



Procedures for Students' Union Elections

Approved by the Electoral Commission on
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Noted by DITSU Students Council on
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The Electoral Commission is established under DITSU Constitutional Article 22 - *“Voting in Union Elections is by secret ballot using the system of ‘Proportional Representation by means of the single transferable vote’, as per the Electoral Act, 1992 (as amended), with the exception of class representative elections, that shall operate in a manner as decided by the Electoral Commission”*

As a democratically led organisation, it is imperative that we fulfil all our obligations under the DITSU Constitution, to ensure that our democratic base is in place and working effectively to enable full participation and engagement of our membership.

Students may only be able to run for positions, and vote in elections if they are registered students, as defined by the Institute (Constitutional Article 2.1). Below is a comprehensive list of all democratic elections carried out by DITSU. The Commission is committed to reducing paper waste, and where possible will use online nomination forms and run elections online.

1. Full Time Elected Officers

Article 22.14

Elections shall take place no later than 21 working days after the close of nominations. Nominations shall remain open for a period of ten working days. Full time Elected Officers may only be elected by a registered student of the Institute.

The following documents are issued in relation to these elections:

- Nomination Form
- Election Rules and Regulations
- Complaint Form
- Election Budget Regulations
- Schedule of election hustings (Meet the Candidates) and Polling dates

If only one candidate is nominated for the position of President or Vice President, a confirmation ballot for their election shall take place. The electors shall be given the opportunity to vote for Re-open nominations (RON). For a candidate to be deemed elected at a confirmation ballot, they must receive 50% plus 1 of the valid votes cast. If there are 2 or more candidates, the electors shall be asked for their 1st, 2nd, 3rd preference vote or they can choose to vote for RON. Elections are held by secret ballot.

2. College Officer Elections

Article 11.12

Elections shall take place no later than 21 working days after the close of nominations. Nominations shall remain open for a period of ten working days. College Officers may only be elected by members of their college (or geographical node, as determined by the Commission).

The following documents are issued in relation to these elections:

- Nomination Form
- Election Rules and Regulations
- Complaint Form
- Election Budget Regulations
- Schedule of election husting and Polling dates

If only one candidate is nominated for the position College Officer, a confirmation ballot for their election shall take place. The electors shall be given the opportunity to vote for RON. For a candidate to be deemed elected at a confirmation ballot, they must receive 50% plus 1 of the valid votes cast.

If there are 2 or more candidates, the electors shall be asked for their 1st, 2nd, 3rd preference vote or they can choose to vote for RON. Elections are held by secret ballot.

3. Postgraduate Officer Elections:

Article 20.1

Elections shall take place no later than 21 working days after the close of nominations. Nominations shall remain open for a period of ten working days. The Postgraduate Officer may only be elected by a registered student studying on a level 9 (or higher) course. Every candidate for the office of Post Graduate Officer must be nominated by no less than half of one percent of the members of their constituency within the Union.

The following documents are issued in relation to these elections:

- Nomination Form
- Election Rules and Regulations
- Complaint Form
- Election Budget Regulations
- Schedule of Polling Dates

If only one candidate is nominated for the position Postgraduate Officer, a confirmation ballot for their election shall take place. The electors shall be given the opportunity to vote for RON. For a candidate to be deemed elected at a confirmation ballot, they must receive 50% plus 1 of the valid votes cast.

If there are 2 or more candidates, the electors shall be asked for their 1st, 2nd, 3rd preference vote or they can choose to vote for RON. Elections are held by secret ballot.

4. Students Elected to Non-Democratic Positions

Any student running in an election for a position within DITSU or DIT, which is not specifically dealt with under these procedures, shall be elected. via an online vote, following an address to the appropriate meeting

The following documents may be issued in relation to these elections:

- Online Nomination Forms

The candidate(s) shall address the meeting outlining their reasons for seeking election and their aims.

5. Class Representatives:

Article 9.7 and Article 11

Each class shall have one Class Representative, who shall act as the official representative of that class. The Electoral Commission shall recognise class units, where there is a need for a further Class Representative. In the case of classes which are streamed, and groups do not meet, the class is entitled to a rep per stream. Elections are carried out by way of a show of hands, unless a secret ballot election is requested

Nomination forms are made available online, and students may also nominate themselves at the time of the election. Nominees must be proposed and seconded by a student in their class of study.

