

University of East Anglia Students' Union Referendum rules

Introduction

1. A referendum is an all-student vote on a single issue.
2. A referendum must be asked a single question with only two responses: yes and no.
3. The format of the question shall be set out by the DRO in consultation with the proposer of the referendum.
4. A decision made by a referendum shall be binding unless in the view of the Board it would breach the Union's charitable and legal obligations, impede the proper discharge of the Union's responsibilities to its members, or contravene the Union's Articles of Association.
5. A referendum may not be called on any issues which is unlawful or breaches UEA SU's code of conduct and associated policies.
6. A single issue may only be referred to referenda once per academic year.
7. The Deputy Returning Officer (DRO) shall be the primary overseer of the good conduct of elections in conjunction with the Returning Officer (RO). They shall be appointed in accordance with the Bye-Laws.

Calling a Referendum

8. A referendum shall be held to debate any issue by: A. a secure petition signed by at least 1% of student members. B. a resolution of the Trustees. C. A majority of Student Members voting at an Annual Student Meeting. D. A majority of members voting at the UEA 50.
9. A secure petition shall be provided through a platform determined by the DRO.
10. A Vote of No Confidence in a sabbatical officer through a referenda can be held through obtaining 3% of the Ordinary Students' signatures through a

secure platform or a 2/3 majority of a quorate meeting of the UEA 50. Other routes for removing sabbatical officers can be found here: xxxxx

11. A referendum may overturn the decisions of previous referenda except in the case of a Vote of No Confidence.

Voting thresholds

12. 5% of the student members must vote in order for a referendum (including a vote of no confidence) to be valid.
13. A vote shall be carried by a simple majority.

Conduct

14. Each side of the debate will be allocated an official campaign team who will nominate themselves through a secure form provided by the UEA SU voice team.
15. Each campaign team will nominate a lead representative who will be responsible for the conduct of their campaign. This will be confirmed by the DRO.
16. Each campaign will ensure that the election is conducted in a **free and fair** manner. Voting **must** be carried out confidentially. It is expected that each campaign team will not interfere with the resources, posters, displays, of each other.
17. Each campaign will be expected to always treat one another with courtesy and respect. A breach of the code of conduct should be reported through the usual channels [xxxx].
18. The lead representative will be expected to ensure the good conduct of their team. The actions of each campaign team member will be judged as an action of the whole team and can lead to disqualification.
19. At their absolute discretion the DRO may impose a warning, a temporary suspension of campaigning, or disqualification of a campaign, upon receiving a complaint about conduct.

20. A complaint should be made to the SU Voice Team within 24 hours of the alleged conduct taking place and prior to the close of voting.
21. An appeal of the DROs decision may be made to the RO within 12 hours of receiving their decision. An appeal must be made prior to the close of voting.
22. The DRO retains the right to void a referendum where conduct has systematically undermined the validity of the result particularly where it has impinged on students' rights to take part in a free and fair election.

Resources

23. Each campaign team shall have the opportunity to submit a 500 word statement setting out their case. This shall be displayed prominently on the UEA SU website.
24. UEA SU may provide resources to each student campaign as it deems appropriate. Usually, each campaign team will be provided with a small cash bursary through which to buy campaign materials.
25. There are no rules on how campaigns may wish to use their own resources, but they shall not receive donations, or in-kind donations, from an external organisation or person.

Timetable and Voting

26. Voting shall take place using UEA SU's web platform
27. There shall usually be a notice period for the referendum of at least 14 days. Notice shall be provided by an email to all students and/or through notification on the UEA SU website.
28. A referendum shall take place over at least three days and up to five days during term time. A referendum can begin no earlier than 08:00 on a Monday and finish no later than 14:00 on a Friday.
29. Variations to the notice and timetable may be made by the DRO where an issue requires an urgent answer.

Count

30. The count shall take place as soon as practicable following the close of voting.
31. The count shall be overseen by the DRO or RO
32. The option which receives the largest number of votes shall be declared the winner. The results shall be declared as soon as possible.
33. In the case of a tie the referendum question will be deemed to have not been approved.
34. The DRO or RO may request a recount at their discretion and may suspend counting to investigate any complaints.