

## Council Minutes

*Termly Council Trinity Term 2013*

Termly Council took place 5.30pm on Wednesday 5<sup>th</sup> June 2013, in the Moser Lecture Theatre, Wadham College.

If you have any questions about OUSU Council, you should feel free to contact the Chair, David Railton at any time on [chair@ousu.org](mailto:chair@ousu.org)

- i. Election of Chair of Council
- ii Election of Returning Officer
- iii Reports of the President and Vice-Presidents
- iv Reports of the Executive and Committee Chairs
- v Questions to Members of the Executive
- vi Termly Report of the Scrutiny Committee
- vii Constitutional Business (Second-Final Readings of Motions to Change the Constitution and Standing Orders
  1. Second Reading of General Regulations
  2. Amendments to the Election Regulations

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Chair opened Termly Council and explained running order of evening as well as the differences between Termly Council and Council particularly for newcomers.

The following positions were elected in OUSU Termly Council:

No hust required.

### **i. Election of Chair of Council**

To serve for Michaelmas Term 2013. The Chair of Council compiles the agenda with the help of Steering Committee, which they also Chair. They Chair all meetings of OUSU Council, be that Ordinary, Extraordinary, Special or Termly. The Chair also has various minor roles to perform under the Rules of OUSU. For more information contact [chair@ousu.org](mailto:chair@ousu.org).

### **ii. Election of Returning Officer**

To serve for Michaelmas Term 2013. The Returning Officer runs all elections within OUSU, both campus wide ballots and Election in OUSU Council. For more information contact [ro@ousu.org](mailto:ro@ousu.org).

Election Results:

Anna Bazley (St Peter's) elected Chair for MT13  
Nick Cooper (St John's) elected RO for MT13

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### **iii. Reports of the President and Vice-Presidents**

In order of presentation:

President - David J. Townsend

Reported focusing on major goals of the year: £300,000 saving on Sky subscriptions for Colleges; £100,000 funding uplift for OUSU; Student Development Ambassadors scheme; Student Challenge Fund; negotiation with estate agents regards timing of property listing; work with Societies to help them raise commercial sponsorship; production of new Careers Guide; delivery of new OUSU website.

#### VP Graduates - Chris Gray

Reported focusing on key projects for each Term: MT12 improving student representation and student platform in Departments; HT13 launch and coordination of International Students Campaign and the International Festival; TT13 worked with MCRs to make sure that the replacement to the Graduate Financial Guarantee and the new Graduate Work Policy work for students.

#### VP Charities - Sarah Santhosham

Reported highlighting: near £100,000 raised for RAG; development and success of Oxford Community Group; progress and Living Wage Campaign, particularly within the University; launch of E&E Magazine. Also thanked part-time Executive campaign colleagues for their outstanding contributions.

#### VP Women - Suzanne Holsomback

Reported focusing on sexual violence/consent work: workshops were wide-reaching and well attended, resulted in securing 30 people to work at Freshers' Fair 13, and leaving plenty for successor to continue. Publicised that project had been shortlisted for a national award. Also mentioned Leadership Campaign.

#### VP Welfare - Katie Colliver

Reported focusing on the Student Advice Service (SAS) review, its successes, and result in a long-term plan. Highlighted policy improvements in new handbook. Highlighted launch of online anonymous reporting form and work with CRAE, as well as training work implemented for Freshers' Fair.

#### VP Access - David Messling

Reported focusing on work done on Departmental student representation. Also echoed VP Welfare on improvements to the SAS. Highlighted work done on undergraduate student finance and its future development. Flagged that University is currently looking for undergraduates to video interview for use on their website in following subject areas/(genders): Maths-Statistics, male PPEists, male PPP/PPLists, male Theo and Oriental Studies students.

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### iv. Reports of the Executive and the Committee Chairs

None

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### iv. Questions to Members of the Executive

None. On behalf of Council, Chair thanked Sabbatical Officers for their diligent work in difficult circumstances.

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### v. Termly Report of the Scrutiny Committee

#### Council Notes:

1. That Scrutiny Committee has been interviewing the elected officers of OUSU and has compiled its termly report.

#### Council Believes:

1. That Scrutiny of OUSU and reflection on its practices is of great importance

#### Council Resolves:

1. To note and accept the report of the Scrutiny Committee for Trinity Term 2013 (Appendix A).

**Proposed:** *Alex Cibulskis (Wadham College)*

**Seconded:** *James Blythe (Brasenose College)*

#### Alex Cibulskis (Wadham)

Presented motion explaining details of processes used to interview, collate and write report. Explained that only OUSU elected Officers are interviewed, to evaluate their performance and the performance of

OUSU more generally. No permanent staff are interviewed. Emphasised that report is Scrutiny Committee's best ability to present an accurate reflection what was said in interviews, but does not attempt to verify any of that information or present any final judgment on the issues relating to OUSU, either individuals or the organisation. Emphasised that having had a number of years experience writing reports the general impression is of a team/organisation that works hard for the benefit of the student body and something that deserves praise. Highlighted that concerns had been raised and also reminded Council that Scrutiny Committee's own remit and processes should be considered for potential improvement.

Passed Nem Con.

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## **vii. Constitutional Business**

### **1. SECOND READING OF 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 Standing Orders 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 7<sup>th</sup> week).

**Proposed by:** *Chris Gray (Merton College)*  
**Seconded by:** *Sarah Santhosham (Corpus Christi College)*

Chris Gray (Merton)  
Confirmed there were no changes and nothing to add.

Passed Nem Con.

### **2. 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 red in Appendix D.

Council Resolves:

1. To approve the Election Regulations in Appendix D.

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

David Bagg (Balliol)  
Presented motion reminding Council that details had been presented and discussed in 5<sup>th</sup> Week Council.

Passed Nem Con.

## APPENDICES

### APPENDIX A - Scrutiny Committee Report

#### Introduction

Enclosed is the report for this term of the OUSU Scrutiny Committee. This Committee was established in Hilary 2010 to monitor the work of OUSU Executive (and more recently, the Divisional Board reps) to ensure accountability to the students here at Oxford.

This report focuses on 3 aspects: the Sabbatical Officers, the Part-Time Executive Officers, and the Divisional Board Representatives. Sabbatical Officers and Part- Time Executive were interviewed in person and Divisional Board Representatives emailed questions to answer.

It is hoped that this report will be useful both for Officers and Reps and for the student community at large. I have intended for it to both examine the work of individuals within OUSU, highlighting their hard work, and also the functioning of OUSU as a whole, and how that could be improved.

I would like to thank my fellow Committee members James Blythe, Beth Hanson and Jack Matthews for their work in interviewing the Sabbatical Officers and Part- Time Exec, and contributing recommendations. I am also grateful for the co- operation and honesty of the Sabbatical Officers, Part-Time Executive Officers and Divisional Board Reps. It is a pleasure to be able to interview and work with a set of such dedicated and hard working individuals.

Please get in touch if you have any questions, comments or suggestions.

Alexander Cibulskis

Chair, OUSU Scrutiny Committee  
scrutiny@ousu.org

Scrutiny Committee:

Alexander Cibulskis, Chair  
James Blythe  
Beth Hanson  
Jack Matthews

#### **Sabbatical Officers**

The current Sabbatical Officers were elected in the statutory elections of Michaelmas Term 2011, and are therefore coming to the end of their time in office. Each Sabbatical Officer was interviewed and feedback was sought from those who have worked with them. It is clear from both these sources that overall this year's Sabbatical team have had a very successful year, building on the work of their predecessors as well as initiating new projects of their own, the fruits of which are now becoming evident. Their dedication, passion and professionalism in general are very praiseworthy. However, the Scrutiny Committee has noted serious concerns regarding the role and conduct of the President and tensions between him and the rest of the Sabbatical team.