School Reps may assist in the elections of Class Reps. Other students, as approached by the Executive Council may also assist in the election of Class Reps.

The following documents are issued in relation to this position:

- Nomination Form (online and hard copy)
- Class Rep Handbook

6. School Representatives

Article 10

The Electorate are the Class Reps from the School of the Student running for this position. Elections shall take place online.

If only one candidate is nominated for the position of School Representative, a confirmation ballot for their election shall take place. The electors shall be given the opportunity to vote for RON. For a candidate to be deemed elected at a confirmation ballot, they must receive 50% plus 1 of the valid votes cast. If there are 2 or more candidates, the electors shall be asked for their 1st, 2nd, 3rd preference vote or they can choose to vote for RON.

7. Student Councillors:

Article 9

The members of the Executive Council and School Representatives are automatically Student Councillors. The remaining quota of members shall be allocated to each Class Representative meeting but shall not exceed one hundred members.

- If a site is entitled to 15 councillors and 10 nomination forms are submitted each candidate needs to be approved individually on the online ballot paper. Their names must be recorded in the minutes of the meeting.
- If, at the following meeting, a further 5 candidates are nominated, they are also approved individually in the same manner.
- However, if following the first submission of 10 nomination forms, a further 7 candidates are nominated, then a contested vote will take place online.
- If the secret ballot results in a tie between two candidates, the two names are put into a 'hat', one name is removed and the name remaining in the 'hat' is deemed elected.

8. Student Council Subordinate Bodies:

Article 9.6

A subordinate body shall be composed of members as per its terms of reference. Representatives shall be elected as needed. The following documents are issued in relation to these elections:

- Online Nomination Forms
- Terms of Reference

9. Independent Chairperson to Student Council:

Article 9.15

The Student Council shall appoint a person who is not a member of the Student Council as Chairperson. This person shall not have been a member of the Union for at least two academic years. An online election by secret ballot will take no later than the 30th day of April.

If only one candidate is nominated for election as Independent Chairperson, a confirmation ballot for their election shall take place online. The electors shall be given the opportunity to vote for RON. For a candidate to be deemed elected at a confirmation ballot, they must receive 50% plus 1 of the valid votes cast.

If there are 2 or more candidates, the electors shall be asked for their 1st, 2nd, 3rd preference vote or they can choose to vote for RON.

The term of office, unless otherwise stated, shall run from 1st July for a period not exceeding two years.

10. Appointments to the DIT Governing Body:

Article 8.9

All appointments to the Governing Body of the Institute, and termination of those appointments shall be regulated by the Student Council.

The President shall automatically be forwarded as a representative student, and in order to create a gender balance, a Vice President of opposite gender to the President shall be appointed. In the event of the Full Time Elected Officers being of the same gender, the appointee shall be selected by the President from a member of the College Officers. All appointees shall be acknowledged by the Student Council.

11. Student Director Nominees to the Board of DITSU CLG:

Article 6.2

Under this article and its relating schedule, two students are elected to the board by the Student Council on an annual basis. Both positions are for a period of 1 year. These positions are open to all students.

Each candidate must address the Student Council stating their reason for running for the position. An online nomination form is issued for this post.

If one candidate is nominated, a confirmation ballot for their election shall take place online. The electors shall be given the opportunity to vote for RON. For a candidate to be deemed elected at a confirmation ballot, they must receive 50% plus 1 of the valid votes cast.

If two or more candidates are nominated, the electors shall be asked for their 1st, 2nd, 3rd preference vote or they can choose to vote for RON.

12. Student Member Nominees of DITSU CLG:

Article 6.2

Under this article and its relating schedule, two students are elected as company members by the Student Council on an annual basis. Both positions are for a period of 1 year. These positions are open to all students.

Each candidate must address the Student Council stating their reason for running for the position. An online nomination form is issued for this post.

