

# NUS RULES

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## **2001**     **General Rules**

- 2002 These rules are pursuant to, and cannot contravene, the Articles or its Regulations.
- 2003 These rules may be amended by a simple majority vote of the UK Conference.
- 2004 These rules apply to the business and proceedings of NUS Student Voice and its Conferences.
- 2005 The Democratic Procedures Committee is responsible for the effective implementation of these Rules and is empowered to interpret them.
- 2006 In such a case where NUS is required to define one fixed position on a matter, the policy of the UK Conference shall have precedence over the other Conferences.

## **3001**     **Conferences**

### **3002**     **Scope and Purpose**

- 3003 The Rules apply to all Conferences unless a specific provision is stated in the Articles or Rules.
- 3004 NUS will hold an annual meeting of each of the Conferences. The annual meeting(s) shall be held at a time, and in a manner, that enables the widest participation.
- 3005 The timetables, process, and deadlines, for the business of Conferences shall be set by Democratic Procedures Committee. It shall be done in a way to allow the maximum engagement from Members in the democracy of NUS.
- 3006 Conferences are made up of Delegates representing the Constituent Members of NUS. The group of Delegates from each Constituent Member is known as a Delegation.

- 3007 At its discretion the Democratic Procedures Committee shall adjudicate who is a further education member and who is a higher education member. No member shall be considered to be in both.
- 3008 In adopting by simple majority the relevant section of its Democratic Procedures Committee report, the relevant Conference will annually set a delegate entitlement for each constituent member which may be based on full time equivalent students. That entitlement may also be one constituent member, one vote.
- 3009 Places reserved for students self-identifying into categories may be proposed and adopted.
- 3010 In proposing an entitlement the relevant Democratic Procedures Committee will consult with the trustee board and pay due regard to the need to ensure wide participation, demographic change, accessibility and an event within financial means; save that in proposing the entitlement to UK Conference the DPC shall ensure that the total number of delegates entitled to attend is calculated to not fall below 1400.
- 3011 In the event that the relevant section of the Democratic Procedures Committee report is not approved, the entitlement will be the one last used for that Conference.
- 3012 The first meeting of the UK Conference held under these rules will have the same delegate entitlement as last agreed by National Conference held under previous arrangements.
- 3013 The size of the Delegations, as specified by the Democratic Procedures Committee in line with the Rules, should be agreed in consultation with the Board and should pay due regard to the need to ensure wide participation, diversity of Delegates, demographic changes, accessibility, and the financial means of NUS and Members.
- 3014 Each Constituent Member will appoint delegates to their Delegation in accordance with NUS' Articles and Rules. The names of Delegates should be notified to the Democratic Procedures Committee.
- 3015 Each Constituent Member will assign one member of their Delegation as the Delegation Leader. The name of the Delegation Leader should be notified to the Democratic Procedures Committee.
- 3016 The Delegate Entitlement, as determined by Democratic Procedures Committee, will be final and will apply to all meetings of the Conferences until the following year's entitlement is published.
- 3017 The Democratic Procedures Committee will be responsible for the provision of checking the credentials of Delegates. The Democratic Procedures Committee will, when reporting to the Conferences, list any person to whom it has refused credentials for the present meeting of a Conference.
- 3018 Caucuses of specific groups of Delegates may be convened within Conferences to discuss matters as they wish.

**3019 UK Conference**

3020 Members of the UK Conference will be:

A With speaking rights:

Three observers appointed by each Nation and Liberation Caucus of the National Union;  
Up to three observers appointed by and from each Constituent Member;

B Members with limited speaking rights:

Members of the Democratic Procedures Committee, who may speak on any matters relating to democratic procedures;  
Non officer members of the Trustee Board, who may speak on matters relating to the finance of the National Union or the Board's execution of any other duty placed upon it by the Rules;  
Candidates in elections, or where appropriate their proposers, who may speak during the course of the election in which they are involved;  
Members of other bodies or committees whose membership of those committees has been recognised by UK Conference  
The Chief Returning Officer, deputies and authorised electoral agents, who may speak on matters related to elections.

### 3021 Delegation Entitlement

3022 Delegations to the UK Conference shall be proportionate to the overall number of students studying at the Constituent Member's institution. The calculation should adhere to the following specifications:

- a. A full-time student = 1 and a part-time student = 0.75. In the calculation In the case of the outcome being a fraction, it will be rounded up or down to the nearest whole number.

3023 All delegations to Student Voice conferences must include at least 50% self defining women, rounded down. Where a union is only entitled to send one delegate and that delegate is not a woman, the union's free observer place must be taken by a woman.

3024 Delegates from Higher Education Constituent Members will normally be elected by cross campus ballot.

3025 A cross campus ballot shall be defined as an election for the specific office of delegate to UK Conference where any student member of the union is entitled to stand and vote.

3026 Any Small or Specialist Higher Education Constituent Member required to use a Cross Campus Ballot, which believes itself to be unfairly penalised by such a requirement, will, in the first instance, apply to the Democratic Procedures Committee to be made exempt from this requirement.

