

# JMSU Student Group Elections

## Rules and Regulations

*Updated February 2025*

Welcome to the rules, regulations and guidance, aimed at informing and supporting sports club and society committee members and candidates before and during committee elections.

### COMMITTEE ELECTIONS TIMELINE

**DEADLINE FOR VOTING AND STANDING ELIGIBILITY** – Students must join a club or society by Wednesday 26<sup>th</sup> February to be eligible.

**NOMINATIONS OPEN** | Monday 3<sup>rd</sup> February 2025 at 5pm

**NOMINATIONS CLOSE** | Wednesday 26<sup>th</sup> February 2025 at 4pm

**VOTING OPENS** | Monday 10<sup>th</sup> March 2025 at 9am

**VOTING CLOSES** | Thursday 13<sup>th</sup> March 2025 at 4pm

**RESULTS** | Wednesday 19<sup>th</sup> March

**Elected committee members start at the end of the academic term (July).**

### Eligibility

\*An LJMU students with student status who is also a member of the sports club or society they wish to stand for a committee role in, before Wednesday 26<sup>th</sup> February 2025. Please note an Interested membership type is not classed as a Sport Club or Society member.

Students who are eligible to stand are outlined in the membership byelaw. If a student is unsure on whether they can stand, please email the [Elections Team](#) or check out the membership webpage - <https://www.jmsu.co.uk/about-us/membership>

If you have any concerns or questions, you are welcome to email the elections team or Opportunities & Development team for further clarity or support.

### Nominations

Nominations must be submitted with a photo and manifesto by Wednesday 26<sup>th</sup> February at 4pm.

If candidates have issues or challenges submitting their nomination, they must contact the elections team as soon as possible but before nominations have closed.

Candidates may stand for two roles within each committee. If successful in both positions, the Individual standing will be asked to choose their preferred position. The second position will then be offered to the individual who received the 2<sup>nd</sup> most votes.

Only active members are eligible to nominate for a role,

### Voting

1. The election of sports club and society committee members is by single transferrable vote (STV). Voters can re-open nominations by voting for R.O.N (Re-Open Nominations).
2. Candidates/students must ensure every student votes in secret and should not touch any electronic devices while campaigning/supporting with the process and must not touch electronic devices of voting students under any circumstances.
3. Candidates and Committee members must allow students to cast their ballot freely and must not communicate with the student in any way once they have begun to complete their ballot.
4. Every electronic device will be deemed a ballot box.

All student members\* of JMSU are eligible to vote in committee elections where they are a member (excluding associate members) by Wednesday 26th February 2025. Eligible students are outlined in the membership byelaw. If any votes have issues with voting, they need to contact the [elections team](#).

Voting is by secret ballot via any electronic device. Students will receive a fast-track voting link to their [LJMU email](#), this will take them directly to our voting website where they will be able to view all elections, they are eligible to vote in.

Students may need to opt-in to JMSU via their LJMU Account. Students need to contact [elections@ljmu.ac.uk](mailto:elections@ljmu.ac.uk) if they have issues voting.

For example, an LJMU student who is affiliated with Taylor Swift society and Rugby Union (Women) will see;

- Full time officer elections
- Taylor Swift Society committee elections
- Rugby Union (Women) committee elections.

Some students may find their fast-track email has gone to their junk folders, so if you come across any students who are having issues, you need to direct them to the [Elections Team](#).

Check out this video to understand more: [ATV Explained - YouTube](#)

JMSU uses the Single Transferrable Voting System in our elections. This means that voters can rank candidates in order of preference, rather than simply selecting one candidate. This also opens the opportunity to Re-Open Nomination if you do not wish to vote for any further candidates.

For more information about this method of voting in an election can be found [here](#).

**Voting opens 9am Monday 10th March and closes 4pm Thursday 13th March. With results announced WC 17<sup>th</sup> March 2025.**

Important to note:

- Voters do not need to vote for all committee positions, but we would recommend that you do to ensure the elections meet quoracy.
- Voters must be free to cast their ballot in secret.
- Every electronic device will be considered a ballot station.

## VOTING QUORUM

Quorum requires a minimum number of voters within a sport club or society for the results to be valid.

Quorum is based on the number of members that a sports club or society has when nominations close.

