



**University of St Andrews
Students' Association
Students' Representative Council
Student Services Council**

AGENDA

Monday, 15 September 2014 - Venue 1 - 7.00pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Reports of Sabbatical Officers**
 - 3.1. Report of the Association President
 - 3.2. Report of the Association Director of Services
 - 3.3. Report of the Association Director of Student Development & Activities
 - 3.4. Report of the Association Director of Representation
- 4. New General Joint Business**
- 5. Any Other Competent Business**
 - 5.1. Semester 1 Reports (DoRep)
 - 5.2. "That's Union" Campaign (Chair)
- 6. New General SRC Business**
 - 6.1. R. 14-4 – A Motion to Approve the Procedures and Rules of the 2014 Rectorial Elections
 - 6.2. R. 14-5 – A Motion to Urge the Royal and Ancient Golf Club of St Andrews to Admit Women
- 7. New General SSC Business**

R. 14-4

Motion to Approve the Procedures and Rules of the 2014 Rectorial Elections

THIS SRC NOTES:

1. Once every three years, matriculated students of the University of St Andrews directly elect a Rector who becomes the 'Ordinary President' of the University Court (the highest governing body of the University) and ensures that student voice is not overlooked in and out of University Court meetings.
2. The Rector appoints an assessor who becomes a full University Court and Students' Representative Council member.
3. The term of the current Rector, Alistair Moffat, finishes in autumn 2014.
4. The University Court and Academic Council approved the 2014 Rectorial Elections schedule, procedures and rules after consultation with the 2013-14 Students' Association sabbatical officers.

THIS SRC BELIEVES:

1. The Rector plays a vital role in St Andrews life.
2. Students will benefit most from having an active Rector who uses their democratic mandate to build a strong relation with the student body, hold regular surgeries, and act as a staunch student advocate.
3. All students should actively engage with the 2014 Rectorial Elections by approaching and nominating suitable candidates for the role of the Rector, taking part in debates and hustings for Rectorial candidates, and voting for their new Rector.

THIS SRC RESOLVES:

1. To note the attached "Rectorial Elections 2014: Schedule".
2. To approve the attached "Rectorial Elections 2014: Procedures & Rules".
3. To mandate the Director of Representation (Chair of the Student Election Committee) to advertise for vacancies on the Student Election Committee (2 School Presidents, 1 SRC member, 1 sub-Honours student, 1 Honours student) by the end of Week 1.
4. To mandate the Student Election Committee to widely advertise the 2014 Rectorial Election to the student body.

PROPOSED:

Ondrej Hajda

Director of Representation

SECONDED:

Pat Mathewson

Association President

Rectorial Elections 2014: Schedule

Nominations Open - Monday 27 October (09.00)

Nominations Close - Wednesday 29 October (17.00)

Formal Campaign Period - Friday 31 October to Friday 7 November 2014

Voting Period - Wednesday 5 November (noon) to Friday 7 November 2014 (17.00)

Date of Election Result - Friday 7 November 2014

More details can be found on the Students' Association website yourunion.net/rector.

Rectorial Elections 2014: Procedures & Rules

Procedures

1. The Rules of the Rectorial Election should be issued to the Students' Representative Council and posted on University noticeboards (including the web) no later than the September preceding a Rectorial Election.
2. The Senate Business Committee should nominate to Academic Council a panel to supervise the election process, as required by Ordinance. This should occur in May or June preceding a Rectorial Election, if possible. The same process should be used to identify a Returning Officer for the election.
3. Information regarding the role of the Rector should be prepared by the Court & Senate Office for appropriate dissemination to students and rectorial candidates. This information should include the fact that the Rector assumes office immediately upon election, as well as information about responsibilities as a charity trustee.
4. In addition to the above, the timeline for elections should be as near as possible to the following:
 - Announcement of an imminent Rectorial Election to all students: This should occur in the May preceding a Rectorial Election, if the vacancy can be anticipated. The announcement should include information about the role of the Rector, the conditions that candidates for Rector must meet, and the procedure to be used for making nominations.
 - Nomination forms should be available online from May preceding a Rectorial Election, if the vacancy can be anticipated.
 - Acceptance of nomination forms should occur during a three-day period, beginning approximately 10 days in advance of the beginning of voting. Such forms must be submitted to the person identified as the Returning Officer, who will also be responsible for checking the validity of the nominations.
 - The Returning Officer has authority to reject nominations of candidates that would be unable to sign their eligibility as a charity trustee or who would be unable to fulfil the requirements of the role. Nominated candidates will be required to declare their eligibility to serve as a trustee under OSCR guidelines.
 - A period of two days after the close of nominations is available for withdrawal of candidates, though subsequent withdrawal is permitted.
 - The beginning of the formal campaign period should begin after the two-day period following close of nominations.
 - On-line voting should begin one week after the close of nominations (normally on a Wednesday noon) and to end two days later (normally on Friday at 17.00).