3027 Such application must state the reasons for the unsuitability of the Cross Campus Ballot for the election of delegates and demonstrate that any alternative method is democratic, enables any individual member to apply to attend, and is detailed in the Governing Document of the Constituent member.

3028 Such application will be considered by Democratic Procedures Committee to relate to the UK Conference in the academic year in which the application is made. Democratic Procedures Committee will rule on such applications.

- 3029 Any Constituent Members whose application has failed and which objects to the ruling of Democratic Procedures Committee will have the right of appeal to the UK Conference. Such appeals will be lodged with the Democratic Procedures Committee at least four weeks before the first day of the UK Conference. The decision of UK Conference on such appeals will be final.
- 3030 If a Constituent Member fails to fulfil the correct requirements and has exhausted the appeals procedure set out above and has not received an exemption then the representatives of that Constituent Member will not be issued with delegate or observer credentials, nor will those representatives have any of the rights and privileges accorded to delegates or observers; nor will that Constituent Member be entitled to vote in any ballots or elections, but the representatives will be granted the status of members with limited speaking rights.
- 3031 The Democratic Procedures Committee may recommend in exceptional circumstances that a Constituent Member and its representatives will not suffer any of the sanctions set out in the Penalty Clause despite that Constituent Member's failure to fulfil any of the above provisions. Such a recommendation will be made only by the Democratic Procedures Committee and will be made to the UK Conference and will require the support of a simple majority of the UK Conference and will apply only to the UK Conference at which the recommendation is made.
- 3032 The requirement for delegates to be elected by Cross Campus Ballot will not apply to an Extraordinary Meeting of the UK Conference.
- 3033 UK Conference Proceedings
- 3034 Any Delegate or member of the Conference may complain to the Democratic Procedures Committee about the entitlement of a person to be present at the Conference or the conduct of a person at the Conference or any other matter which is likely to disrupt the good order of the Conference, in which event the Democratic Procedures Committee will convene. If in the opinion of Democratic Procedures Committee the matter may be one, which may lead to the exclusion of a person acting as a member of the Conference, it may at its sole discretion report this matter to the Conference.
- 3035 Democratic Procedures Committee may, at its sole discretion, recommend to the Conference that any member of the Conference or person entitled to be present at the Conference be excluded on the grounds that the person's presence at the Conference is causing, or likely to cause, fear or alarm to members of the Conference, or that to allow the person to remain at the Conference is causing, or is likely to cause, the NUS, through its Conference, to be brought into serious dispute. The person may, at the discretion of the Conference, be entitled to reply to the recommendation and there will thereafter be a vote. If there is a two-thirds majority in favour of the recommendation, then the person concerned will not be permitted to remain at the Conference nor to enter the building in which the Conference is taking place.
- 3036 UK Conference Chair
- 3037 The Chair at meetings of UK Conference will be taken by the National President or their designee.
- 3038 UK Conference Policy

3039 Policy passed by the UK Conference will become the policy of NUS. For the avoidance of doubt, UK Policy can be different to the policy passed in other Conferences.

3040 Caucuses shall be convened at UK Conference for postgraduate students, international students, part-time students and mature students. The caucuses are able to agree Policy in line with the Articles and Rules.

### **3041 Liberation Conference**

#### **3042 Liberation Campaign Committee**

The Liberation Conference will elect its own Liberation Campaign Committee, which will be made up of one member elected at each of the Liberation Caucuses who shall be a Student at the time of their election who self-defines into the liberation group of that Caucus and who will serve a one-year term.

The Liberation Campaign Committee will support the VP Liberation and Equality in enacting the policy of liberation caucuses and Liberation Conference and will have a budget to support this work.

#### **3043 Delegation Entitlement**

3044 Delegations in the Liberation Conference shall be a standard size per Constituent Member – i.e. all Delegations are the same size, regardless of the number of students in their institutions. The size of the Delegation should be set in a way that enables each Constituent Member to participate in all of the Caucuses.

3045 Any delegate to Liberation Conference must define into at least one of the Liberation Caucuses.

#### **3046 Liberation Caucuses**

3047 The Liberation Caucuses are able to agree Policy in line with the Articles and Rules;

3048 The Liberation Caucuses are able to hold Elections as required in the Articles and Rules;

3049 Liberation Caucuses are politically autonomous self-defining spaces and are only open to Delegates who define into the Caucus;

#### **3050 Liberation Steering Committee**

3051 The Liberation Conference will elect its own Liberation Steering Committee which will be a subcommittee of Democratic Procedures Committee and made up of:

- a. Up to three members who shall be Students at the time of their election, who will serve a two-year term;
- b. One member elected at each of the Liberation Causes who shall be a Student at the time of their election who self-define into the liberation group of that Caucus who will serve a two-year term;
- c. One member nominated by the Democratic Procedures Committee, who must define into at least one of the Liberation Caucuses.

