



Class Representative Elections

Election Rules and Regulations

2018/19

1. General Information

These rules and regulations apply to the elections of Class Representatives and Postgraduate Representatives (referred to as Class Representatives throughout) for all Schools (unless otherwise stated) and are designed as a guidance on how to stand as a candidate and get involved.

These rules and regulations are subject to amendment at any time until voting ends at the decision of the SRC Education Team, which consists of the Director of Education, the Faculty Presidents, and the PG Academic Convener. All candidates will be informed of any alterations. New rules will come into effect immediately, unless otherwise stated.

2. Contacts

Position	Name	Email
Director of Education	Alice Foulis	doed
FP of Science and Medicine	Alisa Danilenko	scimedfp
FP of Arts and Divinity	Gianluca Giammei	artdivfp
PG Academic Convener	Ashley Clayton	pgconven
SP of Art History	Meredith Loper	arthistorypresident
SP of Biology	Roisin Gendall	biologypresident
SP of Chemistry	Ailsa Edward	chemistrypresident
SP of Classics	Rebecca Hachamovitch	classicspresident
SP of Computer Science	Martynas Noreika	compscipresident
SP of Divinity	Rachel Miller	divinitypresident
SP of Earth Sciences & Geology	Evan Margerum	earthscipresident
SP of Economics & Finance	Rachel Williams	economicspresident
SP of English	Jessica Armstrong	englishpresident
SP of Film Studies	Lyndsay Townsend	filmpresident
SP of Geography & SD	Rhiannon Potts	geographypresident
SP of History	Sahil Ali	historypresident
SP of IR	Kat Lawlor	irpresident
SP of Management	Philip Caraci	managementpresident
SP of Mathematics & Statistics	Kamilla Rekvenyi	mathspresident
SP of Medicine	Kay McGillvray	medicinepresident
SP of Modern Languages	Amy Bretherton	modlangpresident
SP of Philosophy	Sophia Rommel	philosophypresident
SP of Physics & Astronomy	Amy Suddards	physicspresident
SP of Psychology & Neuroscience	Winnie Li	psychpresident
SP of Social Anthropology	Rikke Nedergaard	socanthpresident



Class Representative Elections

Election Rules and Regulations

2018/19

3. Positions Elected

The outgoing and incoming School Presidents, or School of Modern Languages Conveners, together with the Directors of Teaching if appropriate and the Director of Education decide which and how many Class Representatives the Schools needs for the following year. All students will be able to log onto the elections portal and see for which position(s) they are eligible to run. It is the Schools President's duty to advertise which positions are available before nominations start.

Each School must have both undergraduate and postgraduate representatives. At the discretion of the School President, there can be representative positions for part-time, distance learning and mature students (although this year a new 'alternative pathway convenor' is being elected to cover all those students on alternative degree programmes, such as evening degrees or gateway programmes). Some Class Representatives might be required to represent students in other modules. Get in touch with your School President if you are unsure about whom you will represent.

The Class Representatives mandate lasts one year unless they decide to withdraw or are dismissed by the School President or by the Director of Education.

4. Nominations

4.1 Eligibility

Eligible candidates shall be matriculated students at the University of St Andrews in the module/course/year they will represent if elected. Individuals who are not fully matriculated during nomination week can be eligible to run if they self-certify via email to the Director of Education that their status will soon change into matriculated and inform of the reason(s) why they do not appear as matriculated.

Part-time students are eligible to stand in the elections. Students going to study abroad for one semester are eligible to stand, but they must clearly state this in their nominations statement, as voting students must be aware.

Candidates must understand what the role of a Class Representative involves and must read the role description available at <https://www.yourunion.net/voice/academicreps/classrepresentatives/>. If the role is not clear to them, they should email the Director of Education or the relevant School President.

4.2 Limitations

Individuals may not run for more than one Class Representative positions. Any additional nominations received after the first one will be manually deleted from the elections portal. If



Class Representative Elections

Election Rules and Regulations 2018/19

candidates change their mind before voting starts and wish to stand for a different position, they can ask the Director of Education to edit their nomination.

4.3 Timing

Nominations will open for all candidates at 9am on Monday the 17th of September. Nominations will close at 5pm on Friday the 21st of September. The Director of Education reserves the right to extend the nominations period and advertise this decision accordingly.