- Announcement of the election results should be made on the evening on which voting closes by the Returning Officer.
5. Whilst in previous years an attempt was made to prevent campaigning in advance of the beginning of ‘formal campaigning’ (as identified above), it is proposed to have no such restriction in the future. Such restrictions posed difficulties in distinguishing between ‘familiarisation visits’ and ‘campaigning’. It also ran into problems in distinguishing between appropriate internet chatting about potential candidates and active campaigning.
 6. **Because the Students’ Association and the Athletic Union are representative of all students and in view of the role of the Students’ Association sabbatical officers in administering part of the election process (see below), no resources from these bodies may be used in the campaign for any candidate and no serving sabbatical officer may campaign in any way for any candidate.**
 7. Because the Rector presides at the University Court, and in some universities even staff are allowed to vote for the Rector, staff will be permitted publicly to discuss the merits of candidates and express views about these, but must not be part of any campaign team or publicity initiative on behalf of a candidate. Staff who are wardens or managers of buildings or lecture theatres should ensure that equal opportunities are available to (even if not taken up by) all candidates in any use that they offer of the buildings.
 8. There will be no attempt to limit the kinds of media that may be used in campaigning.
 9. There will be no attempt to prevent external endorsements of candidates.
 10. **A Student Election Committee, chaired by the Students’ Association Director of Representation and incorporating one other Students’ Association sabbatical officer, two student School Presidents (one from Arts/Divinity and one from Science/Medicine), one Sub-Honours student representative, one Honours student representative, and a member of the Students’ Representative Council, will be responsible for:**
 - **promoting interest in the Rectorial election and ensuring a fair election designed to secure a well-qualified candidate for the post;**
 - **dealing with minor allegations of infringements of election rules, particularly with respect to campaigning;**
 - **the monitoring and reimbursement of election expenses incurred by the campaign teams;**
 - **arranging hustings and ensuring all candidates are offered equal opportunities in such events.**

Rules

1. Any person can be nominated for Rector except:

- Matriculated students of the University
- Members of staff of the University
- Anyone ‘actively involved’ in any other Scottish Higher Education institution. A definition of ‘active involvement’ is appended (see Addendum 1 below)
- Anyone who is unable to meet the requirements for a charity trustee as determined by the Office of the Scottish Charity Regulator.

2. Nominations must be submitted on the prescribed form for nominations. They must be signed by a minimum of 20 fully-registered and matriculated students of the University. In addition, they must be signed by a proposer, who will be responsible for the running of the election campaign and will be the main contact for communications related to the election. The proposer must also be a fully-registered and currently matriculated student.

3. Students may only nominate one candidate. A student nomination of more than one candidate will be invalid.
- 4. No sabbatical officer of the Students' Association or Athletic Union is permitted to nominate or propose a candidate.**
5. Nomination forms must include the written consent of the candidate.
6. Nomination forms must be accompanied by (i) a photo of the candidate, (ii) a statement of up to 200 words summarising the candidate's career and explaining why students should vote for the candidate, and (iii) a signed form of eligibility as a charity trustee (such forms being available with nomination forms).
7. Nomination forms and accompanying materials should be delivered to the Court & Senate Office, College Gate, North Street within the period specified for receipt of nominations. Any nominations received after the closing date and time will not be accepted.
8. Nominations will be checked by the Returning Officer for validity and completeness. The Returning Officer will consult the Chief Legal Officer of the University regarding any nominations that appear to be invalid or incomplete at or after the close of nominations. Any nominations determined to be invalid or incomplete at or after the close of nominations will not be accepted. No exceptions or re-submissions after the close of nominations will be permitted.
9. By submitting a nomination, the candidate and his/her campaign team agree to abide by the Election Rules.
 10. By submitting a nomination, the candidate agrees to be bound by the protocol established by the University Court for the distinction of roles between the Rector and the Senior Governor.
 11. Candidates may withdraw their nominations at any time by submitting notification of withdrawal in writing to the Returning Officer via the Court & Senate Office.