- a. 0 – 50 Members = 50%
- b. 50-100 Members = 40%
- c. 100+ Members = 30%

For clarity, if a student group has 40 members, then at least 20 members (50% of the membership) must participate in the online election for it to be valid.

Quorum number will be sent to the Committee before Voting is open.

The student group membership is frozen when nominations close.

In some cases, the DRO may allow for valid results where quorum hasn't been met following conversations with the Opportunities & Development Team and the Club Captain or Society President.

## GUIDING PRINCIPLES, RULES, & REGULATIONS

### Candidate Conduct

We believe that all candidates are expected to conduct themselves in a way that is both fair and reasonable, and to engage in a positive campaigning experience that help students to vote.

We use a set of guiding principles alongside the rules and regulation to ensure that a free, fair, and transparent election takes place.

The running of the election is overseen by a Deputy Returning Officer (DRO), as outlined in the Activities Policy. The DRO, will lead the planning and running of the election and the elections committee. It is also the role of the DRO to investigate any complaints and adjudicate on them.

An external Returning Officer, independent of JMSU, is appointed by the National Union of Students (NUS). They review our guiding principles, rules, and regulation and offer advice and guidance on the process of our elections. They will also adjudicate any appeals submitted.

If you are working as a team with other candidates with the aim of being elected together, a complaint against any member of the team, will be considered a complaint against the whole team.

If you have any questions, you can contact the elections team by [email](#).

If you would like to see what our constitution and byelaw says about the elections, then please visit our policy section on the JMSU website that you can access [here](#).

Please remember that all activity through the elections period must also adhere to the LJMU Student code of conduct and relevant policies, and the Law.

### Guiding Principles

- a. Candidates must treat other candidates, students, members of the public, and LJMU/JMSU staff with respect. This includes engaging in healthy debate and not to campaign negatively about other candidates.
- b. Candidates' campaigns should be fully transparent and accountable to the union.
- c. Candidate must not do anything to gain an unfair advantage.
- d. Candidates must not undermine the fair and democratic running of the election.
- e. Candidate shall be responsible for the actions of their campaign teams.
- f. Candidate must not break any general union and university student codes of conduct; this includes the breaking of the law.
- g. If there is anything you are unsure of, JMSU strongly advises that you **ask before you act**.

## **Rules & Regulations**

### ***Conduct***

1. Candidates are ambassadors for both JMSU and LJMU. All candidates are expected to behave civilly and honestly. Any conduct or publicity that is deemed to break any policies or procedures at JMSU or LJMU will be treated seriously and may result in sanctions against the candidate.
2. You can find LJMU Policies [here](#) and JMSU Policies [here](#).
3. Candidate must take reasonable steps to ensure their campaign team's actions always comply with these guiding principles and rules. Candidates must be able to demonstrate this in the event of a complaint against them.
4. Candidates running as a team of candidates, must ensure every member of the team complies with these rules. In the event of a complaint against one candidate in the team, the consequences could impact the whole team.
5. Candidates and their campaign team may only use mailing lists where lawful to do so, this includes email lists. Under GDPR this means you require the consent of members on the list to use their details.

### ***Candidate Endorsement***

1. Candidates are not allowed to be endorsed by an external company or promoted via a commercial company.

### ***Campaigning & Promotional Material***

1. Candidates are expected to campaign within their committee groups and sports club or society are expected to hold an AGM to help candidates campaign.
2. There is no campaigning allowed inside any library spaces, study spaces not specified above, teaching spaces, accommodation, or any space off LJMU campus. This includes bars and venues in the city, and student group Wednesday venues that are not on LJMU campus.
3. Current, past, or re-running candidates in the election must not use any channels or email chains that are accessible to them in their role with JMSU for the purposes of campaigning.

## AGM ELECTIONS GUIDANCE

We recommend holding the AGM during voting week to give prospective committee candidates a platform to present their case and engage with members through questions.

Sport Club Captain/Society President is the chair of the AGM. However, if at the candidate speeches they are re-running for a committee position then another committee member not running should run this agenda item. Candidates must not actively oppose any other candidates in the meeting.

AGM must meet quorum as outlined above.

AGM provides an opportunity for prospective committee candidates to make a case for why members should vote for them and ask questions.

The AGM is an opportunity for candidates to present their case for election, outlining their goals and plans if successful. Members will also have the chance to ask candidates questions.

