

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.

The deadline to hold your society election will be announced in April. The Student Activities Coordinator will be in touch. This year, elections will take place in person (or online) as part of your AGM.

How do we select a society committee?

Society leaders must be elected democratically. This means that every member of your society must have had the opportunity to put themselves forward and select who leads the society in the year ahead.

Currently, you would need to do the following.

1. Hold an election during an AGM

**I want to host an election through the Annual General Meeting (AGM).
How does that work?**

All recognised student group must hold an Annual General Meeting (AGMs)

The AGM shall be published on the Guild of Students website with at least 14 days' clear notice before the start of the meeting. The notice shall contain, at a minimum

- a. Date
- b. Timing
- c. Location
- d. Agenda
- e. Voting eligibility (Members only etc.)

Notices of the Guild's AGM shall also contain information about how members can submit policy.

AGMS may take place online. In these circumstances, the Chair shall make allowances for technical issues encountered by members, but has full discretion to progress the meeting, subject to quoracy.

Please note, all societies *must* be democratically elected via an AGM – unless excused by the Societies Activities Officer in accordance with the member meeting byelaws.

Failure to host an AGM and not having an elected committee by the deadline risks your society becoming dormant. This means the society will be open for adoption by any Guild student members for the next academic year.

Just so you know, we will send a separate email with the handover document. This document must be sent back to society.support@ucbguild.co.uk. This must be completed with the new

exec on the same date as the election deadline. If you do not send it by then, you will not be registered as a society for the next academic year.

If you have any questions, please don't hesitate to contact us on the email above.