted in yellow in Appendix D.

Council Resolves:
1. To approve the Election Regulations in Appendix D.

**Proposed:** David Bagg (Balliol College)
**Seconded:** David J. Townsend (St John’s College)

David Bagg (Balliol)
Explained the running success of previous elections and went on to explain the proposed amendments (as outlined in appendix) having consulted student body for feedback. Summed up by communicating that changes overall were moderate and recommended.

Jack Matthews (University)
Commented that clause 17.4(b) would prevent current Part-Time Executive Officers and Student trustees from running on a slate and that this was a negative outcome. Also commented that Council’s voting powers were curtailed due to having to seek legal advise on any change.

David J. Townsend (St John’s)
Reminded Council that concerns should be communicated as soon as possible as amending ‘on the fly’ was not desirable. Proposed amendment in light of discussion.

**PROPOSED AMENDMENT:**
Change 17.4(b) to: ‘a Part-Time Officer or Student Trustee (excluding a Part-Time Officer or Student Trustee who is themselves a Candidate), or an External Trustee’.

David Bagg (Balliol)
Accepted amendment as friendly.

Michael Davies (Somerville)
Questioned what campaigns could be endorsed with reference to 17.4(d).

David Bagg (Balliol)
Explained that the campaigns in question are autonomous and distinct from OUSU.

Katie Colliver (University)
Explained that autonomous campaigns can generate their own policy and direction.

William Neaverson (Christ Church)
Questioned if there might be a double standard with reference to clause and asked why distinction exists.

David J. Townsend (St John’s)
Reminded Council that if a campaign has the support and backing of OUSU it can’t act in a partisan manner.

David Bagg (Balliol)
Emphasised that clause was to make sure that election process is free and fair.

Motion passed. 1 Abstention.

i. Motions Authorising Capital Expenditure

5. Women’s Garden Party

Council Notes:
1. Female Oxford students have achieved much over the past year.
2. That Oxford Females in Engineering, Science, and Technology (OxFEST) and OUSU’s Women’s Campaign (WomCam) co-hosted a Women’s Garden Party on Saturday, 11 May.
3. That other women’s organisations were approached about co-hosting and financially sponsoring the event, but could not commit.
4. That OxFEST and WomCam had a £120 budget for food.
5. That 115 people RSVPed to the event and hence £174.60 was spent on food and drink.
6. That there is no budget for sabbatical events or projects except the discretionary campaigns budget.
7. That female Oxford student found the garden party enjoyable.

Council Believes:
1. That a Women’s Garden Party was a positive way to socialise, network, and recognise the accomplishments of women throughout the University this year.

Council Resolves:
1. To grant Vice President (Women) up to £70 from OUSU’s discretionary campaigns budget to aid in the costs for the Women’s Garden Party.

Proposed: Suzanne Holsomback (Green Templeton College)
Seconded: Katie Colliver (University College)

Suzanne Holsomback (Green Templeton)
Explained that on the Saturday of 3rd Week a garden party was held to celebrate women in Engineering, to network, and that funds are being requested to refund certain expenses.

Hamaad Mustafa (St John’s)
Questioned if the event was open to both men and women.

Suzanne Holsomback (Green Templeton)
Replied that it was.

Passed Nem Con.

6. Motion to Part-Fund the Production of an Environment and Ethics Magazine
Council Notes:
1. that the Vice President (Charities & Community) has been leading a team to produce an OUSU magazine on environmental and ethical issues this term
2. that £925 has been raised through sponsorship and that there is a slight shortfall in the fund required for production, distribution and publicity for the magazine
3. that the Vice President (Charities & Community) has made a grant application for £500 which will cover the remaining costs, but that the decision will not be made for a few weeks.

Council Believes:
1. that it is important to raise awareness of environmental and ethical issues in a positive, non-scare tactic way
2. that the new magazine is a good way to raise the profile of such issues and encourage students to lead more sustainable lives.

Council Resolves:
1. to authorise up to £500 from the discretionary campaigns budget to cover the remaining costs of the production, distribution and publicity for the new magazine, in the event that the grant application is unsuccessful.

Proposed: Sarah Santhosham (Corpus Christi College)  
Seconded: Katie Colliver (University College)

Sarah Santhosham (Corpus)  
Communicated that this term’s work had included organising the publication of a new E&E magazine, focusing on raising awareness in an accessible manner, and looking at everyday issues in a new way. Communicated that a new database would be built and that some funds had already been raised. Explained that funds requested were needed as a contingency plan as private sponsorship had been sought. Funds needed for printing, delivery and publicity.

Anya Metzer (Wadham)  
Questioned if colleges would have to pay for publication.

Sarah Santhosham (Corpus)  
Confirmed no.

David Messling (St John’s)  
Asked how much was in the discretionary fund.

Sarah Santhosham (Corpus)  
Confirmed £1500.

Passed Nem Con.

j. Other Motions

7. Student Advice Service Policy and Procedure

Council Notes:
1. OUSU runs a Student Advice Service which helps around 400 students every year.
2. The governance of the Student Advice Service includes a Confidentiality Policy and a Complaints Procedure.
3. The current versions of these documents are out of date and incomplete.
4. The Vice President (Welfare and Equal Opportunities) and the Manager of the Student Advice Service have drafted a new Confidentiality Policy (Appendix E) and Complaints Procedure (Appendix F) which includes detailed procedures and appropriate references to the legal obligations of the Student Advice Service.
5. OUSU’s Board of Trustees has been consulted on, and approved, the use of the new Confidentiality Policy and Complaints Procedure.

Council Believes:
1. It is important that the Student Advice Service has a thorough and up-to-date set of governing documents.

Council Resolves:
1. To approve the Confidentiality Policy for use by OUSU’s Student Advice Service
2. To approve the Complaints Procedure for use by OUSU’s Student Advice Service

Proposed: Katie Colliver (University College)
Seconded: David Messling (St. John’s College)

Passed Nem Con.

8. Returns Officer’s Report on Statutory Annual Elections, Michaelmas Term 2012

Council Notes:
1. That the Returning Officer for the Statutory Annual Elections in Michaelmas Term 2012 has produced a report (Appendix G) on the conduct of those elections, the subsequent activities of the Electoral Review Group and recommendations for changes to the Election Regulations and other aspects of the conduct of elections.

Council Resolves:
1. To receive the Returning Officer’s report as Appendix G.

Proposed: David Bagg (Balliol College)
Seconded: Chris Gray (Merton College)

Passed Nem Con.

9. OUSU Council Binding Delegates to the National Union of Students Conference

Council Notes:
1. That at its meeting on 8th May 2013 (3rd Week Trinity Term), OUSU Council mandated the President to write an explanatory note setting out the circumstances in which OUSU Council can bind Delegates to the Conference of the National Union of Students to vote in a particular way, and the mechanism by which OUSU Council may achieve this (Appendix H)
2. That the President was mandated to submit this explanatory note to OUSU Council for its approval

Council Resolves:
1. To approve the President’s explanatory note in Appendix H.

Proposed: David J. Townsend (St John’s College)
Seconded: James Blythe (Brasenose College)
10. Motion to Support the University’s Sustainability Policy

Council Notes:
1. That the University is currently re-writing its Environmental Sustainability Policy last made
   in 2008 to include: Biodiversity; Community; Education, Research, and Knowledge Transfer
   for Sustainable Development; Energy and Carbon Management; Sustainable Buildings;
   Sustainable Purchasing; Sustainable Travel; Waste and Material Resources; and Water.
2. That OUSU has been actively involved in the re-writing of this policy.
3. That OUSU has its own Sustainability Policy and that there is an overlap in the principles
   behind and features of both policies.

Council Believes:
1. That environmental, social and economic sustainability should be fundamental to our
   operations as a Student Union and as a University.
2. That we should actively work with the University to make the University and its activities
   as sustainable as possible.

Council Resolves:
1. To endorse the University’s new Environmental Sustainability Policy (Appendix I)
2. To mandate the Vice President (Charities & Community) to work with the University’s
   Sustainability Office where necessary to achieve the terms set out in the Sustainability Policy
3. To make Council Believes a policy guideline.

Proposed: Sarah Santhosham (Corpus Christi College)
Seconded: James Rainey (Balliol College)

Passed Nem Con.

11. Support for the Living Wage

Council Notes:
1. That the Living Wage is a figure calculated by the Centre for Research in Social Policy as a
   minimum hourly rate that workers need in order to maintain a decent standard of living.
2. That major employers and over 20 UK universities pay at least the Living Wage to their
   staff.
3. That there has been an active Living Wage Campaign in Oxford for a number of years,
   which works with scouts, local organizations and the City Council.
4. That Oxford University has recently agreed to pay all its directly employed staff at least
   the national Living Wage.

Council Believes:
1. That people should be paid enough to maintain a good standard of living, and the best
   way to ensure this is to support a Living Wage
2. That there is both a strong’ moral and economic case for the Living Wage.

Council Resolves:
1. To mandate the Vice President (Charities & Community) to continue to raise this issue
   actively with the University and Colleges
2. To mandate the Vice President (Charities & Community) to continue to work with the
   Living Wage Campaign and Common Rooms to lobby for a Living Wage across the University
   and Colleges
3. To mandate the Vice President (Charities & Community) to continue to build relations with local organisations, external organisations and other Living Wage campaigns across the country to further the goal of achieving a Living Wage in Oxford.
4. To mandate the President to ensure that all staff employed by OUSU, directly and indirectly, are paid a Living Wage.
5. To make Council Believes 1 and 2 and Council Resolves 1 to 4 policies of OUSU.

**Proposed:** Sarah Santhosham (Corpus Christi College)
**Seconded:** Daniel Tomlinson (University College)

Passed Nem Con.

12. Student Financial Support

**Council Notes:**
1. That the University is beginning to consider its financial support package for Home and EU undergraduates entering in 2015.
2. That in ‘steady state’, (all students on ‘new regime’ £9000 fees) Oxford will be spending around £7.5 million per year on bursaries, and £4.5m on fee reductions.
3. That the University currently spends approximately £4.52m on outreach activity, including the UNIQ summer school programme.
4. That, following the introduction of the £9000 fee in 2010, OUSU and Common Rooms, lobbied the University and colleges for generous undergraduate financial support, including extensive fee reductions for students from the lowest income households.
5. That evidence in the effects of fee reductions in improving access to Oxford, and to universities in general, is, at best, inconclusive.
6. That approximately 25% of Home undergraduates are in receipt of an Oxford bursary, as well as a UK government maintenance grant.
7. That the new Moritz-Heyman is a combination of fee reductions, bursaries, guaranteed internship placements and an internship support fund.
8. That no means-based financial support currently exists for Oxford’s graduate students, and very little for international students.

**Council Believes:**
1. That generous bursary support is integral to enabling students to study at Oxford on grounds of merit, and not of wealth, and to allowing students from all backgrounds to participate fully in Oxford student life.
2. That bursaries are more effective than fee reductions in attracting students to Oxford, and widening access.
3. That there is still an issue of misinformation surrounding the £9,000 fee level, which deters students from applying to university.
4. That small fee reductions (reducing the fee to £7,000 or £8,000) have a negligible effect on widening access.
5. That fee reductions served a role in bridging the introduction of the £9,000 fee, but are no longer the most effective use of Oxford’s resources to widen access.

**Council Resolves:**
1. To oppose any reduction in Oxford’s overall spend on fee reductions, bursaries, and outreach for Home/EU students.
2. To seek removal of the two ‘small’ fee reductions.
3. To support a removal of fee reductions, in favour of an extension of bursary support up the income scale.
4. To support the establishment of an internship fund, along the lines of the Moritz-Heyman fund, to cover students from annual household incomes of up to £25,000.
5. To campaign for the establishment of means-based postgraduate and international student financial support.
6. To make all of Council Resolves (1-5) and Council Believes 1, 2 and 5 Policy Guidelines.

**Proposed by:** David Messling (St John’s)  
**Seconded by:** Christopher Gray (Merton)

Motion was put further back in Council.

David Messling (St John’s)
Communicated that it was a long motion and provided background information. Explained that since the £9000 fee introduction there had been a lot of debate on support and access. Reminded Council that OUSU had already lobbied to maintain generous undergraduate financial packages. Communicated that the University is reviewing provision for what will be the 4th year under the new fees system. Explained that this point in time enables a reviewing of provision to take place, and that discussions had already taken place with CRs on the issue. Communicated that research had been conducted by organising trips to colleges, feedback and studying surveys. Explained that fees and financial provision from the University could be made more transparent. Raised concerns with how families with multiple children would be affected. Raised concerns that internships are not funded. Reminded Council that the University had secured the Moritz-Hyman scholarship. Confirmed that main concern was fee waiver and whether this had a positive affect emphasising the University should go beyond a limited waiver.

Short Factual Questions

James Blythe (Brasenose)  
Questioned how Motion 13 interacts with Council Resolves 4 and that does it enable companies to exploit students.

David Messling (St John’s)  
Responded that Motion and Resolves point complement one another, as run alongside current OUSU campaigns.

Jack Matthews (University)  
Questioned if Council Resolves 2 and 3 conflicted.

David Messling (St John’s)  
Responded that the removal of small fee waivers could then be better spent on bursaries, hence why Resolves 2 is remove, and 3 a shift.

Jack Matthews (University)  
Commented that is was not absolute.

David Messling (St John’s)  
Responded that both Resolves points were about communicating scepticism about the efficacy of fee waivers.

Anya Metzer (Wadham)  
Prompted that top-up bursary was not included.

David Messling (St John’s)  
Responded that the question of the top-up bursary was going to colleges and that one aim was to assure that students were not to be disadvantaged by their college choice, because of funding disparities. Communicated that Motion is about affirming the consultative process of fee packages.
13. Unpaid Internships

Council Notes:
1. That there exists a significant proportion of career paths where an extended period of more than three weeks of unpaid “work experience” or “internship” has become the norm as an access route. (Milburn Report: “Unleashing Aspiration - the Final Report of the Panel on Fair Access to the Professions”).

Council Believes:
1. That unpaid internships exploit young people who are trying to build up experience in their chosen career.
2. That unpaid work is essentially inaccessible for those from lower income backgrounds.

Council Resolves:
1. That OUSU should never advertise or promote unpaid internships. To approve the Complaints Procedure for use by OUSU’s Student Advice Service
2. That OUSU will take appropriate action to stop any other part of the University doing so, with the exception of internships shorter than 4 weeks or those which consist of voluntary work with a charity or voluntary organisation.
3. To make all of Council Believes and Council Resolves a policy guideline.

Proposed: Christopher Gray (Merton)
Seconded: Katie Colliver (University College)

Jack Matthews (University)
Proposed amendment.

AMENDMENT PROPOSAL:
To remove from Council Resolves 1: ‘To approve the complaints procedure for use by OUSU’s Student Advice Service.’

Chris Gray (Merton)
Accepted amendment as friendly.

Alex Cibulskis (Wadham)
Communicated that there had been opposition to this motion at Wadham, that the motion could discourage prospective interns and adversely affect those not sufficiently supported or networked.

Chris Gray (Merton)
Explained that Motion was OUSU policy due to expire. Council is able to renew it provided is does not have a negative affect. Suggested that someone bring a Motion to campaign for an internship fund to help low-income students.

David Messling (St John’s)
Explained that he had spoken to the Careers Service and that they were operating a fair system whereby potentially exploitative internships were not advertised.

ATTENDEE NOT SIGNED IN (Somerville)
Questioned cases of unpaid internships in the University and what was being done about them.
Chris Gray (Merton) Communicated that further info would be needed and that if it was the case that there were unpaid internships in the University OUSU would campaign against them.

Motion passed. 2 Against. 2 Abstentions.

14. King's Arm's Crossing Motion

Council Notes:
1. That in Hilary Term 2010, OUSU Council resolved ‘Improve Road User Safety outside King’s Arms’ to lobby the City Council to review the safety of crossing outside the King’s Arms and take urgent action to install audible crossing signs, and a longer lighting sequence to improve safety for all.
2. That the goals of the Hilary Term 2010 resolution ‘Improve Road User Safety outside King’s Arms’ have not be realised.
3. That the crossing puts at risk the general public but particularly elderly people and those with disabilities who have mobility and sensory challenges.

Council Believes:
1. That it would be to the benefit of all members of the University and the City to improve safety at the King’s Arm’s crossing.
2. That the County Council should take the necessary measures, such as audible signs and a longer lighting sequence, to ensure that the crossing is safe and accessible to all people including disabled people
3. That measures should be taken to ensure that the many cyclists using the crossing each day can do so safely, for example with road markings for those wanting to turn right.

Council Resolves:
1. To mandate the Vice-President (Charities and Community) and the Vice-President (Welfare and Equal Opportunities) to promote the points in ‘Council Notes’ and ‘Council Believes’ via University and local media.
2. To mandate the Vice-President (Charities and Community) and the Vice-President (Welfare and Equal Opportunities) to write to the County Council and local County Councillors setting out the points in ‘Council Notes’ and ‘Council Believes’, asking for the measures set out in ‘Council Believes’ to be implemented urgently.

Proposed: Dwight Kelly (Wadham College)
Seconded: Will Neaverson (Christ Church College)

Jack Matthews (University)
Proposed Amendment.

AMENDMENT PROPOSAL:
To add Council Resolves to Policy Book.

William Neaverson (Christ Church)
Responded that amendment was friendly.

Katie Colliver (University)
Communicated that it would be unusual for it to be in Policy Book.

Jack Matthews (University)
Reminded Council that in 2007 a student was killed outside the King’s Arms and that Council should act to prevent future accidents. Resolves need to be in Policy Book to ensure issue is resolved.

Katie Colliver (University)
Agreed on seriousness of issue, but responded that asking for Resolves to be in Policy Book misunderstands the outlined difference between the Motion and Policy Book, the former being practicalities and the latter based on principles.

Jack Matthews (University)
Reemphasised points and that Resolves should be in Policy Book as a long-term commitment.

Katie Colliver (University)
Responded that it would set an unhelpful precedent and defeat the original point of Policy Book.

Council moved to vote on Amendment.

Amendment failed. 3 For. 2 Abstentions.

Council moved to vote on Motion.

