



CSA Officer and Associated Positions
and
Rules Governing Elections

Background Information for Candidates

May 2017

Introduction

This document provides background information for students considering standing for election to positions with Cranfield Students' Association (CSA). These include the positions of President, Trustees, Executive Officers and NUS Delegate/Observer and apply to both Cranfield and Shrivenham campuses.

Prior to the opening of nominations for election, the CSA produces Candidate's Handbooks specific to each election. These are the definitive guide to the election processes, and take precedence should there be any discrepancy between those and this document.

Any student considering standing for election is strongly advised to discuss the process and requirements with CSA Officers and/or staff. They will be able to answer any questions and provide more detailed information than is available here.

The role of the CSA

The primary role of the CSA is to represent its student members to the University and to national bodies. To these ends, CSA Officers sit on various University committees, and organise campaigns to bring issues of concern to the attention of the authorities. A network of school and student representatives supports them.

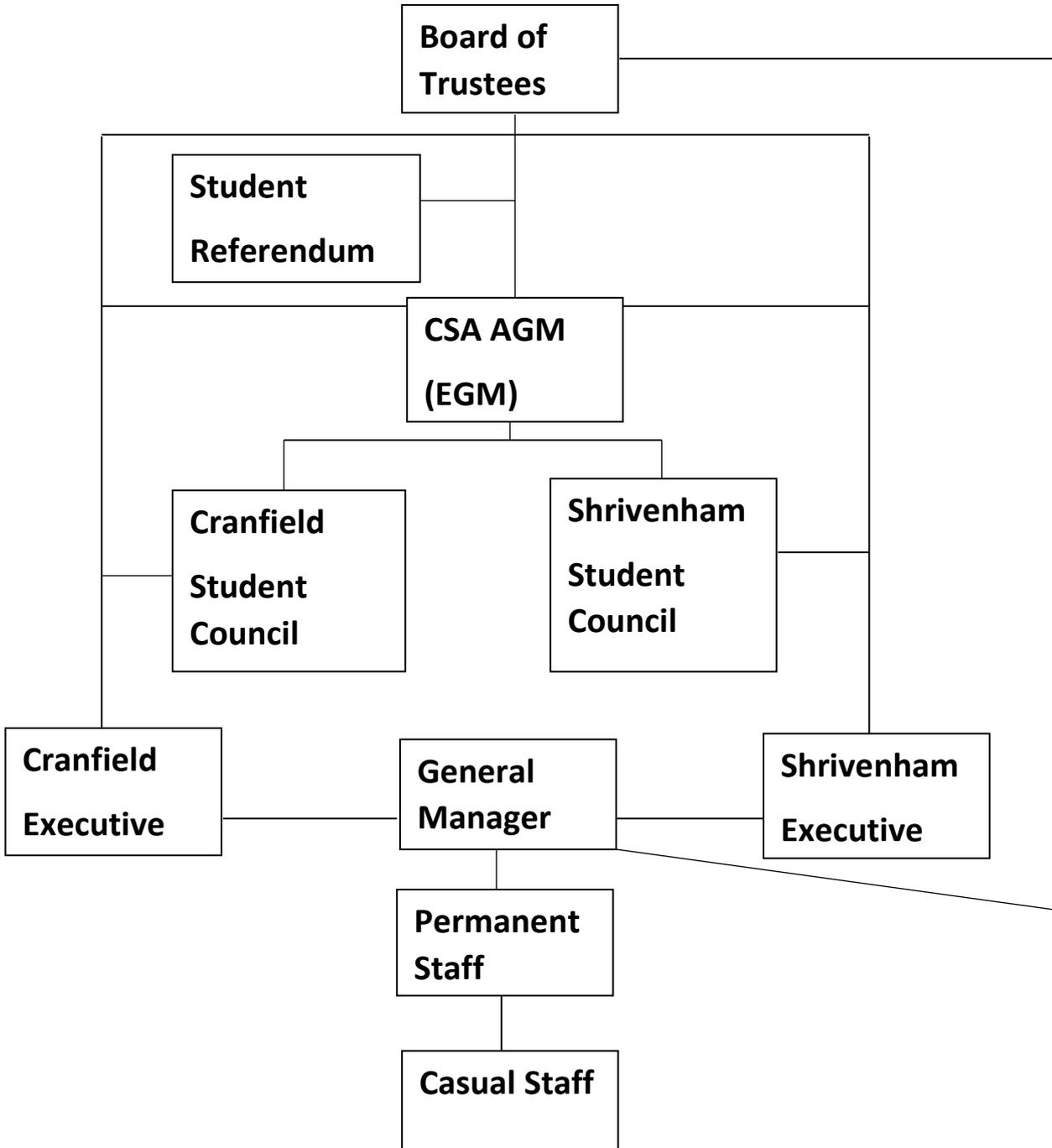
Secondly, the CSA provides a range of non-commercial services for students. These include such things as academic and welfare advice and support, campaigns, sports clubs, societies, entertainment and media, partly funded through annual grants from the University.

