



Elections

1. Scope

This law shall be read in conjunction with the most up-to-date election rules. Where there is any discrepancy, the current, most up-to-date election rules take precedence. The regulations in this law apply to the following elected positions:

1. Executive Officers
2. Association Representative Officers
3. School Presidents
4. Language Convenors
5. Postgraduate Representatives
6. Class Representatives

2. General

The Students' Association will elect its Executive Officers, Representative Officers, School Presidents, Language Convenors, Postgraduate Representatives and Class Representatives by election.

The following positions shall be elected by a cross-campus ballot for all Ordinary Members:

1. Executive Officers
2. Association Representative Officers

The following positions shall be elected by restricted ballot:

PGT President – by matriculated PGT students;

1. PGR President – by matriculated PGR students;
2. Faculty Presidents – by students enrolled within the relevant Faculty;
3. School Presidents and Language Convenors – by students enrolled within the relevant School; and
4. Class Representatives – by students enrolled within the relevant Schools and Modules

3. Notice of Election

The Students' Association will publish details of any elections it intends to hold with at least seven (7) clear days before the opening of nominations.

4. Eligibility

Only Ordinary Members of the Association shall be eligible as candidates. Candidates must be a matriculated student at the time of nominations opening.

For Executive Officer positions, candidates must be eligible to be a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005.



For Association Representative Officer positions, candidates must be fully matriculated for students for the upcoming term of office.

For Faculty President, School President, and Language Convenor positions, candidates must be members of the relevant Faculty, School, or Department.

Students are considered a member of a School or Department if they take modules in that School or Department in the current academic year.

Students are considered a member of a Faculty if their degree is within that Faculty under the SA structure.

Candidates must be Honours students or entering Honours within the relevant Faculty, School, or Department.

For Postgraduate Representative positions, candidates must be postgraduate students.

For Class Representative positions, candidates must be enrolled within the relevant Schools and Modules

No person is eligible to be a candidate if they:

1. Have been disqualified from any previous Association election.
2. Are deemed unfit to serve by a Basic Disclosure Scotland background check.

No person shall stand for election for more than one position in the same election.

No person may hold any paid full-time or part-time executive office for more than two years in total.

No person may hold any single elected association representative officer role for more than two consecutive years.

5. Nominations

Candidates shall self-nominate for any election online.

Candidates may withdraw their nomination by writing to SAElect@st-andrews.ac.uk any time before 5pm the day preceding voting opening.

If a candidate withdraws their nomination during the voting period, any votes they have accumulated will be redistributed per the single transferable voting



system. If there are no votes to redistribute, the votes will be removed from the election in which the candidate was running.

All nominations for all elections will be submitted via the online voting system hosted by the University. If a student requires assistance in completing a nomination form, this will be offered as long as the deadline for nominations has not passed. Nominations will not be accepted after the deadline has passed.

6. Voting

Voting will be done through the online voting system hosted by the University.

Unless otherwise stated in the notice of elections, all voting will be conducted according to the Single Transferable Voting system.

Each eligible voter shall have a single vote for every election they are eligible to vote in.

The count shall be overseen by the Returning Officer or their nominee.

All results will be published on the Students' Association website.

If a student requires assistance with voting, it will be offered as long as voting is still open.

7. Returning Officer

The Students' Association shall appoint a Returning Officer (RO).

The Returning Officer shall have no affiliation with the University of St Andrews.

The Deputy Returning Officer (DRO) shall be the CEO of the Students' Association.

The Returning Officer shall have overall responsibility for the administration and conduct of the elections and shall have sole responsibility for the interpretation of this law and the rules of the elections.

The Returning Officer and the Deputy Returning Officer shall be supported in the administration of the election by the Elections Team which will consist of the Head of Student Engagement and members of the Student Engagement Team.

8. Complaints and Discipline

All complaints regarding the conduct of elections must be made by following the complaints process outlined in the election rules.



The decisions of the Deputy Returning Officer can be appealed to the Returning Officer.

The Returning Officer has the power to:

1. Issue warnings, disqualify, or suspend candidates;
2. Halt all or part of the election; and
3. Take any other reasonable action they see fit, including referring the matter to an appropriate disciplinary body within the Association or the University.

9. Investigations of Election Rule Breaches:

The Deputy Returning Officer or Returning Officer shall investigate breaches of the rules, as set out in the Election Rules.

A candidate subject to an investigation shall be notified in writing of the breach of the Election Rules and given the opportunity to respond.

Where a breach of the election rules results in disqualification, the candidate's response period will be no more than five working days unless exceptional circumstances require otherwise.

The findings and subsequent outcomes of the investigation are subject to appeal in accordance with the Election Rules.

The decision of the Returning Officer is final.

Where a complaint concerns the Returning Officer, the matter shall be referred to the Students' Association Board.

10. Campaigning

All campaigning must be in accordance with the rules published by the Deputy Returning Officer and the Elections Team.

11. Neutrality

All permanent and casual Students' Association employees and volunteers must remain neutral throughout the Election period whilst performing their duties.

12. Vacancies of elected association representatives

A vacancy arises if:

1. A member vacates their office.
2. Insufficient nominations are received in the previous relevant election.



3. Re-open nomination (RON) is the successful candidate in the previous relevant election.

In the event of Executive Officer vacancy, the Board of the Students' Association GNS Subcommittee shall determine whether to:

1. Leave the position vacant until the next scheduled election.
2. Fill the position via an extraordinary by-election.
3. In the event such vacancy arises before the beginning of the second semester, it is expected that the position be filled at the earliest opportunity via by-election, except in exceptional circumstances.

In the event of an Association representative vacancy:

1. The elected role can be co-opted within the specific Forum (Education, Opportunities, or Wellbeing and Community).
2. A 'mini manifesto' or expression of interest consisting of no more than 200 words detailing the reason for co-option shall be submitted to the Chair of the specific Forum no later than two weeks before the upcoming forum meeting.
3. Only ordinary members of the Union in attendance at the Forum may be eligible to vote on the co-option.
4. The Forum Chair shall reserve the right to cast a vote in the case of a tie.
5. Votes are cast in a combination of hands raised in-person or hands raise electronically on Teams if the meeting is delivered in a hybrid format.
6. Votes will be counted and reviewed by the Association staff member supporting the Forum and the Chair of the Forum.
7. Once the individual is co-opted into the role, the individual will assume all responsibilities of the elected role.

In the event of a Class Representative vacancy (including Postgraduate Representatives), the Education Executive shall determine how to proceed. They can:

1. Leave the position vacant until the next scheduled election or;
2. Co-opt the position within the Education Forum or the relevant School in which the vacancy has arisen.

In the event of any other vacancy, the Association Exec shall determine how to proceed. They can:

1. Leave the position vacant until the next scheduled election.
2. Co-opt the position.
3. In the case of School Presidents and Language Convenors, a decision is made between the President of Education and Faculty Presidents.



4. In the case of Class Representatives, a decision is made between is the School President in a given School and the Faculty Presidents.
5. In the case of a Postgraduate Representative, a decision is made between the School President in a given school, alongside the Postgraduate Presidents.
6. In the event of multiple positions being co-opted at one meeting, successful candidates may not vote in subsequent co-options but are voting members thereafter.
7. Fill the position via an extraordinary by-election
8. In the event such vacancy arises before the beginning of second semester, it is expected that the position is filled at the earliest opportunity, except in exceptional circumstances.

13. Student Officers and Trustees

Elected student officers and student trustees shall not be involved in any decision making regarding the Elections in this section of the laws. Final responsibility for elections lies with the Students' Association Board.