Campaigns

12. All candidates must appoint a campaign manager and campaign team. The campaign manager will normally be the individual who is identified as the 'proposer' of the candidate's nomination. The candidate and campaign manager will be held responsible for all campaign activity.
13. Campaign managers must attend a compulsory meeting arranged by the Returning Officer at a time to be arranged after the close of nominations. This meeting will also include sabbatical officers of the Students' Association and will provide information about the proper conduct of campaigns.
14. As the elected representatives of all students and in view of their responsibilities in administering the election process, no sabbatical officers of the Students' Association or Athletic Union may participate in the campaign for any candidate.
15. Campaign teams are expected to run responsible campaigns, which respect the rights of other

candidates and others in the University and town communities.

- There will be no restrictions on the media that may be employed for publicity, but candidates and their campaign teams must be aware that there may be legal constraints on use of flyers and other forms of publicity. They alone will be responsible for any legal penalties.
- Candidates and their campaign teams are responsible for attention to health and safety considerations. They must not place themselves or others in jeopardy.
- Candidates and their campaign teams must not break the law or bring the University into disrepute.
- Candidates and their campaign teams must obtain permission from the warden, School Administrator or manager of any University building before posting or placing campaign materials in a University building. They also must obtain permission to campaign within a University building.

16.

- **No Students' Association or Athletic Union resources may be used to support a campaign.**
- All campaign materials (banner, posters, etc.) must be taken down within 48 hours of the close of voting.
- Up to £350 may be expended on each election campaign. This includes all publicity expenses. The University, acting through the Student Election Committee, will reimburse expenditure up to this limit to the account of one nominated individual per campaign team upon submission of valid receipts up to the close of voting. Campaign managers must keep all receipts and a detailed record of all expenses for submission to the Student Election Committee. Candidates and their campaign teams who spend more than £350 (excluding a candidate's personal travel and subsistence costs) may be disqualified.

17. No candidate is permitted to provide free or discounted alcoholic drinks for students in the course of the campaign.

18. Where polling booths are established during the voting process, campaigning is not permitted within 3 meters of the polling booths.

Voting

19. In the case of one candidate being validly nominated, no election shall take place and this candidate will be automatically appointed.

20. Voting will take place online and will be open for a prescribed period.

21. Voting will be open to matriculated, registered students of the University on the date that nominations close.

22. Voting will be by secret ballot using the Alternative Vote system.

- Each eligible voter will be allowed an alternative transferable vote and may indicate the order of preference in which (s)he wishes to place the candidates.
- At the end of the first count of votes, if a candidate has received 50% plus one of the total votes, then (s)he will be declared elected.

- If no candidate has an overall majority at the end of a count, then the candidate with the fewest votes shall be eliminated and each of his/her votes will be transferred to whichever candidate has been listed second in order of preference. These transferred votes shall each count as one full vote.
- This process shall be repeated until either one candidate has obtained 50% plus one of the total votes cast or there are only two candidates left who have not been eliminated, in which case the candidate of those two with the most votes shall be declared elected.
- In the case of an equality of votes for two or more candidates at any stage of the count, and where there are no candidates at that stage with fewer votes, then the candidate to be excluded shall be decided by the relative placings of the candidates at the most recent stage of the count at which their votes were unequal. If equal at all stages, then the Chancellor of the University (whom failing the Vice-Chancellor) will have the casting vote.
- In all cases where a vote is held, provision will be made for a vote for RON (Re-open nominations). If this should be the 'elected' choice of the students, then no Rector shall be declared elected and a new election will be held the following year in accordance with the timetable determined by Ordinance. 23. Proxy voting and postal voting are not permitted. Where required, provision will be made for voting by disabled students.

