

## **Extract From GCCSA Schedules**

### **1. ELECTION REGULATIONS**

#### **1.1 Introduction**

- i. In addition to the Regulations, the Association shall be obligated to comply with;
- ii. The College rules, regulations and policies (including but not limited to IT, Health and Safety, bullying and harassment, etc.)
- iii. Association rules, regulations, and policies
- iv. The laws of Scotland

#### **1.2 Publicity about the election**

- i. The returning officer shall produce a list of candidates which shall be displayed on the student notice-boards, relevant social media and student intranet within twenty four working (24) hours of the close of nominations.
- ii. Candidates may produce publicity to a specification to be determined by the returning officer.
- iii. On receipt of a valid nomination form, the returning officer or a person appointed by him/her shall provide the candidate with election guidelines
- iv. The contents of the election guidelines shall be determined by the returning officer.

#### **1.3 Campaigning**

- i. Candidates may commence campaigning after the Candidates Meeting.
- ii. A 'question time' session for candidates for contested posts may be held, at a time and date to be determined by the returning officer. Any candidate absent from question time without giving a satisfactory explanation for absence to the returning officer shall be deemed to have withdrawn from the election. The length of speeches and responses by candidates to questions shall be determined by the returning officer who shall also appoint a chair.
- iii. There shall be no campaigning in the same area as any ballot area.
- iv. The returning officer shall publicise the location and arrangements of the question times and voting arrangements, together with a list of candidates and manifestos, five (5) college days before voting.
- v. Each candidate may receive small budget from the Association for canvassing materials and no other monies shall be spent on canvassing by the candidate. Finances shall be confirmed at the candidates' briefing

- vi. No form of offensive or derogatory campaigning shall be produced or used during the campaign by any candidate.
- vii. No form of freebies can be purchased or distributed.
- viii. The Returning Officer and college staff reserve the right to remove any election material which in their reasonable opinion is inappropriate.

#### **1.4 Voting procedures**

- i. The returning officer shall ensure that all members of the association have access to vote no matter their mode, place or time of study.
- ii. All members of the association shall be able to vote for the positions.
- iii. All members of the association may vote on verification of a current student reference.
- iv. Voting shall be online
- v. An e-voting system will be accessible through the student intranet. E-Voting documents shall bear the name of each candidate and the office being contested.

#### **1.5 Counting and declaring votes**

- i. The returning officer shall inform the candidates of the time and venue of the count. The candidate or their appointed representative may, if they so wish, attend the counting of the votes as observers only.
- ii. The returning officer may be assisted in the count by a number of individuals appointed by them. The count shall be conducted according alternative transferable voting.
- iii. Once the votes have been counted they should be kept for a period of one (1) month in case of appeals against the result.
- iv. Results of the elections shall be declared by the returning officer when the count for each post has been completed.
- v. A list of successful candidates will normally be posted on the GCCSA website, student intranet, relevant social media and student notice boards within two (2) college days of the declaration of results. The returning officer should send a copy of the result to the College Principal.

- vi. The results will become official forty eight (48) hours after they have been posted provided that no complaint has been lodged with the returning officer within the forty eight (48) hours period. In the event of a complaint being received by the returning officer the results shall be suspended until the complaint has been resolved.

## **1.6 Complaints**

- i. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the returning officer within forty eight (48) hours of such a complaint being lodged by any full member of the student association including the candidate.
- ii. Any complaint against the conduct or administration of the election should be received by the returning officer before the start of the count.
- iii. A challenge or complaint during or following the count, must only relate to the conduct of the count, and be lodged with the returning officer who shall resolve the complaint within forty eight (48) hours of it being lodged.
- iv. In determining a resolution to a complaint, the returning officer after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the returning officer on any complaint shall be final, subject only to a successful appeal to the nominated College Assistant Principal.

## **FAQ**

### **Lodging complaints**

Speak to your campus' deputy returning officer. If you wish to lodge a formal complaint you will be asked to complete a form which must include evidence on the regulation breached. If you are unhappy with the ruling given you may speak to them about the appeals procedure.

### **Laws and Regulations**

Throughout the election period you are still subject to the laws and regulations of the state, and of the college. Bullying and harassment of students or other candidates is

strictly prohibited and will be dealt with by the college. If this accusation is made the elections may be suspended

## **Campaigning**

Your behaviour, and that of your team, is your responsibility during the campaigning and voting period. It is your responsibility to ensure that you understand the regulations at each campus before you begin campaigning there. Keep in mind that different campus may have different regulations. In particular:

Postering: Speak to the campus' Deputy Returning Officer to find out the rules before you start putting up posters on their campus. They will also be able to give you ideas on where the best places to put up posters are.

Campaigning locations: Campaigning within the library or within learning areas during learning hours is prohibited on all campuses. Speak to the Deputy Returning Officer to check what other prohibitions might be in effect at the campus.

## **Fair and Democratic**

Under the 1994 Education Act the election of Association officials must be fair and democratic. This means that no candidate should have an unfair advantage over another. If you think you might be getting an unfair advantage you probably are, so check with your Deputy Returning Officer before you do anything.