- 3052 The Liberation Steering Committee shall elect from their own number a Chair who shall be responsible for any liaison with the DPC.
- 3053 Liberation Steering Committee is responsible for the running of Liberation Conference and undertake this responsibility in line with the Articles and its sub-documents.
- 3054 Liberation Steering Committee may from time to time give Guidance relating to the specific democratic proceedings of the Liberation Conference. Such Guidance is pursuant to the Articles, Rules, and DPC Guidance and cannot contravene them.
- 3055 Members of the Liberation Steering Committee may be removed from the committee by a simple majority vote on a motion of no-confidence of the Liberation Conference.
- 3056 For the avoidance of doubt, the Liberation Steering Committee is not able to submit Policy Proposals.
- 3057 Liberation Conference Proceedings
- 3058 Any Delegate or member of the Conference may complain to the Liberation Steering Committee about the entitlement of a person to be present at the Conference or the conduct of a person at the Conference or any other matter which is likely to disrupt the good order of the Conference. If in the opinion of Liberation Steering Committee the matter may be one, which may lead to the exclusion of a person acting as a member of the Conference, it may at its sole discretion report this matter to the Conference.
- 3059 Liberation Steering Committee may, at its discretion, recommend to the Conference that any member of the Conference or person entitled to be present at the Conference be excluded on the grounds that the person's presence at the Conference is causing, or likely to cause, fear or alarm to members of the Conference, or that to allow the person to remain at the Conference is causing, or is likely to cause, the NUS, through its Liberation Conference, to be brought into serious dispute. The person may, at the discretion of the Conference, be entitled to reply to the recommendation and there will thereafter be a vote. If there is a two-thirds majority in favour of the recommendation, then the person concerned will not be permitted to remain at the Conference nor to enter the building in which the Conference is taking place.
- 3060 In the instance of a dispute amongst the Liberation Steering Committee on any matter, the Democratic Proceedings Committee is empowered to resolve the matter and make a ruling.
- 3061 Liberation Conference Chair
- 3062 The Chair at meetings of Liberation Conference will be taken by the VP Liberation & Equality or their designee.
- 3063 The Chair in the Liberation Caucuses will be taken by the VP Liberation & Equality or their designee and must define into that Liberation Caucus.
- 3064 Liberation Policy

3065 Policy passed by the Liberation Conference (and its Caucuses) will become the policy of NUS. For the avoidance of doubt, Liberation Policy can be different to the policy passed in other Conferences.

### **3066 Scotland Conference**

#### 3067 Delegates

3068 Delegations to the Scotland Conference shall be proportionate to the overall number of students studying at the Constituent Member's institution. The calculation should adhere to the following specifications:

- d. A full-time student = 1 and a part-time student = 0.75. In the calculation In the case of the outcome being a fraction, it will be rounded up or down to the nearest whole number.

#### 3069 Scottish Steering Committee

3070 The Scotland Conference will elect its own Scottish Steering Committee which will be a subcommittee of Democratic Procedures Committee made up of:

- a. Up to five members who shall be Students at the time of their election who will serve a two-year term and may be reappointed;
- b. One member nominated by the Democratic Procedures Committee.

3071 The Scottish Steering Committee shall elect from their own number a Chair who shall be responsible for any liaison with the DPC.

3072 The Scottish Steering Committee is responsible for the running of Scotland Conference and undertake this responsibility in line with the Articles and its sub-documents.

3073 The Scottish Steering Committee may from time to time give Guidance relating to the specific democratic proceedings of the Scotland Conference. Such Guidance is pursuant to the Articles, Rules, and DPC Guidance and cannot contravene them.

3074 Members of the Scottish Steering Committee may be removed from the committee by a simple majority vote on a motion of no-confidence of the Scotland Conference.

3075 For the avoidance of doubt, the Scottish Steering Committee is not able to submit Policy Proposals.

#### 3076 Scotland Conference Proceedings

3077 Any Delegate or member of the Conference may complain to the Scottish Steering Committee about the entitlement of a person to be present at the Conference or the conduct of a person at the Conference or any other matter which is likely to disrupt the good order of the Conference. If in the opinion of Scottish Steering Committee the matter may be one, which may lead to the exclusion of a person acting as a member of the Conference, it may at its sole discretion report this matter to the Conference.

3078 Scottish Steering Committee may, at its discretion, recommend to the Conference that any member of the Conference or person entitled to be present at the Conference be excluded on the grounds that the person's presence at the Conference is causing, or likely to cause, fear or alarm to members of the Conference, or that to allow the person to remain at the Conference is causing,

or is likely to cause, the NUS, through its Scotland Conference, to be brought into serious dispute. The person may, at the discretion of the Conference, be entitled to reply to the recommendation and there will thereafter be a vote. If there is a two-thirds majority in favour of the recommendation, then the person concerned will not be permitted to remain at the Conference nor to enter the building in which the Conference is taking place.

