



DIT Students' Union

Procedures for Students' Union Elections

Approved by the Electoral Commission on

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The Electoral Commission is established under Article 22 of the DIT Students' Union Constitution - "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 of 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 in the academic year.

1. Full Time Elected Officers:

Secret Ballot

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
- Printing and budget Allocation
- 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 his/her election shall take place. The electors shall be given the opportunity to vote for RON (Re-open nominations). 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 chose to Re-Open Nominations (R.O.N.)

2. College Officer Elections:

Secret Ballot

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 decided by the Electoral Commission). The following documents are issued in relation to these elections:

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

If only one candidate is nominated for the position College Officer, a confirmation ballot for his/her election shall take place. The electors shall be given the opportunity to vote for RON (Re-open nominations. 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 chose to Re-Open Nominations (R.O.N.)

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
- Printing Allocation
- Schedule of Polling Dates

If only one candidate is nominated for the position Postgraduate Officer, a confirmation ballot for his/her election shall take place. The electors shall be given the opportunity to vote for RON (Re-Open Nominations. 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 chose to Re-Open Nominations (R.O.N.)

4. Students Elected to Non-Democratic Positions

Any student running for election to a position within DITSU or DIT, which is not specifically dealt with under these procedures, shall be elected either through their local Class Rep Meeting, or the Student Council. Positions include, but are not limited to:

- Green Campus Committee

Nominations shall remain open for a minimum of five working days. The following documents may be issued in relation to these elections:

- Nomination Forms

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

If a committee is entitled to elect a certain amount of members and less candidates are put forward than there are positions available, these candidates are deemed elected. Each candidate needs to be approved individually at the meeting by a show of hands. If however, there are more candidates put forward than positions available, a vote by secret ballot must take place at the meeting (including the opportunity to select R.O.N – Re-Open Nominations). Candidates must address the meeting prior to the election taking place.

5. Class Representatives:

Article 9.7 and Article 11

Under Constitutional Article 22.1 the Class Representative elections do not have to be by secret ballot but shall operate in a manner to be decided by the Electoral Commission. 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.

A nomination form is produced and brought into each class by a member of the Executive Council, who will carry out the election.

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

At present if more than one student in a class is nominated for the position, a show of hands takes place to elect the rep.

The following documents are issued in relation to this position:

- Nomination Form
- Class Rep Handbook

6. School Representatives

Secret Ballot Article 10

The Electorate are the Class Reps from the School of the Student running for this position. Elections shall take place at the Class Rep Meeting, for which the School has been designated under schedule A of the DITSU Constitution.

If only one candidate is nominated for the position of School Representative, a confirmation ballot for his/her election shall take place. The electors shall be given the opportunity to vote for RON (Re-open nominations. 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 chose to Re-Open Nominations (R.O.N.)

7. Student Councillors:

Article 9

The members of the Executive Council and School Representatives are automatically Student Councillors by virtue of their election. 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 these 10 candidates are deemed elected. Each candidate needs to be approved individually at the meeting by a show of hands. If then a further 5 candidates are nominated they are also deemed elected individually by a show of hands. If however, following the first submission of 10 nomination forms, a further 7 candidates are nominated, then a vote by secret ballot must take place at the Class Rep Meeting. The 7 candidates must address the meeting prior to the election taking place.

8. Student Council Subordinate Bodies:

Article 9.6

A subordinate body shall be composed of members of as per the terms of reference for that body

The representatives shall be elected as needed. Nominations shall remain open for a minimum of five working days. The following documents are issued in relation to these elections:

- Nomination Forms
- Terms of Reference

If a subordinate body is entitled to elect 3 members and 3 or less nomination forms are submitted these candidates are deemed elected. Each candidate needs to be approved individually at the meeting by a show of hands. If however, more than 3 candidates are nominated, then a vote by secret ballot must take place at the Student Council or local Class Rep Meeting. Candidates must address the meeting prior to the election taking place.

9. Independent Chairperson of Student Council:

Secret Ballot 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. Nominations will open for a minimum of 5 working days and an election by secret ballot will then take place at a Student Council Meeting no later than the 30th day of April.

If only one candidate is nominated for election as Independent Chairperson, a confirmation ballot for his/her election shall take place. The electors shall be given the opportunity to vote for RON (Re-Open Nominations 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 chose to Re-Open Nominations (R.O.N.)

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, one of the Vice Presidents 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 from a member of the College Officers, on advice from the President.

All appointees shall be acknowledged by the Student Council.

11.1 Student Director Nominees to the Board of DITSU CLG: Secret Ballot Article 6.2

Under this article and its relating schedule, two students are elected by the Student Council on an annual basis by secret ballot. Both positions are for a period of 1 year. The term of office for these positions runs from 01/07/20XX to 30/06/20XX. These positions are open to all students.

Each candidate must address the Student Council stating his/her reason for running for the position. Nominations shall remain open for a minimum of five working days. A nomination form is issued for this post.

If only one candidate is nominated, a confirmation ballot for his/her election shall take place. The electors shall be given the opportunity to vote for RON (Re-Open Nominations 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 chose to Re-Open Nominations (R.O.N.)

11.2 Student Member Nominees of DITSU CLG: Secret Ballot Article 6.2

Under this article and its relating schedule, two students are elected by the Student Council on an annual basis by secret ballot. Both positions are for a period of 1 year. The term of office for these positions runs from 01/07/20XX to 30/06/20XX. These positions are open to all students.

Each candidate must address the Student Council stating his/her reason for running for the position. Nominations shall remain open for a minimum of five working days. A nomination form is issued for this post.

If only one candidate is nominated, a confirmation ballot for his/her election shall take place. The electors shall be given the opportunity to vote for RON (Re-Open Nominations 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 chose to Re-Open Nominations (R.O.N.)

11.3 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 as a proposal for their acceptance or rejection.

12.1 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 last day of April in the year of appointment. The Chairperson shall not have been a member of the Students' Union within the past four years.

12.2 Student Members of the Electoral Commission:

Secret Ballot 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 October 16th to October 15th of the following year.

As the Student Council is entitled to elect up to five students to the Electoral Commission, and 5 or less nomination forms are submitted, these candidates are automatically deemed elected. If however, more than 5 candidates are nominated, then a vote by secret ballot will take place at a Student Council Meeting, where the candidates must address the meeting prior to the election taking place.

Casual vacancies in the Commission may be filled by nomination 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.

13. Constitutional Tribunal:

Article 26.1 & .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, who shall be individuals of considerable legal expertise

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

14. 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 become an automatic member.

In the event that the Post Graduate Officer is a taught student – they are unable to sit on the Research Board, and a Research Student will be appointed.

Expressions of interest will be sought, and considered by the Executive Council, including the Post Graduate Officer. 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.

15. Notes:

- If a candidate is automatically deemed elected for any position, their names must be read out at the relevant meeting for noting in the minutes of that meeting.
- Candidates must be present at the appropriate meetings. If they cannot attend the meeting they must present a note detailing why they are running for the position, or request someone to speak on their behalf. Failure to do so will result in their disqualification.
If however, there is another candidate also nominated for this position the disqualified candidate's name is crossed off the ballot paper and the students voting are asked to continue with the election in a manner set out on the ballot paper. 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.
- All nomination forms should be stamped, dated and signed by the Local Returning Officer who shall be the Student Advisors on site.
- Unless otherwise stated, the term of office shall be from 01/07/20XX to 30/06/20XX