



Comhaltas na Mac Léinn,  
Ollscoil na Gaillimhe  

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University of Galway  
Students' Union

## STUDENTS' UNION CONSTITUTION

### SCHEDULE 1

#### **Section A:**

##### ***Returning Officer and Electoral System***

A Returning Officer shall be appointed by the Executive Committee for each set of elections. The Returning Officer shall be responsible for the conduct of the elections, including by-elections, held under section B to G inclusive of this Schedule. The Returning Officer may only be removed from office by the Executive Committee. Elections (exclusive of Class Representatives and Post Graduate Research Class Representatives) will be conducted under the Single Transferable Vote Proportional Representation System (Electoral Act of Ireland 1923, Amendment Act 1963).

#### **Section B:**

##### ***The election of the officers of the Executive of the Union (exclusive of the Societies' Chairperson and the Clubs' Captain)***

1. The term of office of the Officers shall be from July 1st to June 30th of the following year.
2. The election of the full time officers of the Union shall take place on the same day, in the second semester.
3. The election of part-time officers, with the exception of Clubs' Captain and Societies Chairperson, shall take place on the same day in the second semester before the full-time Officer Elections.
4. In an election where more than one position is to be filled, a candidate may be nominated for one position only.
5. Only full members of the Union may be nominated as candidates for any elective post under this section.
6. Nominations must be submitted no later than 5.00pm on the prescribed college day. This day shall be advertised on all Union platforms and shall be at least five college days before the day of the election. Nominations must remain open for five college days.
7. Withdrawal of nominations must be received by the Returning Officer no later than 5.00pm one college day after the close of nominations.

8. The elections shall take place within ten college days following the close of nominations.
9. The Elections Committee shall, within 24 hours of the latest date for withdrawal, make available, a list of all validly nominated candidates.
10. Voting shall take place at times and locations to be decided by the Elections Committee. The Elections Committee shall publish the voting arrangements in advance of elections.
11. All members of NUI Galway Students' Union may vote once they have been verified as a member of the Union. This is subject to Schedule 1.H.2
12. All members of the Executive Committee shall be entitled to vote. Notwithstanding this, only registered postgraduate students of the University shall be eligible to vote in the election of the Postgraduate Officer. This is subject to Schedule 1.H.2
13. Each ballot paper shall bear the name of the office contested, and in alphabetical order of surnames, the names of all validly nominated candidates.
14. The ballot paper shall contain the names of all candidates. In all elections where there are any nominations, ballot papers shall include as an option the statement 'Re-open nominations', which shall be treated as a candidate and shall be the last name on the ballot appear. If the 'Re-open nominations' candidate is elected, the Returning Officer shall declare the vacancy unfilled and a new election shall be held in accordance with the provisions of this Schedule.
15. Hustings for the full-time and part-time elections shall take place in the week of each election.
16. Election results shall be advertised on all Union platforms and results must be publicised individually for each position.
17. Elections Committee shall organise an information session at least one week prior to elections to publicise the following:
  - Rules and regulations of the elections as detailed in this schedule.
  - Remits of the officers of the Executive of the Union.

### **Section C:**

#### ***By-elections of Executive Officers of the Union (exclusive of the Clubs' Captain and Societies' Chairperson)***

If any of the above posts falls vacant, a by-election shall be held according to the following procedure:

1. Upon the occurrence of a vacancy, the President of the Union shall, within seven days, give notice to the Returning Officer.

2. Within five days, the Elections Committee shall cause to have the vacancy advertised on all Union noticeboards and website(s) and shall give notice of the by-election. Nominations must remain open for seven days.
3. Nominations must be submitted to the Elections Committee not later than 5.00pm on the prescribed day. This day shall be advertised on all Union noticeboards and website(s) and shall be at least seven days before the day of the election.
4. The list of candidates, all of whom shall be full members of the Union, shall be made available within 24 hours of close of nominations.
5. The election shall take place within fourteen days following the close of nominations.
6. Save as provided in paragraphs 1, 2 and 3 Section C, the procedure set out in Section B above will apply to by-elections held under this section.