Motion passed.
### Oxford University Students Union

**Consolidated Income & Expenditure**

**Budget 2013/14**

<table>
<thead>
<tr>
<th></th>
<th>OUSU</th>
<th>OSUL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3%</strong></td>
<td>2012/13</td>
<td>2013/14</td>
</tr>
<tr>
<td><strong>Incomes</strong></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>University Grant Income</td>
<td>39,420</td>
<td>39,420</td>
</tr>
<tr>
<td>Advertising Income</td>
<td>168,382</td>
<td>168,382</td>
</tr>
<tr>
<td>Freshers Fair Income</td>
<td>80,088</td>
<td>80,088</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>287,888</td>
<td>287,888</td>
</tr>
</tbody>
</table>

**Notes**

- Consolidated Budget
- Income from a sale of NUS cards reflects 2012-13 achievement
- Offset against welfare supplies
- New investment of £2k: Bank interest in OUSU+ Staff ELK

<table>
<thead>
<tr>
<th><strong>Direct Costs</strong></th>
<th>£</th>
<th>£</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Officer Training</td>
<td>5,442</td>
<td>5,442</td>
<td>5,416</td>
<td>5,416</td>
</tr>
<tr>
<td>Projects &amp; Outreach</td>
<td>2,165</td>
<td>2,165</td>
<td>2,165</td>
<td>2,165</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>3,460</td>
<td>3,460</td>
<td>3,460</td>
<td>3,460</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>12,063</td>
<td>12,063</td>
<td>12,127</td>
<td>12,127</td>
</tr>
</tbody>
</table>

**Support Costs**

<table>
<thead>
<tr>
<th><strong>Support Costs</strong></th>
<th>£</th>
<th>£</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Staff</td>
<td>11,624</td>
<td>11,624</td>
<td>11,624</td>
<td>11,624</td>
</tr>
<tr>
<td>Professional &amp; Insurance</td>
<td>2,785</td>
<td>2,785</td>
<td>2,785</td>
<td>2,785</td>
</tr>
<tr>
<td><strong>Total Support Costs</strong></td>
<td>14,409</td>
<td>14,409</td>
<td>14,409</td>
<td>14,409</td>
</tr>
</tbody>
</table>

**Net Profit/(Loss)**

<table>
<thead>
<tr>
<th><strong>Net Profit/(Loss)</strong></th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,818</td>
<td>10,486</td>
<td>22,499</td>
</tr>
</tbody>
</table>

---

**Oxford University Students Union**

**MINUTES FOR 5TH WEEK COUNCIL TT13**

**APPENDICES**

---

**APPENDIX A - Approval of OUSU Budget 2013-14**

**CONFIDENTIAL**

**FINAL PROPOSAL 13/13/1**
### Oxford Student Services Limited

**Income & Expenditure Summary**

**Budget 2013/14**

<table>
<thead>
<tr>
<th>NEW PROJECTS</th>
<th>OXFORD CITY</th>
<th>Guide</th>
<th>OUSU Map</th>
<th>Planner</th>
<th>NEW PROJECTS</th>
<th>OXFORD STUDENT</th>
<th>Guide</th>
<th>OUSU Website</th>
<th>Fair</th>
<th>General</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising Income</td>
<td>100,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>39,720</td>
<td>18,000</td>
<td>10,000</td>
<td>10,000</td>
<td>7,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Sales</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Events</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hire of Stalls - Commercial</td>
<td>64,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hire of Stalls - Quils and Societies</td>
<td>26,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>900</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Fees</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Income</td>
<td>200,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>39,720</td>
<td>18,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>0</td>
<td>2,85,620</td>
</tr>
<tr>
<td>Printing</td>
<td>6,000</td>
<td>1,295</td>
<td>795</td>
<td>1,264</td>
<td>21,237</td>
<td>6,200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>36,791</td>
</tr>
<tr>
<td>Inserts</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery</td>
<td>3,320</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,320</td>
<td></td>
</tr>
<tr>
<td>General Expenditure</td>
<td>12,875</td>
<td>1,000</td>
<td>1,080</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15,855</td>
</tr>
<tr>
<td>Hosting Fees</td>
<td>2,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Marquee &amp; Venue Hire</td>
<td>22,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22,000</td>
<td></td>
</tr>
<tr>
<td>Equipment Hire</td>
<td>2,070</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,070</td>
<td></td>
</tr>
<tr>
<td>Event Staff</td>
<td>6,400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,400</td>
<td></td>
</tr>
<tr>
<td>Recharge to careers service</td>
<td>38,963</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>38,963</td>
<td></td>
</tr>
<tr>
<td>Distribution/P&amp;P</td>
<td>3,200</td>
<td>1,131</td>
<td>5,395</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9,726</td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>61,038</td>
<td>2,434</td>
<td>795</td>
<td>1,264</td>
<td>25,957</td>
<td>13,599</td>
<td>3,000</td>
<td>0</td>
<td>32,860</td>
<td>1,830</td>
<td>131,334</td>
</tr>
<tr>
<td>Gross Profit/(Loss)</td>
<td>38,963</td>
<td>2,572</td>
<td>4,205</td>
<td>3,736</td>
<td>14,164</td>
<td>6,405</td>
<td>8,000</td>
<td>10,000</td>
<td>58,050</td>
<td>1,830</td>
<td>144,284</td>
</tr>
<tr>
<td>Salaries</td>
<td>88,101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>88,101</td>
</tr>
<tr>
<td>Casual Staff</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Staff Costs</td>
<td>3,900</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,900</td>
<td></td>
</tr>
<tr>
<td>Premium Costs</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Costs</td>
<td>10,415</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10,415</td>
<td></td>
</tr>
<tr>
<td>Equipment Costs</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal &amp; Professional</td>
<td>11,610</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11,610</td>
<td></td>
</tr>
<tr>
<td>Bad Debts</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Gift Aid Payable</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Admin Expenditure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>116,636</td>
<td>1,19,624</td>
</tr>
<tr>
<td>Interest Receivable</td>
<td>250</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Total Profit/(Loss)</td>
<td>35,415</td>
<td>3,440</td>
<td>4,205</td>
<td>3,736</td>
<td>14,164</td>
<td>8,051</td>
<td>8,000</td>
<td>10,000</td>
<td>59,371</td>
<td>125,186</td>
<td>25,909</td>
</tr>
</tbody>
</table>
### Oxford University Students Union
### Income from OSSL
### Budget 2013/14

<table>
<thead>
<tr>
<th></th>
<th>2012/13 Budget</th>
<th>2012/13 Forecast</th>
<th>2013/14 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising Income</td>
<td>187,916</td>
<td>168,282</td>
<td>192,720</td>
</tr>
<tr>
<td>Freshers Fair Income</td>
<td>90,900</td>
<td>80,808</td>
<td>90,900</td>
</tr>
<tr>
<td>Other Income</td>
<td>1,110</td>
<td>910</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>279,926</td>
<td>250,000</td>
<td>283,870</td>
</tr>
<tr>
<td>Printing Costs</td>
<td>45,573</td>
<td>32,051</td>
<td>36,791</td>
</tr>
<tr>
<td>Delivery &amp; Distribution Costs</td>
<td>15,738</td>
<td>9,481</td>
<td>13,048</td>
</tr>
<tr>
<td>Freshers Fair Costs</td>
<td>30,771</td>
<td>31,033</td>
<td>32,850</td>
</tr>
<tr>
<td>Hosting Fees</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Recharge to Careers Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Expenditure</td>
<td>47,039</td>
<td>47,656</td>
<td>54,648</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>141,121</td>
<td>122,222</td>
<td>139,336</td>
</tr>
<tr>
<td>OSSL related salaries</td>
<td>29,536</td>
<td>29,536</td>
<td>29,987</td>
</tr>
<tr>
<td>Other Staff Costs</td>
<td>3,500</td>
<td>3,500</td>
<td>3,500</td>
</tr>
<tr>
<td>Legal &amp; Professional</td>
<td>11,610</td>
<td>11,610</td>
<td>11,610</td>
</tr>
<tr>
<td>Other Admin Costs</td>
<td>5,000</td>
<td>5,231</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Total OSSL Related Admin Costs</strong></td>
<td>49,646</td>
<td>49,877</td>
<td>50,097</td>
</tr>
<tr>
<td>OUSU staff recharge</td>
<td>56,999</td>
<td>56,999</td>
<td>58,114</td>
</tr>
<tr>
<td>Premises recharge</td>
<td>6,258</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Office &amp; Equipment Recharge</td>
<td>10,415</td>
<td>10,415</td>
<td>10,415</td>
</tr>
<tr>
<td><strong>Total OUSU Recharge Costs</strong></td>
<td>73,673</td>
<td>67,414</td>
<td>68,529</td>
</tr>
<tr>
<td>Income from OSSL</td>
<td>15,486</td>
<td>10,488</td>
<td>25,909</td>
</tr>
</tbody>
</table>
### Oxford University Students Union

**Projects & Outreach**  
**Budget 2013/14**

<table>
<thead>
<tr>
<th></th>
<th>2012/13 Forecast</th>
<th>2013/14 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women's Campaign</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>CRAE</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>SWD</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>LGBTIQ</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Mature Students</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>International Students</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>ESE</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Mind Your Head Campaign</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Living Wage</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Discretionary Campaigns Fund</td>
<td>2,550</td>
<td>2,550</td>
</tr>
<tr>
<td>Safety Bus</td>
<td>12,000</td>
<td>12,000</td>
</tr>
<tr>
<td>Officer projects &amp; student engagement</td>
<td>5,000</td>
<td>New budget line to allow Sabbatical Officers some budget to achieve project goals and fund student engagement/hospitality</td>
</tr>
<tr>
<td>Access Projects</td>
<td>2,601</td>
<td>2,601</td>
</tr>
<tr>
<td>Oxide Radio</td>
<td>300</td>
<td>NB Oxide Radio removed from OSSU as not a commercial activity</td>
</tr>
<tr>
<td></td>
<td><strong>21,651</strong></td>
<td><strong>26,951</strong></td>
</tr>
</tbody>
</table>
## OUSU

### Office Premises and Equipment

<table>
<thead>
<tr>
<th></th>
<th>2012/13 Reforecast</th>
<th>2013/14 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IT costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Server Management &amp; Storage</td>
<td>7,599.00</td>
<td>7,750.98 1.02</td>
</tr>
<tr>
<td>Managed MAC platform</td>
<td>8,221.00</td>
<td>8,385.42</td>
</tr>
<tr>
<td>Firewall Management</td>
<td>1,285.00</td>
<td>1,310.70</td>
</tr>
<tr>
<td>End-user Support (incl. Training)</td>
<td>6,834.00</td>
<td>6,970.68</td>
</tr>
<tr>
<td>Hardware Maintenance &amp; Purchase</td>
<td>7,140.00</td>
<td>7,282.80</td>
</tr>
<tr>
<td>Software Licensing</td>
<td>1,530.00</td>
<td>1,560.60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32,609.00</strong></td>
<td><strong>33,261.18</strong></td>
</tr>
<tr>
<td><strong>Office Costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Lease &amp; Maintenance</td>
<td>1,050.00</td>
<td>1,300.00</td>
</tr>
<tr>
<td>Minor Equipment Purchases</td>
<td>2,040.00</td>
<td>2,080.80</td>
</tr>
<tr>
<td>Equipment Depreciation</td>
<td>1,700.00</td>
<td>1,734.00</td>
</tr>
<tr>
<td>Stationery</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Photocopying</td>
<td>2,505.00</td>
<td>2,555.10</td>
</tr>
<tr>
<td>Postage</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Telephone</td>
<td>1,750.00</td>
<td>1,785.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>1,100.00</td>
<td>1,122.00</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>2,000.00</td>
<td>1,500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14,145.00</strong></td>
<td><strong>14,076.90</strong></td>
</tr>
<tr>
<td><strong>Premises Costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Facilities Management Cost</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Electricity</td>
<td>2,809.00</td>
<td>2,865.18</td>
</tr>
<tr>
<td>Recharge to OSSL for office and equipment</td>
<td>(10,415.00)</td>
<td>(10,415.00)</td>
</tr>
<tr>
<td></td>
<td>(7,606.00)</td>
<td>(7,549.82)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>39,148.00</strong></td>
<td><strong>39,788.26</strong></td>
</tr>
<tr>
<td></td>
<td>2012/13 Forecast</td>
<td>2013/14 Budget</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>OUSU Website</td>
<td>8,000</td>
<td>10,000</td>
</tr>
<tr>
<td>OUSU Website licence</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Publicity materials</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>OUSU Publications (AP)</td>
<td>-</td>
<td>8,000</td>
</tr>
<tr>
<td></td>
<td>10,000</td>
<td>24,000</td>
</tr>
<tr>
<td>OSSL Hosting Fees</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>OSSL Publications</td>
<td>96,419</td>
<td>104,486</td>
</tr>
<tr>
<td></td>
<td>98,419</td>
<td>106,486</td>
</tr>
</tbody>
</table>
**Oxford University Students Union**  
**Legal & Professional**  
**2013-14**

<table>
<thead>
<tr>
<th>Description</th>
<th>2012/13 Reforecast</th>
<th>2013/14 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy Services</td>
<td>6,120</td>
<td>6,242</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>4,081</td>
<td>4,081</td>
</tr>
<tr>
<td>Tax</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Legal &amp; Prof Charges</td>
<td>6,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Board Expenses</td>
<td>1,020</td>
<td>1,040</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>75</td>
<td>61</td>
</tr>
<tr>
<td>Insurance</td>
<td>6,555</td>
<td>6,686</td>
</tr>
<tr>
<td>Irrecoverable VAT</td>
<td>4,000</td>
<td>7,000</td>
</tr>
<tr>
<td></td>
<td><strong>27,851</strong></td>
<td><strong>30,111</strong></td>
</tr>
</tbody>
</table>

23,425
Oxford University Students Union
Reserves Calculation
Budget 2013/14

<table>
<thead>
<tr>
<th></th>
<th>2013/14 Budget £</th>
<th>2013/14 Reserves Calc £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT COSTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elected Staff</td>
<td>129,776</td>
<td>64,888</td>
</tr>
<tr>
<td>Student Officer Training</td>
<td>5,616</td>
<td></td>
</tr>
<tr>
<td>Student Advice Service</td>
<td>34,703</td>
<td>16,852</td>
</tr>
<tr>
<td>Projects &amp; Outreach</td>
<td>26,951</td>
<td></td>
</tr>
<tr>
<td>Welfare Supplies</td>
<td>3,550</td>
<td></td>
</tr>
<tr>
<td>NUS Affiliation</td>
<td>26,118</td>
<td></td>
</tr>
<tr>
<td>Elections</td>
<td>2,525</td>
<td></td>
</tr>
<tr>
<td>Publicity (incl Website)</td>
<td>24,000</td>
<td></td>
</tr>
<tr>
<td>OUSU Publications</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>253,239</td>
<td>81,739</td>
</tr>
<tr>
<td><strong>SUPPORT COSTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Staff</td>
<td>274,883</td>
<td>137,442</td>
</tr>
<tr>
<td>Premises, Office &amp; IT</td>
<td>50,203</td>
<td>25,102</td>
</tr>
<tr>
<td>Professional Charges inc Insurance</td>
<td>46,721</td>
<td>23,360</td>
</tr>
<tr>
<td>Bank Charges &amp; Forex</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>371,807</td>
<td>185,904</td>
</tr>
<tr>
<td></td>
<td>625,046</td>
<td>267,643</td>
</tr>
</tbody>
</table>

**Notes**

Consolidated reserves should be maintained at a level that allows OUSU to function for a period of 6 months with no income. Staff costs, and any contracted costs would need to be covered, but all discretionery expenditure is assumed to be stopped.
APPENDIX B - OUSU General Regulations Trinity Term 2013

General
1 Commencement, Interpretation and Saving

Executive Officers
2 Number and Titles of Part Time Officers

Constituent Organisations
3 Constituent Organisation representatives on Council

Delegates
4 Responsibilities of Delegates

Postgraduate Strategy Summit
5 Postgraduate Strategy Summit

Policy Guidelines
6 Setting Policy Guidelines
7 Period of validity of Policy Guidelines

Schedule One : Interpretation
In exercise of its powers under Bye-Laws 3.1 and 3.2, Council makes these Regulations.¹

**General**

1. **Commencement, Interpretation and Saving**

1.1 These Regulations take effect on the date of their adoption.²

1.2 Schedule One (Interpretation) has effect.³

1.3 Footnotes (included to aid understanding) do not form part of these Regulations.

1.4 These Regulations provide for

(a) the number and titles of Part Time Officers (Bye-Law 16.1),
(b) Constituent Organisation representatives on Council (Bye-Law 10.1),
(c) Responsibilities of Delegates (Bye-Law 5.4),
(d) the Postgraduate Strategy Summit (Bye-Law 14.2), and
(e) Policy Guidelines (Bye-Laws 11.1 and 11.2).

1.5 Nothing in these Regulations

(a) has retrospective effect, or
(b) affects the validity of any decision made by or on behalf of OUSU (whether by its officers, Council or otherwise), prior to the making of these Regulations.

**Executive Officers**

2. **Number and Titles of Part Time Officers⁴**

2.1 The number of Part Time Officers for the purpose of Bye-Law 16.1 is 18.

2.2 The titles of Part Time Officers for the purpose of Bye-Law 16.1 are:

- Access and Admissions Officer
- Academic Affairs Campaigns Officer
- Black and Minority Ethnic Students Officer
- Common Room Support Officer
- Clubs and Societies Support Officer

---

¹ The procedure for making these Regulations is set out in Bye-Laws 4.3, 4.8, 4.9 and 4.12.
² This is the date of Final Reading: Bye-Law 4.13(b).
³ With very few exceptions, words or phrases in these Regulations with capital letters are defined either in Article 69, Schedule One to the Bye-Laws, Schedule One to the Election Regulations, or Schedule One to these Regulations. Each 'section' of a set of Regulations (eg 4.6) is properly called a Regulation.
⁴ Part Time Officers are defined in Schedule One to the Bye-Laws.
Community Outreach and Charities Officer
Disabled Students Officer
Environment and Ethics Officer
Graduate Academic Affairs Officer
Graduate International Students Officer
Graduate Health and Welfare Officer
Graduate Women’s Officer
Health and Welfare Officer
International Students Officer
LGBTQ Officer
Mature Students Officer
Rent and Accommodation Officer
Women’s Campaign Officer

**Constituent Organisations**

3 Constituent Organisation representatives on Council

3.1 The provisions of Regulations 3.2 and 3.3 apply, for the purpose of Bye-Law 10.1(c), to membership of Council by representatives of a Constituent Organisation.

3.2 Subject to Regulation 3.3,

(a) in a College where one Constituent Organisation (representing both undergraduates and Graduates\(^6\)) exists, that body is represented by its president and four other members,

(b) in a College where two Constituent Organisations (one representing undergraduates and the other Graduates) exist, the body with the greater membership is represented by its president and two other members, and the other body by its president and one other member, and

(c) in a college where one Constituent Organisation (representing solely either undergraduates or Graduates) exists, that body is represented by its president and two other members.

In this Regulation a reference to a president includes a reference to an equivalent office.

---

\(^5\) Constituent Organisations are defined in Article 69.1 as those “Junior Common Rooms, Students’ Unions, Middle Common Rooms and other equivalent organisations severally of the Colleges of the University which choose to affiliate to” OUSU. Middle Common Rooms are now known as Graduate Common Rooms.

\(^6\) Graduate is defined in Schedule One to the Bye-Laws.
3.3 Where a Constituent Organisation has fewer than 100 members on the Monday of First Week of Michaelmas Term, the provisions of Regulation 3.2 apply except that the body has one fewer representative than is provided for under (a) to (c) of that Regulation.

3.4 The representatives identified in accordance with Regulations 3.2 and 3.3 must be chosen in a democratic manner in accordance with the constitution of the relevant Constituent Organisation.