## David Townsend - President

David is using the last weeks of his term in office to finish off projects and prepare for a smooth handover to the next Sabbatical Team. He is pleased to have been able to set up a longer term plan for funding from the university, moving away from a yearly agreement on earmarked funding which restricted OUSU considerably to a more stable, flexible budget based on long term markers. He is also particularly pleased to have seen OUSU gain a £100,000 funding increase. This term was spent agreeing the mechanism with the university, while the next Sabbatical Team will be able to decide upon the long term markers. David is also pleased that the OUSU website is now up and running; while it remains a work in progress, he is glad that the team have been able to bring it to this point, a massive improvement on the progress made on a website for some years. He also feels OUSU and Oxford students' work with the wider community of Oxford is an important string to OUSU's bow, and the £91725.25 raised for charity by RAG is a very successful element of this. David feels communication remains a major issue for OUSU, and, while part of this is an inevitable result of the distance of OUSU from students as compared to their own common rooms, it is also important to make sure students are aware of OUSU's achievements, such as the £150,000 saved by David Messling for students abroad, and the various other things no common room could do on its own. In this respect, he looks forward to the hiring of new communications and operations staff, made possible by OUSU's funding increase. It is also important, he thinks, for OUSU to be more 'human' in its communications, and therefore more accessible to the student body, and he feels he has done well in this respect. He does feel, however, it would be good to have more time to interact directly with students and attend their common room meetings, etc. It is also important, he feels, for OUSU to ensure it focuses upon 'winning the home front', that is, benefiting the student body before wider groups. The general impression of the Part Time Exec is that David Townsend has done a good job, provided a good public face to OUSU, and not been too dominating in OUSU Council meetings. It has also been noted that his approach to engaging with the student body as a whole has helped make OUSU appear more accessible and approachable. However, serious concerns have been raised by the Sabbatical team about the way he conducts himself with respect to them and the permanent staff at OUSU. It is felt that he has often been aggressive and rude, and that this has caused a great deal of tension and stress for the team and for the permanent staff, and valuable time of the Sabbatical Officers has been taken up in trying to manage these tensions between both David and the team, and David and the permanent staff, as well as keeping these tensions from affecting the work of the Part Time Executive. Relatedly, it is felt that problems raised in the Michaelmas Scrutiny Report have still not been dealt with, regarding the role of the President with respect to the other Sabbatical Officers; the Sabbatical team feels David considers himself to have more authority than them, and therefore does not sufficiently respect their opinions or portfolios, nor the permanent staff. It has also been raised that the Sabbatical team are unsure what outcomes and achievements David has made in his projects over the course of the year, and that a lot of his work appears to have been delegated. These are serious concerns which require further examination.

## David Messling - VP Access & Academic Affairs

David has had a successful year, with a major win for students who are on their year abroad who will no longer have to pay the full University fee for that year abroad. This is estimated to save Oxford Students ~£150,000 a year. David has also been working with the OUSU Student Run Access Scheme, Target Schools, and hopes this will be in a stronger state when he finishes his position than when he found it. On academic representation, a key gain for students has been made by David over the past year in securing a University-wide agreed system for departmental representation. On top of this we have the first elections for the position of Divisional Board Representative elections this term. As well as these key successes in the projects he has been working on, David also works well in the day-to-day aspects of his job; he is always well

prepared and researched for University Committee Meetings. His commitment to the job, and his capacity to work with others is to be praised.

#### Suzanne Holsomback - VP Women

In general, Suzanne feels that the term is going well, though it has been made very stressful. She is now in the process of wrapping up her projects and preparing them for handover. Suzanne feels her projects have gone well this term. She feels her 'It Happens Here' initiative and sexual consent discussion groups this term have been successful, and college and senior tutors have been very supportive of them, which is very encouraging. She has found being able to support people through the sexual consent workshops and the case work she has done particularly rewarding. The success of these workshops is evidenced by their being shortlisted for the Brook Award, and Suzanne should be praised for her hard work in making this come about. While she has worked long hours, she feels she has been able to manage more effectively and has more energy than previously. Suzanne feels there is a very good dialogue between the three women's officers, and that WomCam is very strong and successful at the moment. She thinks that the improved exec meeting structure works well, though she would like to see more collaboration between the Part Time Executive and Sabbatical Officers in the future. She feels that it is good practice for all Sabbatical Officers to try to focus on one or two key priorities; there are improvements to be made in all areas but focusing on a choice few can have a big impact. Suzanne did find that problems with her handover led to her missing some crucial meetings in Hilary Term, and also contributed to her not running Finals Forums in Hilary Term, something she feels she should have done in order to equip students better. She aims to provide an effective handover, and started writing her handover document in Michaelmas Term, adding to it over time regarding what needs doing when. The committee therefore feels a strong basis is being provided for a smooth transition. Suzanne has received considerable praise from those who work with her for her enthusiasm for her work and the help and advice she has been able to offer others. Her work on sexual consent and sexual harassment is clearly a particular success. She should be commended for the hard work she has done this year.

#### Sarah Santhosham - VP Charities & Community

Sarah has been working on a number of projects and trying to get them to the stage where they are ready for handover. She is currently recruiting new Community Wardens and is pleased with how the current Wardens have done and the positive press coverage they have received. She feels she has done well in community relations in light of the fact that only this year has the university appointed anyone in a counterpart role and they have spent the year acquainting themselves with the role, so Sarah has continued to lead on community relations. She feels it is an area where there should be more support from the university. However, her access through sports initiative, to provide access to Oxford sporting facilities for the local community, is now in a good place to handover. She is also pleased with the work of the Oxford Student Community Partnership Group she has been involved in running, which brings together stakeholders in the community to talk on community relations. She feels she has good relations with the Oxford Hub and is working with them, together with Michael Davies, on the 'One Hour a Week' Campaign, to encourage students to give up an hour of their week to help a socially good cause. She also thinks RAG has been going well, and that she has managed to help raise RAG's profile, as well as improve its structure, with an Executive of a President and three Vice Presidents to work on strategic long term aims, and a General Committee for day to day operations. She has also recently sorted out their accounts, which should allow them to raise money more effectively in the future. The £91,725.25 raised this year by RAG, a significant increase on previous years, is testimony to its success and the success of Sarah's initiatives for RAG. Sarah does, however, feel RAG takes up a lot of her time, possibly to the detriment of the other aspects of her role. Nevertheless, she thinks that the Environment & Ethics campaign has improved, and she has tried to make its area more accessible to the wider student body through publication of a new

Environment & Ethics magazine. She is also drafting a proposal to obtain funds from the NUS for a sustainability officer. Sarah is pleased with her work but feels it has been a stressful two terms, particularly given the absence of the Chief Executive Officer for some of that time. She feels the permanent staff structure at present does not support Sabbatical Officers, in that it does not sufficiently recognise that they only have a year in the role and are keen to try to get their projects completed or sufficiently progressed within that time frame. She has found working with OUSU over the past four years to be a great experience overall, and feels it has generally changed for the better over that time. Those working with Sarah have been keen to highlight how hard she works, as well as how helpful she has been; Sarah has evidently been excellent in her role, and has had successes in a number of different areas as a result.

#### Katie Colliver - VP Welfare & Equal Opportunities

Katie has very much enjoyed her year as an OUSU Sabbatical officer and feels that it has been a privilege to work with such a dedicated and enthusiastic group of officers. Katie in turn has received praise from the officers who work with her, who find her to be efficient, straightforward and supportive. Katie is the lead on the Student Advice Service, which she feels is somewhat problematic because it requires her to manage the whole team who are working on the project, and also creates a situation in which the organisation has an annual change of management, which is difficult for the full time staff and not ideal for the good running of the Service. She is therefore keen for the person in her position to have a strategic role, but for a member of OUSU staff to be the operational head of the Service in the future. Katie has found the Student Advice Service aspect of her portfolio stimulating and rewarding, but also challenging: there has been significant and unavoidable turnover of staff within the Service this year, which has put additional pressure on her. Katie has enjoyed working with the campaigns for which she is responsible and has found them to be led by very impressive and committed people. Katie has had good relationships with Common Room welfare teams, but has found relationships with CR Presidents slightly more difficult. She notes that the structure of MCR PresCom is something of a barrier to participation for her, as the meeting element occurs late in proceedings rather than, as is the case with JCR PresCom, at the beginning. Katie has been universally praised by those who work with her, and it is recognised that she does a great deal of work, as well as being supportive, friendly and approachable to other members of the executive. The committee feels she has had an excellent tenure in her role.

#### Chris Gray - VP Graduates

Chris has had a really good year. We note with appreciation his work on the graduate financial guarantee. This is an excellent example of where the University itself recognised that change was necessary, but OUSU used this 'opening' to make the change that was best for students. He has also has significant achievements in the field of graduate work. Chris' ability to communicate effectively and liaise with his colleagues and key partner groups is to be praised. His proactive outreach to Part Time Executive Officers and Divisional Board Representative is something future sabbatical officers should follow. We also note Chris' strength in representing students himself; he is always well prepared and researched for University Committee meetings - ensuring students get the most out of their voice on these important decision making bodies. Others have noted that Chris is extremely helpful, and he has effectively supported other officers, for example, in setting up the Mature Students' mailing list, as well as in his own projects, and supporting MCR rent negotiations.