3079 In the instance of a dispute amongst the Scottish Steering Committee on any matter, the Democratic Proceedings Committee is empowered to resolve the matter and make a ruling.

3080 Scotland Conference Chair

3081 The Chair at meetings of Scotland Conference will be taken by the NUS Scotland President or their designee.

3082 Scotland Policy

3083 Policy passed by the Scotland Conference will become the policy of NUS. For the avoidance of doubt, Scotland Policy can be different to the policy passed in other Conferences.

#### **3084 Wales Conferences**

3085 Delegates

3086 Delegations to the Wales Conference shall be proportionate to the overall number of students studying at the Constituent Member's institution. The calculation should adhere to the following specifications:

- a. A full-time student = 1 and a part-time student = 0.75. In the calculation In the case of the outcome being a fraction, it will be rounded up or down to the nearest whole number.

3087 Welsh Steering Committee

3088 The Wales Conference will elect its own Welsh Steering Committee which will be a subcommittee of Democratic Procedures Committee made up of:

- a. Up to five members who shall be Students at the time of their election who will serve a two-year term and may be reappointed;
- b. One member nominated by the Democratic Procedures Committee.

3089 The Welsh Steering Committee shall elect from their own number a Chair who shall be responsible for any liaison with the DPC.

3090 The Welsh Steering Committee is responsible for the running of Wales Conference and undertake this responsibility in line with the Articles and its sub-documents.

3091 The Welsh Steering Committee may from time to time give Guidance relating to the specific democratic proceedings of the Wales Conference. Such Guidance is pursuant to the Articles, Rules, and DPC Guidance and cannot contravene them.

3092 Members of the Welsh Steering Committee may be removed from the committee by a simple majority vote on a motion of no-confidence of the Wales Conference.



3093 For the avoidance of doubt, the Welsh Steering Committee is not able to submit Policy Proposals.

3094 Wales Conference Proceedings

3095 Any Delegate or member of the Conference may complain to the Welsh Steering Committee about the entitlement of a person to be present at the Conference or the conduct of a person at the Conference or any other matter which is likely to disrupt the good order of the Conference. If in the opinion of Welsh Steering Committee the matter may be one, which may lead to the exclusion of a person acting as a member of the Conference, it may at its sole discretion report this matter to the Conference.

3096 Welsh Steering Committee may, at its discretion, recommend to the Conference that any member of the Conference or person entitled to be present at the Conference be excluded on the grounds that the person's presence at the Conference is causing, or likely to cause, fear or alarm to members of the Conference, or that to allow the person to remain at the Conference is causing, or is likely to cause, the NUS, through its Wales Conference, to be brought into serious dispute. The person may, at the discretion of the Conference, be entitled to reply to the recommendation and there will thereafter be a vote. If there is a two-thirds majority in favour of the recommendation, then the person concerned will not be permitted to remain at the Conference nor to enter the building in which the Conference is taking place.

3097 In the instance of a dispute amongst the Welsh Steering Committee on any matter, the Democratic Proceedings Committee is empowered to resolve the matter and make a ruling.

3098 Wales Conference Chair

3099 The Chair at meetings of Wales Conference will be taken by the NUS Wales President or their designee.

3100 Wales Policy

3101 Policy passed by the Wales Conference will become the policy of NUS. For the avoidance of doubt, Wales Policy can be different to the policy passed in other Conferences.

**3102 NUS-USI Conference**

3103 NUS-USI Agreement

3104 The rules relating to NUS-USI take effect in so far as they are consistent with the agreement between NUS, USI and NUS-USI.

3105 Delegates

3106 Delegations to the NUS-USI Conference shall be proportionate to the overall number of students studying at the Constituent Member's institution. The calculation should adhere to the following specifications:

- a. A full-time student = 1 and a part-time student = 0.75. In the calculation In the case of the outcome being a fraction, it will be rounded up or down to the nearest whole number.