3.5 Each Constituent Organisation is entitled to delegate the voting rights of one or more of its representatives to any other of its members, provided that the Chair of Council is satisfied as to the validity of any such delegation either at the start of any Council meeting or as soon as is reasonably practicable thereafter.

Delegates

4 Responsibilities of Delegates

4.1 The President must publish the agenda for the annual or national conference of each external organisation to which OUSU is affiliated.

4.2 Subject to Regulations 4.3 and 4.4, the following provisions apply to the way in which a Delegate must vote and (where permitted) speak on an agenda item at a conference to which Regulation 4.1 applies.

(a) Subject to paragraph (b), a Delegate must vote and speak in line with any relevant Policy Guidelines.

(b) Council may mandate each Delegate to vote and speak in a particular way.

4.3 When a Delegate reasonably considers that a mandate from Council under Regulation 4.2(b) gives rise to a conflict of interest (including of personal belief), he or she must resign as Delegate.

4.4 Regulation 4.2 does not apply where a Delegate has explicitly stated his or her voting intentions in a manifesto to which Election Regulation 27.1 applies.

---

7 If this is the case for the second body referred to in (b), it will be represented by its president only.
8 Chair of Council is defined in Schedule One to the Bye-Laws.
9 A Delegate is defined in Schedule One to the Election Regulations as a delegate to the annual or national conference of an external organisation defined in Section 22(2)(i)(ii) and (8) of the Education Act 1994. Currently, this is the national conference of the National Union of Students (NUS). There are five delegates to that conference; the President and President-elect are additional delegates by virtue of their office.
10 In the case of the national conference of the NUS, the President also circulates the 'Policy Proposal' document for consultation. See Paragraph 3(b) of Schedule One for the meaning of 'publish'.
11 Election Regulations 39.1 to 39.4 apply to the filling of a Delegate vacancy.
4.5 The following provisions apply to the submission of a written report to Council immediately following a conference to which Regulation 4.1 applies.

(a) The President must make the report, having consulted each Delegate and Executive Committee member present at the conference.

(b) The report must deal with the matters set out in Regulations 4.2 to 4.4.

Postgraduate Strategy Summit

5 Postgraduate Strategy Summit

5.1 The terms of reference of the Postgraduate Strategy Summit are as follows.

(a) To be the representative and deliberative forum for Graduates.

(b) To act at all times in a democratic manner, including in debates and voting on motions.

(c) To provide for Policy Guidelines in accordance with Regulation 5.2.

(d) Annually, to set comprehensive postgraduate policies and priorities.

(e) To act as a discussion forum for Graduate Common Room presidents, academic representatives, and the Full Time Officers and Part Time Officers.

(f) To scrutinise OUSU policies and work, as they affect Graduates.

5.2 Subject to the restriction in Bye-Law 11.1, the Postgraduate Strategy Summit may

(a) set,

(b) overturn,

(c) amend, or

(d) continue under Regulation 7.2,

Policy Guidelines, in accordance with a procedure established for that purpose by the Postgraduate Strategy Summit.

5.3 The following are Summit Members and may attend a Postgraduate Strategy Summit meeting:

(a) Graduate Common Room presidents (or their nominated representatives),

(b) Divisional Board Representatives who are Graduates,

(c) Full Time Officers and Full Time Officers-elect, and

---

12 Executive Committee members are identified in Bye-Law 22.1.

13 The Postgraduate Strategy Summit is the representative and deliberative forum for Graduates: see Bye-Law 14.1.

14 Bye-Law 11.1 provides that Policy Guidelines set by the Postgraduate Strategy Summit may only cover matters relating to Graduates and must be ratified by Council.

15 Divisional Board Representatives are defined in Schedule One to the Bye-Laws.

16 Full Time Officers and Full Time Officers-elect are defined in Schedule One to the Bye-Laws.
(d) Part Time Officers.

5.4 A Summit Member attending a Postgraduate Strategy Summit meeting may vote on
(a) a motion submitted for debate, and
(b) any other proposal before the meeting.

5.5 The following further provisions apply to attendance at a Postgraduate Strategy Summit meeting.
(a) A Graduate who is not a Summit Member may attend as observer.
(b) A Summit Member may invite any person who may have an interest in the work of the Postgraduate Strategy Summit to attend.
A person attending a meeting under this Regulation may contribute to any discussion and ask questions, but has no voting rights.

5.6 The Postgraduate Strategy Summit must meet in
(a) Trinity Term, when the matters for decision must include setting the agenda for the following Academic Year, and
(b) Hilary Term.
The Postgraduate Strategy Summit may meet at other times.

5.7 Subject to Regulations 5.1 to 5.6, Summit Members present at a Postgraduate Strategy Summit meeting must determine its procedure.

5.8 The Vice President (Graduates) is secretary to the Postgraduate Strategy Summit and is responsible for
(a) the calling and administration of meetings,
(b) the maintenance of a register of Summit Members, and
(c) managing the Postgraduate Strategy Summit between meetings.

Policy Guidelines

6 Setting Policy Guidelines

6.1 Policy Guidelines comprise resolutions or decisions
(a) about OUSU policy (including campaigning),
(b) mandating Full Time Officers and others, and
6.2 At least once in each Academic Year, the President must publish such Policy Guidelines as are in effect at the date of publication.

6.3 Subject to Bye-Laws 11.1 and 11.3, Policy Guidelines must be
(a) set,
(b) overturned,
(c) amended, and
(d) continued under Regulation 7.2, in accordance with the procedures set out in Regulation 6.4.

6.4 The procedures referred to in Regulation 6.3 are by
(a) Members in general meeting in accordance with the provisions of the Memorandum and Articles,
(b) Student Members by Referendum in accordance with applicable Rules and Standing Orders,
(c) Council in accordance with applicable Rules and Standing Orders, and
(d) subject to the restriction in Bye-Law 11.1, the Postgraduate Strategy Summit in accordance with Regulation 5.2.

7 Period of validity of Policy Guidelines
7.1 Policy Guidelines are valid for the remainder of the Academic Year in which they are
(a) set,
(b) amended, or
(c) continued under Regulation 7.2
(as the case may be), and for the three subsequent Academic Years ('the period of validity'), unless overturned during the period of validity.

---

17 There are no constraints on the subject-matter of Policy Guidelines. For convenience, they are currently grouped in the following categories: Academic Affairs, Access & Admissions, Charity RAG, Community, Environment & Ethics, Equal Opportunities, External Affiliations, Graduates, Health & Welfare, Higher Education Funding, International, International Students, Oxford Student Services Ltd., OUSU Structures, Publications, Rent & Accommodation, Student Advisory Services, Student Safety, University Representation, Women.

18 OUSU publishes an annual 'Policy Book' which includes all the current Policy Guidelines. The Guidelines are, thus, publicly available all year.

19 Bye-Law 11.3 provides for the Executive Committee to set urgent temporary Policy Guidelines: and see footnote 14.

20 In Regulations 6.1 to 7.2, (a) setting Policy Guidelines means their agreement or passing, (b) overturning means repeal or deletion, and (c) continuing is described in Regulation 7.2.

21 See Article 14.4. Members are the Student Members plus the University: see Articles 10 and 69.1. However, the University may not vote on Policy Guidelines: see Article 10.4.

22 See Rule H2.1(d) and, generally, Rules G4.1 and J1.1 / Standing Orders C7.2-4. [Rules MT10 / SOs MT11]


24 See footnote 14.
7.2 Policy Guidelines lapse at the end of the period of validity unless continued, in the final Term of that period, in accordance with the provisions of Regulation 6.4.

7.3 At the start of the final Term referred to in Regulation 7.2, the President must inform Student Members of the Policy Guidelines due to lapse at the end of that Term.26

Schedule One : Interpretation

**Periods of time**

1 A reference in these Regulations to an Academic Year is to the period from 1 August to 31 July.

2 A reference in these Regulations to a Week, in relation to a Term, is to the period of seven days from the beginning of Sunday to the end of the following Saturday.

**Information and publication**

3 Except where expressly stated otherwise or where the context otherwise requires, any requirement
   (a) to inform includes by electronic means (including through OUSU’s website or by email); and
   (b) to publish includes by way of publication in The Oxford Student, on the OUSU website, or by posting on the OUSU office noticeboard.

**General Interpretation**

4 Words and phrases which are defined in Article 69, Schedule One to the Bye-Laws (except the definition of ‘College’), and Schedule One to Election Regulations have the same meaning in these Regulations as in Article 69, Schedule One to the Bye-Laws, or in Schedule One to Election Regulations as the case may be.

5 In addition, except where expressly stated otherwise or where the context otherwise requires,

---

26 This Regulation means that the ‘Three Years plus’ period of validity starts again in the event of amendment or continuation.
28 This is achieved by publication of a Policy Guidelines Lapse Booklet which alerts Student Members of the need to consider continuing Policy Guidelines to avoid their lapse.
Bye-Law ... means one of the Bye-Laws made and adopted by Council on 9th May 2012 (‘the Bye-Laws’).

College... means a college, society or permanent private hall recognised under Statute V of the University Statutes.

Election Regulation ... means one of the Election Regulations adopted under Bye-Law 4.13(c) on 9th July 2012 (‘Election Regulations’).

Policy Guidelines ... means the guidelines described in Regulation 6.1.

Regulation ... means one of these General Regulations (‘Regulations’).

Rule ... means a Rule which is in effect immediately before the making of these Regulations.

Standing Order ... means a Standing Order (together with any provisions dependent on it) which is in effect immediately before the making of these Regulations.

Summit Member ... means one of the persons listed in (a) to (d) of Regulation 5.3.
APPENDIX C - Proposed Amendments to the Election Regulations

What do these changes do?

The Election Regulations passed last year on the whole worked very well, functioning as the minimum necessary regulation required to make sure that the election was run in a fair and proper manner. Some minor amendments are necessary, however, to resolve outstanding issues identified during the last election.

These include:

- Clearer identification of when a prospective Candidate is bound by the Election Regulations
- Clearer stipulation of what should be included in the Nominations Pack
- Clearer distinction between binding Rulings and non-binding advice or guidance provided by the Returning Officer
- Removing the complex indexing of election expenditure
- Removing the need for a person’s status as a ‘woman’ to be registered in advance by the University or OUSU
- Broadening the definition of an election offence to include activity which might have affected the outcome of the election (even if the wrongdoing happens to have been caught early enough to prevent this in a particular case)
- Providing more structured time limits in which Complaints are to be made

Where did they come from?

After the Statutory Annual Elections, an Electoral Review Group was set up, including the Returning Officer, President, candidates from different electoral teams and independent candidates, to consider whether any changes to the rules relating to elections should be suggested to OUSU Council. Over a period of several weeks, the Group solicited and received submissions from the student body at large.

The Group met on several occasions to consider these submissions, as well as submissions from members of the Group, and decided to refer some possible major changes to OUSU Council in Hilary Term 2013 for initial indication of OUSU Council’s views. These possible changes were the splitting up of elections for different posts (e.g. full-time officers and NUS Delegates) and the moving of some or all of the elections to Hilary Term. A debate was had in OUSU Council in which views were expressed on either side, but ultimately a ‘straw poll’ indicated that neither change was supported by the majority of OUSU Council at that time. The Group accordingly decided not to proceed to the drafting stage for these two major changes.

The remainder of the Group’s suggestions, mostly minor amendments to the existing rules, were incorporated within the Returning Officer’s report which in turn formed the basis for the changes to Election Regulations proposed here.

How are they approved?

They must be passed by OUSU Council twice: at a first reading by a simple majority (here in 5th Week), and then at a second reading by a 2/3 supermajority in Termly Council (in 7th Week).

The OUSU Trustee Board is also being consulted, as required in the Bye-Laws.
Since they relate to elections, they engage the University’s responsibilities under the *Education Act* 1994 (UK) as well, and if passed by OUSU Council they will be forwarded to the University for the necessary approval by them.

David J. Townsend

President

15 May 2013
APPENDIX D - OUSU Election Regulations 2012

Election Regulations 2012
(amended 2013)

Direct Elections

Trinity 2013

General
1 Commencement, Interpretation and Saving
Governance
2 Governing Duty
3 Returning Officer : Election and Removal
4 Returning Officer : Governing Duty
5 Elections Committee : Functions and Procedure
6 Elections Committee : Governing Duty
7 Rulings
Election Discipline
8 Schedule Two and Candidates
9 Election Complaints : Tribunals
10 Junior Tribunal : Governance
11 Jurisdiction
Direct Elections and Timetable
12 Statutory Annual Elections
13 By-elections
14 Notice of Direct Election
Agents, Supporters and co-operation
15 Agents
16 Supporters
17 Co-operation
Eligibility and Nominations
18 Eligibility
19 Nominations for Direct Elections
20 Nomination Information
21 Disclosures
22 Nominations : Slates
23 Validation and Publication of Nominations
24 Briefings

The Election Campaign
25 Mailing Lists
26 Election Expenditure
27 Manifestos
28 Engagement with News Media
29 Hustings
Franchise Restrictions
30 Full Time Officers
31 Part Time Officers
Voting and Counting
32 Voting System
33 Voting
34 Re-Open Nominations
35 Counting Votes
Re-running an election or count
36 Re-running an election
37 Re-running a count
Declaration of Results
38 Declarations
Vacancies
39 Filling of Vacancies

Schedule One : Interpretation
Schedule Two : Election Discipline
Part One : Conduct and Election Offences
Part Two : Election Complaints

Schedule Three : Junior Tribunal

Appendix One : University Discipline
In exercise of its powers under Bye-Laws 3.3 and 3.4, Council makes these Regulations.\(^{27}\)

**General**

1 **Commencement, Interpretation and Saving**

1.1 These Regulations take effect on the date of their adoption.\(^{28}\)

1.2 Schedule One (Interpretation) has effect.\(^{29}\)

1.3 Footnotes and Appendix One (included to aid understanding) do not form part of these Regulations.

1.4 These Regulations provide for Direct Elections (that is to say Statutory Annual Elections and By-elections). Except where expressly stated otherwise or where the context otherwise requires, a reference in these Regulations to a Direct Election is a reference equally to Statutory Annual Elections or a By-election.

1.5 These Regulations provide for the following election matters, namely the matters specified in Bye-Laws 5.1 to 5.3, 8.1 to 8.4, 9.1, 9.2, 18.1 and 18.2 as they relate to Direct Elections.

1.6 In these Regulations\(^{30}\) election functions are

(a) functions under these Regulations, and

(b) any other function in relation to election matters.

1.7 Nothing in these Regulations

(a) has retrospective effect,

(b) affects the validity of any Direct Election conducted under the Rules and Standing Orders, or

(c) affects the validity of any decision made in respect of election matters, by or on behalf of OUSU (whether by its officers, Council or otherwise), prior to the making of

---

\(^{27}\) *These are Election Regulations 2012 (adopted on 9th July 2012), as amended by Council in Trinity Term 2013*. The Regulations do not cover Referenda or Indicative Polls. The procedure for making these Regulations is set out in Bye-Laws 4.3, 4.10, 4.11 and 4.12.

\(^{28}\) This is the date the University approves the Regulations: Bye-Law 4.13(c).

\(^{29}\) Words or phrases in these Regulations with capital letters are defined either in Article 69, Schedule One to the Bye-Laws or Schedule One to these Regulations (with very few exceptions). Each 'section' of a set of Regulations (eg 4.6) is properly called a Regulation.

\(^{30}\) Specifically, Regulations 2.1 and 5.3 and Paragraph 3(c) of Schedule Two.
these Regulations.
In this Regulation and Paragraph 18 of Schedules Two and Three, Rules and Standing Orders are the Rules and Standing Orders (together with any provisions dependent on them) which are in effect immediately before the adoption of these Regulations.

**Governance**

2 **Governing Duty**

2.1 When exercising election functions, an Election Official, or other person or body, must act
(a) impartially, and
(b) so as to ensure that any Direct Election is fairly and properly conducted.\(^{32}\)

3 **Returning Officer : Election and Removal**

3.1 The Returning Officer must be elected in each Termly Meeting of Council.\(^{33}\) A Returning Officer serves in office during the Term following the Term in which he or she is elected.

3.2 Two Deputy Returning Officers must be elected in the Ordinary Meeting of Council in each 1\(^{st}\) Week of Term. Deputy Returning Officers serve in office during the Term in which they are elected.

3.3 If there is no candidate at the Meetings referred to in Regulation 3.1 or 3.2, or if a vacancy otherwise arises, the Returning Officer or Deputy Returning Officer must be elected, or otherwise appointed, in accordance with a procedure established for that purpose by Council.

3.4 The Returning Officer or a Deputy Returning Officer may be removed from office
(a) in accordance with the the provisions of Bye-Laws 17.1 to 17.5,\(^{34}\) or
(b) by Council on the recommendation of Junior Tribunal under Paragraph 42(c) of Schedule Two.

4 **Returning Officer : Governing Duty**

4.1 The Returning Officer and the Deputy Returning Officers must organise a Direct Election in a manner consistent with the Governing Duty.

---

\(^{31}\) For example, old-style election regulations (which can no longer be made).

\(^{32}\) The phrase 'fairly and properly conducted' comes from the Education Act 1994 where it applies to the election of major union officers: see also Article 32.4.

\(^{33}\) This will include an option for Re-Open Nominations: see Bye-Law 8.2.

\(^{34}\) These provide for removal after a motion of no confidence.
4.2 In complying with Regulation 4.1, the Returning Officer and Deputy Returning Officers
   (a) must take the steps specified in Regulation 4.3, and
   (b) may take such other steps as each considers appropriate.

4.3 The Returning Officer and Deputy Returning Officers must
   (a) publicise a Direct Election in a manner which ensures that it comes to the
       attention of all Student Members, and
   (b) encourage Student Members to consider participating in a Direct Election.

4.4 The steps that may be taken under Regulation 4.3(b) include
   (a) referring to the Elections Committee any matter concerning the conduct or
       organisation of a Direct Election, and
   (b) consulting the Elections Committee on the application of the provisions of Schedule Two to a Direct Election.

4.5 The Returning Officer must submit a written report
   (a) on each Direct Election to Council, the Board of Trustees, and to the Proctors, and
   (b) as may be requested by Council or the Executive Committee,
       no later than the end of the Term following the Term in which the Direct Election is held.

5 Elections Committee: Functions and Procedure

5.1 The Returning Officer must appoint one or more members of the Elections Committee
under (e) and (f) of Bye-Law 8.3 as soon as a vacancy arises.

5.2 The period of membership of the Elections Committee is, for a member
   (a) under (a) to (d) of Bye-Law 8.3, until the end of his or her term of office, and
   (b) under (e) or (f) of Bye-Law 8.3, one year.

5.3 At any time, the Returning Officer may require any other member of the Elections Committee to carry out his or her election functions. The requirement must be for a limited time or for a limited purpose (or both), and must not include any of the Returning Officer's functions under Regulation 7.2 or 7.3 or Schedule Two. Any decision or action taken under that requirement is as valid as if taken by the Returning Officer.

35 See footnote 18.
5.4 The Returning Officer is the chair of the Elections Committee, and the quorum for a meeting is three: the Returning Officer (or a Deputy Returning Officer if the Returning Officer is unavailable) and two Full Time Officers.