#### Comments and Recommendations:

1. Communication Between the OUSU President and other Sabbatical Officers and staff.

It is clear that there is serious concern among the Sabbatical Team concerning the tensions that have been caused within the team, which are described above. Some of this appears to stem from continued uncertainty over exactly the role and remit of the President - more specifically, whether he is 'first among equals'- legally and publically the lead in OUSU, but in all other respects one of a team of equal Sabbatical Officers with different portfolios- or whether he is in some way 'above' the other sabbatical officers. It is noted that this has already been taken to the student trustee board, which, as the committee understands, appears to have accepted the former of the above descriptions as germane to the way OUSU should work. The committee recommends that the matter be taken to the trustee board again, and discussed by the Sabbatical team as a matter of urgency, such that the necessary clarification is obtained to ensure that the incoming Sabbatical team can be sure of the way in which their roles should interrelate.

## 2. Structure of Scrutiny Committee

The issues scrutiny has dealt with this term have also highlighted ways in which scrutiny committee itself could improve, largely stemming from the nature of Sabbatical positions. It has been noted that the timing of scrutiny committee, being as it is at the end of each term, means that it comes at a time when Sabbatical Officers are particularly tired and not best placed to go over the recommendations of the report. It is therefore recommended that we consider running scrutiny interviews at the start of term, reporting to 3rd week council; scrutiny would then be a retrospective on the previous term, with a vacation period in-between in which officers could have reflected on the term. The term in which scrutiny committee reports would then provide opportunity to go over the report and seek to make the improvements it recommends, ready for appraisal in the next report.

It is also noted that the practice of scrutiny interviews can raise serious concerns which it may not be appropriate to raise in full in the report itself, and that, therefore, a meeting with Sabbatical officers should follow the scrutiny report, with the benefit of allowing scrutiny committee to go into further detail on their findings.

## 3. Prioritisation and Planning

The Committee would like to note a recommendation it made in the Michaelmas report, in light of new Sabbatical Officers incoming and the success that Sabbatical Officers this year have had when they have been able to focus their efforts on key priorities, and avoiding just reacting to day to day occurrences. The Committee recognises the importance of planning over the summer to make this possible.

The Committee therefore recommends that each Sabbatical Officer established (and possibly publishes), a list of key priorities, and establishes a plan of action over the summer on how to achieve these. Sabbatical Officers should then try, to the best of their ability, to keep to this plan and these priorities as term starts.

## 4. Communication between Sabbatical Officers and the Part Time Executive

It appears that the new structure of executive meetings, from reports of the Part Time Executive, have resulted in a major improvement in this point, with the breakout groups providing the opportunity for discussion between smaller groups and for the Part Time Executive to contribute more to discussions on general and long term OUSU policy. However, some additional improvements can be made; a number of Part Time Executive Officers expressed a wish to also meet as a group more specifically within the area in which their role falls (generally meaning all the Part Time Executives that fall under a particular Sabbatical Officer), and that this would be a helpful way to encourage more liaison between Sabbatical Officers and the Part

Time Executive and among Part Time Executive Officers, as well as more sharing of ideas, experience and advice. Committee therefore recommends Sabbatical officers look into offering more of such meetings.

## 5. Funding

Executive members have once again raised the limitations placed upon their work and OUSU's work by a lack of funding. Changes to the funding system and the more immediate increase in funding for OUSU should go some way towards alleviating this problem, but it is important to note that much thought should go into how this money is spent effectively, as students will need to see a 'value for money' increase as a result of the increased funding; we hope it can be used for the continued improvement of OUSU, particularly in areas where it has been found most lacking, such as communications. We also hope the Sabbatical Officers and Part Time Executive are able to get involved in discussions on the future of OUSU funding.

### Part Time Executive

The majority of the current Executive and Graduate Officers were elected in the Statutory Elections of Michaelmas Term 2012. The overwhelming impression is of a team who are dedicated to their roles, and balance their roles successfully with their degrees, and that their hard work and commitment is mostly met with great success. There also appears to be an improvement in areas previously highlighted as concerns by this committee. These areas, along with some others still exhibit some room for improvement. Recommendations can be found at the bottom of this section.

#### Anya Metzger - Academic Affairs Campaigns Officer

Anya feels she has done well, though she appreciates this term, with exams and other commitments, was quite busy, and she discussed with others in OUSU beforehand how she would be able to devote a less even amount of time to her role week-to-week. She is pleased to have made progress in improving library opening hours, as well as working on ensuring everyone is aware of online resources such as lectures, and encouraging more of these. She is also pleased with the concrete achievement of helping Exeter college set up academic feedback sessions, though she feels overall she could take a more proactive role in academic feedback sessions. She also feels there is more scope in the role for liaison with other executive officers, such as the access officer. She feels meetings of the executive, grouped by their area (rather than the 'topic of the week' of breakout sessions) would be useful in this respect. She also feels it would be useful if the handover the Part Time Exec receive focussed more on learning from your predecessors and finding out things it would be hard to otherwise find out or learn on the jobs, rather than getting to know other Part Time Executives and facts you could more easily find elsewhere, to maximise the impact of the handover meeting. It has been noted that Anya is working hard on her projects and has good communication with others in OUSU. She is clearly doing well in her role.

#### Tyler Alabanza-Behard - Access & Admissions Officer

Tyler's success recently has come from taking access work in a new direction, by working closely with the Campaign for Racial Awareness and Equality. This has paid dividends and feedback from visiting groups who have worked with Tyler had been very positive. He has also begun work on a new access website, something he will continue work with over the remainder of his term of office. It has been noted that Tyler is doing well, particularly with the Open Oxford Access Website project, and should be praised for his hard work in the role.

#### Zain Iqbal - BME & Anti-Racism Officer

Zain has only just been elected, following the departure of the previous BME Officer, so he will not be subject to scrutiny until next term. Scrutiny Committee wishes him the best of luck in his role, and hope this report will provide some valuable guidance on good practice.

#### Hamaad Mustafa - Clubs & Societies Officer

Hamaad has been working on obtaining corporate sponsorship for the societies training session - something that has attracted a lot of interest. His day to day work in advising and recommending courses of action for those starting up, and already running societies is to be commended. However transition of representation on the University Clubs Committee has been raised as an issue. While this is not necessarily Hamaads fault, work does need to be done to ensure students have effective representation on this important committee. It has also been noted that Hamaad does not always attend executive meetings, which he should endeavour to do in the future.

#### Jonathan Metzger - Common Room Support Officer

Johnathan feels the most important aspect of his role is liaison with JCR Presidents and OUSU Reps, ensuring they are kept in the loop about what's going on at OUSU He feels his work has been going fairly well, though he feels JCR Presidents are more involved than OUSU Reps, and the OUSU Rep role needs more definition in order to make them feel more involved. He envisages their role as being experts on the inner workings of OUSU who can therefore support their JCR Presidents and provide a useful contact point for their colleges for information on OUSU. To that end, the committee has suggested, it may be worthwhile Jonathan looking into ways to involve OUSU Reps more and provide them with the necessary information for them to become experts in OUSU, as it is hoped; perhaps a training session for OUSU Reps which introduces them to the role will make them feel more engaged and give them a sense of direction, as would more regular meetings. Jonathan also mooted the possibility of OUSU reps observing executive meetings or one executive meeting in order to involve them more. Jonathan's other major project is in getting colleges to sponsor academies, and he is producing a briefing document to involve OUSU Reps in this. Jonathan admits he has let his OUSU role take a back seat this term due to other commitments, and is now trying to do more on his role again. He has consequently missed some OUSU Councils and reports, and should aim to do better in this respect. He also recognises he could do more to communicate with OUSU Reps and get them more involved - including, he feels, more face-to-face communication. He feels it is important that OUSU is made more accessible to those less acquainted with it, and he feels that the President, along with the Chair of Council, have made good progress in this respect. It has been raised that Jonathan can be quite confrontational in exec meetings; though all exec members should be encouraged to express their opinion in exec meetings, he should maybe seek to put forward his views less forcefully. It is also felt that he should communicate more regularly with the OUSU Reps, both by email and meetings, and that this will help deal with the issue of OUSU Rep and Common Room engagement. Jonathan evidently has an appreciation of the importance of engaging OUSU Reps, and has some good ideas in this respect, so it is hoped that this is something he can succeed in doing over the coming term.