3107 NUS-USI Steering Committee

- 3108 The NUS-USI Conference will elect its own NUS-USI Steering Committee which will be a subcommittee of Democratic Procedures Committee made up of:
- a. Up to five members who shall be STUDENTS at the time of their election who will serve a two-year term and may be reappointed;
  - b. One member nominated by the Democratic Procedures Committee.
- 3109 The NUS-USI Steering Committee shall elect from their own number a Chair who shall be responsible for any liaison with the DPC.
- 3110 The NUS-USI Steering Committee is responsible for the running of NUS-USI Conference and undertake this responsibility in line with the Articles and its sub-documents.
- 3111 The NUS-USI Steering Committee may from time to time give Guidance relating to the specific democratic proceedings of the NUS-USI Conference. Such Guidance is pursuant to the Articles, Rules, and DPC Guidance and cannot contravene them.
- 3112 Members of the NUS-USI Steering Committee may be removed from the committee by a simple majority vote on a motion of no-confidence of the NUS-USI Conference.
- 3113 For the avoidance of doubt, the NUS-USI Steering Committee is not able to submit Policy Proposals.
- 3114 NUS -USI Conference Proceedings
- 3115 Any Delegate or member of the Conference may complain to the NUS-USI Steering Committee about the entitlement of a person to be present at the Conference or the conduct of a person at the Conference or any other matter which is likely to disrupt the good order of the Conference. If in the opinion of NUS-USI Steering Committee the matter may be one, which may lead to the exclusion of a person acting as a member of the Conference, it may at its sole discretion report this matter to the Conference.
- 3116 NUS-USI Steering Committee may, at its discretion, recommend to the Conference that any member of the Conference or person entitled to be present at the Conference be excluded on the grounds that the person's presence at the Conference is causing, or likely to cause, fear or alarm to members of the Conference, or that to allow the person to remain at the Conference is causing, or is likely to cause, the NUS, through its NUS-USI Conference, to be brought into serious dispute. The person may, at the discretion of the Conference, be entitled to reply to the recommendation and there will thereafter be a vote. If there is a two-thirds majority in favour of the recommendation, then the person concerned will not be permitted to remain at the Conference nor to enter the building in which the Conference is taking place.
- 3117 In the instance of a dispute amongst the NUS-USI Steering Committee on any matter, the Democratic Proceedings Committee is empowered to resolve the matter and make a ruling.
- 3118 NUS-USI Conference Chair
- 3119 The Chair at meetings of NUS-USI Conference will be taken by the NUS-USI President or their designee.

3120 NUS-USI Policy

3121 Policy passed by the NUS-USI Conference will become the policy of NUS. For the avoidance of doubt, NUS-USI Policy can be different to the policy passed in other Conferences.

**3122 General Conference Proceedings**

3123 General

3124 These proceedings apply to all Conferences and the term 'Conference' refers to any of the Conferences within NUS Student Voice.

3125 Minutes will be kept of all meetings of the Conferences, and will be submitted for approval to the next following annual meeting of the same Conference.

3126 At all meetings of Conference the quorum will be equal to 20% of registered delegates.

3127 No matter, once decided, may be reopened at the same meeting of a Conference.

3128 The Democratic Procedures Committee will draw up an Order of Business for each Conference.

3129 Democratic Procedures Committee may choose the length of each speech on any proposal. Where appropriate with consultation of the proposer and Conference it may wish to enact an alternative form of consensus decision making.

3130 No person acting as a member of the Conference with speaking or with limited speaking rights may be excluded from the Conference, except as indicated below.

3131 In the event of disorder during a meeting of the Conference, the Chair may at their discretion adjourn or close the meeting

3132 The Democratic Procedures Committee and/or the Steering Committee of that Conference shall determine if a quorum should be counted at the frequency of its choosing.

3133 The Democratic Procedures Committee may make the provision for Points of Order and Procedural Motions to be used at Conferences

3134 All Procedural Motions will require a simple majority.

3135 The Chair will be entitled to make the final speech against any motion of no confidence in the Chair or any challenge to the Chair's ruling.

3136 Voting on a question may be taken by a show of delegates card, electronic means, or by secret ballot, on a one delegate one vote basis.

3137 A recount may be requested with the support of 10% of delegates.

3138 A recount may be held on any vote where the Democratic Procedures Committee adjudicate that there has been an irregularity in the vote.

3139 The Chair

3140 In all Conference spaces, Delegates retain the right to vote while in the Chair but not a casting vote.

3141 The Chair will not take part in any debate but will ensure the meeting is in order, remarks are relevant to the question under debate, that speakers are not intimidated by members of the Conference, and that no defamatory remarks are made by one member of the Conference concerning another member.

3142 Digital Participation

3143 For the avoidance of doubt, digital participation is permitted in NUS Student Voice and its Conferences as long as the means of participation enable the Articles and Rules to be upheld.

3144 In the case of digital participation, the Democratic Procedures Committee will set guidance on the methods, specifying how (a) data and (b) online safety will be managed.

3145 Extraordinary Meetings of Conferences

3146 The Democratic Procedures Committee will convene an Extraordinary Meeting of a Conference within seven (7) weeks on receipt of a request in writing from 10% of Constituent Members, subject to the following conditions:

- a. A request for an Extraordinary Meeting of the Conference must state which Conference is being convened, the topic to be discussed at the Conference, together with the names of the Constituent Members on whose behalf the Conference is proposed;
- b. For the avoidance of doubt the following Constituent Members are eligible to call for an Extraordinary Conference:
  - i. All Constituent Members are eligible to call for a UK Conference or a Liberation Conference;
  - ii. Only Constituent Members from Scotland are eligible to call for a Scotland Conference;
  - iii. Only Constituent Members from Wales are eligible to call for a Wales Conference;
  - iv. Only Constituent Members of NUS-USI are eligible to call for an NUS-USI Conference.
- c. A request must be signed by the principal elected executive officer of each of the Constituent Members making the request. Such signatures will not be recognised unless each has been affixed on the instructions of the governing body of that Constituent Member, or following a procedure approved by that governing body and is accompanied by a copy of the relevant minutes of the body issuing the instruction

3147 No business will be conducted at an Extraordinary Conference except the discussion of the topic stated in the request or requests for which the meeting was convened.

