

Dear all,

This is a summary of everything that you will need to know if you're planning on nominating yourself for a JCR committee position. There's a fair amount to consider, so please take the time to read all of this.

The document is broken down into sections to help you get through the process:

1. Deadline for nominations
2. Eligibility restrictions
3. Manifestos
4. Tutor's note
5. Electoral rules and malpractice procedures
6. Campaigning
7. Speaking to the incumbent committee member
8. Hustings
9. Voting

1. Deadline for nominations

Before the deadline for nominations, all candidates must have:

- Emailed a complete Nomination Form to me, the RO, signed by the candidate, proposer and seconder (who must NOT be an incumbent JCR Committee member, the RO, the Independent Chair or the proposer/seconder of another candidate, and MUST be a member of the St Hugh's JCR).
- Pigned to me, the RO, 2 physical copies of your manifesto, both signed by the same proposer and seconder.
- Emailed to me a PDF of your manifesto (for regulations concerning manifestos see "3. Manifestos"). This is to ensure no allegations of tampering with the manifestos after they have been sent in, and to be sent out electronically to the JCR.
- Cc'd me into or forwarded an email from your personal tutor granting you permission to run (though there are exceptions, see "4").
 - The RO shall not accept any nominations that do not meet all of the above.

2. Eligibility

Current First Years may not run for the following roles:

- President
- Vice-President
- Secretary
- Treasurer
- Access Officer
- WTI Welfare Officer
- MMG Welfare Officer

Only Current First Years may run for the following roles:

- Fresher's Welfare Officer
- Fresher's Representative

The following eligibility criteria also apply:

- Students in their final year of study or those who will have a year abroad which would overlap with their time in office may not run for any position, as they will not be able to complete the entire year for which they would hold the post.
- Candidates for the WTI Welfare Officer must identify as a woman and/or as transfeminine
- Candidates for the MMG Welfare Officer must identify as a man and/or as a minority gender
- Candidates for Entz reps must run as a pair, and a single pair of candidates will be elected to fill both roles.
 - This does not extend to candidates for LGBTQ+ and BAME reps, who must run individually, despite there being multiple representatives for those roles.
- Candidates may not stand for more than one post at any election, except for unsuccessful candidates for JCR President, who may then stand for another post in the JCR Committee.
- Candidates must have a **proposer** and a **seconder**. These must be members of the JCR and may **not** be any of: current JCR Committee, another candidate, or another candidate's proposer or seconder.

3. Manifestos

Manifestos are to contain:

- Your name and the position you are running for
- A **clear** photo of you
- Names and signatures of the proposer and seconder

The following rules and restrictions must also be followed:

- The manifesto must not exceed 500 words nor be more than one page of A4 size.
- The manifesto must not contain any obscene material (obscenity is deemed to include offensive, pornographic, racist, sexist, homophobic, transphobic or classist material) as determined by the RO, and if disputed, referred as per the complaints procedure with the RO as the accused.
- The manifesto must not contain any slanderous material concerning another candidate or a named JCR member, as determined by the RO, and if disputed, referred as per the complaints procedure with the RO as the accused.

Typical contents of past manifestos have included:

- A description of yourself, including your interests and relevant experience
- An outline of ideas to implement if elected. This often includes:
 - Concrete proposals for events or initiatives to be taken on
 - Problems identified with the current state of affairs
 - Values and principles you aim to uphold

4. Tutor's note

Given past instances where it has been difficult for candidates to chase up tutors for notes, if notified before the deadline, the RO grants an extension to candidates until 17.00 on the day of hustings. It is to be noted that it is strongly preferred for notes to be submitted earlier rather than later.

5. Election rules and malpractice procedures

Candidates and members of the JCR must not:

- Exceed the campaigning regulations laid out in section 6.
- Solicit for votes.
- Bribe for votes.
- Coerce for votes.
- Falsify votes on the online system or vote for JCR members.
- Send out campaigning material to or from the Oxford institutional email of students
- Conduct public hustings aside from the hustings organised by the RO as described in section 8, that is speaking in public places around college, such as the JCR or using public places in college to hust, such as standing in the dining hall or tutorials (note this is public speaking to a group in husting style, not asking friends for votes in private conversation)
- Conduct any acts of intimidation against other candidates.
- Propagate any slanderous information regarding other candidates or JCR members.
- Place bets or wagers on the outcome of the election (this applies to all JCR members, whether candidates or not).

Note that if any person is found to be breaking any regulations on behalf of a candidate, that candidate will be subject to a tribunal for the malpractice.

If any JCR member (including candidates) wishes to make a complaint of electoral malpractice, the following procedure will be taken:

- The complainant will email the RO. This email must:
- Name the candidate in breach of practice.
- State which regulation has been broken
- Explain how they (complainant) believe that regulations have been breached.