#### Michael Davies - Community Outreach and Charities Officer

Michael feels this term has been more difficult, as he has been balancing his OUSU role with being College Welfare Officer, a role placing pressing demands upon his time as finals approach. However, he feels he has continued to do good work which forms the basis for work that can be done over the summer. He has assisted Sarah in her projects, contributing to the new Environment & Ethics magazine, and the '1 hour a week' volunteering initiative. He has also put a lot of work into recruiting the new RAG committee, providing better guidelines on the roles, changing the structure of the committee to have a President and three Vice Presidents, creating

more of a sense of a team with a focal point, and improving handover with a showing scheme. He feels RAG have done excellently, and that that is down to their own hard work, but he feels the foundations laid by effective recruitment and handover had a positive impact. Michael recognises he could improve in sending reports to council, and more generally organising his time better and he intends to do work over the summer on his projects. He feels that executive meetings now work well, but that the executive, as elected representatives, should have more say on the allocation of funding. He also feels that, while, in terms of funding, it may be difficult, a full time RAG president would be very beneficial, and allow the VP for Charities and Communities, whose portfolio is particularly large, to work more on community outreach. For handover, he plans to ensure the Charities & Community Outreach role is clearly advertised so people are aware of its responsibilities, and will be writing a handover document, which he feels is good practice. Other members of the OUSU executive have praised Michael considerably for his hard work and enthusiasm; he is a valuable member of the executive.

#### James Fisher - Environment & Ethics Officer

James has had a very busy and fulfilling term in his role, working hard on issues relating to the University's partnerships with the fossil fuel industry and on the sustainability of College Balls, using the OUSU RAG ball as a pilot. In both areas he has had some success and has found both very interesting. He is also pleased by how the Environment & Ethics Committee works and notes with gratitude the hard work of its members. James does feel that a major area of concern is his relationship with Common Room E&E Officers, and wants to prioritise updating the mailing list and organising a formal hall for E&E Officers in Michaelmas. He is also looking forward to working with the new Vice President (Charities & Communities) in Michaelmas and has already had productive meetings with him. It has been noted that James could do better with attending meetings, but that he has worked very well in his role, and should be pleased with the work he has done on various projects.

#### Nick Cooper - Graduate Academic Affairs Officer

Nick has had particular success in co-writing a report on Post Graduate Taught students, the issues that affect them and improvements that could be made to the academic life. He has also worked closely with the Divisional Board Representatives through the Divisional Committee. His ability to communicate and work well with others is to be commended highly, and those who have worked with him have found him to be a diligent member of the team.

#### Arianna Tassinari - Graduate International Students Officer

Arianna has very much enjoyed her role, representing and supporting the specific concerns and challenges for graduates from overseas. She, along with all other parties, is concerned about the overlap and division of duties between her and the International Students' Officer, and she further feels that it is not clear how the whole team of graduate part time officers is supposed to divide up their work. Much of her activity, for example, has overlapped closely with the Graduate Welfare Officer. She also notes that there is significant duplication of activity with the International Students' Campaign and suggests that it would be good to examine best practice in other areas of OUSU and apply it to this area in the future. She has worked closely with the International Students' Campaign and has valued this, but has felt that she would benefit from more contact with MCRs directly. In particular she is concerned that there is often no identifiable figure on MCR Committees who has responsibility for the areas she engages in, except, often, one very busy Welfare Officer. She, and the Committee, note with concern that she had not at the time of our meeting, received any indication that a question had been asked of her in her absence at OUSU Council. Despite some concerns, Arianna enjoys her job and has been praised by those who have worked with her for being a dedicated and hardworking officer, and particularly on her work on academic induction for international students.

## Akshara Motani - Graduate Welfare Officer

Akshara is new to her post, elected earlier in Trinity term, and is enjoying it so far. She has found it challenging to join the team towards the end of the Sabbatical Officers' term in office, because it has proved more difficult to start new projects or join activities which are in general winding down before the summer, though she feels she has been able to work well with the current executive. Akshara has focused on the visa monitoring issue, which has been well handled in her view by close collaboration between the International Students' Campaign and the OUSU Executive. She has found her second project, relating to vegetarian and vegan food, more difficult to gain traction on, and would like to find better ways of connecting with MCRs. In particular she would welcome the opportunity to have more involvement with MCR PresCom. Akshara has enjoyed her first month in her role and is looking forward to being increasingly active as she becomes better acquainted with her position and how to achieve her aims within OUSU and the University. Akshara has received praise from those who have worked with her so far, especially for learning so quickly how everything operates in OUSU.

## Sophie Williams - Graduate Women's Officer

Sophie has found her role very enjoyable so far, and feels she has learnt a lot about the structure of OUSU and the way in which various roles interact. She feels she is doing well in the role, but, having come into the role late in the year where it was previously unfilled, she finds she has little to compare to in order to know how she is doing. Here, however, she is pleased to find everyone in OUSU encouraging and supportive. Furthermore, her enthusiasm has been important in giving her the confidence to get started on her initiatives, which include proposing a student-parental society and being involved in the graduate work policy, both of which she hopes to develop further. She also plans to work on the 'It Happens Here' initiative and Sexual Consent Workshops. She feels she needs to improve by attending WomCam meetings more, and also notes that she finds it difficult having to wait for committees to meet before being able to do anything. Sophie has been praised by those who work with her, particularly for jumping in the deep end with the issue of student parents. She is clearly a valuable part of the part time executive.

## Jiming Zhu - Health & Welfare Officer

Jiming has found this term to be fruitful and positive in his work as Health and Welfare Officer. He continues to feel strongly that he has suffered from not having any handover notes from his predecessor. This has left him rather behind in terms of understanding his role and developing key relationships with JCRs and MCRs and with OUSU's campaigns, which in turn has meant that he has mainly focused on delivering his own policy priorities rather than having a complete overview of other issues of concern to Common Rooms or campaigns. He is not alone among graduate students serving as part time officers in finding time pressure a significant problem. Overall, Jiming has found his job very stimulating and interesting; he has been praised by those who have worked with him for his commitment to the role.

## Kiran Thomas - International Students' Officer

Kiran has enjoyed his term as International Students' Officer, and has focused on the project of creating a better support system for newly arrived international students at Oxford. In this he has collaborated closely with the University offices, who have similar priorities, and with the national societies around Oxford. He feels that this has been a rewarding and successful project and is sorry that because his course ends this summer he won't be in Oxford to see it come to fruition. There is a general concern about the division of responsibilities between the International Students' Officer, and the Graduate International Students' Officer. All parties, including the Scrutiny Committee, feel that this merits further attention. Kiran wishes that he

had known when taking up his position how much time and effort it requires, and feels that he has not been able to do as much as he might have liked because of the constraints of his academic work. He has also enjoyed representing OUSU on the University's Clubs Committee. Kiran has been very highly commended for successfully working with the University to implement a link up between international students given a place at Oxford and international societies before they arrive. It is clear he is working hard in his role and has been very successful with his project.

#### Katherine Stagg - LGBTQ Officer

Katherine has felt her role has gone okay so far. Though she feels she underestimated the time it has taken to settle in, and overestimated how much she can do, she has made steady progress. Katherine found it hard knowing what to do at first, and expected the campaign group to be larger, but when she has done things, she feels it has been rewarding. Her biggest achievement in this respect has been her Out in Sport initiative, which involved compiling a list of mixed gender clubs to give to Trans reps in colleges. She also aims to have LGBTQ issues added to the student barometer as there is currently little data on these issues being collected. She has attended OUSU Council regularly, and finds the exchange of ideas that has resulted from the new 'breakout groups' in executive meetings helpful, but feels she would benefit from more regular meetings with Sabbatical officers. Katherine appears to be making good progress, but is perhaps a little lacking in direction so far in the role - though it is only her first term, and, having settled into the role, it is hoped she can succeed in taking forward some of her initiatives next term.