6 Elections Committee: Governing Duty

6.1 In assisting the Returning Officer and Deputy Returning Officers to comply with Regulation 4.1, the Elections Committee has the following terms of reference and functions:
   (a) to publicise Direct Elections,
   (b) to encourage Student Member participation in Direct Elections,
   (c) to oversee the conduct of Direct Elections,
   (d) to report to the Returning Officer matters which may give rise to a Complaint,
   (e) to offer advice or make recommendations to Council as to election matters generally, including amendments to the Bye-Laws or these Regulations,
   (f) to prepare and publish the Nomination Pack described in Regulation 6.3, and
   (g) to discuss and take decisions on any matter referred to it by the Returning Officer, including any matter concerning
      (i) the conduct or organisation of a Direct Election, or
      (ii) the application of the provisions of Schedule Two to a Direct Election.

6.2 Subject to Regulation 6.1, the Elections Committee may take such steps as it considers appropriate consistent with the Governing Duty.

6.3 The Elections Committee must prepare a Nomination Pack at least once in each Academic Year. The Nomination Pack must include
   (a) information and guidance on
      (i) the Direct Election and the offices being contested,
      (ii) how to become a Candidate (and include the Nomination Form),
      (iii) manifestos under Regulation 27.1,
      (iv) engagement with news media under Regulation 28.1,
      (v) hustings under Regulation 29.2,
      (vi) re-running an election under Regulations 36.1 to 36.4,
      (vii) re-running a count under Regulations 37.1 to 37.3, and
      (viii) the making of a Complaint under Schedule Two;
   and such other information and guidance as the Elections Committee consider appropriate; and

---

36 The usual practice is for the Nomination Pack to be produced at the start of Michaelmas Term in time for the Statutory Annual Elections that Term.
(b) by way of guidance, such directions, made under Regulation 7.3 in the previous Academic Year, as the Elections Committee consider appropriate.\textsuperscript{37}

Any information or guidance in the Nomination Pack which conflicts with these Regulations must be disregarded.

7 Rulings\textsuperscript{38}

7.1 A Ruling is made by a Returning Officer, and is
(a) an interpretation under Regulation 7.2, or
(b) a direction under Regulation 7.3.

7.2 Where a delegation has been made by the President to the Returning Officer in connection with Bye-Laws 1.7 and 1.8, the Returning Officer must interpret these Regulations in the event of a dispute to which Bye-Law 1.7 applies.\textsuperscript{39}

7.3 The Returning Officer may, from time to time, make a direction if he or she considers it appropriate to do so. Such a direction must relate to
(a) the application of the Bye-Laws or these Regulations to Direct Elections, or
(b) the facts of a specific case.

7.4 The following provisions apply to the duration of Rulings.
(a) An interpretation under Regulation 7.2 does not lapse and continues to have effect.
(b) A direction under Regulation 7.3 lapses at the end of the Academic Year in which it is made and then ceases to have effect.

7.5 The Returning Officer must publish a Ruling.\textsuperscript{40}

Election Discipline\textsuperscript{41}

8 Schedule Two and Candidates

\textsuperscript{37} These are lapsed directions which the Elections Committee consider it useful to include as guidance. As they no longer have the force of Rulings, some directions may need to be 'revived' by being made again under Regulation 7.3: see Regulation 7.4 and Paragraph 8 of Schedule Two.

\textsuperscript{38} A Candidate who intentionally disregards a Ruling may be the subject of a Complaint: see Paragraph 8 of Schedule Two.

\textsuperscript{39} Article 1.2 (with Bye-Law 1.7) provides for resolving disputes relating to the interpretation of the Bye-Laws and, by extension, Election Regulations. The President must make a delegation, first, to the Returning Officer who then has a duty to act.

\textsuperscript{40} See Paragraph 6 of Schedule One on the meaning of publish.

\textsuperscript{41} Student Members are also subject to the Proctors' and other University discipline: see especially Statute XI.
8.1 Schedule Two (Election Discipline), which provides for Election Offences and Election Complaints, has effect. 42

8.2 In these Regulations, where a Student Member
   (a) intends to submit a Nomination Form under Regulation 19.7, he or she is a Candidate until notice is given under Regulation 23.7,
   (b) withdraws his or her Nomination Form, he or she is a Candidate until notification of withdrawal under Regulation 23.6,
   (c) appears in the notice given under Regulation 23.7, he or she is a Candidate until a declaration is made under Regulation 38.1 or 38.(2)(b). 43

9 Election Complaints : Tribunals
9.1 The tribunals for the purpose of Bye-Law 9.2(c) are Junior Tribunal and Senior Tribunal. 44

10 Junior Tribunal : Governance
10.1 There must be three members of Junior Tribunal elected, or otherwise appointed, by Council once in each Academic Year
   (a) from the persons listed in Regulation 10.2, and
   (b) in accordance with a procedure established for that purpose by Council.
   The period of membership of Junior Tribunal is one year from the date the last member was elected, or otherwise appointed, by Council.

10.2 The persons referred to in Regulation 10.1(a) are former
   (a) Returning Officers,
   (b) Deputy Returning Officers,
   (c) members of the Executive Committee,
   (d) Chairs of Council, and
   (e) members of the Elections Committee,

42 Paragraphs 3 and 5 of Schedule Two list the activities which amount to Election Offences and thus subject to potential sanction. Bye-Law 9.1 provides for the making of an election complaint.
43 This provision means that a prospective candidate is bound by the Regulations relating to Candidates (specifically discipline in Schedule Two) for a limited time (but see Paragraph 6(b) of Schedule Two) even if the nomination is not validated and he or she takes no further part in the election. The same is true of a candidate who withdraws from an election.
44 Bye-Law 9.2 provides for the elections complaints procedure. As Senior Tribunal is a University body, these Regulations cannot provide for its governance, powers, procedures and other relevant matters. Some information about Senior Tribunal is, however, set out in Appendix One.
who are neither a Student Member nor less than two years from completion of their most recent University degree.\textsuperscript{45}

10.3 All members of Junior Tribunal must participate (whether in the same location or otherwise) in

(a) the consideration of a Complaint or appeal under the provisions of Part Two of Schedule Two, and

(b) any other Junior Tribunal meeting.\textsuperscript{46}

11 Jurisdiction

11.1 The Returning Officer (in relation to a Complaint) and Junior Tribunal each have jurisdiction, in accordance with the provisions of Part Two of Schedule Two, to consider any matter which may properly be the subject of a Complaint, including an allegation

(a) of an infringement of, or non-compliance with, the Articles, Bye-Laws or these Regulations which does not amount to an Election Offence, or

(b) that an Election Offence has been committed.

11.2 When exercising jurisdiction under Regulation 11.1, the Returning Officer and Junior Tribunal must not

(a) disregard any provision of the Articles, Bye-Laws, or these Regulations, or

(b) make or substitute a declaration of a result of a Direct Election.

Direct Elections and Timetable

12 Statutory Annual Elections

12.1 Statutory Annual Elections comprise the following elections:

(a) one election for each of the offices of Full Time Officer,

(b) one election for each of the offices of Part Time Officer,

(c) one election for all Student Trustees together, and

(d) one election for all Delegates together.

A reference in these Regulations to a Statutory Annual Election, in the singular, is a reference to one of the elections under (a) to (d).

12.2 All the elections under Regulation 12.1(a) to (d) in a particular Michaelmas Term must be held simultaneously.\textsuperscript{47}

\textsuperscript{45} The degree is an Oxford one: see Article 69.1.

\textsuperscript{46} Complaints may be considered by Junior Tribunal via the internet (including Skype). More on the procedure of Junior Tribunal, and complaints generally, is in Part Two of Schedule Two.
12.3 For each Statutory Annual Election, there must be a separate
(a) counting of votes under Regulation 35.1, and
(b) declaration under Regulation 38.1 or 38.2(b).  

12.4 Subject to Bye-Law 5.2 and Regulation 12.5, Statutory Annual Elections must be held in accordance with the following timetable.
(a) Nominations for Candidates and Slates open at noon on Thursday of 3rd Week.
(b) Nominations for Candidates and Slates close at noon on Thursday of 4th Week.
(c) Any manifesto must be submitted by noon on Thursday of 4th Week.
(d) A manifesto submitted under (c) must be published by noon on Friday of 4th Week.
(e) Voting must take place in accordance with Regulations 32.1 to 34.3 from Tuesday at 8 am until Thursday at 6 pm of 6th Week (Close of Poll).

12.5 Subject to Regulation 12.6, the Elections Committee may at any time change the timetable set out in Regulation 12.4 as it applies to a Statutory Annual Election if, in its opinion, the Statutory Annual Election is unlikely to be fairly or properly conducted without such a change.

12.6 The Elections Committee must consult the Returning Officer before making a change under Regulation 12.5.

13 By-elections

13.1 A By-election comprises a single election for each vacancy required to be filled by a By-election under Regulation 39.3.

13.2 More than one By-election may be held on the same day.

13.3 For each By-election, there must be a separate
(a) counting of votes under Regulation 35.1, and
(b) declaration under Regulation 38.1 or 38.2(b).

---

47 If there are Candidates for all offices in Statutory Annual Elections, there will be 26 simultaneous elections, each called a Statutory Annual Election.
48 This means that one or more counts may be held (or declarations made) at different times.
49 Bye-Law 5.2 requires Statutory Annual Elections to be held annually in Michaelmas Term.
50 The Nomination Pack will contain guidance on manifestos, including how they are to be submitted and published.
51 Only vacancies for a Full Time Officer (or Officer-elect) may be filled at a By-election: see Regulation 39.3. A re-run Statutory Annual Election is treated as if it were a By-election: see Regulation 36.4.
52 As an example, there could be 3 By-elections on the same day if there are 3 vacancies to fill.
13.4 Subject to Regulation 13.5, a By-election must be held in accordance with the following timetable.

(a) Nominations for Candidates and Slates open at noon on the Thursday identified in the notice given under Regulation 14.1.

(b) Nominations for Candidates and Slates close at noon on the Thursday one week after they open.

(c) Any manifesto must be submitted by noon on the Thursday nominations close.\(^{53}\)

(d) A manifesto submitted under (c) must be published by noon on the Friday following the Thursday nominations close.

(e) Voting must take place in accordance with Regulations 32.1 to 34.3 from Tuesday at 8 am, 12 days after nominations close, until Thursday at 6 pm, 14 days after nominations close (Close of Poll).

13.5 Subject to Regulation 13.6, the Elections Committee may at any time change the timetable for a By-election set out in Regulation 13.4 if, in its opinion, the By-election is unlikely to be fairly or properly conducted without such a change.

13.6 The Elections Committee must consult the Returning Officer before making a change under Regulation 13.5.

14 Notice of Direct Election

14.1 The Returning Officer must give notice of each Direct Election no earlier than three weeks and no later than two weeks before the day on which nominations open under Regulation 12.4(a) or 13.4(a). The notice must be in a form agreed by the Elections Committee and identify

(a) the Thursday on which nominations open under Regulation 12.4(a)\(^{54}\) or 13.4(a), and

(b) the officers to be returned in the Direct Election.\(^{55}\)

14.2 The Returning Officer must ensure that notice under Regulation 14.1 is given to all Student Members.\(^{56}\)

---

\(^{53}\) See footnote 24.

\(^{54}\) Nominations in Statutory Annual Elections open on the Thursday of 3rd Week in Michaelmas Term.

\(^{55}\) A By-election is held either to fill a single vacant office (see Regulation 13.1) or as a re-run Statutory Annual Election (Regulation 36.4). See Paragraph 3 of Schedule One for the meaning of ‘officer’.

\(^{56}\) Here and elsewhere, see Paragraph 6 of Schedule One for the meaning of ‘given’.
**Agents, Supporters and co-operation**

**Agents**

15.1 An Agent is a person who is a Supporter, and who represents a Candidate or Slate for the purpose of these Regulations.

15.2 The Candidates who intend to form a Slate under Regulation 17.2 must nominate one Agent as the Lead Agent for the Slate.\(^57\) The Lead Agent must be one of the three Agents named under Regulation 22.3(b).

15.3 An Agent must act only for

(a) one Candidate, namely the Candidate who submitted the Agent’s name under Regulation 20.1(f), or

(b) Candidates included on a Slate where the Lead Agent submitted the Agent’s name under Regulation 22.3(b).\(^58\)

15.4 Where a Candidate or Lead Agent submits the names of fewer than three Agents under Regulation 20.1(f) or 22.3(b) respectively, he or she may submit the names of additional Agents to make up the difference by notifying the Returning Officer at any point up to Close of Poll.

**Supporters**\(^59\)

16.1 A Supporter is a person (whether or not a Student Member) who supports (whether in writing, orally or otherwise) a Candidate or Slate.\(^60\)

16.2 For the purpose of Regulation 16.1, a Supporter includes an Agent and any other person (whether or not a Student Member)

(a) recognised in good faith by a Candidate as his or her Supporter, or

(b) determined by the Returning Officer under Paragraph 24 of Schedule Two, or Junior Tribunal under the same Paragraph (as set out in Schedule Three), to be a Supporter of a named Candidate or Slate.

**Co-operation**

\(^{57}\) A Slate must have at least one Agent who will be the Lead Agent. An individual Candidate need not appoint any Agents.

\(^{58}\) An Agent may not act for more than one Candidate, unless they are included on the same Slate. The Lead Agent will include his or her own name under Regulation 22.3(b).

\(^{59}\) Paragraph 4 of Schedule One ensures that Supporters include organisations such as societies and clubs.

\(^{60}\) Only Student Members are bound by these Regulations, hence Paragraphs 2(c) and 5 of Schedule Two.
17.1 Subject to Regulation 17.2, a Candidate must not campaign \(^{61}\) jointly, or otherwise cooperate, with another Candidate.

17.2 Subject to Regulation 22.1, two or more Candidates who intend to campaign jointly, or otherwise co-operate, must form a Slate and each must additionally comply with the requirements of these Regulations as they apply to a Slate. \(^{62}\)

17.3 Each Candidate included on a Slate is jointly and severally responsible for any act or omission by or on behalf of that Slate. Accordingly, any reference in these Regulations or elsewhere to a Slate doing or not doing anything is a reference to the Candidates, jointly and severally, included on the Slate. \(^{63}\)

17.4 A Candidate (whether or not included on a Slate) must not seek or claim the endorsement of

- (a) an employee of OUSU (including a Full Time Officer),
- (b) a Part-Time Officer, Student Trustee or External Trustee,
- (c) Council or a Council committee, or
- (d) a Campaign \(^{64}\), excluding the Campaign for Cultural and Racial Awareness and Equality, the Disabled Students’ Campaign, the International Students’ Campaign, the LGBTQ Campaign, the Mature Students’ Campaign or the Women’s Campaign.

Eligibility and Nominations

18 Eligibility

18.1 Any Student Member may be a Candidate at a Direct Election for the office of a Full Time Officer or a Part Time Officer, except that

- (a) only a Student Member who is a woman may be a Candidate for the office of Vice-President (Women) or Women’s Campaign Officer,
- (b) only a Student Member who is a Graduate may be a Candidate for the office of Vice-President (Graduates), Graduate Academic Affairs Officer, Graduate International Officer or Graduate Welfare Officer, and
- (c) only a Student Member who is both a Graduate and a woman may be a Candidate for

---

\(^{61}\) References (with a lower case ‘c’) to a campaign are not to a Campaign as defined in the Bye-Laws.

\(^{62}\) Participation in cross-slatting is an Election Offence: see Paragraph 3(d) of Schedule Two.

\(^{63}\) A Slate is not a legal entity: see also Paragraph 2 of Schedule Two. The composition of a Slate is regulated by Regulation 22.1.

\(^{64}\) Campaign is defined in Schedule One to the Bye-Laws as a campaign, campaigning committee or other association established, or continued, by General Regulations required by Bye-Law 31.1. As this Bye-Law is not yet in force, see Standing Order E1-4 (not yet repealed).
the office of Graduate Women's Officer.\(^{65}\)

18.2 A Student Member may only be a Candidate at a Direct Election for, or be co-opted to, the office of any Full Time Officer if he or she has obtained the prior written permission of his or her College, and in the case of a Graduate (additionally) the prior written permission of his or her faculty or department, to hold that office if elected or co-opted.\(^{66}\)

18.3 Any Student Member may be a Candidate at a Direct Election for the office of Student Trustee or Delegate.\(^{67}\)

18.4 Subject to Regulation 18.5, a Student Member must not be a Candidate at the same Direct Election for more than one office.

18.5 A Student Member may be a Candidate at the same Direct Election for the offices of

(a) Full Time Officer and Delegate,
(b) Part Time Officer and Delegate,
(c) Student Trustee and Delegate,
(d) Part Time Officer and Student Trustee, or
(e) Part Time Officer, Student Trustee and Delegate.

18.6 An Election Official, or a Full Time Officer or Full Time officer-elect (whether or not either is an Election Official) must not be a Candidate, Agent or Supporter in any Direct Election.\(^{68}\)

19 Nominations for Direct Elections

19.1 The following provisions apply to the opening and close of nominations.

(a) Subject to Regulation 12.5, nominations for the officers to be returned in Statutory Annual Elections open and close at the times set out in Regulation 12.4(a) and (b).

(b) Subject to Regulation 13.5, nominations for the officer to be returned in a By-election open and close at the times set out in Regulation 13.4(a) and (b).

---

\(^{65}\) A woman has a particular meaning in these Regulations: see Paragraph 5 of Schedule One. The offices of Women's Campaign Officer, Graduate Academic Affairs Officer, Graduate International Officer, Graduate Welfare Officer, and Graduate Women's Officer are Part-Time Officers and listed in Standing Orders D1.3 and 1.4 (not yet repealed).

\(^{66}\) College governance requires that permissions may only be granted by a Head of House, Dean, Senior Tutor, Tutor for Graduates or Director of Graduate Studies (or their equivalent). Note the extended definition of College in Paragraph 8 of Schedule One.

\(^{67}\) There are five delegates to the Annual Conference of the National Union of Students. The President and President-elect are additional delegates by virtue of their office. Note the definition of Delegate in Paragraph 8 of Schedule One.

\(^{68}\) As those listed may not be Supporters, they cannot campaign for any Candidate.
References in these Regulations to the opening and close of nominations are interpreted accordingly.

19.2 The Returning Officer, the Elections Committee and the President must each ensure that the times for the opening and close of nominations in a Direct Election are given to all Student Members.

19.3 The Elections Committee must ensure that the Nomination Pack is
(a) given, as soon as possible after notice is given under Regulation 14.1, to each Student Member, and
(b) available from the OUSU office between the opening and close of nominations.

19.4 A Student Member who is eligible (in accordance with Regulations 18.1 to 18.6) and intends to be a Candidate in a Direct Election must complete a Nomination Form whether or not he or she intends to be included on a Slate.

19.5 A Candidate may submit a manifesto to the Returning Officer by the time prescribed under Regulation 12.4(c) or 13.4(c).