To ensure fairness, all candidates must be given equal time for speeches and Q&A. This process should be managed transparently and in a way that fosters a supportive environment for everyone. All candidates should have between 2-3 minutes to speak to the members and campaign for votes. Candidates may also submit their manifesto and a 2–3-minute video if they are unable to attend in person.

**Please note that elections will be conducted exclusively online through the JMSU Elections process and not during the AGM. AGM is also not a platform to re-run an election unless this has been pre-agreed by the DRO.**

## COMPLAINTS & APPEALS

While complaints are rare, we do know that sometimes things go wrong. In this section the JMSU elections complaints process will be outlined.

Any full member of JMSU can submit a complaint. Complaints are made against candidates and/or their student groups based on the belief that there has been a breach of the JMSU election guiding principle, rules, and regulations (See page 8).

If you have any concerns regarding campaigning during the election, you should speak with the Opportunities & Development team as soon as possible who will review primary evidence statements from impacted students.

### Grumbles

Candidates and full members can contact the elections team to express concerns or grumbles regarding candidates or student groups and the team will work to resolve or provide clarity.

Complaints must be submitted formally via the complaints form as stated below.

If you are a candidate in the election, you are responsible for your campaign team. This means, if a complaint is submitted against a member of your campaign team, the outcome will affect the candidate.

### Submission of a Complaint

Use the online [complaints form](#), you will be asked a range of questions on the complaint you would like to submit. You will also be asked to submit an impact statement.

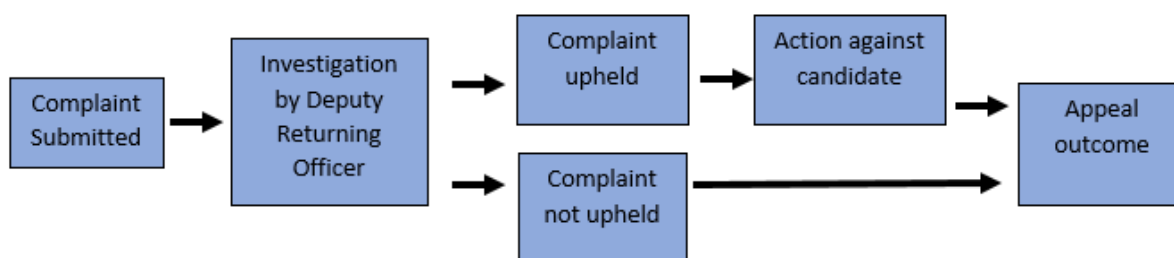
Complaints must be made within 24 hours of voting closing.

The complaint will be reviewed by the DRO, who will contact you.

We aim to resolve complaints as quickly as possible, but in some cases a full investigation needs to take place which may include referral to a more relevant complaints process within JMSU, LJMU, or an external body such as the police.

If a complaint is escalated to an alternative body, the initial investigation will be put on hold until a resolution has been reached and communicated with the deputy returning officer.

Complaints deadline is 4 hours before the close of the polls unless the complaint relates to the vote count.



Once you receive the outcome of the complaint, and you believe that there has been a material irregularity in the complaints process or the outcome is unreasonable in all respects, you can submit an appeal to the Returning Officer (for JMSU this is an external appointed by NUS).

### Potential Outcomes of a Complaint

If a complaint is upheld potential outcomes may include:

- An informal warning – verbally or in writing.
- A formal warning, which may or may not be made public to the electorate.
- A ban on campaigning, for a defined period.
- Total disqualification from the election.

The Opportunities and development team reserves the right to consider complaints as vexatious and may take disciplinary action.

### Appeals Procedure for JMSU Elections

You can appeal the outcome of a complaint on one of the following grounds:

- You believe there has been a material irregularity in the handling of the complaint.

- You believe the outcome is unreasonable in all circumstances. Not available to third party complainants.
- You have new evidence, which you were unable (for valid reasons authorised by RO) to provide at the complaint investigation.

An appeal does not reopen or reinvestigate the complaint.

- Your appeal will be responded to by the Returning Officer (for JMSU this is an external appointed by NUS).
- You will need to write an appeal statement including the ground for your appeal, supported by any evidence you have. The appeal statement will then need to be emailed to [Elections Inbox](#) where it will then be reviewed by the Returning Officer.
- If the appeal is upheld, then the Returning Officer will make recommendations on how the situation can be resolved.

The Returning Officers decision is final and cannot be appealed.