If one candidate is nominated, a confirmation ballot for their election shall take place online. The electors shall be given the opportunity to vote for RON. For a candidate to be deemed elected at a confirmation ballot, they must receive 50% plus 1 of the valid votes cast.

If there are 2 or more candidates, the electors shall be asked for their 1st, 2nd, 3rd preference vote or they can choose to vote for RON.

13. Independent Chairperson of the Board of DITSU CLG:

Article 6.3

The Chairperson of the Board shall be appointed for a period of not less than two, but no more than four years, in a manner to be agreed between DITSU CLG and the Student Council. The Chairperson shall not be a member of the Students' Union.

The Board of DITSU CLG shall shortlist potential candidates and conduct interviews with them. The Board will vote, and the result of this vote is sent to the Student Council for noting.

14. Independent Chairperson of the Electoral Commission:

Article 22.10

The Student Council shall appoint a Chairperson of the Electoral Commission who shall act as Chief Returning Officer and determine matters of procedure in accordance with the Constitution.

The Chairperson shall be appointed for a period of three years, no later than the 30th April in the year of appointment. The Chairperson shall not have been a member of the Students' Union within the past four years.

Elections shall take place online by secret ballot. If only one candidate is nominated, an online confirmation ballot will be held.

15. Student Members of the Electoral Commission:

Article 22.3

Up to five members of the Union may be elected to the Electoral Commission. Their election shall be for one year and shall run from of the following year.

Student Council is entitled to elect up to five students to the Electoral Commission. If five or less nomination forms are submitted, an online confirmation ballot will take place. If, however, more than 5 candidates are nominated, then an online vote by secret ballot will take place. Candidates must address the Council prior to the election.

Casual vacancies in the Commission may be filled by the Student Council. Where any vacancies must be filled outside of the term of the Student Council, members may be co-opted onto the Commission, until such a time as the Student Council is in term.

16. Constitutional Tribunal:

Article 26.1 and 26.13

The Constitutional Tribunal shall consist of the Chairperson of the Electoral Commission, and two other persons appointed no later than the last day of April by the Student Council. They shall be individuals of considerable legal expertise.

A confirmation ballot for these elections shall take place online. The electors shall be given the opportunity to vote for RON. For a candidate to be deemed elected at a confirmation ballot, they must receive 50% plus 1 of the valid votes cast.

17. Graduate Research School Board:

DITSU, as the representative body of the DIT will ensure that the Graduate Research Board has student representation in the form of a research student of the Institute. In the instance that the elected DITSU Post Graduate officer is a research student, they shall automatically become a member.

If the Post Graduate Officer is a taught student – they are unable to sit on the Research Board, and a research postgraduate will be appointed.

Expressions of interest will be sought and considered by the Executive Council. Once a short list has been compiled by the Executive Council a structured interview will take place. DITSU staff may attend this, with the approval of the Executive Council. The Research Board shall then be notified of the appointment.

Notes:

- All local democratic elections shall take place online. Where the position is not contested, an online confirmation ballot will take place, and their names noted in the minutes of that meeting.
- Unless otherwise stated, nominations shall close 3 working days before the election is due to take place

- A photo of the candidate must be submitted with the nomination form. Nomination forms will not be deemed complete without a picture. Photos will be used on the ballot paper.
- Candidates must be present to address the electorate at the required meeting. If they cannot attend they must submit a note detailing why they are running for the position, or request for someone to speak on their behalf. Failure to do so will result in their disqualification.

If there are further candidates nominated for this position the disqualified candidate's name is removed from the ballot paper and the election shall continue. If only one candidate had been nominated for the position and is subsequently disqualified, then the election shall not take place and nominations re-open for that position.

- Unless otherwise stated, the term of office shall be from 01/07/20XX to 30/06/20XX

Derogations made by the Commission

- All law programmes within the School of Languages, Law and Social Sciences shall attend the Aungier Street Class Rep Meeting. Any student studying on one of these programmes may run for the position of College Officer for Aungier Street.
- The following programmes are entitled to elect a rep per class stream:
 - DT315/1
 - DT315/2
 - DT324/1
 - DT324/2
 - DT341/1
 - DT365/1
 - DT365/2