4.4 Process

All candidates must be self-nominated. Candidates log onto the elections portal, <https://elections.st-andrews.ac.uk/election/>, select the open Class Representatives elections and choose the position they wish to stand for. Candidates state their real name or the name by which they are known, submit a personal statement up to 250-words, in which they express why they wish to run and why students should vote for them, and a photo of their likeness. The statement and the photo should be suitable to the audience, non-offensive, and relevant to the purpose of the elections. Any photo or statement not considered suitable will be refused. The nominee will be contacted and required to provide a suitable photo or statement before the closing of nominations.

If the elections portal wrongly allows candidates to stand in positions that are not relevant to them (*e.g.* if they can see mature student roles but are not a mature student) they should not try to stand for these positions. They should raise this issue with the Director of Education. Any irrelevant candidacy will be rejected.

If the elections portal allows a candidate to stand in positions that are not relevant to them and no other relevant positions are available they should contact the Director of Education stating what course they are taking, and hence what positions they should be eligible to stand for.

4.5 Withdrawal

A candidate may withdraw from the race at any time by emailing the Director of Education. They can also withdraw from the role at any time after being elected by communicating this decision to their School President and the Director of Education.

5. Campaigning

Candidates may decide to campaign. No reimbursements will be given for campaigning material. If they wish to campaign, they can do so from the opening of nominations until the end of the voting period. Campaigning outwith this time is not allowed and may result in disqualification.



Class Representative Elections

Election Rules and Regulations

2018/19

Campaigners may not use offensive, threatening or insulting conduct, behaviour or words towards other campaigners, University or Students' Association staff, members of the town community, or anyone else. It is forbidden to interfere with, vandalise, damage or cover the election material of another candidate. Campaigning must not disrupt University life or interrupt lectures without the permission of the lecturer. No mass-emailing or online spamming will be tolerated. Campaigners may not act in a manner that the Director of Education considers prejudicial to the orderly conduct of the election. For any doubt or question about any aspect of campaign activities, candidates can get in touch with the Director of Education.

The Director of Education reserves the right to disqualify candidates whose campaigning activities are deemed inappropriate.

6. Voting and Results

6.1 Voting Method

Voting for all Schools except for all Representatives Physics & Astronomy will be conducted online. Each student shall have a single transferable vote for every relevant position (*i.e.* for Class Representative relevant to their module/course). In-class voting for the School of Physics & Astronomy shall be arranged and advertised by the relevant School President. All other voting will take place via the elections portal, <https://elections.st-andrews.ac.uk/election/>.

6.2 Timing

Online voting will open at 9am on Monday the 24th of September. Voting will close at 5pm on Tuesday the 25th of September. The results of the Class Representative elections will be made available on Wednesday the 26th of September.

6.2 Eligibility

Only fully matriculated students are eligible to vote. Those candidates whose nomination was added manually because they were not fully matriculated during nomination week can vote only if they have become fully matriculated by the end of the elections period.

If the elections portal allows students to vote for a category that is not relevant to them (*e.g.* if they can vote for mature student roles but are not a mature student). They must not cast their vote for those positions.

If the elections portal wrongly allows students to vote in a category that is not relevant to them and no other relevant category is available they should raise the issue immediately with the Director of Education, stating what course they are taking and what positions they should be able to vote for. If students cast their vote for a candidate in a category that is not relevant to them,



Class Representative Elections

Election Rules and Regulations

2018/19

the portal will not allow them to vote again and they will lose the opportunity to vote in the right category.

6.3 R.O.N.

All candidates shall be required to stand against R.O.N. (Re-Open Nominations) except in the case of co-options. If R.O.N. wins, then another in-class election will be organised and advertised by the School President as soon as may be conveniently arranged.

6.5 Vacant Positions

If there are no nomination for a particular position, or if none of the candidates receives votes, the position will remain vacant. The School President will the organise and advertise in-class elections.

6.6 Appeals

Candidates may challenge the result if they believe they were unfair by submitting an appeal, in writing to the Director of Education and the relevant School President no later than 72 hours after results are published.

7. Dismissal

If Class Representatives do not fulfil the responsibilities that the position entails, they can be dismissed by the School President or the Director of Education, who will organise new elections to by-elect or co-opt a new Class Representative. School Presidents shall first arrange a meeting with the Class Representative to discuss their deficiencies and agree on a probationary period. If dismissed by, outgoing Class Representatives can appeal this decision by emailing the Students' Association at union@.

8. General Provisions

The Director of Education may deal with any unforeseen situations or conduct not explicitly dealt with in these rules as they see fit.