19.6 A Candidate must state on the Nomination Form
(a) his or her legal name (or a clear version of it), or
(b) the name by which he or she is generally known, in the manner in which he or she wishes it to appear in any
(i) voting system under Regulation 32.1 or 32.3, or
(ii) notice or other communication from an Election Official.

19.7 Unless the Returning Officer has agreed otherwise, a Candidate must submit before nominations close
(a) his or her Nomination Form to the OUSU office in person, or online on the OUSU website,
(b) the information listed in Regulation 20.1 to the Returning Officer, and
(c) the appropriate deposit, under Regulation 19.8, to the OUSU office in person.

---

69 See Regulation 6.3.
70 ‘Given’ includes publication on the OUSU website: see Paragraph 6 of Schedule One.
71 See the definition of Candidate in Regulation 8.2.
72 In addition, the Slate must submit a collective Nomination Form: see Regulation 22.2(a). The composition of a Slate is regulated by Regulation 22.1.
19.8 The deposit under Regulation 19.7(c) is
(a) £50 if a Candidate for the office of a Full Time Officer,
(b) £25 if a Candidate for the office of a Part Time Officer,
(c) £25 if a Candidate for the office of a Student Trustee, or
(d) £15 if a Candidate for office as a Delegate.\(^73\)

20 Nomination Information\(^74\)
20.1 The following is the information referred to in Regulation 19.7(b):
(a) a statement that the Candidate satisfies all relevant eligibility requirements under Regulations 18.1 to 18.6,
(b) an acknowledgement that the Candidate must comply with the Articles, Bye-Laws and these Regulations (and in particular Part One of Schedule Two),
(c) the list of disclosures required by Regulation 21.1,
(d) any manifesto,
(e) proof of identity and of being a Student Member,\(^75\) and
(f) if the Candidate wishes to nominate an Agent, the names of up to three Student Members who will act as the Candidate’s Agents.

21 Disclosure
21.1 The following is the list of disclosures for the purpose of Regulation 20.1(c):
(a) the number of motions of censure or no confidence passed by Council against the Candidate,
(b) the dates of any expulsions of the Candidate from Council,
(c) in the event that the Candidate is elected, the number of Weeks of Term he or she expects to be out of residence (excluding, with respect to Full Time Officers, any period of leave), and
(d) where the Candidate is to be included on a Slate, the names of all the other Candidates to be included on that Slate.

22 Nominations : Slates
22.1 The number of Candidates to be included on a Slate must not exceed
(a) subject to (b), three for the office of a Full Time Officer,
(b) four for the office of a Full Time Officer if one Candidate is nominated for the office of Vice-President (Graduates),

\(^73\) If a Student Member is a Candidate for multiple offices, the deposit will be the highest. For example, the deposit for a Candidate under Regulation 18.5(e) is £25.
\(^74\) This information does not have to be presented in person; see Paragraph 6 of Schedule One.
\(^75\) Presentation of a passport or driving licence, together with a University Card, will satisfy this requirement.
(c) five for the office of a Part Time Officer (other than as a graduate officer),
(d) one for office as a graduate officer,
(e) three for the office of Student Trustee, and
(f) five for office as a Delegate.

In this Regulation, a graduate officer is one of the following: Graduate Academic Affairs Officer, Graduate International Students Officer, Graduate Welfare Officer, or Graduate Women’s Officer.  

22.2 Unless the Returning Officer has agreed otherwise, the Lead Agent for a Slate must submit before nominations close
(a) a collective Nomination Form on behalf of the Slate to the OUSU office in person, or online on the OUSU website,
(b) the information listed in Regulation 22.3 to the Returning Officer, and
(c) a deposit of £50 to the OUSU office in person.

The Nomination Form under (a) and the deposit under (c) are in addition to the requirements of Regulations 19.4 and 19.7(c) respectively.

22.3 The following is the information referred to in Regulation 22.2(b):
(a) a list of the Candidates to be included on the Slate, and
(b) the names of up to three Student Members who will act as Agents for the Slate (in addition to any names submitted under Regulation 20.1(f)).

23 Validation and Publication of Nominations
23.1 Following submission under Regulation 19.7 (and, where applicable, Regulation 22.2), and subject to Regulation 23.2, the Returning Officer must examine and decide on the validity of each nomination no later than 24 hours after close of nominations.

23.2 The Elections Committee may extend the period of time under Regulation 23.1 if the Returning Officer so requests.

23.3 For a nomination to be valid, the Returning Officer must be satisfied that
(a) a Candidate has met the requirements of Regulations 19.6 and 19.7, and
(b) in respect of each Slate, the Lead Agent has met the requirements of Regulation 22.2.

See footnote 39.
See footnote 32.
Subject to Regulation 23.5, a nomination which does not so satisfy the Returning Officer is invalid.

23.4 The Returning Officer must consult the Elections Committee before giving notice to a Candidate that his or her nomination is invalid under Regulation 23.3.

23.5 Where the Returning Officer is not satisfied under Regulation 23.3, the Candidate or Lead Agent (as the case may be) may seek so to satisfy the Returning Officer
(a) where nominations have not closed, or
(b) at the Returning Officer's discretion, where nominations have closed.

23.6 A Candidate who has submitted a Nomination Form under Regulation 19.7 may, at any time, withdraw that Form by notifying the OUSU office in person. Following notification,
(a) the Candidate's name must
   (a) not be included in, or
   (b) be removed from,
   the notice given under Regulation 23.7, and
(b) if the Candidate was included on a Slate, the Slate must be treated for all purposes (including limits for Election Expenditure) as if the Candidate had not been included.\footnote{A Candidate who withdraws from an election remains a Candidate up to the point of notification: see Regulation 8.2. He or she may, therefore, fall under Schedule Two: see Paragraph 6(b). Where a Candidate withdraws during voting, see footnote 65. As to Election Expenditure limits, see Regulations 26.1 and 26.2.}

23.7 Before the start of voting under Regulation 12.4(e) or 13.4(e), the Returning Officer and the President must each ensure that notice of all valid nominations (to include the name of each Candidate and his or her College) is given to all Student Members.

24 Briefings
24.1 As soon as possible after close of nominations, the Elections Committee must conduct such briefings as it considers appropriate for
(a) Candidates and Agents, and
(b) the editors and producers of student news media.

24.2 Unless the Returning Officer has agreed otherwise, each Candidate and Agent must attend a briefing under Regulation 24.1(a).
The Election Campaign

25 Mailing Lists

25.1 A Candidate, Agent, or Supporter must not use an excluded mailing list in a Direct Election for the purpose of campaigning. In this Regulation, an excluded mailing list is

(a) a list created or used by

(i) the University (including a University or student society, whether or not registered with the Proctors),
(ii) a College (including a common room or College society), or
(iii) The Oxford Union Society; or

(b) such other list as the Returning Officer may declare to be an excluded mailing list.

26 Election Expenditure

26.1 The Election Expenditure limit, at each Direct Election, for a Candidate for the office of

(a) Full Time Officer is £130, and
(b) Part Time Officer, Student Trustee or Delegate is £50.

26.2 The Election Expenditure limit, at each Direct Election, for a particular Slate is calculated as follows.

(a) Where the Slate includes a Candidate for the office of Full Time Officer, the limit is £130 plus the additional amounts in (c) or (d) or both.
(b) Where the Slate does not include a Candidate for the office of Full Time Officer, the limit is £50 plus the additional amounts in (c) or (d) or both.
(c) The additional amount is £10 for each other Candidate for the office of Full Time Officer.
(d) The additional amount is £5 for each other Candidate for an office other than of Full Time Officer.

26.3 Unless so authorised by the Returning Officer, the total Election Expenditure incurred in respect of a Candidate or Slate must not exceed applicable limits, whether it is incurred by the Candidate, an Agent, a Supporter or otherwise.

---

79 See footnote 38.
80 Candidates are entitled to email Student Members in any way they wish, so long as they do not make use of an excluded mailing list.
81 Any expenditure (whether by way of cash or credit) by or on behalf of a Candidate or Slate in connection with a Direct Election: see Paragraph 8 of Schedule One.
82 These sums are aggregated where a Candidate stands for more than one office. Thus, for example, the limit for a Candidate for Full Time Officer and Delegate is £180, for Part Time Officer and Student Trustee is £100, and for Part Time Officer, Student Trustee and Delegate is £150.
83 Exceeding the limits and failure to deliver receipts etc under Regulation 26.5 are Election Offences: Paragraph 3(e) and (f) of Schedule Two.
26.4 A Candidate is accountable to the Returning Officer for his or her Election Expenditure, and Candidates included on a Slate are jointly accountable for the Slate's Election Expenditure.

26.5 Each Candidate and Lead Agent for a Slate must deliver all receipts, and other relevant documentation in connection with Election Expenditure, to the Returning Officer within one hour of Close of Poll.

26.6 Election Expenditure must not be made from OUSU\textsuperscript{84} funds.

27 Manifestos

27.1 The Elections Committee must include guidance on the form, content, submission and publication of a manifesto in the Nomination Pack.

27.2 The Returning Officer must remove material from a manifesto if, in his or her opinion, it
(a) is unlawful, false or misleading,
(b) contains any other offensive content,
(c) refers to a Referendum or Indicative Poll, or
(d) refers to another Candidate or Slate by name.

The Returning Officer must make all reasonable efforts to obtain the agreement of the Candidate who submitted the manifesto under Regulation 20.1(d) to the removal.

28 Engagement with News Media

28.1 The Elections Committee must include guidance on engagement with news media in the Nomination Pack.

29 Hustings\textsuperscript{85}

29.1 The Returning Officer
(a) must organise a central hustings, and
(b) may organise hustings in one or more Colleges, or at a Campaign\textsuperscript{86} meeting.

29.2 The Elections Committee must include guidance on hustings organised under Regulation 29.1 in the Nomination Pack, including information on

\textsuperscript{84} Candidates must provide their own funds for Election Expenditure. The Nomination Pack will provide guidance.

\textsuperscript{85} Hustings are not organised exclusively by the Returning Officer and the Nomination Pack will provide guidance on other hustings.

\textsuperscript{86} See footnote 38.
(a) consultation before any hustings are organised,
(b) eligibility to attend,
(c) length of notice for the hustings, publicity and accessibility,
(d) procedure (including chairing, minuting and other recording, and duration),
(e) submission of written questions (whether or not the questioner attends the hustings),
(f) disclosures by a Candidate,
(g) the order of Candidates’ speeches and their length,
(h) questions from those eligible to attend, and
(i) the cancellation of any hustings.

Franchise Restrictions

30 Full Time Officers

30.1 The following provisions apply to the election of certain Full Time Officers.

(a) Only a Student Member who is a woman may vote in a Direct Election for the office of
   Vice-President (Women), and
(b) only a Student Member who is a Graduate may vote in a Direct Election for the office
   of Vice-President (Graduates).

31 Part Time Officers

31.1 The following provisions apply to the election of certain Part Time Officers.

(a) Only a Student Member who is a woman may vote in a Direct Election for the office
   of
   Women’s Campaign Officer,
(b) only a Student Member who is a Graduate may vote in a Direct Election for the office of Graduate Academic Affairs Officer, Graduate International Students Officer
   and Graduate Welfare Officer, and
(c) only a Student Member who is both a woman and a Graduate may vote in a Direct Election for the office of Graduate Women’s Officer.

Voting and counting

32 Voting System

87 These restrictions have been agreed with the University. See the proviso to Article 32.3 as regards Full Time Officers.
88 See footnote 39.
32.1 Subject to Regulation 32.3, voting in a Direct Election must be personal using a secure electronic voting system. The Returning Officer must not permit voting by proxy.

32.2 Council must approve the voting system under Regulation 32.1. In so approving, Council must be satisfied that the voting system provides 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.

32.3 In the event that the voting system approved by Council under Regulation 32.2 cannot be used, the Elections Committee must organise an alternative, if necessary a manual, secure system for voting and counting.

33 Voting
33.1 A person entitled to vote in a Direct Election has one vote for each officer\(^89\) to be returned in a Statutory Annual Election\(^90\) or a By-election, which may be given to
   (a) a Candidate for the office, or
   (b) where Regulation 34.1 applies, the Re-Open Nominations option,
   in the manner described in Regulations 33.2 and 33.3.\(^91\)

33.2 Subject to Regulation 33.4, each of the following officers is returned under the Alternative Vote system:
   (a) Full Time Officer, and
   (b) Part Time Officer.

33.3 Subject to Regulation 33.4, each of the following officers is returned under the Single Transferable Vote system:

\(^{89}\) See Paragraph 3 of Schedule One.
\(^{90}\) A Statutory Annual Election is one of the elections in Statutory Annual Elections: see Regulation 12.1.
\(^{91}\) Where a Candidate withdraws under Regulation 23.6 during voting, the AV and STV systems used under Regulations 33.2 and 33.3 ensure that votes already given are re-distributed.
(a) Student Trustee, and  
(b) Delegate.

33.4 In the event of an equality of votes at the conclusion of a count under Regulation 35.1, the officer to be returned must be determined by lot.

34 **Re-Open Nominations**

34.1 A person entitled to vote in a Direct Election may give a vote to the Re-Open Nominations option in each Statutory Annual Election or By-election for the office of a Full Time Officer or Part Time Officer.  

34.2 The Re-Open Nominations option is treated as a Candidate for the purpose of the counting of votes under Regulation 35.1.

34.3 If the Re-Open Nominations option would otherwise be returned as the successful Candidate, the Returning Officer must declare a vacancy. The provisions of Regulation 39.1 must then apply.

35 **Counting Votes**

35.1 The votes given under Regulation 33.1 must be counted in accordance with Regulations 33.2 to 33.4.

35.2 The Returning Officer must supervise the counting of votes.

35.3 The Elections Committee must ensure that each counting of votes is fairly and properly conducted, including deciding

(a) when a count commences,
(b) subject to Paragraph 37 of Schedule Two, whether to postpone the commencement or extend the period for a count,
(c) who may be present at a count, and
(d) who may perform any counting functions.

**Re-running an election or count**

36 **Re-running an election**

---

92 There is no Re-Open Nominations option in a Direct Election for the office of Student Trustee or Delegate.
93 There are separate counts for each Statutory Annual Election and By-election: Regulation 12.3.
94 Junior Tribunal may instruct the Elections Committee to extend the period for counting votes: Paragraph 37 of Schedule Two.
36.1 Subject to Regulation 36.2, the Elections Committee may declare a Statutory Annual Election or a By-election void where

(a) Junior Tribunal has made a recommendation\(^95\) to that effect under Paragraph 42(f) of Schedule Two, or

(b) in the opinion of the Elections Committee, that election was not fairly or properly conducted.

36.2 The Elections Committee must consult the Returning Officer before making a declaration under Regulation 36.1.

36.3 The Elections Committee may make a declaration under Regulation 36.1(b) irrespective of whether

(a) a person\(^96\) was responsible for the election not being fairly or properly conducted, or

(b) an Election Offence has been committed.

36.4 A Statutory Annual Election or a By-election declared void under Regulation 36.1(a) or (b) must be re-run in accordance with (and without modification of) these Regulations, except that a re-run Statutory Annual Election or By-election is treated as if it were a new By-election.

36.5 The Elections Committee must include guidance on the exercise of its powers under Regulation 36.1 in the Nomination Pack.

37 Re-running a count

37.1 The Elections Committee

(a) must order a recount of votes where Junior Tribunal has so instructed under Paragraph 42(e) of Schedule Two, and

(b) may order a recount of votes where, in the opinion of the Elections Committee, the count was

   (i) incorrect, or

   (ii) not fairly or properly conducted.

37.2 The provisions of Regulations 35.1 to 35.3 apply to a recount under Regulation 37.1.

\(^95\) In contrast to Regulation 37.1(a), here Junior Tribunal is restricted to a recommendation in order to give the Elections Committee flexibility. For example, Junior Tribunal may recommend that an election be declared void, whereas the Elections Committee (with more information) may decide to extend the period for voting.

\(^96\) Person has an extended meaning here and in Regulation 37.3: see Paragraph 4 of Schedule One.
37.3 The Elections Committee may make an order under Regulation 37.1(b)(ii) irrespective of whether
(a) a person was responsible for the counting of votes not being fairly or properly conducted, or
(b) an Election Offence had been committed.

37.4 The Elections Committee must include guidance on the exercise of its powers under Regulation 37.1 in the Nomination Pack.

Declaration of Results

38 Declarations

38.1 Subject to Regulation 38.2, the Returning Officer must make a declaration of the result of each Statutory Annual Election or By-election immediately after the counting of votes has been completed.

38.2 Where a Complaint or appeal, relating to a Statutory Annual Election or a By-election, is being considered under Part Two of Schedule Two at the completion of the counting of votes, the Returning Officer must make
(a) an announcement of the provisional result of that Statutory Annual Election or By-election immediately, and
(b) a declaration of the result as soon as he or she is notified that all such Complaints or appeals are concluded.

38.3 A declaration under Regulation 38.1 or 38.2(b), or an announcement under Regulation 38.2(a), must include a list of successful Candidates.

38.4 The Returning Officer and the President must each ensure that notice of a declaration under Regulation 38.1 or 38.2(b), or an announcement under Regulation 38.2(a), is given to all Student Members as soon as possible.

38.5 A successful Candidate is elected to the office for which he or she was a Candidate on the making of a declaration, under Regulation 38.1 or 38.2(b), which includes his or her name.

38.6 Subject to Regulation 38.7,
(a) a Candidate may recover the deposit submitted under Regulation 19.7(c), and
(b) the Lead Agent for a Slate may recover the deposit submitted under Regulation 22.2(c), from the OUSU office within 14 days of
   (i) Close of Poll, or
   (ii) the conclusion of all relevant Complaints or appeals, whichever is the later.

38.7 Before recovery of the deposit under Regulation 38.6(a) or (b), the OUSU office must deduct any amount ordered by the Returning Officer or Junior Tribunal to be forfeited under Paragraph 39(e) or 42(a) respectively of Schedule Two.

Vacancies
39 Filling of Vacancies
39.1 Regulations 39.2 to 39.4 apply to the filling of a vacancy in the offices of
   (a) Full Time Officer or Full Time Officer-elect,
   (b) Part Time Officer,
   (c) Student Trustee, or
   (d) Delegate,
   including any vacancy arising as a result of the provisions of Bye-Laws 15.2(b), 16.2(b) or 18.2(b), or Regulation 34.3.

39.2 Council must give notice of a vacancy to all Student Members as soon as it arises.

39.3 Subject to Regulation 39.4,
   (a) subject to (b), a vacancy for a Full Time Officer must be filled by a By-election,
   (b) where a By-election under (a) is not possible before Thursday of 4th Week of Trinity Term, the vacancy must be filled for the period until the By-election by an Election in Council,
   (c) a vacancy for a Full Time Officer-elect, or Student Trustee, must be filled by a By-election, and
   (d) a vacancy for a Part Time Officer or Delegate must be filled by an Election in Council.