#### William Neaverson -Disabilities Officer

Will feels the term has gone quite well. With Prelims coming up, he planned his work on his projects to taper off by sixth week, though he remains reactive to any problems that arise. He has had considerable success in completing the Disabled Students Guide, working alongside Dwight Kelly (Disabled Students' Campaign Chair) on OxDern, an academic disability forum attended by 50-60 people, and preparing for disability awareness week. He feels he has set himself realistic goals that he has been able to balance well with his academic work, and is pleased with how he has done. He has regularly attended OUSU Council and Executive Meetings. Will feels he can improve by improving his relations with DAS and the careers service. Will feels a good handover is very important in helping incoming Part-Time Executive Officers hit the ground running, and he is planning to write a comprehensive handover document to go over with his successor, and create a handover pack. William Neaverson has been singled out for praise by a number of the members of the executive, and is clearly making a great success of his role. His dedication and competence in the role should be highly commended.

#### Henry Chong - Mature Students Officer

Henry feels that, having had more time to settle into the role, he knows better how to work within OUSU, and he has enjoyed working with other members of the exec. Henry has been very successful in building up the Mature Students campaign from a minimal base, expanding the Mature Students List from 25 to 260, setting up a Facebook page and initiating communication where there previously was none. This culminated in a successful mature students' social, with another to follow in 8th week. Having focused so far on building a platform for a community to develop, Henry would like to be able to see more of the mature student community. He is also trying to reach out to more mature students in different colleges and continue to add people to the mailing list. He would also like to build a stand-alone mature students campaign, so there are more people to engage in the work of building a community and providing information, though he recognises it is hard to get people to run for the role. He feels that handover will be very important in ensuring successes this year are carried forward. Henry has regularly attended

OUSU Council and submitted reports to all councils but one. Henry has clearly worked hard to pick up the Mature Students campaign from a low base, increasing its communications considerably and beginning to build a community and campaign.

#### Will Brown - Rent & Accommodation Officer

Will had found this to be his busiest term in the role so far, with most colleges conducting their rent negotiations. Will has enjoyed helping those who approached him on this matter. However, he was expecting to be more active in rent negotiations, as it was suggested he would be at handover; Will feels he has suffered in this respect from a lack of communication with Sabbatical officers, and he feels the same is the case with respect to the VNI policy. In this respect, Will feels bypassed. Will wants to conduct a review of feedback common room presidents give on rent training, to ensure it is successful, and to ensure the incoming OUSU President is prepared to support people in rent negotiations. Will acknowledges he could possibly have been more ambitious and active last term and started more projects. He has, however, started a dialogue with Domestic Bursars on living out, and also hopes to explore better communication and more meetings with those in Domestic/Amenities/Housing roles in JCRs, as well as conducting the aforementioned work on feedback on rent training and preparing the groundwork for rent negotiations next year with the incoming OUSU President. He feels common rooms need to be contacted well in advance of negotiations. Will feels there can be an overlap between roles in OUSU, which can make the purview of roles ambiguous and it difficult to know what to do. Concerns have been raised about Will's lack of attendance of meetings. The committee acknowledges he may have been hindered by a lack of communication, but feels Will should also take more proactive steps in future to get involved, and may see improved communication as a result.

#### Rebekka Hammelsbeck - Womens' Campaign Officer

Rebekka is enjoying her role and as time goes on has felt more comfortable and confident with internal structure of OUSU. She finds OUSU very supportive and there is a good WomCam committee. However, she thinks that this could be augmented by more training throughout the year for exec members. Rebekka feels that she has to take on a lot of the responsibility for WomCam and that this is very hard work, despite a good committee. She therefore suggests changing structure to spread workload more evenly. She also feels WomCam is very dependent on the committee and it can be hard for those not on committee to contribute, and that there is little in the way of formal structure or guidance. She would like WomCam to develop more of a working group structure, with working groups headed by committee members working on specific issues meeting one week then a meeting bringing everyone together the other. Rebekka is pleased that it appears more people know about WomCam and she has received emails from people saying they enjoyed events. The Love Your Body Garden party she was involved in organising was successful and Rebekka feels she knows what needs changing to make it work better in the future. She feels she could improve by connecting more with other members of the executive. She says there is a core group always at exec meetings but some who tend to be missing, of those who are there it can still be the case that they don't know what each other are doing, with the Sabbatical Officers contributing more to the discussion. However, she thinks that the breakout groups held every week have been helpful with focusing down on specific issues. Rebekka also notes there are disproportionately few women on the Part Time Executive, and maybe increasing womens' involvement should be looked into. She admits that she often forgets to do reports, but feels that Friday deadline is too early, and other executive members also often forget. Rebekka is clearly doing well in her role and working very hard, and should be commended for this, as those who work for her have. They have also highlighted her as being very helpful when giving advice to other executive members, a model for cooperation within the executive.

## Comments and Recommendations

1. Handover: Scrutiny Committee has often noted handover in Part Time Executive roles as an area of concern, with many officers struggling to find their feet early on in their role as they have been provided with little guidance by their predecessor. It is therefore very encouraging to see a number of executive officers already thinking about handover, and enacting scrutiny committee's recommendation of a handover document being written. We hope that this example is followed by other officers when time comes to hand over the role.
2. Exec Meetings: We have noted in our section on the Sabbatical Officers the improvements made to Exec Meetings, and Part Time Executive Officers have generally been very positive regarding the new 'breakout sessions'. We also noted the benefit of more meetings between Sabbatical Officers and their relevant exec. It appears that there remains, to some degree, a problem with exec attendance at exec meetings; it appears most officers attend regularly and there are a small number who rarely do, and that their disengagement causes problems both for them and the executive as a whole. We urge all the exec to attend these meetings, as it ensures everyone is kept up to date on what each officer is doing, and that ideas and advice can be shared across the whole exec. Members of the Part Time Executive should make every effort to attend all Council and Executive meetings, and that when they cannot, they should always send apologies to the relevant Chair. It should also be noted that under current guidelines, any member of the Executive who fails to attend Council or Exec three consecutive times without sending apologies is deemed to have resigned. The Committee further recommends that Executive members should be reminded of this fact after not attending two such consecutive meetings without apology.

### 3. Attendance of Council/Exec meetings, Checking Emails:

The Committee has found that on recurring problems with checking emails and attending council, there has been a marked improvement. However, again, a select few do not attend Council regularly, and should be reminded of the importance of doing so. Some Part Time Executive Officers do not check their OUSU email account frequently or respond promptly to emails from others working in OUSU. This is a serious problem as it slows down any collaborative effort and makes the work of other officers more difficult. The Committee therefore recommends that all Part Time Executive Officers check their email regularly - at least every other day, and preferably daily - and respond promptly to new emails. It has further been noted that the Part Time Executive don't respond to press quote requests and feedback on these from exec would be helpful.

The Committee notes that emails can be set up to forward from an Officer's OUSU account, to their Nexus account. This process is relatively easy, and should be highlighted in handover.

### 4. Council Reports:

The Committee notices that, while many officers send in reports to council all or most weeks, it is not uncommon for an officer to send in reports only sporadically, with the reason most often cited simply forgetting. It has been suggested that the deadline for submitting reports is too early. Furthermore, the committee recommends a greater effort be made to emphasise the importance of reports and to remind officers to send them in.

## Divisional Boards Representatives

William Brown - Humanities Undergraduate Rep

Unfortunately, Will has not responded to our email asking the Divisional Board Reps to provide feedback on their time in OUSU. Concerns have been raised about Will Brown's failure to attend

both DivCom and the Divisional Board. It is important that, in future, he makes an effort to do so, as his division is otherwise missing out on its opportunity for student representation at the divisional level.

#### Harvey Lederman - Humanities Graduate Rep

Harvey thinks major progress has been made in two key areas this year: organizing graduate representatives in individual departments, and generating initiatives for graduate teaching. The most striking success on both counts has been in History. Previously no graduate sat on the departmental Graduate Studies Committee, and representation was chaotic. There is now an organization in place, with a chief representative who will liaise with the faculty. Previously, there were no departmentally-offered teaching opportunities. History is now working toward offering a pilot program like the one in English. In general, we have pushed hard for the model of English to be followed throughout the Division, in both of the aforementioned categories. In Theology and MML we have seen progress similar to what happened in History. Harvey is very pleased with the work of the Sabbatical Officers in organising full elections for the divisional board reps, and hopes in future to see more nominations to run for his role, admitting he could have done more to ensure this happened on this occasion. The reason he sees holding elections from the whole division as important is that he represents people who operate not through OUSU council, but through the departments. Nevertheless, he has found working with OUSU has been terrifically helpful. He feels that in the future if OUSU is to best serve graduates, it will need to figure out how to play a role in between colleges and divisional / departmental reps, bringing MCRs and departments together to help bridge the gap between what are at present, disparate but equally important components of graduate life. Harvey is reported to be doing very well in his role and should be commended.

