



**VOTE
2019**

Nomination form for Student President

We will be holding elections for Student President in June. The role is a one year paid sabbatical post and will cover Hartlepool Sixth Form, Sunderland College and Northumberland College.

This role is invaluable to student voice and we are looking for a committed and well organised individual to fill it. The position will be demanding; you will need to be patient, cooperative, organised and very dedicated, but if you are hard working and care about improving the lives of students, then this role could be for you.

The job description provides a detailed overview of the role and responsibilities.

If you would like to nominate yourself, please complete the details below.

Name: _____ Student ID: _____

Course: _____ Campus: _____ Phone: _____

NOTE: You will need another two students to propose and second your application

Name: _____ Student ID: _____

Signature: _____ Date: _____

Name: _____ Student ID: _____

Signature: _____ Date: _____

If you have any queries regarding the completion of this form, please go to any reception or speak to your Tutor. The Returning Officer will be Helen Willey (helen.willey@sunderlandcollege.ac.uk).

Please sign and date this form here and return this form to any reception marked for Helen Willey's attention or email to helen.willey@sunderlandcollege.ac.uk. The deadline for nomination forms is Tuesday 7 May 5pm.

Signature: _____ Date: _____



Student President Elections

Election Procedure

This schedule outlines what to do for election of Student President. It also outlines the procedure to follow if a vacancy occurs in any position.

1. The Head of Corporate Governance & Policy is responsible for the election of Student President who will be a Student Governor. The Returning Officer will be a member of the Student Engagement Team. The Returning Officer shall be responsible for the good conduct and administration of all Student Governor Elections and shall interpret the election regulations. Any disputes will be referred to the Head of Corporate Governance & Policy.
 2. The Returning Officer shall ensure that the election of the Student President takes place in time for the first scheduled Corporation Board meeting of the academic year. Once elected the members elected take office from the date of their election and shall serve for no more than 12 months.
 3. The dates of elections for Student President, a copy of the election timetable and a copy of the election regulations shall be posted on the Student Council notice boards at least twenty-one (21) college working days before the elections.
 4. All current students of Hartlepool Sixth Form, Sunderland College and Northumberland College are eligible to stand for Student President unless they are disqualified under sections 4 and 7 of the College's Instrument of Government.
 5. Nomination forms will be available from the Returning Officer and shall be available from College Reception Areas ten (10) college working days before the election (two weeks).
 6. Members of the student body can stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder. Nomination forms must reach the Returning Officer or a person appointed by him/her not later than 3pm, five (5) college working days before the day of the election (one week).
 7. The Returning Officer shall produce a list of candidates (together with the proposer and seconder) which shall be displayed on the Student Council notice boards within 48 hours of the close of nominations.
 8. On receipt of a valid nomination form the Returning Officer, or a person appointed by him/her, shall provide the candidate with an Election Campaign Pack. They will have five working days to produce a manifesto and any marketing material for their campaign. This allows the Returning Officer time to collate the final manifestos and print out all posters ready for the candidates to collect on the first day of elections.
 9. The Returning Officer, in conjunction with the Director of Student Services, shall determine the contents of the Election Campaign Pack.
 10. Candidates cannot use any communication materials that are not sanctioned for use in the Election Campaign Pack.
 11. The Returning Officer shall ensure that all students have access to vote no matter their place or time of study.
 12. Votes will be cast online via the College's virtual learning environments (Canvas and Moodle). The voting page will show the name of each candidate and the office being contested.
 13. Voting shall be by secret ballot and shall be conducted according to the rules for operation of a 'first past the post' voting system.
 14. The Returning Officer shall inform the candidates of the time and venue of the count. The candidate or their appointed representative may, if they so wish, attend the counting of the votes as observers only.
 15. The Returning Officer may be assisted in the count by a number of individuals appointed by him/her.
 16. Results of the elections shall be declared by the Returning Officer when the count for each post has been completed. A list of successful candidates will be posted on the Student Council notice-boards normally within one (1) college working day of the declaration of results.
 17. The Returning Officer should send a copy of the result to the Head of Governance who shall also publish the result and the Principal. A copy should be kept in the Director of Student Services' office.
 18. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours of such a complaint being lodged by any full member, the candidate or their nominee. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
 19. Any challenge or complaint during or following the count must only relate to the conduct of the count, and be lodged with the Returning Officer (at the time of the count) who shall resolve the complaint within 48 hours of it being lodged.
 20. If only one nomination is received by the close of nominations the candidate shall be considered elected and shall take up office at the appropriate time.
 21. In the event of a tie, the elections will re-open to the tied candidates. In the event of a further tie, the outcome will be determined by tossing a coin.
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