97 The full amount of a deposit may be ordered to be forfeited: see Paragraph 39(e) of Schedule Two.
98 These refer to vacancies and deemed vacancies in the offices of Full Time Officer or Part Time Officer, or Student Trustee. Regulation 34.3 refers to the Re-Open Nominations option.
99 Where the vacancy is for a Full Time Officer (or Officer-elect), the notice triggers a By-election under Regulation 13.1.
100 These Regulations do not provide for Elections in Council.
39.4 At any time, the Executive Committee, where it sees fit, may co-opt a Student Member to fill a vacancy as a
(a) Full Time Officer or Full Time Officer-elect,
(b) Part-Time Officer, or
(c) Delegate.\(^\text{101}\)
That Student Member
(i) holds office until the date fixed for a By-election or Election in Council (as the case may be), and
(ii) is not prohibited, by reason of co-option, from being a Candidate in any Direct Election for that, or any other, office.

\(^\text{101}\) There is power in Bye-Law 20.1 to co-opt a Student Member to fill a vacancy as Student Trustee. The co-option of a Delegate will usually only happen if the National Conference of the National Union of Students occurs before an Election in Council is held.
Schedule One : Interpretation

Periods of time

1. A reference in these Regulations to an Academic Year is to the period from 1 August to 31 July.

2. A reference in these Regulations to a Week, in relation to a Term, is to the period of seven days from the beginning of Sunday to the end of the following Saturday.

Office and officer

3. Except where expressly stated otherwise or where the context otherwise requires, a Full Time Officer, a Part Time Officer, a Student Trustee, and a Delegate each hold office (and officer is interpreted accordingly) for the purpose of these Regulations.

Meaning of person

4. In the following provisions, a reference to a person includes a corporation or unincorporated association: Regulations 16.1, 16.2, 36.3 and 37.3, Paragraphs 20, 21, 28, 32 and 33 of Schedule Two, and Paragraphs 20, 21 and 28 of Schedule 4.\(^{102}\)

Meaning of woman

5. In these Regulations, a reference to a woman is to a person who self-identifies as a woman.

Giving of notice etc.

6. Except where expressly stated otherwise or where the context otherwise requires, any requirement

(a) to give, send, or submit any information, notice, form, or other document, includes by electronic means (including through OUSU's website or by email); and

(b) to publish includes by way of publication in *The Oxford Student*, on the OUSU website, or by posting on the OUSU office noticeboard.

General Interpretation

7. Words and phrases which are defined in Article 69 and Schedule One to the Bye-Laws (except the definition of 'College') have the same meaning in these Regulations as in Article 69 or in Schedule One to the Bye-Laws, as the case may be.\(^{103}\)

\(^{102}\) This provision ensures that the definition of Supporter, and other provisions, cover organisations such as societies and clubs.
In addition, except where expressly stated otherwise or where the context otherwise requires,

Agent … means a person described in Regulation 15.1.

Alternative Vote system … means the system of alternative vote with a weighting of one for all preferences in accordance with guidance published by the Electoral Reform Society.

By-election … means a Direct Election to fill a vacancy under Regulation 39.3(a) or (c), and (where the context requires) includes a re-run election under Regulation 36.4.

Bye-Law … means one of the Bye-Laws made and adopted by Council on 9th May 2012 ('the Bye-Laws').

Candidate … means a Student Member described in Regulation 8.2.

Close of Poll … means
(a) in relation to Statutory Annual Elections (unless the Elections Committee has changed the time under Regulation 12.5), Thursday at 6 pm of 6th Week in Michaelmas Term, and
(b) in relation to a By-election (unless the Elections Committee has changed the time under Regulation 13.5), Thursday at 6 pm, 14 days after nominations close.

College … means a college, society or permanent private hall recognised under University Statute V.

Complaint … means a complaint which comes within the ambit of Bye-Law 9.1, and includes a Complaint made by the Returning Officer to Junior Tribunal under Paragraph 30 of Schedule Two.

Complainant … means a Student Member who makes a Complaint, and includes the Returning Officer when he or she makes a Complaint under Paragraph 30 of Schedule Two.

---

103 This does not mean, for example, that Campaign (as defined in the Bye-Laws) has the same meaning as 'campaign' in these Regulations.
Delegate ... means a delegate to the annual or national conference of an external organisation defined in Section 22(2)(l)(ii) and (8) of the Education Act 1994.  

Direct Elections ... means Statutory Annual Elections and By-elections, and a reference to a Direct Election is a reference equally to Statutory Annual Elections or a By-election.

Election Expenditure ... means any expenditure (whether by way of cash or credit) by or on behalf of a Candidate or Slate in connection with a Direct Election.

Election Official ... means
(a) the Returning Officer, a Deputy Returning Officer, a member of the Elections Committee, a member of Junior Tribunal, and
(b) when exercising functions under these Regulations: the President, any other Full Time Officer, a Full Time Officer-elect, or an OUSU employee.

Election Offence (the commission of a) ... means the failure
(a) by a Candidate (or an Agent or Supporter for whom the Candidate is responsible) to comply with one of the provisions of Paragraph 3(a) to (i) of Schedule Two, or  
(b) by a Candidate to comply with an order as set out in Paragraph 5(b) of Schedule Two.

Governing Duty ... means the duty set out in Regulation 2.1.

Junior Tribunal ... means the Tribunal identified in Regulation 9.1.

Lead Agent ... means the Agent nominated under Regulation 15.2.

Nomination Form ... means the form, included in the Nomination Pack, required for the purpose of Regulations 19.4 and 22.2.

Nomination Pack ... means the pack described in Regulation 6.3.

Regulation ... means one of these Election Regulations.

Ruling ... means an interpretation or direction as described in Regulation 7.1.

Currently this is the national Conference of the National Union of Students.

Only a Candidate is actually liable under Schedule Two for the commission of an Election Offence.
Single Transferable Vote system … means the system of single transferable vote in accordance with guidance published by the Electoral Reform Society.

Slate … means a slate comprising two or more Candidates permitted to co-operate or campaign jointly under these Regulations.

Statutory Annual Elections … means the Direct Election described in Bye-Law 5.2, and a reference to a Statutory Annual Election, in the singular, is a reference to one of the elections under Regulation 12.1(a) to (d).

Supporter … means a person described in Regulations 16.1 and 16.2.
Schedule Two : Election Discipline

Part One : Conduct and Election Offences

Responsible Conduct

1 During a Direct Election, a Candidate, Agent or Supporter is expected to act so as to ensure that the Direct Election is fairly and properly conducted.\(^{106}\)

2 A Candidate is responsible for the actions\(^{107}\) of each of

(a) his or her Agents named under Regulation 20.1(f) or 15.4,
(b) the Agents for the Slate, on which he or she is included, named under Regulation 22.3(b) or 15.4, and
(c) his or her Supporters.

3 Without limiting the generality of Paragraph 1, a Candidate, Agent, or Supporter must, during a Direct Election,

(a) not make any unlawful, false or misleading statement in connection with the Direct Election,
(b) not engage in harassment within the meaning of University Statute XI\(^{108}\),
(c) not obstruct or otherwise impede an Election Official in the performance of his or her election functions,
(d) not participate in joint campaigning or other co-operation between
   (i) two or more Candidates involving more than one Slate,
   (ii) two or more Slates, or
   (iii) a Slate and one or more Candidates not included on that Slate,\(^{109}\)
(e) not without the Returning Officer's authority, exceed any relevant Election Expenditure limit as provided in Regulations 26.1 to 26.3,
(f) comply with Regulation 26.5,\(^ {110}\)
(g) not interfere with any electronic or other voting system,
(h) not disrupt or otherwise disturb the process of voting or counting of votes, and
(i) comply with Regulation 25.1;\(^ {111}\)

4 For the purpose of Paragraphs 1 and 3, the period during a Direct Election...
Electoral Offences

5  A Candidate commits an Election Offence
(a) when he or she (or an Agent or Supporter for whom the Candidate is responsible under Paragraph 2) fails to comply with a provision of Paragraph 3(a) to (i), or
(b) if he or she fails to comply with an order of
   (i) the Returning Officer under Paragraph 39(a) to (c), or
   (ii) Junior Tribunal under Paragraph 42(a) (as it applies to Paragraph 39(a) to (b)).

6  For the avoidance of doubt,
(a) neither an Agent nor a Supporter commits an Election Offence under Paragraph 5, and
(b) a Student Member remains liable for an Election Offence committed while a Candidate, even if he or she has ceased to be a Candidate under Regulation 8.2.113

7  A failure to comply with Paragraph 1 is not, of itself, the commission of an Election Offence, but may be taken into account by the Returning Officer under Paragraph 19, or by Junior Tribunal under the same Paragraph (as set out in Schedule Three).

Disregarding a Ruling

8  A Candidate who intentionally disregards a Ruling has not complied with these Regulations for the purpose of Paragraph 11(a).114

Part Two : Election Complaints115

Primary Responsibility

---

112 There may be up to 26 declarations at Statutory Annual Elections: see footnote 21.
113 While Candidates, Agents and Supporters are within the ambit of Paragraph 3, only a Candidate commits an Election Offence. Where there is an allegation that a Slate has failed to comply with a provision of Paragraph 3(a) to (i), all Candidates on the Slate will be liable for an Election Offence: see Regulation 17.3.
114 There are two types of Ruling: see Regulation 7.1.
115 Bye-Law 9.1 provides that a ‘Student Member may make a complaint in relation to the calling, holding, or conduct of a specific election (or co-option) ...’. Note that this does not extend to a complaint about the result of an election.
9 The Returning Officer, Junior Tribunal and any other Student Member concerned with a Complaint is expected to act so as to ensure that the Complaint is dealt with promptly and fairly.

10 A failure to comply with Paragraph 9 is not, of itself, the commission of an Election Offence, but may be taken into account by the Returning Officer under Paragraph 19, or by Junior Tribunal under the same Paragraph (as set out in Schedule Three).

Grounds for a Complaint

11 When making a Complaint under Bye-Law 9.1, a Complainant may include an allegation
(a) of an infringement of, or non-compliance with, the Articles, Bye-Laws or these Regulations which does not amount to an Election Offence, or
(b) that an Election Offence has been committed.

Initial procedure and jurisdiction

12 The Elections Committee must include information and guidance on the making of a Complaint in the Nomination Pack. The information and guidance must include
(a) the matters provided for in Paragraphs 13 to 16 and 19(b), and
(b) such other matters as the Elections Committee considers necessary to allow a Complaint to be dealt with promptly and fairly.

13 A Complainant must make his or her Complaint in writing to the Returning Officer or a member of the Elections Committee,
(a) for a Complaint in connection with a manifesto, or concerning the validity of a nomination under Regulation 23.3, by 5pm two working days after notice is given under Regulation 23.7,
(b) for a Complaint concerning a matter occurring after Close of Poll, by 5pm two working days after the completion of the counting of votes in the relevant Statutory Annual Election or By-election, and
(c) for all other Complaints, within 90 minutes of Close of Poll.

14 A Complaint must
(a) be written clearly and primarily in English,
(b) include the Complainant’s full name and College,

---

117 A Complainant is not required to make an allegation under either (a) or (b). The remedies available to the Returning Officer and Junior Tribunal vary according to what is alleged: see Paragraphs 38 to 43.
118 A Complainant may need, for example, to quote a foreign language text.
(c) provide a full description of the circumstances of the Complaint, and
(d) if appropriate, include a full description of any allegation under either Paragraph 11(a) or (b), or both.

15 The following provisions apply to the representation of a Candidate (whether or not he or she is a Complainant) in connection with a Complaint.
   (a) An Agent may represent
       (i) the Candidate identified in Regulation 15.3(a), or
       (ii) one or more of the Candidates, included on a Slate, identified in Regulation 15.3(b).
   (b) A Candidate, included on a Slate, may represent one or more of the other Candidates on that Slate.

16 The following provisions apply to the consideration, in the first instance, of a Complaint or an appeal from a Complaint.
   (a) Except where Paragraph 30 or 31 applies, a Complaint must be considered by the Returning Officer.
   (b) Where Paragraph 30 or 31 applies, a Complaint must be considered by Junior Tribunal.
   (c) An appeal from a decision of the Returning Officer must be considered by Junior Tribunal.

Provisions common to the Returning Officer and Junior Tribunal

17 The provisions of Paragraphs 18 to 28 apply to the Returning Officer. Schedule Three has effect for the purpose of applying those provisions, with modifications, to Junior Tribunal.

18 When determining a question which has arisen in connection with a Complaint, the Returning Officer must consider previous decisions, determinations and orders of Returning Officers and Junior Tribunal. In this Paragraph, determining a question includes
   (a) consideration of a Complaint,
   (b) making a determination under Paragraph 25,
   (c) making a decision under Paragraph 26, and
   (d) ordering a remedy under Paragraphs 39 and 40.

119 Senior Tribunal is a further tribunal which considers election complaints: see footnote 18 and Appendix One.
In this Paragraph, previous decisions, determinations and orders are those made with respect to election complaints under either these Regulations or Rules and Standing Orders.\textsuperscript{120}

19 During consideration of a Complaint, the Returning Officer must
(a) have regard to the responsibilities under Paragraphs 1 and 9, and
(b) decide whether recourse to mediation is appropriate.\textsuperscript{121}

20 The Returning Officer must provide the following to a \textcolor{red}{person} against whom an allegation is made in a Complaint:
(a) the Complainant's full name and College,
(b) a statement of what is alleged, including any allegation under Paragraph 11,
(c) a copy of any relevant written evidence, and
(d) a note of any oral or written representations made under Paragraph 21.

21 The following provisions apply to the making of oral or written representations.
(a) Subject to (b), the Returning Officer must invite
(i) the Complainant,
(ii) a \textcolor{red}{person} against whom an allegation is made, and
(iii) any other person who appears to the Returning Officer to have an interest, to make oral or written representations. Unless the Returning Officer has agreed otherwise, representations must be made within 18 hours of the invitation.
(b) The provisions of (a) do not apply when, in the opinion of the Returning Officer, the urgency of the matter so requires.\textsuperscript{122}

22 At any time when the Returning Officer reasonably suspects that a Student Member may have engaged in harassment, as described in Paragraph 3(b), the Returning Officer must consult the Vice President (Welfare and Equal Opportunities).\textsuperscript{123}

23 Where in the opinion of the Returning Officer the merits of a Complaint so require, he or she may specify a time (earlier than the giving of notice under Regulation 14.1) when the

\textsuperscript{120} This provision seeks to ensure consistency of treatment between complaints, and see Regulation 1.7. It is likely, however, that pre-2012 decision etc will be of lesser weight, not having been made under these Regulations.
\textsuperscript{121} Consideration of mediation is required by Bye-Law 9.2(b).
\textsuperscript{122} Person has an extended meaning here and in Paragraphs 21 and 28: see Paragraph 4 of Schedule One.
\textsuperscript{123} Note that Paragraph 21(b) does not apply to Junior Tribunal: see Schedule Three. Oral representations may be made over the internet, and see Regulation 10.3.
\textsuperscript{124} The Vice-President will give advice about referring the matter to the Proctors.
period during a Direct Election begins for the purpose of Paragraphs 1 and 3. The Returning Officer may so specify at any time before making a decision under Paragraph 26.

24 At any time during consideration of a Complaint, the Returning Officer may determine who is a Supporter of a named Candidate or Slate.

25 Where the Returning Officer is considering a Complaint which includes an allegation under either Paragraph 11(a) or (b) or both, he or she
   (a) must determine whether that allegation is well-founded, and, in so doing,
   (b) may request any person to
       (i) answer a relevant question, or
       (ii) provide relevant information or document.

26 When the Returning Officer has concluded consideration of a Complaint (including, if applicable, making a determination under Paragraph 25), he or she must make one of the following decisions:
   (a) uphold the Complaint (in whole or in part) on its merits,
   (b) dismiss the Complaint (in whole or in part) on its merits,
   (c) dismiss the Complaint as being beyond the jurisdiction of the Returning Officer, or
   (d) dismiss the Complaint as disclosing no case to answer.

27 A decision made under Paragraph 26 must be in writing and contain
   (a) the Complainant’s full name and College,
   (b) a summary of the Complaint, as made,
   (c) a note of relevant Articles, Bye-Laws and Regulations,
   (d) a note of any well-founded allegation under Paragraph 11(a),
   (e) a note of any well-founded allegation under Paragraph 11(b), including (where known) the name of any Student Member identified by the Returning Officer as having been involved in the matters alleged,
   (f) brief reasons for the decision, and
   (g) any remedy ordered under Paragraphs 39 and 40.

28 The Returning Officer must send the decision made under Paragraph 26 to

---

125 The effect of a decision under this Paragraph is, effectively, to backdate the beginning of the period described as 'During a Direct Election'.
126 See Regulation 16.2.
127 The Returning Officer may refer to relevant Rulings or decisions etc considered under Paragraph 18.
(a) each person listed in Paragraph 21(a)(i) to (iii),
(b) the OUSU office, and
(c) the President, who must publish it subject to any redaction.\textsuperscript{128}

Further provisions : Returning Officer

29 The Returning Officer must make a decision under Paragraph 26 within
\begin{itemize}
  \item[(a)] 24 hours of the Complaint being made under Paragraph 13, or
  \item[(b)] 6 hours of representations being made under Paragraph 21,
\end{itemize}
whichever is the later. If the Returning Officer fails to do so, the Complaint stands
dismissed and the provisions of Paragraph 32 apply.

30 The Returning Officer may make a Complaint (including an allegation that an Election
Offence has been committed under Paragraph 5 or 6) to Junior Tribunal at any time. The
provisions of Part Two of this Schedule apply to the Returning Officer as if he or she were
a Complainant.\textsuperscript{129}

31 The following provide for the Returning Officer to refer a Complaint to Junior Tribunal.
The Returning Officer
\begin{itemize}
  \item[(a)] must so refer where he or she has a conflict of interest, including where a
  Complaint discloses an allegation concerning him or her, and
  \item[(b)] may so refer where he or she considers that a Complaint discloses one or more
  allegations which, if well-founded,
  \begin{itemize}
    \item[(i)] have affected,
    \item[(ii)] might affect, or
    \item[(iii)] might have affected,\textsuperscript{130}
  \end{itemize}
  the outcome of a Statutory Annual Election or By-election.
\end{itemize}

Further provisions : Junior Tribunal

32 The following may appeal to Junior Tribunal from a decision made by the Returning
Officer under Paragraph 26, or in the circumstances provided for in Paragraph 29:
\begin{itemize}
  \item[(a)] the Complainant (or, where the Complainant is a Candidate, the Agent
  representing him or her under Paragraph 15), and
  \item[(b)] any person against whom an allegation is made in a Complaint.\textsuperscript{131}
\end{itemize}

\textsuperscript{128} A decision may, for example, be redacted (edited) to remove confidential information.
\textsuperscript{129} This provision means, for example, that the Returning Officer may not make representations to Junior Tribunal beyond those which any other Complainant is entitled to make.
\textsuperscript{130} Paragraph 31(b)(iii) covers an attempt to affect which, if successful, would have succeeded.
33 The person appealing under Paragraph 32 must make his or her appeal in writing to Junior Tribunal within 48 hours of receiving, under Paragraph 28(a), the decision which is the subject of the appeal.  