Rule Breaking

24. Campaign managers and their candidates will be held responsible for the conduct of their campaign and for any breaches of the rules.
25. **The Student Election Committee shall have the responsibility for dealing with minor allegations of infringements of election rules, particularly with respect to campaigning.**
- **This should take the form of working with teams to resolve problems rather than imposing penalties or punishments.**
 - **More serious infringements involving penalties must be escalated to the Returning Officer and Senate-appointed supervisory panel, as well as any allegations relating to the Students' Association sabbatical officers.**
 - **Dissatisfaction with the decisions of the Student Election Committee in dealing with minor infringements does not have an automatic right of appeal to the Senate-appointed supervisory panel. Concerns of this kind should be reported to the Returning Officer and escalation will be at the discretion of the Returning Officer.**
26. Serious breaches of the rules should be reported to the Returning Officer as soon as possible after the incident. The Returning Officer has discretion to refer any such case to the Senate-appointed supervisory panel for consideration and to take advice from the Chief Legal Officer. The Returning Officer may also refer the alleged infringement to the Student Election Committee as a potential 'minor breach'.
27. The Senate-appointed supervisory panel has full discretion in its response to alleged breaches of the rules. Depending upon the severity of the case, it may take actions which include but are not limited to written warnings, financial penalties or settlement of damages, vote fines and candidate disqualification. They may also declare an election null and void, in which case a new election will be initiated.
28. Any decision of the Senate-appointed supervisory panel is final. There is no further route of appeal.

ADDENDUM 1: Definition of 'Active Involvement' in another Scottish HEI

The University interprets 'active involvement' in another Scottish Higher Education Institution as follows:

- The prospective nominee holds a contract of employment at another Scottish HEI;
- The prospective nominee is a student (including evening or part-time student) at another Scottish HEI;
- The prospective nominee is a member of Court at another Scottish HEI;
- The prospective nominee is a member of a University Committee at another Scottish HEI (this includes management committees, School or Departmental committees, or Students' Association committees such as a Board of Governors). The following kinds of involvement do not fall within the definition of 'active involvement':
- The prospective nominee holds or is in recent possession of an honorary degree from another Scottish HEI;
- The prospective nominee is a parent or guardian of a student at another Scottish HEI;
- The prospective nominee holds a honorary appointment at another Scottish HEI (provided that said appointment does not involve regular or remunerated activities such as lecturing and teaching);
- The prospective nominee holds an Emeritus position at another Scottish HEI (provided that said appointment does not involve regular or remunerated activities such as lecturing and teaching).

R. 14-5

A Motion to Urge the Royal and Ancient Golf Club of St Andrews to Admit Women

THIS SRC NOTES:

1. That the Royal and Ancient Golf Club of St Andrews (R&A) currently employ a discriminatory men-only membership policy.
2. That the R&A will vote on a motion to admit women as members.
3. That the Feminist Society has written a letter calling on the R&A to vote in favor of admitting women.
4. That Principal Richardson has advocated for ending this discriminatory policy in the past.

THIS SRC BELIEVES:

1. That discrimination on the basis of gender is unacceptable and should be ended in all aspects of our society.
2. That the Students Association has a responsibility to speak out against discrimination in the St Andrews community.
3. That the R&A ought to open its membership to people of all genders.

THIS SRC RESOLVES:

1. To urge the R&A to vote to end its current discriminatory membership policy.

PROPOSED:

Walt Andrews

External Campaigns Officer

SECONDED:

Sarah Gimont

Accommodation Officer

Students' Association 2014-15 Schedule¹

Semester 1

- **Freshers' Week:** September 6th-September 14th (yourunion.net/freshers)
- **Students' Association Information Campaign:** September 21st – September 26th (That's Union)
- **Class Representatives Nominations:** September 15th-September 19th (yourunion.net/classreps)
- **Class Representatives Elections:** September 22nd-September 26th (yourunion.net/classreps)
- **Enterprise Week:** October 6th-October 12th
- **Sexual Health Awareness and Guidance Week:** October 13th-October 17th
- **Raisin Weekend:** October 19th-October 20th (yourunion.net/raisin)
- **Rectorial Nominations:** October 27th-October 29th (yourunion.net/rector)
- **Rectorial Elections:** October 31st-November 7th (yourunion.net/rector)

Semester 2

- **Refreshers' Week:** January 26th-February 1st
- **RAG Week:** February 2nd-February 8th
- **Students' Association AGM:** February 22nd
- **Students' Association Nominations:** February 23rd-February 27th (yourunion.net/elections)
- **Students' Association Elections:** February 28th-March 6th (yourunion.net/elections)
- **Green Week:** March 9th-March 13th
- **Graduation Ball:** June 27th

Diversity Dates (Equal Opportunities Committee)

- <http://www.st-andrews.ac.uk/hr/edi/observances/>

September 12th, 2014

Ondrej Hajda
Director of Representation

¹ Subject to change