



TU DUBLIN SU  
ELECTIONS



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# TU Dublin SU Election Procedures

Approved by the Electoral Commission on  
6<sup>th</sup> December 2021



# TU DUBLIN SU ELECTIONS



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The Electoral Commission is established under Constitutional Article 9. *“The Union shall establish an Electoral Commission which shall regulate the operation of all elections, plebiscites, referenda, confirmation ballots or other ballots and advise on the schedules relating to elections.”*

*“Voting in Union Elections is by secret ballot by means of the single transferable vote, as per the Electoral Acts, with the exception of Class Representative and School Representative elections, which 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 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 University (Constitutional Article 4.1).

Below is a comprehensive list of all democratic elections carried out by TU Dublin SU. The Commission is committed to reducing paper waste, and where possible will use online nomination forms and run elections online.

### **1. Sabbatical Officers**

Elections shall take place no later than 15 working days after the close of nominations. Nominations shall remain open for a period not exceeding ten working days.

The following documents are issued in relation to these elections:

- Online Nomination Form
- Election Rules and Regulations
- Election Budget Regulations
- Complaint Form
- Schedule of election hustings (Meet the Candidates)
- Schedule of polling dates and the count date

If only one candidate is nominated for any of the sabbatical positions, 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, voters shall be asked for their 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> preference vote or they can choose to vote for RON. Elections are held by secret ballot.



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### **2. Part Time Officer Elections (including Post Graduate Officer)**

Elections shall take place no later than 15 working days after the close of nominations. Nominations shall remain open for a period not exceeding ten working days. Part Time Officers may only be elected by members of their campus (or geographical node, as determined by the Commission).

The following documents are issued in relation to these elections:

- Online Nomination Form
- Election Rules and Regulations
- Election Budget Regulations
- Complaint Form
- Schedule of election hustings (Meet the Candidates)
- Schedule of polling dates and the count date

If only one candidate is nominated for any part time officer positions 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, voters shall be asked for their 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> preference vote or they can choose to vote for RON. Elections are held by secret ballot.

### **3. Class Representatives**

Every class in the University shall have one Class Representative, who shall act as the official representative of that class. The Electoral Commission shall recognise class groups, 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. Contested elections are carried out by way of a show of hands, unless a secret ballot election is requested.

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

The following documents are issued in relation to this position:

- Online Nomination Form
- Class Rep Handbook



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### **4. School Representatives**

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

If only one candidate is nominated for any School Rep position, a confirmation ballot for their election shall take place. Voters 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, voters shall be asked for their 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> preference vote or they can choose to vote for RON.

The following documents are issued in relation to this position:

- Online Nomination Form

### **5. Student Councillors**

Sabbatical Officers, Part Time Officers, the Postgraduate Officer and School Representatives are automatically Student Councillors. The Class Rep Meetings of each campus shall elect Student Councillors as follows: Blanchardstown Campus – 12, City Campus – 21 (to be proportionately divided between each main geographic node), Tallaght Campus – 15.

- If a campus is entitled to 15 councillors and 10 nomination forms are submitted each candidate needs to be approved individually by an online ballot sent out following the Class Rep Meeting. Their names must be recorded in the minutes of the meeting.
- If, following that election, a further 5 candidates nominate themselves, they are also approved individually in the same manner.
- However, if following the election of 10 people, 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.



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### **6. Student Council Subordinate Bodies**

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

### **7. Student Members of the Electoral Commission**

Up to four members of the Union may be elected to the Electoral Commission by the Student Council for a one-year term of office. They can be appointed for a maximum of two further terms.

If four or less nomination forms are submitted, an online confirmation ballot will take place. If, however, more than four candidates are nominated, then an online vote by secret ballot will take place.

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 nominated by the Executive, until such a time as the Student Council is in term.

### **8. Graduate Research School Board**

Two student nominees are entitled to sit on the Graduate Research School Board. A Vice President for Education, as determined by the Executive, shall be a de facto member together with a student who is a postgraduate researcher.

The post graduate student shall be selected by research students within the University.

If only one candidate is nominated, a confirmation ballot for their election shall take place. Voters 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, voters shall be asked for their 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> preference vote or they can choose to vote for RON.

The following documents are issued in relation to this position:

- Online Nomination Form
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### **9. Student Director Nominees to the Board of TU Dublin SU CLG**

Four students appointed by the Student Council, at least one of whom must be a student studying at the Blanchardstown Campus, at least one of whom must be a student studying at the Tallaght Campus and at least two of whom must be studying at the City Campus.

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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> preference vote or they can choose to vote for RON.

### **10. Student Member Nominees of TU Dublin SU CLG**

Six students appointed by the Student Council, at least one of whom must be a student studying at the Blanchardstown Campus, at least one of whom must be a student studying at the Tallaght Campus, and at least two of whom must be students studying at the City Campus

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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> preference vote or they can choose to vote for RON.

### **11. External Directors of the Board of TU Dublin SU CLG**

There shall be five external directors appointed who shall not have been members of the Union They shall normally be appointed for a term of three years and shall serve no more than two terms consecutively. From this number a Chair and Vice Chair shall be elected by the Board.



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### **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 has been nominated for the position and is subsequently disqualified, then the election shall not take place and nominations re-open for that position.

- In the case of by elections for the positions of Student Councillor and School Reps, a manifesto will be submitted to the electorate in lieu of a physical husting.
- Unless otherwise stated, the term of office shall be from 01/07 in the year of the election to 30/06 the following year
- The procedures to appoint a Chairperson to the Student Council, Chairperson and members of the Electoral Commission and Constitutional Tribunal members are covered under Schedule H of the Constitution
- The procedures to appoint individuals to university boards and committees are covered under Article 10 of the TU Dublin SU Constitution.

### **Returning Officers**

Staff members of TU Dublin SU CLG may act as Returning Officers as needed.

The Deputy Presidents for each campus may act as Returning Officers. Other Sabbatical Officers may act as Returning Officers on approval from the Commission.





## TU DUBLIN SU ELECTIONS



### **Derogations made by the Commission**

- For a list of derogations please email [anna.perho@tudublinsu.ie](mailto:anna.perho@tudublinsu.ie)
- Unless otherwise stated, the term of office shall be from 01/07 in the year of the election to 30/06 the following year