

UNSW MedSoc Election Protocol

The following document outlines the expected process to be taken by UNSWMS volunteers in coordinating the election of the following year's executive and council members. It is intended to both guide future executive and provide transparency and accountability to the members.

1. The election process will begin with the nomination of the returning officer at the July council meeting. Applicants must comply with requirements set out in the constitution:
 - a. The returning officer can be any ordinary member of the society.
 - b. The candidate must not run for an executive or council position, or for the position of presiding officer in the elections which they are overseeing.
2. The returning officer will ensure that the election is run in accordance with the [constitution](#) and the [regulations and by-laws](#).
 - a. The voting platform must be set up and all members notified within 2 weeks of the close of nominations.
3. An election timeline will be constructed by the returning officer, President and other members of the current executive, including a promotional timeline, release of role descriptions, deadlines for applications and the voting period.
 - a. Nominations will open approximately four weeks before the AGM and will include
 - i. The name and student number of the nominee(s),
 - ii. The name and student number of a nominator,
 - iii. The name, student number and signature of a seconder,
 - iv. A written statement by the nominee(s) of no more than 100 words for council members and 200 words for executive members, and
 - v. A photo of the nominee(s).
 - b. Core executive nominations will close approximately 16 days before the AGM
 - c. All other nominations will close approximately 12 days before the AGM
4. Members may apply for a maximum of two positions, with only one of these being a joint nomination. In these cases, the nominee must notify the returning officer of their preference of position, and in the case of joint nominations, the position must be the first preference of both nominees.



5. The voting platform must be set up and all members notified a minimum of two weeks before the voting opens.
6. Elections must be held within one week of the close of nominations
7. Promotions will be monitored by the returning officer to comply with the [elections code of conduct](#). In summary, this states that:
 - a. No social media event may be created promoting any nominee for any role.
 - b. Endorsements or promotions of any nominee must not be posted on the social media of any official MedSoc pages, including Special Interest Groups, or the pages of any affiliates.
 - c. Nominees are asked not to promote themselves via social media until 24 hours after nominations close.
 - d. Individuals are free to promote themselves on their personal social media pages, however, slander and/or harassment will not be tolerated.
 - e. No external promotional media outlets (posters, websites, or other advertising) will be allowed and may lead to disqualification from the election.
8. Voting
 - a. will occur via Moodle by a preferential voting system that is automatically calculated but is to be checked by both the Returning Officer and President.
 - b. Voting will be open for a period of five days in the week preceding the AGM.
 - c. A candidate will be declared a winner when they reach 50% + 1 of the valid votes.
9. Announcements
 - a. The returning officer will share the results of the election at the AGM in September.
 - b. A list of successful applicants should also be shared to all members via email and social media.
10. Review
 - a. After the election, members will have the option at the AGM to give feedback to the returning officer and outgoing President.
 - b. The outgoing President and Returning officer will debrief after the election and write and handover and recommendations for the following year.

Written by:	Dayna Duncan
Date:	13th August 2019



<i>For review:</i>	<i>July 2020</i>
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