

Appointing a Returning Officer
Joe Cooper, Managing Director

- 1.0 The Union's new Constitution requires that Major elections of the Union are supervised by a Returning Officer who is:
 - 1.1 Appropriately qualified
 - 1.2 Not a current Member of the Union
 - 1.3 Appointed by the Governance Committee
 - 1.4 Approved by the Trustee Board

- 2.0 Given that the Governance Committee is not yet in operation, and that the Union's Elections process begins in February, it is recommended that the Trustee Board make this decision they.

- 3.0 The specific role of the Returning Officer is to:
 - 3.1 Be the final interpreter of the Major Elections Bye-Laws.
 - 3.2 Appoint (and dismiss if necessary) deputy returning officers and other officials to ensure the good conduct and administration of the elections.
 - 3.3 Oversee the count and declare the results of the elections.
 - 3.4 Set rules, regulations and guidelines other than these election Bye-Laws to govern the conduct of the election.
 - 3.5 Seek legal advice if he/she believes that statements made or the contents of publicity could leave the Union open to legal action.
 - 3.6 Rule out of order any statement or the content of any publicity which in the Returning Officer's view is in breach of the constitution, the law or any other appropriate rules and guidelines.
 - 3.7 Be empowered to issue warnings to candidates in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
 - 3.8 Be empowered to issue fines to candidates up to a maximum set by the President, in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
 - 3.9 Deliver, or ensure the delivery of, appropriate training to all election candidates.
 - 3.10 Make available an information pack to potential candidates for each election outlining relevant rules and procedures.

- 4.0 Jim Dickinson, current Director of Policy and Delivery for the National Union of Students has agreed to act as Returning Officer for this election.
 - 4.1 Jim is by far the most experienced Returning Officer for students' unions in the UK, having returned hundreds of elections and referenda over more than fifteen years.
 - 4.2 Jim has agreed to act in a personal capacity, rather than as an official representative of NUS
 - 4.3 Jim will not charge for his services.

- 5.0 **Recommendation**
 - 5.1 That Jim Dickinson is appointed Returning Officer for the forthcoming Union elections.