Summary of JCR Election Procedures and Rules

# Introduction

Throughout the whole year, there are many elections which are opened for JCR members to run for. Most positions are voted in using an online voting system and uses Single Transferable Voting method. This Summary provides a summary and guideline for all who are interested in running positions. This deals with the procedures and rules for nominations, elections and voting.

Note that some positions require screening and/or interviews. This include President, Vice-President, Treasurer, Sabbatical Bar Steward, Senior Freshers’ Representative and Buttery Chair. Some other positions are appointed, rather than elected. This include Freshers’ Representatives, Assistant DUCK Representative, DUCK Treasurer and members of Technical Committee.

For a summary of the responsibilities of the elected positions, please consult the JCR Chair, the relevant Committee Chairs or the current position holder.

Please consult the JCR Chair should you require more information with regards to elections.

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JCR Chair 2014-15

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# Disclaimer

This summary is produced by the JCR Chair and should be interpreted as a guideline only. This summary is not exhaustive nor binding, and cannot be used in conjunction, or as a replacement with the relevant JCR Governing Documents.

# Before the Elections

Before the elections open, the JCR Chair will send out an email with details of the elections. An overview of the Election Schedules is attached below to provide a vague timeframe for all elections.

All potential candidates are advised to consult the JCR Chair or the current position holder to understand what the position entails. There is also a separate Summary of Responsibilities of Elected Positions document which is available on the JCR website.

# The Process

* The JCR Chair sends out an email to the JCR informing any upcoming elections
* Nominations open for usually 1 week
* Depending on the Tier, husting and/or canvassing will last for about 1 week
* Voting opens for usually 4 days
* Results will be announced after voting closes

# Schedule of Elections

Notice this is a tentative schedule. Exact dates for opening nominations and voting are determined by the JCR Chair.

* Michaelmas Term
	+ Committee Representatives and Student Trustees
	+ JCR Chair and Treasurer
* Epiphany Term
	+ All Tier 1 Exec positions
	(these are conducted in three rounds as scheduled below)
		- President, Welfare Officers, Sabbatical Bar Steward
		- Social Chair, Services Officer, Vice-President
		- Outreach Officer, Secretary, Durham Students Union (DSU) Representative
	+ Most Tier 2 positions
	+ Junior Sports and Fitness Representatives (Tier 3)
* Summer Term
	+ All remaining Tier 2 positions

# Nominations

Everyone who are standing for an election are required to fill in a Nomination Form, which can be obtained from the JCR Chair or from the JCR website. A hard-copy of the completed nomination form, signed by the candidate, proposer and seconder must be submitted to the Chair no later than midnight of the date specified.

Proposers and Seconders may be any members of the JCR with the exception of:

* the current position holder
* any candidate standing for the same position
* any member of the Steering Committee
* member or elect-member of the Exec or the Chair
* any person who has nominated (proposed *or* seconded) someone else in the same election

Nominations submitted after the deadline will not be accepted.

# Manifesto and Letter to the JCR

A soft-copy of the 150-word manifesto with a suitable photo attached must be submitted to the JCR Chair by email along with the nomination form. Manifestos exceeding the word-limit will be formatted at the discretion by the JCR Chair.

All candidates running for Tier 1 elections are also required to submit a 450-word letter to the JCR.

Note that the name, photo, manifesto and letter submitted will be circulated to the JCR by email and are displayed in the JCR notice board from the closing of nominations to the closing of voting period.

## Campaigning, Canvassing and Hustings

There are different rules with regards to campaigning, canvassing and hustings, depending on the Tier of the individual positions.

* For Tier 3 elections, there will be **no** campaigning, canvassing and hustings.
* For Tier 2 elections, candidates will be allowed to hust only.
* For Tier 1 elections, candidates will be allowed to canvass, hust and online campaign.

More information and rules with regards to campaigning, canvassing and hustings are detailed below.

Violation of any of these rules will be investigated by the JCR Chair in conjunction with the Steering Committee. Offenders may be ejected from the election, depending on the severity.

## Hustings

Hustings are a short speech prepared by the candidate followed by questions from the floor, presided by the JCR Chair. Hustings take place either before Formals or before a JCR meeting at the discretion by the JCR Chair.

Candidates who are unable to attend hustings should submit a short speech to the JCR Chair, who will read out the speech on behalf of the candidates.

Hustings might be filmed and/or recorded and uploaded to the JCR Elections page.

## Campaigning and Canvassing

Note that Canvassing are allowed for Tier 1 elections only. Only door-to-door canvassing is permitted, however all voters have the right to refuse to be canvassed. The canvassing period starts from 10 am on the day after nomination closes, and ends at 9pm on the day before hustings.

The following are **prohibited**:

* Poster campaigns
* Distribution of all forms of election material without prior approval from the JCR Chair
* **All** forms of campaigning (including campaigning on the JCR Elections page)
before 10 am or after 9 pm, unless prior arrangement exists with the individual voter
* Canvassing on behalf of a candidate (including canvassing on behalf of RON)
* Campaigning in the Dining Hall, except when hustings are being held in the Dining Hall

Electronic canvassing can only be made through the JCR Elections page on Facebook. Any other form of electronic campaigning is **not** allowed. Candidates can post or respond to posts on the JCR Elections page. All posts on the JCR Elections page must be relevant to the elections, whilst no defamatory and libellous posts are allowed.

However, **anyone** may publicise the JCR Elections page, voting method or timing in an impartial manner **at any time**.

Any enquiries with regards with canvassing should be directed to the JCR Chair for clarification.

# Voting

Voting are conducted under secret ballot and the Single Transferable Vote (STV) method, using the online system. The length of the voting period will be determined by the JCR Chair.

The JCR Chair, along with two members of the Steering Committee will act as Returning Officers in all elections. All candidates may permit representatives to observe counting.

Please refer to the separate Guideline to JCR Voting System document for more information about voting and the STV method.

# Results

After voting closes, results will be circulated by email by the JCR Chair at the earliest convenience. For Tier 1 or 2 positions, results will also be announced in the Bar at a specified time determined by the JCR Chair after voting closes.

# Withdrawing from an Election

After the nomination period closes, candidates wishing to stand down during before voting commences should submit a letter signed by the candidate and endorsed by the JCR Chair. This letter will be made public to the JCR at the candidate’s discretion.

It is generally not permitted to withdraw from an election after voting has commenced.

# Screening, Interviews and Appointment Procedures

For posts that require screening, interviews or appointed positions, please consult the JCR Chair or refer to the JCR Standing Order for further information.