#### Bethany Dobbin - Medical Sciences Undergraduate Rep

Beth has found it very difficult to interact with the department reps and has often found there to be a lack of response to emails. She hopes this problem will hopefully be resolved now that the new divisional rep has been elected in the division so there is more awareness of the role. She is currently asking for feedback from this year's department reps that she can pass onto the new division rep. Her experience of the Sabbatical Officers has been positive, with quick response to emails and support always provided when asked. She has enjoyed working in OUSU, and overall, has been found to be a good divisional board rep.

#### Melvin Mezue - Medical Sciences Graduate Rep

Unfortunately, Melvin did not respond to our email regarding the Scrutiny Report for his Divisional Board Rep role. He is, however, reported to be doing well.

#### Eleanor Milnes- Smith - MPLS Undergraduate Rep

Unfortunately, Eleanor did not respond to our email regarding the Scrutiny Report for her Divisional Board Rep role. It has been noted that she has been doing well and is succeeded in engaging department reps and pursuing issues.

#### Ali Asad - MPLS Graduate Rep

Ali believes he has worked well in conveying the student perspective in the various meetings in which I have represented OUSU in the MPLS division. He feels creating an informal meeting of the departmental reps during HT was a successful endeavour because there is no meeting of the dept reps at that time, and also trying to gather the information for reaching out to all the Grad students was important and was achieved through interfacing with Lou Somner, though more

work in this area is needed. He has been working on trying to get funding for dept reps to arrange dept wide informal occasions in which they can come into contact with their students to hear their issues, inspired from the materials science dept. He has also started working on trying to formulate a paper to advocate a bridging scheme for graduates based on the model of the undergraduate bridging scheme, to be presented to the formed graduate training committee. Ali has found the Sabbatical officers to be extremely helpful in guiding him to navigate his role.

He also feels the other Divisional Board Reps have been very important in helping him understand what the various differences are with the different divisions and what are the strengths of each division, which has helped him frame his perspective better to serve students in his division. He has found experience of working with OUSU has been very positive, and those in OUSU have found him to be an excellent Divisional Board Rep.

#### Max Goplerud - Social Sciences Undergraduate Rep

Max is currently sitting finals so was unable to give a full response to our questions, but noted he has a generally positive view of the Sabbatical Officers. He is noted to be a good and proactive Divisional Board Rep.

#### Andrew McLoed - Social Sciences Graduate Rep

Unfortunately, Andrew did not respond to our email regarding the Scrutiny Report for his Divisional Board Rep role.

### Comments and Recommendations

#### 1. Engagement of Department Reps

It appears that some Divisional Board Reps have found communicating with and engaging their Department Reps difficult, while others have had more success. The committee suggests that the Divisional Board Reps come together to discuss this, and share their experiences, in order to find out what has been successful for some reps in engaging their department reps, and whether that might apply to their own division. It may be that more awareness of the role of department rep is also needed to increase the sense of responsibility and engagement in the role and encourage more people to be interested in running for it in the future.

#### 2. Awareness of the role of Divisional Board Representative

It is further felt that more awareness of the role of Divisional Board Rep is also required, such that it can become a more dynamic role which students know is responsible for representing their views on academic matters within their division. It is hoped that holding full OUSU elections for the role will, in time, aid with this, though the committee recommends that OUSU consider augmenting this with other ways to promote the role - and encourage Divisional Board Reps to see one of their responsibilities to be to promote awareness of their role and ensure students know what they are doing and how it affects them.

#### 3. Council Attendance

The committee is disappointed to find that attendance at council, previously raised as an issue by Scrutiny Committee, is poor in the case of most divisional board reps. It has been noted that there are reps who do attend, or send apologies to the chair when required, as well as noting the benefits this has for them in their role and in establishing a better connection with OUSU - however this is not reflected across the group. The Committee recommendation, as before, is

therefore that the Divisional Board Reps make every effort to attend council, as well as sending a report to termly council to ensure the student body are kept fully updated on their work. The Committee would also like to emphasise the great importance of the Divisional Board Reps attending DivCom and Divisional Board meeting.

## APPENDIX B - General Regulations

### 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.<sup>1</sup>

## General

### **1 Commencement, Interpretation and Saving**

- 1.1 These Regulations take effect on the date of their adoption.<sup>2</sup>
- 1.2 Schedule One (Interpretation) has effect.<sup>3</sup>
- 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 Officers<sup>4</sup>**

- 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
  - Community Outreach and Charities Officer
  - Disabled Students Officer
  - Environment and Ethics Officer
  - Graduate Academic Affairs Officer

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<sup>1</sup> The procedure for making these Regulations is set out in Bye-Laws 4.3, 4.8, 4.9 and 4.12.

<sup>2</sup> This is the date of Final Reading: Bye-Law 4.13(b).

<sup>3</sup> 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.

<sup>4</sup> Part Time Officers are defined in Schedule One to the Bye-Laws.

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**<sup>5</sup>

#### **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<sup>6</sup>) 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.
- 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.<sup>7</sup>
- 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<sup>8</sup> is satisfied as to

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<sup>5</sup> 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.

<sup>6</sup> Graduate is defined in Schedule One to the Bye-Laws.

<sup>7</sup> If this is the case for the second body referred to in (b), it will be represented by its president only.

the validity of any such delegation either at the start of any Council meeting or as soon as is reasonably practicable thereafter.

## **Delegates**<sup>9</sup>

### **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.<sup>10</sup>
- 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.<sup>11</sup>
- 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.
- 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<sup>12</sup> present at the conference.
  - (b) The report must deal with the matters set out in Regulations 4.2 to 4.4.

## **Postgraduate Strategy Summit**<sup>13</sup>

### **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.

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<sup>8</sup> Chair of Council is defined in Schedule One to the Bye-Laws.

<sup>9</sup> 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)(l)(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.

<sup>10</sup> 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'.

<sup>11</sup> Election Regulations 39.1 to 39.4 apply to the filling of a Delegate vacancy.

<sup>12</sup> Executive Committee members are identified in Bye-Law 22.1.

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

- (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,<sup>14</sup> 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,<sup>15</sup>
- (c) Full Time Officers and Full Time Officers-elect,<sup>16</sup> and
- (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.

<sup>14</sup> 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.

<sup>15</sup> Divisional Board Representatives are defined in Schedule One to the Bye-Laws.

<sup>16</sup> Full Time Officers and Full Time Officers-elect are defined in Schedule One to the Bye-Laws.

- 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
- (c) about OUSU governance.<sup>17</sup>

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.<sup>18</sup>

6.3 Subject to Bye-Laws 11.1 and 11.3,<sup>19</sup> Policy Guidelines must be

- (a) set,
- (b) overturned,
- (c) amended, and
- (d) continued under Regulation 7.2,<sup>20</sup>

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,<sup>21</sup>
- (b) Student Members by Referendum in accordance with applicable Rules and Standing Orders,<sup>22</sup>
- (c) Council in accordance with applicable Rules and Standing Orders,<sup>23</sup> and

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<sup>17</sup> 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.

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

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

<sup>20</sup> 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.

<sup>21</sup> 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.

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

<sup>23</sup> See Rule H2.1(a)(b) and, generally, Rules B9.1 and G1-3 / Standing Order B7.3(c). [Rules MT10 / SOs MT11]

- (d) subject to the restriction in Bye-Law 11.1,<sup>24</sup> 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.<sup>25</sup>
- 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.<sup>26</sup>

## **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

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<sup>24</sup> See footnote 14.

<sup>25</sup> This Regulation means that the 'Three Years plus' period of validity starts again in the event of amendment or continuation.

<sup>26</sup> 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.

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,

Bye-Law ... means one of the Bye-Laws made and adopted by Council on 9<sup>th</sup> 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 9<sup>th</sup> 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 - 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 - Election Regulations

### 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

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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

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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.<sup>27</sup>

## General

### 1 Commencement, Interpretation and Saving

- 1.1 These Regulations take effect on the date of their adoption.<sup>28</sup>
- 1.2 Schedule One (Interpretation) has effect.<sup>29</sup>
- 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<sup>30</sup> 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 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<sup>31</sup>) which are in effect immediately before the adoption of these Regulations.