If taken in, the procedure to address the complaint shall proceed as follows:

- The RO will then inform the incumbent JCR Committee of the allegation, and a tribunal will ensue as soon as possible (determined by the RO, chaired by the RO, and judged by the incumbent Executive Members of the JCR Committee. Where a complaint involves the conduct of the JCR Returning Officer, or where the JCR Returning Officer is the complainant, the JCR President shall arbitrate.
 - The RO will act as chair of the tribunal. Tribunal regulations are as follows:

- The candidate accused (referred to as “the accused”) and the complainant (referred to as “the complainant”) must be present for the start of proceedings
- Order must be maintained under the same guidelines as a JCR general meeting arbitrated by the Independent Chair, with those in breach of order ejected.
- The case of the Prosecution will commence, followed by the Defence.
 - It is assumed that the Defence will be led by the accused and the Prosecution by the complainant; however, each may nominate any other person to speak on their behalf.
 - Both the Prosecution and Defence can call witnesses, who must be voluntary members of the St Hugh’s JCR.
- The JCR Executive Committee members will have the option of a private 15-minute enclave following the tribunal and then return with their verdict. This may be requested by a judging member and must take place if requested.
- This verdict is subject to appeal according to Section 9 of the Constitution.

6. Campaigning

Campaigning for the elections may proceed as per the following regulations:

- 2 copies of each candidate's manifestos will be displayed by the RO
 - These shall be the same ones that were pledged to the RO by the candidates
- No election Publicity material may be produced, save manifestos to be displayed by the JCR Returning Officer. Any candidate standing for Director of Digital Operations (DoDO) may cite reference to any websites they have produced, provided they contain no election-related material.
 - Material produced for or at hustings (see Section 8), such as Challenge videos or recordings of speeches, is only to be shown during hustings.
- Candidates may use social media as a campaigning tool, utilising tools such as instant messenger services, profile statuses, or setting up campaign pages or groups.
 - All activities on social media must:
 - Take place between the close of nominations and the close of the vote.
 - NOT CONTAIN any obscene material (obscenity is deemed to include offensive, pornographic, racist, homophobic, transphobic or classist material) but is determined by the RO, and if disputed, referred as per the complaints procedure with the RO as the accused.)
 - NOT CONTAIN any slanderous information concerning another candidate or St. Hugh's JCR Member.
- Candidates are not to post on any pre-existing group on social media affiliated with the St Hugh's JCR
 - This includes all sports and societies pages
- Candidates must use their own private social media account for all campaigning.

7. Speaking to the incumbent committee member

Any candidate nominated for a committee role must inform the incumbent committee member of their nomination before the date of hustings (this is to ensure that all candidates are fully aware of the demands of the position).

This year we will hold prescheduled drop-in sessions, the times of which will be communicated, for potential candidates to chat with their incumbents. However, if you want the privacy and convenience of a private meeting, you may schedule another time yourself.

8. Hustings

Hustings are to be held in at a date and time determined by the RO in consultation with the candidates to ensure fairness to all. Provisionally, there may be three different hustings events so that it is less imperative for every candidate to be available at a single time, with all candidates for a given position husting at the same event.

- Hustings will take place in the JCR. If a candidate is unable to be present in the JCR but would be able to attend remotely, they are to contact the RO explaining why. If two of: the Returning Officer, the Incumbent President and the Incumbent Vice-President agree, the candidate shall then be permitted to attend online
 - All candidates are to be available from 15 minutes before the commencement of hustings for a briefing from the RO and the incumbent JCR Vice-President.
- As stated in 4, all tutor notes must be handed in by 17.00 on the day of hustings.
- Challenge video submissions (if asked for) are to be emailed to the RO by 17.00 on the day of hustings (details concerning these will be circulated after nominations)
- Hustings begin with speeches and challenges (if asked for).
- Each candidate will have 5 minutes to give a speech, which will be followed by their challenge video submission (if asked for).
- The order of proceedings will be determined randomly, overseen by the RO.
- Speeches and challenges (if asked for) will be followed by questions. Incumbent JCR Committee members have the right to the first 5 questions, after which questions may come from any JCR Member present.
 - Questions must be addressed to all candidates.
 - Following each question, each candidate has the right to respond, the response lasting a maximum of one minute.
 - The order of respondents will start with a different candidate every time, on a rolling basis, beginning with the reverse of the order of speeches/videos.

9. Voting

Voting shall be conducted via an online ranked-choice system. Details of the voting platform shall be circulated to the JCR before the start of voting. The system works as follows:

- Each voter shall rank candidates in order of preference.
- All first-preference votes shall be counted first.
 - If there are more than two candidates, the candidate with the fewest first-preference votes shall be eliminated, and their votes shall be redistributed according to the next available preferences on each ballot.
 - This process shall continue until one candidate achieves a majority.

Ties may arise at any stage and will be resolved as outlined:

- If two or more candidates are tied for the fewest votes at any stage, the candidate with the fewest votes at the most recent previous stage where the tied candidates had unequal totals shall be eliminated.
 - If the tie remains unresolved after all previous rounds' levels have been considered, the Returning Officer shall determine the result randomly.

Best,

Ernesto Castro Melendez

JCR Vice President, Returning Officer and Independent Chair

St. Hugh's College

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