

Election Complaints Procedure 2024/25

The following procedure must be followed by students or candidates submitting an election complaint during a Student Association election and by Student Experience and Wellbeing

A student or candidate wishing to submit a complaint must do so using the Student Association Students Election Complaint Form (available on the Student Association website):

- a) The completed [Election Complaint Form](#) will be submitted to Student Experience and Wellbeing departments in online format – we cannot accept hard (paper) copies, except where the student or candidate has a disability that may make submitting the form electronically difficult
- b) On receipt of an Election Complaint Form, the Student Voice Team shall respond by email to the student making the complaint to confirm it has been received and accepted.

Evidence shall be requested (if not already provided) in support of the complaint. Evidence can be (but is not limited to) video recordings, photographs, computer screen shots and emails, and must also be submitted by the deadline, along with the Election Complaint Form. Students making an election complaint should try to ensure they provide evidence which clearly supports their complaint – e.g. if a student is providing a screen shot of a website, the student should try to include the date & time stamp in the bottom right-hand side of a computer screen to show the screen shot was taken at the appropriate time.

If a complaint is submitted without evidence, it may be dismissed. Once the complaint has been received, the complaint shall be sent to the Returning Officer nominee as delegated by the Registrar and Secretary of the University of Birmingham for a ruling.

Complaints may be received up to 2 hours after the close of voting. This procedure must be used alongside the Election Regulations, Guild of Students Bye Laws, Guild of Students Zero Tolerance Policy, University Bullying and Harassment Policy, Guild of Students governing documents, University Legislation, and/or any Laws of the Land.

If you have any queries, please email elections@guild.bham.ac.uk or dubaistudentassociation@contacts.bham.ac.uk



Overview of Complaint Structure:

- When a complaint is made, the SEW and Student Voice Team should log the complaint and follow up with the complainant if it is deemed that further information is required.
- All Complaints made against candidates during the elections process will be determined by the Returning Officer, the (COO).
- The Returning Officer may delegate responsibilities, and as such complaints will be determined by Adam Sheridan (Guild of Students' Director of Engagement) as Deputy Nominee for the Returning Officer.

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