

1.0 General

- 1.1 A Referendum is a ballot in which all student members of the Union are entitled to cast a vote in accordance with Article 15.
- 1.2 The Returning Officer as defined in Bye-Law 3: Elections have the full delegated responsibility to interpret and rule on complaints, issue sanctions as required and oversee the count.
 - 1.2.1 The Returning Officer may choose to appoint additional Deputy Returning Officers to act on their behalf for any Referendum.
- 1.3 The Chief Executive, or their nominee, is responsible for the day-to-day management of the Referendum.
- 1.4 The Union will normally ensure that there is an option to abstain in the vote.
 - 1.4.1 A resolution may only be passed in accordance with Article 15.2.
- 1.5 The outcome of the vote shall normally be released within one working day of the close of polls.
- 1.6 Additional Referendum rules, and information will be provided in the Campaigner Guidance.
 - 1.6.1 These rules are in addition to general Union policy, University rules and Codes of Conduct, as well as the law.

2.0 Calling a Referendum

- 2.1 The Referendum may be called in accordance with Article 15.1.
 - 2.1.1 The Union will provide guidance which must be followed on how to conduct a Secure Petition for the purpose of calling a Referendum. The Secure Petition must be presented to the Chair of the Board of Trustees.
 - 2.1.2 If a Sabbatical Officer is involved in calling a Referendum or has a conflict of interest they must not be involved in the administration or organisation of the vote.
 - 2.1.3 Any call for a Referendum must include the question to be put to students.
- 2.3 The Returning Officer, or their nominee, may make alterations to a proposed Referendum question for the purpose of making the question:
 - (a) Balanced and not tending towards one response; or
 - (b) Comply with the requirements of the Articles of Association, Bye-Laws and Union Policy.

3.0 Notice of Poll

- 3.1 The Deputy Returning Officer shall publish a Notice of Poll on the Union website no later than the two weeks before the vote is to be held.
- 3.2 The Notice of Poll shall at least include:
- (a) Details of the question, key dates, and arrangements for voting.
 - (b) The rules for the vote.
 - (c) Details of how to get involved in campaigning.

4.0 Campaigner Registration

- 4.1 The Union shall facilitate the creation of campaigns for and against the question.
- 4.2 Only student members may register to campaign in a Referendum. Information of how to register to campaign will be detailed in the Notice of Poll.
- 4.3 By registering to campaign, campaigners agree to be subject to the Union Articles of Association, Bye-Laws, Union Policy and values.
- 4.4 Each campaign shall appoint up to three Lead Campaigners who will complete the following on behalf of their side of the argument:
- (a) Organise campaigners.
 - (b) Complete tasks outlined on the Campaigner Resource Hub.
 - (c) Control the campaign budget.

5.0 Campaigner Briefing

- 5.1 A Campaigner Briefing will be held after the close of registration. At this meeting the Deputy Returning Officer or nominee, will explain the vote process and outline campaigning guidelines.
- 5.2 Campaigning, including distribution of printed and digital publicity officially begins once the Candidate Briefings has taken place.

6.0 Campaigning

- 6.1 All campaigning materials must meet the requirements detailed in the Campaigner Guidance. If materials do not meet the requirements, then they may be removed, and sanctions may be applied at the discretion of the Deputy Returning Officer.
- 6.2 Union computers, premises or resources may not be used to produce, store, or assist in the production of any campaigner materials.

6.3 Further details on campaigning conduct can be found in Bye-Law 3: Elections.

7.0 Campaign Budget

7.1 Each campaign team must not exceed their budget limit.

7.1.1 The Chief Executive will annually agree a maximum budget per campaign dependent on the overall budget agreed by the Board of Trustees.

7.2 All campaigners must submit a written list of all campaign costs with corresponding receipts to the Deputy Returning Officer no later than one hour after the close of polls. If a candidate does not spend any money during their campaign, then this must be made clear on their submission.

8.0 Campaigning

8.1 Any student can submit a complaint about a campaign team or about the vote process up until one hour after the close of voting. Details of complaints and associated sanctions can be found in Bye-Law 3: Elections.