<sup>27</sup> **These are Election Regulations 2012 (adopted on 9<sup>th</sup> 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.

<sup>28</sup> This is the date the University approves the Regulations: Bye-Law 4.13(c).

<sup>29</sup> 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.

<sup>30</sup> Specifically, Regulations 2.1 and 5.3 and Paragraph 3(c) of Schedule Two.

<sup>31</sup> For example, old-style election regulations (which can no longer be made).

## 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.<sup>32</sup>

### **3 Returning Officer : Election and Removal**

- 3.1 The Returning Officer must be elected in each Termly Meeting of Council.<sup>33</sup> 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<sup>st</sup> 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,<sup>34</sup> 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.
- 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

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<sup>32</sup> 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.

<sup>33</sup> This will include an option for Re-Open Nominations: see Bye-Law 8.2.

<sup>34</sup> These provide for removal after a motion of no confidence.

- (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,<sup>35</sup> 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.

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

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<sup>35</sup> See footnote 18.  
3 | AGENDA FOR TERMLY COUNCIL TT13

- (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.<sup>36</sup>

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

(b) by way of guidance, such directions, made under Regulation 7.3 in the previous Academic Year, as the Elections Committee consider appropriate.<sup>37</sup>

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

## 7 Rulings<sup>38</sup>

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.<sup>39</sup>

<sup>36</sup> 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.

<sup>37</sup> 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.

<sup>38</sup> A Candidate who intentionally disregards a Ruling may be the subject of a Complaint: see Paragraph 8 of Schedule Two.

<sup>39</sup> 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.

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.<sup>40</sup>

## Election Discipline<sup>41</sup>

### 8 Schedule Two and Candidates

8.1 Schedule Two (Election Discipline), which provides for Election Offences and Election Complaints, has effect.<sup>42</sup>

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).<sup>43</sup>

### 9 Election Complaints : Tribunals

9.1 The tribunals for the purpose of Bye-Law 9.2(c) are Junior Tribunal and Senior Tribunal.<sup>44</sup>

### 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

<sup>40</sup> See Paragraph 6 of Schedule One on the meaning of publish.

<sup>41</sup> Student Members are also subject to the Proctors' and other University discipline: see especially Statute XI.

<sup>42</sup> 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.

<sup>43</sup> 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.

<sup>44</sup> 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.

(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,

who are neither a Student Member nor less than two years from completion of their most recent University degree.<sup>45</sup>

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.<sup>46</sup>

## **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

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<sup>45</sup> The degree is an Oxford one: see Article 69.1.

<sup>46</sup> 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.

(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.<sup>47</sup>

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).<sup>48</sup>

12.4 Subject to Bye-Law 5.2<sup>49</sup> 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.<sup>50</sup>
- (d) A manifesto submitted under (c) must be published by noon on Friday of 4<sup>th</sup> 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<sup>51</sup>

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.<sup>52</sup>

13.3 For each By-election, there must be a separate

- (a) counting of votes under Regulation 35.1, and

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<sup>47</sup> If there are Candidates for all offices in Statutory Annual Elections, there will be 26 simultaneous elections, each called a Statutory Annual Election.

<sup>48</sup> This means that one or more counts may be held (or declarations made) at different times.

<sup>49</sup> Bye-Law 5.2 requires Statutory Annual Elections to be held annually in Michaelmas Term.

<sup>50</sup> The Nomination Pack will contain guidance on manifestos, including how they are to be submitted and published.

<sup>51</sup> 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.

<sup>52</sup> As an example, there could be 3 By-elections on the same day if there are 3 vacancies to fill.

(b) declaration under Regulation 38.1 or 38.2(b).

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.<sup>53</sup>

(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)<sup>54</sup> or 13.4(a), and

(b) the officers to be returned in the Direct Election.<sup>55</sup>

14.2 The Returning Officer must ensure that notice under Regulation 14.1 is given to all Student Members.<sup>56</sup>

## Agents, Supporters and co-operation

### 15 Agents

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<sup>53</sup> See footnote 24.

<sup>54</sup> Nominations in Statutory Annual Elections open on the Thursday of 3<sup>rd</sup> Week in Michaelmas Term.

<sup>55</sup> 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'.

<sup>56</sup> Here and elsewhere, see Paragraph 6 of Schedule One for the meaning of 'given'.

- 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.<sup>57</sup> 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).<sup>58</sup>
- 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.
- 16 Supporters<sup>59</sup>**
- 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.<sup>60</sup>
- 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**.
- 17 Co-operation**
- 17.1 Subject to Regulation 17.2, a Candidate must not campaign<sup>61</sup> jointly, or otherwise co-operate, 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.<sup>62</sup>

<sup>57</sup> A Slate must have at least one Agent who will be the Lead Agent. An individual Candidate need not appoint any Agents.

<sup>58</sup> 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).

<sup>59</sup> Paragraph 4 of Schedule One ensures that Supporters include organisations such as societies and clubs.

<sup>60</sup> Only Student Members are bound by these Regulations, hence Paragraphs 2(c) and 5 of Schedule Two.

<sup>61</sup> References (with a lower case 'c') to a campaign are not to a Campaign as defined in the Bye-Laws.

<sup>62</sup> Participation in cross-slating is an Election Offence: see Paragraph 3(d) of Schedule Two.

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.<sup>63</sup>

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<sup>64</sup>, 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 the office of Graduate Women's Officer.<sup>65</sup>

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.<sup>66</sup>

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<sup>63</sup> 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.

<sup>64</sup> 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).

<sup>65</sup> 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).

<sup>66</sup> 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.

- 18.3 Any Student Member may be a Candidate at a Direct Election for the office of Student Trustee or Delegate.<sup>67</sup>
- 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.<sup>68</sup>

## 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).

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<sup>69</sup> 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.<sup>70</sup>

<sup>67</sup> 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.

<sup>68</sup> As those listed may not be Supporters, they cannot campaign for any Candidate.

<sup>69</sup> See Regulation 6.3

<sup>70</sup> 'Given' includes publication on the OUSU website: see Paragraph **8** of Schedule One.

- 19.4 A Student Member who is eligible (in accordance with Regulations 18.1 to 18.6) and intends to be a Candidate<sup>71</sup> in a Direct Election must complete a Nomination Form whether or not he or she intends to be included on a Slate.<sup>72</sup>
- 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.
- 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.<sup>73</sup>

## 20 Nomination Information<sup>74</sup>

- 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,<sup>75</sup> and

<sup>71</sup> See the definition of Candidate in Regulation 8.2.

<sup>72</sup> 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.

<sup>73</sup> 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.

<sup>74</sup> This information does not have to be presented in person: see Paragraph 6 of Schedule One.

- (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),
- (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.<sup>75</sup>

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

<sup>75</sup> Presentation of a passport or driving licence, together with a University Card, will satisfy this requirement.

<sup>76</sup> See footnote 39.

- (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)).<sup>77</sup>

### 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.

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.<sup>78</sup>

<sup>77</sup> See footnote 32.

<sup>78</sup> 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<sup>79</sup>**

### **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.<sup>80</sup> 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<sup>81</sup>**

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.<sup>82</sup>

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.

<sup>79</sup> See footnote 38.

<sup>80</sup> 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.

<sup>81</sup> 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.

<sup>82</sup> 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.

(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.<sup>83</sup>

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<sup>84</sup> 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<sup>85</sup>**

29.1 The Returning Officer

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<sup>83</sup> Exceeding the limits and failure to deliver receipts etc under Regulation 26.5 are Election Offences: Paragraph 3(e) and (f) of Schedule Two.

<sup>84</sup> Candidates must provide their own funds for Election Expenditure. The Nomination Pack will provide guidance.

<sup>85</sup> Hustings are not organised exclusively by the Returning Officer and the Nomination Pack will provide guidance on other hustings.

- (a) must organise a central hustings, and
- (b) may organise hustings in one or more Colleges, or at a Campaign<sup>86</sup> meeting.

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

- (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**<sup>87</sup>

#### **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.<sup>88</sup>

### **Voting and counting**

#### **32 Voting System**

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.

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<sup>86</sup> See footnote 38.

<sup>87</sup> These restrictions have been agreed with the University. See the proviso to Article 32.3 as regards Full Time Officers.

<sup>88</sup> See footnote 39.