34 An appeal to Junior Tribunal is by way of review. The grounds for an appeal are that, during his or her consideration of the Complaint, the Returning Officer (a) was unaware of information of direct relevance, (b) misinterpreted one or more Articles, Bye-Laws, or Regulations, (c) failed to correct a significant procedural irregularity, or (d) made a significant error of fact.

35 When considering (a) a Complaint made by the Returning Officer under Paragraph 30, or (b) a referral by the Returning Officer under Paragraph 31, and subject to the provisions of Schedule Three, Junior Tribunal must proceed as if it were the Returning Officer hearing a Complaint.

36 The following further provisions apply to Junior Tribunal making a decision under Paragraph 26 (as set out in Schedule Three).

(a) Junior Tribunal must make the decision within 96 hours of (i) a Complaint being made under Paragraph 30, (ii) a Complaint being referred under Paragraph 31, or (iii) an appeal being made under Paragraph 33.

(b) If Junior Tribunal fails to make the decision (i) under (a)(i) or (ii), the Complaint stands dismissed, and (ii) under (a)(iii), the decision of the Returning Officer which is the subject of the appeal stands.

37 Where Junior Tribunal considers it necessary to ensure that a Complaint or appeal is dealt with promptly and fairly, it may instruct the Elections Committee to extend the period for the counting of votes in a Statutory Annual Election or a By-election.

---

131 Person has an extended meaning here and in Paragraph 33: see Paragraph 4 of Schedule One.
132 Appeal papers will be submitted to the OUSU office, for forwarding to Junior Tribunal.
133 An appeal to Junior Tribunal is not a complete re-hearing of the Complaint, although Junior Tribunal must determine whether allegations are well-founded: Paragraph 25 as set out in Schedule Three.
134 Nomination Pack guidance will cover the University's role (including that of Senior Tribunal) in dealing further with a Complaint: see also Appendix One.
135 See Regulation 35.3. Only Junior Tribunal may instruct the Elections Committee.
Remedies

38 Paragraphs 39 and 40 apply where the Returning Officer upholds a Complaint under Paragraph 26(a).

39 Where the Returning Officer has determined, under Paragraph 25, that an allegation under Paragraph 11(b) is well-founded, he or she may order one or more of the following remedies:

(a) an order that a Candidate make an apology (including, if appropriate, a correction) orally or in writing,
(b) where possible, an order that a Candidate rectify the matter which was the subject of the Complaint,
(c) where possible, an order that a Candidate withdraw or remove some or all publicity or other material,
(d) an order that an Election Expenditure limit be reduced (stating by how much),
(e) an order that some or all of a deposit submitted under Regulation 19.7(c) or 22.2(c) be forfeited to OUSU funds, or
(f) an order confirming the result of a Direct Election.

40 Paragraph 39 applies with the omission of (d) and (e) where the Returning Officer has determined, under Paragraph 25, that no allegation under Paragraph 11(b) is well-founded.\textsuperscript{137}

41 Paragraphs 42 and 43 apply where Junior Tribunal upholds, under Paragraph 26(a) (as set out in Schedule Three),

(a) a Complaint made under Paragraph 30,
(b) a Complaint referred under Paragraph 31, or
(c) an appeal made under Paragraph 33.

42 Where Junior Tribunal has determined, under Paragraph 25 (as set out in Schedule Three), that an allegation under Paragraph 11(b) is well-founded, \textit{it may} order one or more of the following remedies:

(a) one or more of the remedies set out in Paragraph 39(a) to (f),

\textsuperscript{136} Bye-Law 9.2(d), reflecting the Education Act 1994, requires these Regulations to provide for an effective remedy where a complaint is upheld.

\textsuperscript{137} Paragraphs 40 and 43 mean that the Returning Officer and Junior Tribunal cannot order either a reduction in the Election Expenditure limit or forfeiture of a deposit if no Election Offence has been committed. And Junior Tribunal cannot disqualify a Candidate in the same circumstances. See also footnotes 91 and 112.
(b) an order reducing or cancelling any remedy ordered by the Returning Officer under Paragraph 39(d) or (e),
(c) a recommendation to Council that it should remove the Returning Officer, or a Deputy Returning Officer, from office,
(d) an order that a Candidate be removed from the notice given under Regulation 23.7,\(^{138}\)
(e) an instruction to the Elections Committee that it must order a recount of the votes in a Statutory Annual Election or a By-election, or
(f) a recommendation to the Elections Committee that it should declare void a Statutory Annual Election or a By-election.

43 Paragraph 42 applies with the
(a) substitution in (a) and (b) of ‘Paragraph 39(a) to (c) and (f)’ for ‘Paragraph 39(a) to (f)’, and
(b) the omission of (d),
where Junior Tribunal has determined, under Paragraph 25 (as set out in Schedule Three), that no allegation under Paragraph 11(b) is well-founded.

---

\(^{138}\) Such an order has the effect of disqualifying the Candidate from the election. Junior Tribunal cannot disqualify a Candidate once a declaration has been made under Regulation 38.1 or 38.2(b), and see Paragraph 37.
Schedule Three: Junior Tribunal

The following provisions apply to Junior Tribunal. References to Paragraphs (other than 18 to 28) are to Paragraphs in Schedule Two.

18 When determining a question which has arisen in connection with a Complaint made under Paragraph 30 (or referred under Paragraph 31) or an appeal made under Paragraph 33, Junior Tribunal must consider previous decisions, determinations and orders of Returning Officers and Junior Tribunal. In this Paragraph, determining a question includes
   (a) consideration of that Complaint or appeal,
   (b) making a determination under Paragraph 25,
   (c) making a decision under Paragraph 26, and
   (d) ordering a remedy under Paragraphs 42 and 43.

   In this Paragraph, previous decisions, determinations and orders are those made with respect to election complaints under either these Regulations or Rules and Standing Orders.

19 During consideration of a Complaint made under Paragraph 30 (or referred under Paragraph 31) or an appeal made under Paragraph 33, Junior Tribunal must
   (a) have regard to the responsibilities under Paragraphs 1 and 9, and
   (b) decide whether recourse to mediation is appropriate.

20 Junior Tribunal must provide the following to a person against whom an allegation is made in a Complaint made under Paragraph 30 or referred under Paragraph 31:
   (a) the Complainant's full name and College,
   (b) a statement of what is alleged, including any allegation under Paragraph 11,
   (c) a copy of any relevant written evidence, and
   (d) a note of any oral or written representations made under Paragraph 21.

21 When considering a Complaint made under Paragraph 30 or referred under Paragraph 31, Junior Tribunal must invite
   (a) the Complainant,
   (b) any person against whom an allegation is made, and
   (c) any other person who appears to Junior Tribunal to have an interest,
   to make oral or written representations.

---

139 This Schedule repeats the provisions of Paragraphs 18 to 28 of Schedule Two (without footnotes), modifying them to apply to Junior Tribunal. Note that Paragraphs 20, 21, 23 and 24 of Schedule Three do not apply to an appeal.
22 At any time when Junior Tribunal reasonably suspects that a Student Member may have engaged in harassment, as described in Paragraph 3(b), Junior Tribunal must consult the Vice President (Welfare and Equal Opportunities).

23 Where in the opinion of Junior Tribunal the merits of a Complaint made under Paragraph 30 or referred under Paragraph 31, so require, it may specify a time (earlier than the giving of notice under Regulation 14.1) when the period during a Direct Election begins for the purpose of Paragraphs 1 and 3. Junior Tribunal may so specify at any time before making a decision under Paragraph 26.

24 At any time during consideration of a Complaint made under Paragraph 30 or referred under Paragraph 31, Junior Tribunal may determine who is a Supporter of a named Candidate or Slate.

25 Where Junior Tribunal is considering a Complaint made under Paragraph 30 (or referred under Paragraph 31) or an appeal made under Paragraph 33, which includes an allegation under either Paragraph 11(a) or (b) or both, it
   (a) must determine whether that allegation is well-founded, and, in so doing,
   (b) may request any person to
       (i) answer a relevant question, or
       (ii) provide relevant information or document.

26 When Junior Tribunal has concluded consideration of a Complaint made under Paragraph 30 (or referred under Paragraph 31) or an appeal made under Paragraph 33, (including, if applicable, making a determination under Paragraph 25), it must make one of the following decisions:
   (a) uphold the Complaint or appeal (in whole or in part) on its merits,
   (b) dismiss the Complaint or appeal (in whole or in part) on its merits,
   (c) dismiss the Complaint or appeal as being beyond the jurisdiction of Junior Tribunal,
   (d) dismiss the Complaint or appeal as disclosing no case to answer.

27 A decision made under Paragraph 26 must be in writing and contain
   (a) the Complainant's full name and College,
(b) a summary of the Complaint made under Paragraph 30 (or referred under Paragraph 31) or appeal made under Paragraph 33, as made,

(c) a note of relevant Articles, Bye-Laws and Regulations,

(d) a note of any well-founded allegation under Paragraph 11(a),

(e) a note of any well-founded allegation under Paragraph 11(b), including (where known) the identity of any Student Member identified by Junior Tribunal as having been involved in the matters alleged,

(f) brief reasons for the decision, and

(g) any remedy ordered under Paragraphs 42 and 43.

28 Junior Tribunal must send the decision made under Paragraph 26 to

(a) each person listed in Paragraph 21(a) to (c),

(b) the OUSU office, and

(c) the President, who must publish it subject to any redaction.
Appendix One: University Discipline

1 Student Members are subject to the Proctors’ and other University discipline: see especially, Statute XI.

2 Paragraph 3(c) of the The University Code of Practice under the Education Act 1994 refers to the Proctors having
   ‘the power to investigate any complaints concerning the conduct of elections and, where a complaint is upheld, to take such measures as may be required to secure effective redress. Complaints concerning OUSU elections will normally first be considered by the Returning Officer, with provision for reference to be made to the OUSU Election Tribunal [now Junior Tribunal] and a Senior Tribunal. The report of the Returning Officer and of any Proctorial action will normally be transmitted to Council’s Joint Committee with Student Members [now JS-c(EC)SM]’.  

Senior Tribunal

3 OUSU’s Standing Orders\textsuperscript{140} describe Senior Tribunal as having the power to hear and determine any complaints that may be referred to it by Junior Tribunal.

4 Standing Orders explain that Senior Tribunal consists of three persons who are members of the Congregation of the University. They are not members (full or associate) of OUSU. What is now JS-c(EC)SM appoints one member to serve as Presiding Officer. The other two members are chosen by lot (at the giving of notice of any Direct Election), from a list of eligible and willing persons compiled by JS-c(EC)SM and University Council. A further person selected in the same way is the reserve member of Senior Tribunal.

5 Any complaint regarding Senior Tribunal membership is to be made to the Proctors who have the power either to dismiss that person from the Tribunal, or to prohibit him or her from acting as a Tribunal member in relation to a specified matter or category of matters. Where a member of Senior Tribunal resigns or is dismissed, he or she is replaced by the reserve member.

6 The quorum for any meeting of Senior Tribunal is two.

7 The Returning Officer, the President, OUSU’s Democratic Support Officer, and a representative of the Proctors are entitled to attend Senior Tribunal, as are such advisers as the Tribunal may invite.

8 The powers of Senior Tribunal in issuing rulings are to
   (a) exercise any of the powers of the Returning Officer or Junior Tribunal,
   (b) dismiss the Returning Officer, and
   (c) disqualify any Candidate or Slate.
   In the case of (c), the power may only be exercised if, in the opinion of the Senior Tribunal, the malpractice concerned might have affected the outcome of the election.

\textsuperscript{140} MT 2011 C5f) and 5i).
9 The Standing Orders conclude by explaining that any appeal against a ruling of the Senior Tribunal must be made in writing to the Proctors by noon on the second working day after the ruling was made.
APPENDIX E - OUSU Student Advice Service Confidentiality Policy

NOTE: References in this policy to confidentiality, non-disclosure of information, and like references are each subject to what is said in Paragraph 15.

1. OUSU’s Student Advice Service is a confidential service. All students at Oxford University should feel comfortable coming to us for information, advice and support on any issue affecting their wellbeing at the University. All users of the Service have a right to know that none of the information they share with us will be disclosed without their explicit consent.

What does confidentiality mean for our service?

2. The Student Advice Service understands confidentiality to mean that no information regarding a student who has approached the Service shall be given, either directly or indirectly, to any third party without the prior explicit consent of that student.

3. This means that students can come to the Student Advice Service in the confidence that no one outside of the Service will know that they have accessed it. We will not confirm a student’s presence at a meeting with the Student Advice Service or any other use of the Service without obtaining their consent.

4. Confidentiality is ‘within the Service’: this means that individual advisors are free to, and will, discuss details of casework with other members of the Service. Such discussions will only take place within private spaces on OUSU’s premises, and never within the hearing of other OUSU employees or third parties. Occasionally a student requests that their information not be shared with other members of the Service: the feasibility of such requests will be dealt with on a case by case basis, and such arrangements will only proceed once agreement on confidentiality has been reached and recorded by the student and the Service.

5. Exceptionally, where a case has implications for the reputation or legality of actions or decisions of the Student Advice Service or the Oxford University Student Union then it may be necessary to inform the Chief Executive Officer of this fact. In such an instance the details of the case will be discussed in the abstract so that no identifying details are disclosed and care shall be taken to protect the anonymity of the student concerned.

6. Whilst any meeting between a student and a member of the Student Advice Service will take place within a confidential setting, students visiting the Service should be aware that it is located within the Oxford University Student Union building and that the Service does not have a separate waiting area. Where students are concerned about this, they should raise it with their advisor prior to the meeting and we will endeavour to make appropriate arrangements.

Contacting students

7. Where the Student Advice Service needs to make contact with a student it will normally use the same method as that student used to contact the service, or another method if the student expresses a preference. If a member of the Service wishes to communicate with the student through a different medium they will obtain the permission of that student before doing so.

Contacting third parties

8. At times it may be helpful for the Student Advice Service to share details of a student’s case with individuals or organisations outside of the Service. If an advisor believes it could be helpful to contact a third party regarding a case, they will always discuss it with the student and obtain
the student’s consent in writing (either a signature or via email) before proceeding. Any consent given and any third-party contact regarding a case will be recorded in the case file.

Storing information

9. All information held within the Student Advice Service will be stored in compliance with the Data Protection Act 1998.

10. The Student Advice Service keeps a hard copy file on each case that it handles. This contains a record of all the interactions that the Service has had with the student and any other body relevant to the case. The Student Advice Service may also store emails and other electronic files pertinent to a case.

11. All of the information held by the Student Advice Service is treated as confidential and is accessible only to members of the Service. Physical records are stored in locked filing cabinets and electronic records are password protected.

12. We only hold data for as long as is necessary, after which time all records of the case, both physical and electronic, will be destroyed.

Statistical recording

13. The Student Advice Service is committed to the effective statistical recording of service use to enable the Service to monitor uptake of the Service and identify any policy issues that arise.

14. The Manager of the Student Advice Service is responsible for ensuring that all statistical records shared with third parties are produced in an anonymous format such that no individuals can be identified.

Breaking confidentiality

15. Occasions may arise upon which an advisor may have to break confidentiality without the explicit consent of the student. The Student Advice Service recognises the importance of confidentiality in the work it does for students and will only break confidentiality in one of the following exceptional circumstances:

   i. Where the student is considered to be at risk of serious harm themselves or others; or
   ii. Where OUSU (or an individual officer, trustee or employee) is legally obliged to do so, including
       a) under the Prevention of Terrorism Act 2005 to disclose information that may help to prevent acts of terrorism or apprehend a terrorist.
       b) the prevention of, detection of, or otherwise in connection with actual or alleged criminal offences,
       c) where an advisor is required to give a statement to the police or is summoned as a witness to give evidence in a court of law, or
       d) pursuant to a court order.

16. If OUSU (or an individual officer, trustee or employee) has to break confidentiality they will

   i. Make a reasonable effort to inform the student of this decision and specify
      a. The reason that confidentiality has to be breached.
      b. To whom confidentiality will be breached.
ii. Record the above information in the student’s case file alongside an outline of the situation and the names of any advisors they have consulted.

iii. Obtain the written permission of the Manager of the Student Advice Service or, when that is not possible, a Student Advisor in order to proceed.

17. After breaking confidentiality, the advisor that has broken confidentiality will

   i. Make a reasonable effort to inform the student of the outcome.

   ii. Notify the student that they are entitled to request that their case be handled by a different advisor.

Data Protection Act

18. Under the provision set out by the Data Protection Act, you can ask to see any information that the Student Advice Service has stored about you as a result of your use of the service. If you would like to see a copy of the information we hold, please contact welfare@ousu.org.

Ensuring the Effectiveness of the Policy

19. All members of the Student Advice Service will receive a copy of the Confidentiality Policy. Existing and new members of the Service will be introduced to the Confidentiality Policy via induction and training. The Policy will be reviewed annually in June by the Manager of the service and amendments must be proposed to and agreed by OUSU’s Board of Trustees.

   Date procedure was agreed:
   Date of review:
   Person responsible for review: VP (Welfare and Equal Opportunities)
APPENDIX F - OUSU Student Advice Service Complaints Procedure

1. Responsibility for this document and its implementation rests with the Manager of the Student Advice Service (the Vice President for Welfare and Equal Opportunities, “the Manager”), who can be contacted at welfare@ousu.org

2. It is the Manager’s responsibility to ensure that the Complaints Procedure is accessible to all users of the service by making sure that it is well-publicised and available in an appropriate format. If you need this document in another format please email welfare@ousu.org

3. Oxford University Student Union’s (OUSU) Student Advice Service (“the Service) is committed to providing the best possible service to the students who come to us. If we fail to do this we want to know about it. This will enable us not only deal with the specific problem, but also avoid it happening again.

4. We hope that you are satisfied with the service you have received from us, but we recognise there may be circumstances in which you wish to make a complaint.

5. In the first instance, raising your concerns informally with the relevant Student Advisor or with the Manager may resolve the issue. However, if you do not feel that it would be appropriate to do so, or you are dissatisfied with the outcome, then you can use the formal Complaints Procedure. This document is designed to take you through this process and make it as easy as possible for us to address your concerns.

What does the Complaints Procedure cover?

6. This document outlines the process the Student Advice Service will follow in the event that it receives a formal complaint about the Advice Service from any user of the service or another member of the University.

7. Formal complaints from any other party (e.g. relations, external organisations) must be addressed through other channels. Information on these can be found on the OUSU website (www.ousu.org) or by emailing president@ousu.org

8. This procedure does not cover:
   - Complaints about any other aspect of OUSU.
   - Complaints made about OUSU employees outside of their work in the Student Advice Service.
   - Complaints about job applications.
   - Complaints about the University or its Colleges.

9. A complaint about the Student Advice Service is likely to concern one of the advisors and/or an aspect of service delivery or service policy. It may include, but is not limited to, a complaint about:
   - The quality of advice you have received from the Service.
   - The service you receive from an advisor e.g. failure to deliver an aspect of the Service within a reasonable timeframe.
   - The behaviour of an advisor e.g. breaches of Student Advice Service policy or personal discourtesy.
   - A policy of the Service e.g. an aspect that is discriminatory or renders it inaccessible to its users.