3148 Amendments to a motion to be discussed at an Extraordinary Meeting of the Conference will be submitted to Democratic Procedures Committee at least one week before the date on which the Meeting is to begin.

3149 Questions may be put without notice on any Report to an Extraordinary Meeting of Conference.

3150 The Democratic Procedures Committee will be empowered to establish appropriate deadlines and regulations in the spirit of these rules for all extraordinary meetings of the UK Conference

**4001 Democratic Procedures Committee (DPC)**

4002 The Democratic Procedures Committee shall structure and run Conferences in such a way as to guarantee the accessibility of proceedings for delegates in line with the Articles, Rules, and Democratic Procedures Committee Guidance.

4003 The Democratic Procedures Committee will produce an annual report on its actions and activities to the UK Conference.

4004 The Democratic Procedures Committee can submit Policy to the UK Conference only to amend the Rules. Such a submission requires a consensus agreement amongst the DPC members. In the case of a dispute, the President will arbitrate and take a final decision if needed.

**5001 Elections**

5002 These rules will apply for all elections that take place within NUS Student Voice.

**5003 Chief Returning Officer (CRO)**

5004 The CRO of NUS shall be responsible for the good conduct and administration of any and all Elections as defined in the Articles and Rules. The CRO shall have the power to govern and interpret all matters relating to elections in accordance with the Rules.

5005 The CRO shall appoint deputies – known as Returning Officers (ROs) - to form a group to assist in their work. ROs shall not be Students.

5006 The CRO has the ability to issue guidance on Elections matters, in line with the Articles and Rules.

5007 During the course of any election the RO will:

- a. Be the interpreter of the Elections Rules for that election, subject to any rulings of the CRO;
- b. Appoint election officials to ensure the good conduct and administration of the elections;
- c. Ensure oversight of the count and declare the results of the election;
- d. Set rules, regulations and guidelines other than these Elections Rules to govern the conduct of the election;
- e. Seek legal advice by referring the matter to the Board if they believe that statements made or the contents of publicity could leave NUS open to legal action;
- f. Rule out of order any statement or the content of any publicity, which in their view is in breach of the Articles, the law or any other appropriate Rules or guidance;
- g. Be empowered to issue warnings to candidates or remove candidates from the election at any point in accordance with these election rules and any rules and regulations issued under the above provision;
- h. Be empowered to order recounts, or declare election processes null and void;
- i. Deliver or ensure the delivery of, appropriate support and guidance to all election candidates;

- j. Make available information to potential candidates for each election outlining relevant rules and procedures.

5008 For each election the RO is the ultimate official competent to deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.

5009 Complaints regarding the conduct of a RO must be sent to the CRO and cannot affect the outcome of an election.

5010 The CRO shall be recommended to UK Conference by the Board and appointed by the UK Conference for a two year term. The CRO can be removed from office by a motion of no-confidence passed with a two-thirds majority.

5011 If the CRO resigns a replacement will be appointed by the NUS Board until the next UK Conference.

5012 The CRO will produce an annual report on their actions and on election activities to the UK Conference.

### **5013 Elections Process**

5014 For each election or set of elections the RO will produce an election timetable which will outline:

- c. The process for nomination
- d. Arrangements for the publication of accepted nominations
- e. Arrangements for objections to the eligibility of candidates
- f. Details for the submission of Candidate Statements (if appropriate)
- g. Details of a question time (if appropriate)
- h. Arrangements for the ballot
- i. Arrangements for the count

5015 The RO will produce details of the arrangements for balloting and for complaints procedures and ensure that they are publicised to all Members or Delegates as appropriate.

5016 The RO will ensure that any additional details, or amendments to the arrangements, are publicised to all Members or Delegates as appropriate in a timeline fashion.

### **5017 Nominations**

5018 Nomination forms will be available to all Members or Delegates as appropriate.

5019 It will be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline.

5020 All nomination forms will require a minimum number of individual proposers from a minimum number of different Members as outlined in the annual schedule of elections published by the CRO each year.

5021 Unless otherwise specified elsewhere in the Articles or Rules, nominations are valid if they are from a Student.

5022 The RO will have the sole responsibility for declaring a submitted nomination form valid.

### 5023 Candidate Statements

5024 Where appropriate Candidate Statements must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the RO.

5025 The RO will ensure that Candidate Statements are made available to voters.

### 5026 Campaign Publicity

5027 Where appropriate the RO may stipulate an amount that candidates may spend on their own election campaign.

5028 The RO may draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification from the election.

### 5029 Question Time

5030 The RO may arrange a question time for the candidates in an election.

### 5031 Withdrawal

5032 Any candidate may withdraw from an election at any point before the start of the count by informing the RO.

5033 If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the RO will ensure that voters' next preferences are counted.

