Referenda Guidance Document

Petitions

1) Referenda Petitions must:
   i. state the motion that will be the subject
   ii. state the names of the Proposer and Seconder of the motion to be the subject
   iii. be submitted on forms approved by the President. Each form shall state the motion proposed to be the subject.

2) Signatures constituting the Referenda Petition must be accompanied by proof of full membership of the Union by the signatories. University Card numbers shall suffice for this purpose.

3) Failure to comply with any of the above requirements will constitute the Referenda Petition invalid.

Ideas

4) Elections Committee shall have the power to make minor changes to the wording of referenda for purposes of spelling, grammar, clarity or general accessibility. Such changes shall require approval by the Returning Officer.

Notification

5) The Returning Officer shall give notification of a poll that allows ample time for the following:
   i. objections
   ii. consideration of objections
   iii. the issuance of revised notification
   iv. the appointment of Referenda Co-Ordinating Committees
   v. time for Referendum Coordinating Committees to organise their campaigns
   vi. campaigning.

6) The Returning Officer shall give notification in a form, or forms, which allows the greatest possible number of members to view the notification.

7) Referenda Notification shall include:
   i. The subject and exact motion of the Referenda
ii. The time and place of meetings of Elections Committee at which objections to the notification may be lodged and considered

iii. The dates, times and location at which the poll is open.

Co-ordinating Committee

8) The Returning Officer shall set a date by which Full Members shall express their wish to support or oppose the Referendum Motion.

Presentation Meetings

9) Both Referendum Coordinating Committee Chairs shall attend or send written apologies to the Returning Officer for each and every Presentation Meeting.

10) At Presentation Meetings:

   i. the Chair shall be appointed by the Returning Officer

   ii. the Referendum Coordinating Committees shall be entitled to speak for an allotted time at the start of the meeting

   iii. the Referendum Coordinating Committees shall be entitled to reply to any question accepted by the Chair.

11) Elections Committee shall publicise the Presentation Meetings in a form, or forms, which allows the greatest possible number of members to view the publicity and in ample time before the Meetings to enable as high attendance at the Meetings as possible.

Appeals

12) An appeal against the validity of the poll, except by Elections Committee, shall be submitted to the Elections Committee by at least 50 persons entitled to vote. Such a submission must be made no later than three Students’ Union Days after the close of poll and must contain the reasons for the appeal. Elections Committee shall deliberate and make recommendations on such issues to the Select Committee for Electoral Disputes.

13) An appeal against the validity of the poll by Elections Committee shall be declared to the President. Such a declaration must be made no later than three Students’ Union Days after the close of poll and must contain the reasons for the appeal. This appeal will be discussed by the Select Committee for Electoral Disputes.