**Section D:**

***Elections of a representative of the Sports Clubs (Clubs' Captain) and the Societies (Societies' Chairperson) to the Executive Committee.***

1. The Election of the Clubs' Captain and Societies' Chairperson shall take place on dates set by the Elections Committee.
2. Each Club and Society (recognised by the University) shall be entitled to nominate one representative to cast the vote of that club or society. The representative must be a member of the Union. Each Club & Society must provide details of the person to cast their vote to the Elections Committee at least 48 hours before the opening of polls. Each representative may only represent one Club or Society. Voting shall take place in accordance with Schedule 1.B
3. Candidates for the position of Clubs' Captain or Societies' Chairperson must be members of the Students' Union.
4. Nominations will be advertised by the Elections Committee.
5. Nominations must be submitted no later than 5.00pm on the prescribed college day. This day shall be advertised on all Union notice boards and website(s) and shall be at least five college days before the day of the election. Nominations must remain open for five college days.
6. Withdrawal of nominations must be received by the returning officer no later than 5.00pm on the prescribed college day. This day shall be one college day after the close of nominations.

**Section E:**

***By-elections for representatives of the sports clubs (Clubs' Captain) or the societies (Societies' Chairperson) to the Executive***

If either of the above posts should fall vacant, a by-election shall be held according to the following procedure:

1. Upon the occurrence of a vacancy, the President of the Union shall, within three college days, give notice of the vacancy to the Returning Officer, who shall cause the vacancy to be advertised within a further twenty-four hours.
2. Nominations and elections shall be conducted in accordance with the procedures in Section D.

## **Section F**

### ***Elections of College Convenors***

1. There shall be four College Convenors:
  - i. Convenor of the College of Science and Engineering
  - ii. Convenor of the College of Arts, Social Sciences, and Celtic Studies
  - iii. Convenor of the College of Science
  - iv. Convenor of the College of Business, Public Policy & Law
  - v. Convenor of the College of Medicine, Nursing & Health Science
2. Only members who are registered in a particular College will be eligible to vote in the election of that College's Convenor.
3. Nominations and elections of College Convenors will be carried in accordance with Schedule 1.B.

## **Section G:**

### ***Election of Class Representatives (exclusive of Post Graduate Research Class Representatives)***

1. The ratio of Class Representatives will be one Class Representative for every fifty students registered in a course instance.
2. Elections of Class Representatives shall take place within the first four weeks of the first Semester, or from the beginning of the academic term when applicable.
3. The term of office for Class Representatives shall be from date of election until another Class Representative is elected in the subsequent academic year. The term of a Class Representative will last for a maximum of twelve months.
4. A By-Election shall be held for vacant Class Representative positions.
5. Candidates for Class Representative shall be full members of the Union and shall be a registered student of the course instance which they wish to represent.

6. This section should be read in accordance with CA/STD/M23/4 passed by Academic Council Standing Committee on June 9th, 2001.

### ***Election of Post Graduate Research Class Representatives***

1. The ratio of Class Representatives will be one Class Representative for every fifty students registered in a school.
2. Elections of Class Representatives shall take place within the first four weeks of the first Semester, or from the beginning of the academic term when applicable.
3. The term of office for Class Representatives shall be from date of election until another Class Representative is elected in the subsequent academic year. The term of a Class Representative will last for a maximum of twelve months.
4. A By-Election shall be held for vacant Class Representative positions.
5. Candidates for Class Representative shall be full members of the Union and shall be a registered student of the school which they wish to represent.
6. This section should be read in accordance with CA/STD/M23/4 passed by Academic Council Standing Committee on June 9th, 2001.

### **Section H:**

#### ***Election Regulations (exclusive of Class Representatives and Post Graduate Research Class Representatives)***

1. Sponsorship or endorsement by a commercial entity is not permitted in any form.  
Sponsorship or endorsement includes, but is not limited to:
  - Branding, names or logos appearing on promotional material or t-shirts.
  - Gifts, vouchers or passes for commercial entities.
2. A candidate shall not distribute, nor cause to have distributed, any promotional material until 6:00pm on the Sunday before the election. Lecture Addresses are also prohibited until that time.
3. Each candidate, or their nominee, must attend a daily meeting with the Elections Committee during election week.
4. The Elections Committee will interpret the Election Regulations as they see fit and the decision of the Elections Committee is final.
5. Full time officer candidates shall be eligible for €100 reimbursement for campaign material if they reach 15% of the total ballot.
6. Part time officer candidates shall be eligible for a €25 reimbursement for campaign material if they reach 15% of the total ballot.

***This Schedule was amended by Comhairle Comhaltas na Mac Léinn /  
Students' Union Council on 27 March 2023.***