### 5034 Voting

5035 The body of people entitled to vote in a particular election is known as the 'Electorate'. Unless otherwise specified elsewhere in the Articles or Rules, the Electorate for all elections are the registered Delegates of the Conference that is empowered to elect the role.

5036 The RO will ensure that the Electorate is able to cast their vote.

5037 The RO will decide the method of voting, which for the avoidance of doubt may be paper-based or digital, and publicise it appropriately.

5038 The Electorate will be able to express preferences for as few or as many candidates as they wish in any election.

5039 Ballots will bear the chosen name of each candidate, the position being contested, and any declared affiliations of each candidate.

5040 The order of names on the ballot will be decided alphabetically by surname.

5041 There will be a facility for voting for 'Re Open Nominations' (RON). For the purpose of counting the votes, the RON box shall be treated as if a candidate. This means that RON may be excluded and the votes transferred in accordance with the Rules. Voters can express a preference for a candidate after RON. If at any stage of the count the RON candidate gains the required number of votes to be elected, it shall be deemed to have been elected. The RO shall declare a number of unfilled vacancies that is equal to the number of RON candidates deemed to have been elected.

5042 Voting will be by secret ballot.

5043 The Count

5044 Candidates or their appointed representative may, if they wish, attend the counting of the votes as observers only.

5045 The count will commence only after the RO is satisfied that all complaints relating to the conduct and administration of the election have been resolved.

5046 The count will be conducted in accordance with rules outlined by the Electoral Reform Society for running elections by the alternative vote system and the single transferable vote system.

5047 In elections with one vacancy to be filled the counting should be by the alternative vote system.

5048 In elections with more than one vacancy to be filled the counting should be by the single transferable vote system.

5049 Any candidate may request a recount within five (5) calendar days by writing to the RO. The RO's decision is final in this regard.

5050 Declaration

5051 Results of the election will be declared by the RO in an appropriate manner when the count for each post has been successfully completed.

5052 A list of successful candidates will be made available within one (1) week of the declaration of the results.

**6001     Policy**

**6002     Policy Process**

6003 The Democratic Procedures Committee on an annual basis shall produce Guidance on the process for the setting of Policy. This Guidance should lay out the following elements of the process:

- a. The process and format for proposing Policy including a word limit;
- b. Specifications as to who may submit Policy Proposals and to which Conference;
- c. The requirements for Policy Proposals to include information about any financial or operational implications for NUS;
- d. The process for amendments to Policy Proposals;
- e. The way in which Policy will be (a) proposed and (b) opposed;
- f. The process of any Priority Ballots;
- g. And the way in which Policy Proposals will be debated in a particular Conference.

6004 The Democratic Procedures Committee will lay out Guidance regarding the submission of emergency policy.

6005 All Policy Proposals shall require a simple majority vote at a Conference in order to pass and become NUS Policy.



6006 Any Policy agreed by a Conference will lapse after three (3) calendar years from the date it was passed, unless overturned at a meeting of the same Conference during that time.

6007 Any Policy agreed by a Conferences will be made available to Members at a regular interval.

#### 6008 Pre-Vote Process

6009 The Democratic Procedures Committee shall run a process by which a Policy Proposal (or amendment) is dealt with once submitted and before it is voted upon at a Conference and that process may include any of the following mechanisms as the DPC see as being necessary to the effective democratic process:

- j. Merge duplicated or very similar Policy Proposals into one single Policy Proposal;
- k. Rule out Policy Proposals that are identical to existing NUS Policy.

6010 The Democratic Procedures Committee may utilise a Priority Ballot before a Conference in which Constituent Members will be able to rank Policy by the following factors (a) the extent to which it is deemed to be consensual and/or (b) the order in which it should be debated at the Conference. In such a Ballot, the Delegate Leaders of the Delegations to the Conference to which the Policy was submitted shall be the voters.

6011 The President will notify in writing the Democratic Procedures Committee and Constituent Member concerned of any Policy Proposal, or amendment to it, which they rule out of order. Such notification must be given by deadline set by the Democratic Procedures Committee.

#### 6012 Policy Adoption

6013 The Democratic Procedures Committee may submit Policy for Adoption to any Conference. Such Policy will usually be that which has broad agreement amongst Members and a low requirement for specific debate. The level of agreement and the requirement for specific debate may be determined by the DPC and they may use the pre-conference processes to inform their judgement.

6014 Policy for Adoption is presented as one single policy to a Conference for its approval. Unless an objection is raised, the policy will be adopted at the end of the Conference. An objection is raised by a vote of 10% of the delegates at which point the objection in question will be debated through the normal debating procedure.

#### 6015 Post-Vote Process

6016 During the course of a Conference, it may have agreed Policy. If this is the case, the Democratic Procedures Committee will ensure that the Policy is documented and communicated to (a) the Board, (b) the Constituent Members, (c) any other parties deemed appropriate by the DPC.

