

# How to Run an Election

- Society elections are done through the SU website during the April election period.
- Positions not filled during the election must be filled in a by-election within the first 3 months of the new academic year.
- Notice of Elections must be given to all society members 14 days before the election by email to the societies' entire registered membership list. You can then have supporting posts on the societies' social media and/or webpages.
- Details of the Election must be sent to the Head of Student Engagement and the Activities Coordinator at least 7 days before the nomination period opens, so the election can be set up on the website.
- Only standard society members can vote, not associate members.
- No Student Group member may stand for more than one committee position in the same election.
- The option to Re-open Nominations (RON) must be available for each position.
- Under exceptional circumstances, if your society cannot hold an election through the website, your society may have the option to hold an election via email or show of hands at an AGM. This will be conducted by the Activities Coordinator. This will be at the discretion of the Head of Student Engagement.
- Your society must ensure that it runs a fair and democratic election. Every standard member of your society is eligible to run for a position.
- Members participating in society elections must adhere to the Student Group Committee Election Rules.