

Run a Society Election

How to run free and fair elections for your societies committee

It is part of our obligation as a Students' Union to ensure that all of our societies are run democratically. As part of our rules as UCB Guild, all committee positions for societies have to be elected fairly and democratically, and every Full Member has to have the chance to stand should they wish to do so.

Only Full Members who have paid their membership fee to cover the period the election takes place (if a membership is required to be a member) are eligible to vote in society elections. No other form of member – such as if you have any honorary members, membership categories for non-full members or have anyone who isn't a UCB student involved – is allowed to vote in a society election. We will also take memberships off sale during the election period to stop someone joining just so they can vote.

Elections are conducted in accordance with the UCB Guild Constitution and Election Regulations, which detail the rules around campaigning, complaints, and other processes.

How do we select a 2024/25 society committee?

Society leaders must be selected democratically. This means that every member of your society must have had the opportunity to put themselves forward and the opportunity to select who leads the society in the year ahead. Society elections must be completed by 17th May 2024.

Currently, there are 2 ways that you can do this.

1. Hold an Election
2. Host an AGM

I want to hold a society election. How does that work?

Society elections are run via the Guild website and we do nearly all of the work for you! All you need to do is to encourage your society members to put themselves forward and encourage people to vote.

You must provide a minimum of 1 weeks-notice to your society members that the election is taking place. Nominations must be open for a minimum of 3 days, with a minimum of 3 days of voting.

If you would like to host an election for your society committee, please e-mail Hamza with the following information:

- Roles – Please provide us with the role titles and number of available positions.
- Dates – Please provide us with the dates that you would like nominations and voting to open and close.

I want to hold an Annual General Meeting. How does that work?

The Society members and UCB Guild should be given at least one-week notice of the AGM. The agenda of the meeting shall also include the following:

- Minutes of the last general meeting
- Matters arising from the minutes
- Report from the committee
- Proposal for amount of the membership fee for the next academic year
- Elections for the new committee
- Items for discussion

Quoracy (this is the number of people that must be present for decisions to be made) is at least 25% of Full members + 1.

If you would prefer to elect your society committee via AGM, please e-mail Hamza with the date of this meeting a minimum of 1 week in advance. We will organise for a member of the Guild to be present, if possible, to support with the election.

There is someone interested but they are not a member of the society.

As soon as an election or AGM is organised, your society memberships will be turned off and unavailable for purchase. Only current full members of the society will be eligible to run for the society leadership roles.