6017 The Democratic Procedures Committee may utilise a Priority Ballot after a Conference in which Members will be able to rank the approved Policy in order of importance. In such a Ballot, the Delegate Leaders of the Delegations of the Conference at which the Policy was passed shall be the voters.

#### **6018 No Platform Policy**

- 6019 As part of the National Union's no platform arrangements the Democratic Procedures Committee will draw up regulations that ensure that a person or organisation or group may be subject to the National Union's "no platform" policy from time to time because of a decision of the UK Conference;
- 6020 A list of the individuals, organisations and groups subject to the National Union's "no platform" policy shall be kept on record by the Executive;
- 6021 Any Student identified as not being allowed to stand for election at the UK Conference as a result of the National Union's "no platform" policy shall be removed from the relevant and any subsequent stages of the election process by the Chief Returning Officer;
- 6022 Any Constituent Member or member of the UK Conference may complain to the Democratic Procedures Committee about the right of a person to be present at the UK Conference on the basis that this person is now subject to the "no platform" policy. Such a complaint may be made at any time before or during the UK Conference, and the Democratic Procedures Committee shall have the power at its absolute discretion to investigate the complaint and then withdraw the person's right to go to the UK Conference where, in the opinion of the Democratic Procedures Committee, that person is now subject to the "no platform" policy;
- 6023 This shall apply to all other conferences and events where the Democratic Procedures Committee shall have the power to exercise its authority in pursuance of the above.
- 6024 Any code of conduct that the Board implements will enshrine the principles of "No Platform" at all other conferences and events not governed by Democratic Procedures

## **7001     Officers**

### 7002 National Scrutiny Council

- 7003 The composition of the National Scrutiny Council shall be twenty Individual Members elected by block STV ballot by the UK Conference, at least eight of which must be from the Further Education sector and 50% of which must be women or non-binary
- 7004 The National Scrutiny Council shall hold a minimum of five (virtual) meetings in each calendar year.
- 7005 The Council will by resolution have the power to approve a report from an officer or the Board; censure an officer or the Board; or commend an officer or the Board
- 7006 The Board will present the proposed budget for the NUS Group and NUS UK for scrutiny to this body.
- 7007 It will only be empowered to determine emergency policy of the National Union in between meetings of the UK Conference in accordance with definitions determined by the DPC whose rulings will be final
- 7008 Special Committees, which shall be established and dissolved by the National Scrutiny Council at its sole discretion, shall be responsible for special work

devolved to them by the National Scrutiny Council, or shall be assigned a chief co-ordinating role by general agreement of the National President

7009 All members of Special Committees shall be Individual students, with a majority being drawn from the National Scrutiny Council.

7010 There shall be the following permanently established Special Committees: Anti-Racism & Anti-Fascism Committee

7011 The National Scrutiny Council will be empowered by resolution to propose a motion of Confidence to an emergency or annual UK Conference in any office holder elected by UK Conference

7012 Scrutiny Councils for Nations or Liberation Conferences may be established by those bodies.

### **7013 Roles Defined in the Articles**

7014 The following Officer roles, as specified in the Articles, shall be:

- a. National President
- b. Scotland President
- c. Wales President
- d. NUS-USI President

### **7015 Additional Roles**

7016 In addition to the Officer roles specified in the Articles, and within the constraints set by the Articles, there shall be the following Officer roles:

- a. Vice President Further Education
  - i. The Vice President Further Education is elected by Further Education delegates at the UK Conference;
  - ii. Role: To lead campaigns on matters relating to the education and wellbeing of students studying in Further Education.
- b. Vice President Higher Education
  - i. The Vice President Higher Education is elected by Higher Education delegates at the UK Conference;
  - ii. Role: To lead campaigns on matters relating to the education and wellbeing of students studying in Higher Education.
- c. Vice President Liberation & Equality
  - i. The Vice President Liberation & Equality is elected by the Liberation Conference;
  - ii. Role: To lead campaigns on matters relating to the liberation of and equality for students studying in post-16 education.

### **7017 Accountability**

7018 In addition to other accountabilities, all Officers are subject to political accountability to the Members who elected them.

7019 Surgeries

7020 Each Officer will periodically hold a Surgery at least five times per calendar year where Members may raise matters directly. The Democratic Procedures Committee will draft guidance on the how surgeries are conducted including timings, process and deadlines, and will publish this guidance to Members annually.

7021 A Surgery may be held in-person or via digital means and must be scheduled and held in such a way as to enable maximum participation from Members.

7022 Any Student may register for a Surgery and may submit questions in advance of the Surgery if they wish. Any questions submitted in advance of a Surgery should be submitted in writing. Responses to any questions submitted in writing should be made available to Members.

7023 Records of Officer's attendance at Surgeries should be made available to Members.

7024 Reports

7025 Each Officer will produce an annual report to the Conference that elected them. The report should also include details of their expenses and formal conduct. The Democratic Procedures Committee will set a deadline and specifications for such reports and will make the reports available to Members in advance of a meeting of the relevant Conference.

**ENDS**