- 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<sup>89</sup> to be returned in a Statutory Annual Election<sup>90</sup> 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.<sup>91</sup>
- 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:
- (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.

<sup>89</sup> See Paragraph 3 of Schedule One.

<sup>90</sup> A Statutory Annual Election is one of the elections in Statutory Annual Elections: see Regulation 12.1.

<sup>91</sup> 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.

## **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.<sup>92</sup>
- 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.<sup>93</sup>
- 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,<sup>94</sup> 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**

- 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<sup>95</sup> 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.

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<sup>92</sup> There is no Re-Open Nominations option in a Direct Election for the office of Student Trustee or Delegate.

<sup>93</sup> There are separate counts for each Statutory Annual Election and By-election: Regulation 12.3.

<sup>94</sup> Junior Tribunal may **instruct** the Elections Committee to extend the period for counting votes: Paragraph 37 of Schedule Two.

<sup>95</sup> 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.

- 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<sup>96</sup> 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.
- 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**

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<sup>96</sup> Person has an extended meaning here **and in Regulation 37.3: see Paragraph 4 of Schedule One.**

- 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.<sup>97</sup>

## **Vacancies**

### **39 Filling of Vacancies**

- 39.1 Regulations 39.2 to 39.4 apply to the filling of a vacancy in the offices of

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<sup>97</sup> The full amount of a deposit may be ordered to be forfeited: **see Paragraph 39(e) of Schedule Two.**

- (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.<sup>98</sup>

39.2 Council must give notice of a vacancy to all Student Members as soon as it arises.<sup>99</sup>

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 4<sup>th</sup> Week of Trinity Term, the vacancy must be filled for the period until the By-election by an Election in Council,<sup>100</sup>
- (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.

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.<sup>101</sup>

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.

<sup>98</sup> 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.

<sup>99</sup> Where the vacancy is for a Full Time Officer (or Officer-elect), the notice triggers a By-election under Regulation 13.1.

<sup>100</sup> These Regulations do not provide for Elections in Council.

<sup>101</sup> 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.<sup>102</sup>

### 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.<sup>103</sup>
- 8 In addition, except where expressly stated otherwise or where the context otherwise requires,
- Agent ... means a person described in Regulation 15.1.

<sup>102</sup> This provision ensures that the definition of Supporter, and other provisions, cover organisations such as societies and clubs.

<sup>103</sup> This does not mean, for example, that Campaign (as defined in the Bye-Laws) has the same meaning as 'campaign' in these Regulations.

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 9<sup>th</sup> 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 6<sup>th</sup> 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.

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.<sup>104</sup>

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

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<sup>104</sup> Currently this is the national Conference of the National Union of Students.

- (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.<sup>105</sup>

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.

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.

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<sup>105</sup> Only a Candidate is actually liable under Schedule Two for the commission of an Election Offence.

## 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.<sup>106</sup>
  
- 2 A Candidate is responsible for the actions<sup>107</sup> 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,<sup>108</sup>
  - (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,<sup>109</sup>
  - (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,<sup>110</sup>
  - (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;<sup>111</sup>
  
- 4 For the purpose of Paragraphs 1 and 3, the period during a Direct Election
  - (a) begins with the giving of notice under Regulation 14.1, or such earlier time as the Returning Officer may specify under Paragraph 23, or Junior Tribunal under the same Paragraph (as set out in Schedule **Three**), and
  - (b) ends with the last declaration<sup>112</sup> under Regulation 38.1 or 38.2(b).

<sup>106</sup> The phrase 'fairly and properly conducted' comes from the Education Act 1994.

<sup>107</sup> This will include a failure to act.

<sup>108</sup> Statute XI concerns University Discipline: see section 2(1)(m).

<sup>109</sup> This is usually referred to as cross-slating.

<sup>110</sup> Delivery of receipts and other information in connection with Election Expenditure.

<sup>111</sup> Ban on using excluded mailing lists, **including any declared excluded by the Returning Officer.**

## Election 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 (c)) or (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.<sup>113</sup>

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).<sup>114</sup>

## Part Two : Election Complaints<sup>115</sup>

### Primary Responsibility

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.<sup>116</sup>

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).

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<sup>112</sup> There may be up to 26 declarations at Statutory Annual Elections: see footnote 21.

<sup>113</sup> 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.

<sup>114</sup> There are two types of Ruling: see Regulation 7.1.

<sup>115</sup> 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.

<sup>116</sup> The phrase 'promptly and fairly' comes from the Education Act 1994.

## 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.<sup>117</sup>

## 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,<sup>118</sup>
- (b) include the Complainant's full name and College,
- (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).

<sup>117</sup> 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.

<sup>118</sup> A Complainant may need, for example, to quote a foreign language text.

(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<sup>119</sup>

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.

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.<sup>120</sup>

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.<sup>121</sup>

20 The Returning Officer must provide the following to a person<sup>122</sup> 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.

<sup>119</sup> Senior Tribunal is a further tribunal which considers election complaints: see footnote 18 and Appendix One.

<sup>120</sup> 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.

<sup>121</sup> Consideration of mediation is required by Bye-Law 9.2(b).

<sup>122</sup> Person has an extended meaning here and in Paragraphs 21 and 28: see Paragraph 4 of Schedule One.

- 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 **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.<sup>123</sup>
- 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).<sup>124</sup>
- 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 period during a Direct Election begins for the purpose of Paragraphs 1 and 3.<sup>125</sup> 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.<sup>126</sup>
- 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.

<sup>123</sup> 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**.

<sup>124</sup> The Vice-President will give advice about referring the matter to the Proctors.

<sup>125</sup> The effect of a decision under this Paragraph is, effectively, to backdate the beginning of the period described as 'During a Direct Election'.

<sup>126</sup> See Regulation 16.2.

- 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,<sup>127</sup> and
  - (g) any remedy ordered under Paragraphs 39 and 40.

- 28 The Returning Officer must send the decision made under Paragraph 26 to
- (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.<sup>128</sup>

#### Further provisions : Returning Officer

- 29 The Returning Officer must make a decision under Paragraph 26 within
- (a) 24 hours of the Complaint being made under Paragraph 13, or
  - (b) 6 hours of representations being made under Paragraph 21, 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.<sup>129</sup>
- 31 The following provide for the Returning Officer to refer a Complaint to Junior Tribunal. The Returning Officer
- (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
  - (b) may so refer where he or she considers that a Complaint discloses one or more allegations which, if well-founded,
    - (i) have affected,
    - (ii) might affect, or
    - (iii) might have affected,<sup>130</sup>

<sup>127</sup> The Returning Officer may refer to relevant Rulings or decisions etc considered under Paragraph 18.

<sup>128</sup> A decision may, for example, be redacted (edited) to remove confidential information.

<sup>129</sup> 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.

<sup>130</sup> Paragraph 31(b)(iii) covers an attempt to affect which, if successful, would have succeeded.

the outcome of a Statutory Annual Election or By-election.

**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:
- (a) the Complainant (or, where the Complainant is a Candidate, the Agent representing him or her under Paragraph 15), and
  - (b) any person against whom an allegation is made in a Complaint.<sup>131</sup>
- 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.<sup>132</sup>
- 34 An appeal to Junior Tribunal is by way of review.<sup>133</sup> 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.<sup>134</sup>

<sup>131</sup> Person has an extended meaning here **and in Paragraph 33: see Paragraph 4 of Schedule One**

<sup>132</sup> Appeal papers will be submitted to the OUSU office, for forwarding to Junior Tribunal.

<sup>133</sup> 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**.

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.<sup>135</sup>

### Remedies<sup>136</sup>

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.<sup>137</sup>

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, **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),

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<sup>134</sup> Nomination Pack guidance will cover the University's role (including that of Senior Tribunal) in dealing further with a Complaint: **see also Appendix One**.

<sup>135</sup> See Regulation 35.3. **Only Junior Tribunal may instruct the Elections Committee.**

<sup>136</sup> Bye-Law 9.2(d), reflecting the Education Act 1994, requires these Regulations to provide for an effective remedy where a complaint is upheld.

<sup>137</sup> 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,<sup>138</sup>
- (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.

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<sup>138</sup> 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<sup>139</sup>

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.
- 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).

<sup>139</sup> 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.

- 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,
- or
- (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<sup>140</sup> 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.
- 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.

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<sup>140</sup> MT 2011 C5f) and 5i).