Summary of JCR Election Procedures and Rules

# Introduction

Throughout the whole year, there are many elections for positions which JCR members can run for. Most positions are voted in using an online voting system and use the Single Transferable Vote method. This summary provides an overview 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 are appointed, rather than elected. These include, for example, Freshers’ Representatives 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 regard to elections.

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JCR Chair, 2022-23

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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. The official Job Descriptions are 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, hustings and/or canvassing will last for about 1 week
* Voting opens for usually 1 week
* 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.

**Current Set of Elections**

Nominations open: Monday 30th May

Nominations close: Sunday 5th June, 11.59pm

Hustings: Sunday 12th June, 6.00pm (Trevs Bar)

Tier 2 Positions

* Assistant Treasurer (Clubs and Societies)
* Assistant Treasurer (Buttery)
* LGBT+ Rep
* Disabilities Rep
* Working-Class Students’ Rep
* Gym Rep
* Art Rep
* Assistant Social Chair
* Environment Officer
* Charity Officer

# 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 copy of this must be emailed to the JCR Chair by the date and time 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 of 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 on the JCR notice board from the closing of nominations to the closing of voting period.

## Campaigning, Canvassing and Hustings

There are different rules with regard 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 and hust.

More information and rules with regard 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 before a JCR meeting.

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 Trevelyan College Facebook page.

Additional forms of hustings may be performed at the discretion of the Chair.

## Campaigning and Canvassing

Note that Canvassing is allowed for Tier 1 elections only. No door-to-door canvassing is permitted, and all voters have the right to refuse to be canvassed. Canvassing is allowed from the moment nominations close until voting closes.

The following are **prohibited**:

* Poster campaigns (although the JCR Chair will put up your poster on the website and various walls, alongside other candidates’ posters)
* Distribution of all forms of election material without prior approval from the JCR Chair
* **All** forms of campaigning 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

Any form of electronic campaigning is **not** allowed. Only the Chair and Publicity Officer may upload information regarding the candidates in an election onto Facebook. This may include, but is not limited to, information about who the candidates are, their manifestos and their main aims should they be elected.

However, **anyone** may publicise the JCR elections, 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 is 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 will act as Returning Officer 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.

# 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.

# Objections Procedure

All posts are subject to an objections process. Once nominations close, there will be a period of 4 days wherein members of the JCR may submit anonymous objections to the JCR Chair. Steering Committee and the Chair would meet to discuss the objection, and if they deem necessary, would ask the candidate to withdraw.