Complaints Procedure
10. Upon receipt of a complaint, the Manager will determine whether it can be dealt with under the Student Advice Service Complaints Procedure, based on the criteria outlined above. In the event that it cannot be processed under the Student Advice Service procedure, the Manager will inform the complainant and, where possible, advise as to the appropriate route to pursue the complaint.

How do you make a complaint?

11. All complaints must be addressed to the Manager unless the complaint is against him or her. Complaints against the Manager of the Student Advice Service must be made in writing to the Chair of the Complaints Committee of the Board of Trustees (see Stage 3 below).

Stage 1

12. In the first instance, the complainant must speak to, or email their complaint to, the Manager. As soon as possible, and within 2 workings days during time, the complainant will be invited to discuss the complaint with the Manager. This can be done in person or by phone depending on which is most appropriate. The Manager will keep a record of the conversation and endeavour to resolve the matter.

13. Stage 1 must be completed within 5 workings days of receiving the complaint. If the complainant remains dissatisfied, or where it is not possible to use Stage 1 above (for example if it is not convenient for them to phone or visit the office) then refer to Stage 2 below.

Stage 2

14. If the complaint cannot be resolved under Stage 1 then the complainant will be asked to put their complaint in writing to the Manager in an email or letter marked ‘Private and Confidential’, providing as much detail of the complaint as possible. If the complainant is unable to put their complaint in writing then they may request a formal interview with the Manager. This interview will be limited to the Manager putting the complaint in writing and obtaining the approval and signature of the complainant.

15. The Manager will then make a full investigation of the complaint during which they may request an interview with any of the parties affected by the complaint. This will normally include the complainant and the subject of the complaint (if applicable). Any party invited to interview may be accompanied by another person in the role of supporter or representative (e.g. a common room officer).

16. Complainants must be aware that at this stage the Manager must inform anyone who is the subject of the complaint of the proceedings. This will include the nature of the complaint against them and the identity of the complainant.

17. The Manager will complete their investigation and produce a report of its findings within ten working days of receiving the formal complaint in writing. The report will summarise the nature of the complaint, what investigations have been carried out and, if applicable, the proposed resolution. If Stage 2 is likely to take longer than ten working days then the Manager must inform all parties of this likelihood and the reasons for it.

18. If the complainant remains dissatisfied then the matter must be referred to Stage 3.

Stage 3
19. If the complaint is not resolved at Stage 2 then the Manager must immediately refer the complaint to the Chair of the Complaints Committee of the OUSU Board of Trustees. The Manager will inform the complainant and the subject of the complaint of the referral immediately.

20. The Chair of the Complaints Committee will convene a Complaints Committee panel consisting of one External Trustee and two Student Members (“the Panel”). The Panel will request a written submission from the complainant, which must include an explanation of why they are unhappy with the outcome of Stage 2 and give an indication of what their preferred outcome would be. The Panel may request further submissions from the complainant or other parties involved in the complaint if they require additional information.

21. The Panel will review the submission(s) and the Manager’s report from Stage 2 in order to reach a decision on the complaint. This decision will include a judgement as to whether the complaint is justified. The Panel may recommend appropriate redress, for instance issuing an apology or offering the complainant further help. The Panel may not recommend financial compensation. The Panel may also recommend that the Manager take certain actions to prevent a similar complaint arising in the future.

22. The Panel’s decision is final. It will be recorded in writing and the complainant will be notified of the decision and the reasons behind it no later than 15 workings days after the complaint is referred to the Panel.

Treatment of Complaints and Complainants

23. It is the responsibility of the Manager to ensure that all complaints are handled fairly and in accordance with the Student Advice Service’s Confidentiality Policy and OUSU’s Equality policy. Any judgements made regarding complaints must be based upon the considerations of natural justice and compliant with the policies and procedures of the Student Advice Service.

Recording and Monitoring Complaints

24. All complaints will be recorded and kept on file for up to 3 years, including those that were resolved without being put in writing. The Manager must ensure that where interviews occur they are minuted, usually by another member of the Student Advice Service who is not otherwise involved in the complaint. Where it is not possible to use a member of the Student Advice Service then the Manager must arrange another independent person to take minutes. This person must agree to abide by the Student Advice Service’s Confidentiality Policy. The interviewee will be given 5 working days to review the minutes of the interview and submit any changes to that record.

25. The Manager must periodically review closed complaints in order to inform changes to the Student Advice Service’s policies and procedures where necessary. The Manager must include a report on complaints received and any changes to the procedure in the annual Student Advice Service report.

Ensuring the Effectiveness of the Procedure

26. All members of the Student Advice Service will receive a copy of the complaints procedure. Existing and new members of the service will be introduced to the procedure via induction and training. The Complaints Procedure will be reviewed annually by the Manager and amendments must be proposed to and agreed by OUSU’s Board of Trustees.

Date procedure was agreed:
Date of review:
Person responsible for review: Vice President (Welfare and Equal Opportunities)
APPENDIX G - Report on OUSU Statutory Annual Elections 2012

Introduction

This report is a brief overview of OUSU’s Statutory Annual Elections in Michaelmas Term 2012. For more information, contact: ro@ousu.org or president@ousu.org. It also includes a brief review of OUSU’s internal Electoral Review, conducted in the following Hilary Term 2013.

Turnout

Headline Figures

The Statutory Annual Elections attracted a higher turnout at 20.7%, more than last year (18.8%). This is the highest turnout OUSU has had since online voting, and the highest that is recorded. While this means that OUSU remains below the average student union turnout of approximately 25%, this is a huge step in the right direction. The number of voters increased by 10%, and the significance of this should be underlined given the following factors: there were only two candidates for President; three of the six Sabbatical positions were uncontested; only three of the many Non-Sabbatical Executive positions were contested.

Research has shown that the primary driver of turnout in student elections is competition, particularly for the most prominent position of President. Therefore, even maintaining turnout at last year’s level, when there were five President candidates and every Sabbatical position was contested, would itself have been remarkable. That turnout increased significantly is testament to increased student engagement with OUSU and provides a very solid base going forward to aim again at the 25% average for student unions in forthcoming years.

Breakdown Figures

The reduced level of graduate participation in this election as against last year can be attributed to the fact that there was only one graduate running for Sabbatical position (VP Graduates - uncontested), whereas last year there were several, including a President candidate.

Important results in individual races include that for President, where the winning candidate received over 2,000: the largest mandate for President within memory. Further, the contest for VP Charities and Communities was won by a candidate on a non-Presidential slate against a candidate on the slate that won President. This is, again, the first time this has happened in OUSU Elections. These results indicate that the electorate is operating at an historically high level of engagement with OUSU - not merely voting along slate lines, but voting in different contests for different candidates each according to perceived merits.

These elections show that both the breadth of student engagement (i.e. the number of students engaging) and the depth of student engagement (i.e. the number of issues concerning which students engage) are exhibiting significant and sustained increase.

Turnout Campaign

This year, the Returning Officer and Elections Committee undertook to run a turnout campaign alongside administering the elections, in light of the governing duties in OUSU’s governing documents. Given the figures above, this campaign was a success. Our Facebook page garnered 250 likes, with a reach of more than 15,000. 11,000 of the 12,000 Facebook users who listed their current place of study as Oxford University saw, on average, 50 adverts concerning OUSU’s elections, for an approximate cost of £50. YouTube videos of hustling candidates received, together, over 5,000 hits. A unique social media page provided by Mi-Voice also enjoyed
thousands of hits. These figures represent the effectiveness of social media in driving student engagement, and much more can be done in this regard with a dedicated communications expert.

Alongside modern methods of campaigning, a series of hustings in MCRs and JCRs were organised throughout Oxford. 21 official hustings with an average of 25 people attending – sometimes audiences ranged above 50 – meant that at least 1,000 people saw hustings. This was in addition to unofficial hustings organised by JCRs and MCRs outside the auspices of OUSU. There were significantly fewer of these as against last year, due to a concerted effort from Elections Committee to organise them well in advance, in conjunction with existing events and to make formats more flexible. These have been an unqualified success in increasing breadth and depth of student engagement. Hustings for candidates were also organised in conjunction with Oxide Radio, and the Oxford Student and Cherwell carried generous yet fair coverage of the elections.

**Regulations and Systems**

**Introduction**

This set of elections has seen the introduction of an almost completely new set of election regulations. Liberalisation of campaigning rules facilitated more effective administration of the elections and is likely a factor in the increased student engagement this year.

**Complaints**

A total of 3 complaints were received, all of which required resolution by the Returning Officer. This number is significantly reduced from last year’s figure. All disclosed a case to answer, all were resolved to the satisfaction of all involved parties without proceeding to higher forms of resolution. The speed and ease with which complaints, including one extremely serious discussed below, are dealt with under this system is testament to the excellent conception and drafting of the new regulations; the fact that there were no frivolous complaints is indicative of their appropriate scope: catching the practices that unfairly influence the election without preventing practices that don’t. Of course, this is only the first year of implementation. Whilst it is promising, further attention should be given to whether they work as required over the next few years to ensure they remain appropriate and that they continue to facilitate the expression of the views of the students of Oxford University.

Two of the complaints were routine. One, however, was unprecedented: a candidate attempted to solicit a Unique Voter Code from a friend. Though the candidate immediately recognised their error and withdrew from the election and the Returning Officer made clear the seriousness of the matter in his ruling on the complaint, this potential flaw (not hitherto exploited) can be resolved by integrating the University’s Single Sign On with OUSU’s elections. This would lend additional security and integrity to the process, and will eliminate other potential insecurities and inaccuracies arising from generating thousands of Unique Voter Codes and emailing them out.

**Electronic Voting System**

The Mi-Voice voting system served without any technical faults this year. The additional features provided in social media assisted in publicising the election. As one of Mi-Voice’s key clients, the company is prepared to invest considerable time into improving the system for OUSU’s requirements and training OUSU’s officers. This should not be overlooked; a strong and mutually beneficial working relationship exists between Mi-Voice and OUSU.

**Electoral Review**

**Introduction**
It has been the intermittent custom of OUSU to convene an Electoral Review Group following Statutory Annual Elections. Given the introduction of new regulations, the Returning Officer and the President believed it would be beneficial to hold such a review. The review group was composed of representatives from across the campaigns (for all positions), the elected OUSU Trustees, the President and the Returning Officer and Deputies for the MT 2012. Over 25 submissions - mostly from students who were not directly involved in the elections - were received, providing a basis for certain recommendations.

Timing of Elections

The major issue of debate in the review group emerged as the timing of elections. Arguments were advanced for moving some or all of the elections to Hilary Term, in line with most other student unions and in a way that would mean NUS delegates would know what issues were being brought at NUS Conference and Student Trustees were more likely to be 2nd years who could fulfil a whole term. Against were arrayed arguments such as the difficulty of securing permission from tutors, proximity to exams, and 1st year engagement.

Due to the divisions in the group on such a significant issue, which would require amendments to the bye-laws, the group referred the matter to OUSU Council, whereat the arguments were rehearsed and ultimately there was no support for a change of timing.

Other Recommendations

In the light of conclusion on that issue, the Group moved to consider a series of minor recommendations, such as extending the discretion of the Returning Officer immediately after the nominations period; making a series of small changes to the Electoral Regulations to clarify their purpose; and changing when Deputy Returning Officers are appointed. Most were uncontroversial and do not require urgent implementation, again underscoring how effective and well-considered the new Electoral Regulations are.

Conclusion

Overall, then, OUSU’s Statutory Annual Elections were extremely successful. They ran smoothly and without major incident, enabling the students of Oxford University to express their opinion about the running of their student union freely. The new Electoral Regulations have proven extremely successful in their first implementation, requiring only minor changes. The increased turnout and the voting trends indicate a student body increasingly engaged both in depth and breadth. This was bolstered by an effective turnout campaign that broke new ground; instructive for future campaigns. The electronic systems served OUSU effectively.

The Electoral Review addressed the concerns of students. Though it has not recommended any significant changes, it is indicative of the fact that OUSU’s electoral process are working well.

David Bagg,
Returning Officer MT 2012
Balliol College
APPENDIX H - OUSU Council’s Power to Bind Delegates to the Conference of the National Union of Students

Background:

Oxford University Student Union is presently affiliated to the National Union of Students. The policy of the National Union of Students is decided at its Annual Conference, to which OUSU is entitled to send a number of voting Delegates (presently 7, although this may vary in the future). Two of those Delegates are the President and President-elect, ex officio, and the remaining Delegates are elected by the student body as a whole during a cross-campus election.

Candidates for the office of NUS Delegate typically publish a manifesto explaining what policies they support and what they intend to do as a Delegate. Since Delegates serves as delegates from the wider student body of the University, OUSU Council also has the ability to bind Delegates to vote in a particular way, whether by a specific motion to that effect or by existing policy of OUSU. Given the breadth of the agenda for the NUS Conference, it is also necessary for Delegates to make personal and/or group decisions on how they will vote on particular motions.

It is possible, therefore, that there may be confusion between these sources of authority (manifesto, OUSU Council, Delegate’s own decision), and this note sets out the hierarchy between these sources of authority.

Hierarchy of Authority:

The hierarchy of authority is as follows:

1) An explicit promise to vote a certain way or support a certain policy contained in the Delegate’s published manifesto, or in other electoral material available to the entire student body (such as a website)
2) A vote of OUSU Council explicitly binding the Delegates to vote in a certain way on a particular motion (or on motions of that kind)
3) An existing OUSU policy approved by OUSU Council which pertains to a motion under consideration at NUS Conference
4) A Delegate’s own decision, taking into account any non-binding discussion at OUSU Council, consultations with common rooms and with students, debate at and before NUS Conference, and his or her own personal convictions. The whole group of Oxford University Delegates may decide amongst themselves to vote en bloc on certain issues.

Status of a Discussion and Non-Binding ‘Straw Poll’ in OUSU Council:

OUSU Council may choose to discuss the subject matter of a motion but not formally bind Delegates to vote in a certain way. This may be done in order to allow Delegates to make their own decision on how to vote, taking into account (in addition to the discussion at OUSU Council) any debate at NUS Conference, any amendments to the motion in question which emerge after the discussion at OUSU Council and other relevant material. In order to express the opinion of OUSU Council, such a discussion in OUSU Council may conclude with an indicative ‘straw poll’ (by show of hands or otherwise). Such a straw poll constitutes an indication of the opinion of OUSU Council, but it does not constitute a binding vote. If OUSU Council wishes to mandate Delegates by binding vote to vote in a certain way, it must do so explicitly.

Nevertheless, the President, in his or her report to OUSU Council immediately following the Conference, must include information on any such discussion and straw poll and how Delegates voted on that issue. Delegates remain accountable to OUSU Council for how they voted on
particular motions, and may be called to explain why they voted otherwise than in accordance with such a straw poll (notwithstanding that they were not formally bound to vote in that way).

**Compliance with this Hierarchy of Authority:**

It shall be the responsibility of the President as Lead Delegate to interpret this explanatory note and to ensure, as far as possible, compliance with it by the Delegates. In his or her report to OUSU Council immediately following the Conference, the President shall report any non-compliance with this hierarchy by one or more Delegates.

Delegates shall be accountable to OUSU Council for their actions as Delegates at NUS Conference (voting, speaking on motions, etc.), and may be called to explain their actions to OUSU Council. Non-compliance with the hierarchy of authority, or other serious transgression, may result in the censure of a Delegate by OUSU Council.

David J. Townsend  
President  
16 May 2013
APPENDIX I - Environmental Sustainability Policy 2013

Introduction

The University of Oxford has over 22,000 students. The University’s functional estate covers 600,000 m² and includes 220 departments distributed across 240 buildings.

The University made a commitment within the University Strategy 2013-18 to continue to deliver its sustainability targets. Specifically, the University will address energy and sustainability targets, such as the Carbon Reduction Commitment and waste recycling, to ensure it meets its own targets and priorities as well as local and national requirements.

Responsibility for the Policy lies with the Vice Chancellor. The Sustainability Steering Group is responsible for leading the Sustainability Strategy, while day-to-day sustainability initiatives are managed by the Environmental Sustainability Team. The University will review the Policy annually and it will be available on the University website.

Biodiversity

The University will enhance wildlife habitat on University-owned land, in line with the University Biodiversity Strategy. This includes enhancing local wildlife habitat as well as minimising its impacts on global wildlife habitat (e.g. through sustainable procurement).

Community

The University is committed to contributing to the cultural health, social and economic wellbeing of the local and regional community.

Education, research and knowledge transfer for sustainable development

The University is committed to serving society by promoting and contributing to economic, cultural and social advances through the accessibility of Oxford’s ideas, skills and expertise. Oxford is committed to sharing the fruits of research as widely as possible. Staff awareness of sustainable development will be raised through training delivered by the University Sustainability Team.

Energy and carbon management

The University is committed to investing in its estate where this will facilitate increased efficiencies, in line with its Carbon Management Strategy. It will embed energy efficiency and greenhouse gas emissions reduction into its business, across all Divisions and service departments, including IT, Laboratories, Procurement and Facilities. The University will increase provision of on-site renewable and low carbon energy sources.

Sustainable buildings

The University will design buildings and refurbishments in line with its Sustainable Buildings Philosophy, ensuring that large projects identify sustainability aspirations at the outset of the project. The ‘soft landings’ approach will ensure new buildings perform to the desired level of environmental performance through longer term commissioning periods. The University will ensure that new building or refurbishment is planned, built and occupied to ensure the greatest energy and water efficiency and lowest carbon emissions that are reasonable in the circumstances.
Sustainable purchasing

The University will adopt a Sustainable Procurement Strategy and implementation plan to ensure purchases made by the University have a minimal impact on the environment. Procuring sustainably allows the University to meet its needs for goods, services, works and utilities in a way that achieves value for money on a whole life costing basis in terms of generating benefits not only for the University but also to society and to the economy whilst minimising damage to the environment. The Sustainable Procurement Strategy will identify how this policy is put into practice.

Sustainable travel

The University is committed to sustainable travel to encourage the use of efficient public and communal transport, bicycles and walking and to reduce greenhouse gas emissions from work-related travel and University-owned vehicles. It also promotes technologies that will avoid the need to travel. Through the University Car Parking Regulations, the University restricts unnecessary travel and use of private motor transport for travel to the University and for other work purposes during the day, with the aim of reducing traffic and parking in Oxford city centre. The University will work with Oxford City Council and Oxfordshire County Council on their transport strategies.

Waste and material resources

The University will use material resources efficiently, in line with its Waste Management Strategy, to minimise waste to landfill and waste being sent to energy from waste plants and prioritise waste prevention, minimisation, repair, reuse and recycling. This will include liaison with the local community such as local reuse and recycling organisations and buying goods with recycled content, to promote a ‘closed loop’ approach.

Water

The University will reduce mains water consumption through water saving technology, sustainable urban drainage systems, use of non-toxic cleaning products and minimising products toxic to the aquatic environment from entering sewers via drains, toilets and sinks.