Thirdly, the CSA runs a range of commercial services: bar, cafe and shop on the Cranfield campus, merchandise sales and NUS card sales at both campuses. Whilst providing a service to students, these activities are expected to run at a small overall profit to help fund the non-commercial services.

CSA Officers are expected to take an interest in and support all these activities.

To run its operations, the CSA has a number of employed staff. The General Manager provides overall management for the CSA and reports directly to the University Secretary & Head of Executive Office. Three staff, Finance & Administration Co-ordinator, CSA Co-ordinator and Administration Assistant, oversee non-commercial services and the CSA Shop. A separate Bar & Catering Manager runs bar and cafe services. In addition, the CSA employs staff to deliver services to students, these include shop, bar and cafe staff plus individuals employed on specific projects. All these staff are based at the Cranfield campus, but are available to support Shrivenham students as required; the General Manager visiting Shrivenham on an approximately monthly basis.

The governance structure of the CSA



The Role of the CSA President

The CSA President is *ex officio* an Officer Trustee of the CSA. This aspect of the role is dealt with in a following section.

The President is the one CSA Officer who formally works across both campuses, Cranfield and Shrivenham, and is expected to attend meetings and events on the campus where they do not usually work. A degree of travel is involved. The President is elected by all students, whether studying at either campus or off-campus.

The President is the CSA's figurehead and ambassador. Their responsibilities are many and varied, and the emphasis can be quite different from year to year, but focus on leadership, representation and communication between the various CSA stakeholders. As the senior Officer of the CSA, the President is the "guardian" of the CSA's Constitution and Byelaws.

The President sits on the highest committees of the University, Court, Council and Senate, and is expected to represent the views of students to these bodies. In addition, they may be invited to sit on other committees and groups. Vice Presidents may be asked to attend meetings in lieu of the President. It is important that the senior Officers of the CSA are comfortable speaking at these meetings.

An important aspect is liaison with senior University officials and representing students and the CSA at University Committees. The President should work to build positive relationships with staff at all levels of the University, and a large degree of tact and diplomacy is necessary. The President is also expected to take an active role in representing the CSA to outside groups including the National Union of Students (NUS) and local community groups.

The CSA President is *ex officio* the primary CSA delegate to NUS Conference and similar events.

Equally, the President forms important links between the Executive Committees and the CSA staff. A good two-way flow of information and strong relationships are vital to the success of the role.

They provide support for the Executive Officers, chairing meetings at their "home" campus and assisting all Officers in key projects as required. It is important that the President acts as a cheerleader for all the CSA activities and operations and presents a positive image.

The President is required to provide general academic and welfare advice and representation for students when called upon to do so. However, this does NOT include counselling or providing specialist advice; in many cases, their role is to signpost a student to the correct individual or department either within the CSA, the University or outside. They must have a good understanding of the importance of confidentiality.

The President is a signatory to the CSA bank account(s). A willingness to question operational expenditure and monitor the ongoing financial situation is an important aspect of the checks and balances of the CSA financial procedures.

However, the most important role of the President is to listen and communicate with students, providing a conduit between the membership and the University or CSA as required. On many occasions, the President will be asked, “what do students think about...”, and it is important that they can provide an informed and balanced response, either at the time or after consultation with members.

Terms, conditions and working arrangements

Every registered Cranfield student (Masters, Doctoral, Cranfield and Shrivvenham Campus students) is eligible to stand for the position of the CSA President. In addition, a CSA President nearing the end of their term may stand for a second term as President even if they have completed their course of study.

The president will be normally elected in April/May and will assume office on the 1st May in 2017 (1st of July in subsequent years). The President works half time for the CSA as a part-time sabbatical Officer; that is 18 ½ hours per week on average to be worked flexibly around study commitments and the demands of the role. The salary is at Level 3, Point 3 on the Cranfield University salary scale pro rata. The President is required to sign a contract of employment, as any other member of CSA staff, and the same terms and conditions apply to their employment.

The President may either move to part-time registration as a student (not an option for students with a Tier 4 visa) or remain registered as a full-time student. In either case, the University has agreed that the President will be automatically entitled to a six month extension to their registration to compensate for time spent working for the CSA, although they must apply for this in the usual way in line with University regulations. Candidates MUST discuss arrangements with their supervisor/course director to ensure agreement if elected.

Further information on visas and sabbatical officers is available through the UKCISA website.

<http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Students-union-sabbatical-officers>

The President is NOT paid for their work as a Trustee of the CSA. Time spent on Board of Trustee activities is voluntary and in addition to their paid employment.

A Masters student elected as CSA President may continue in office after completion of their course of study.

A Shrivenham student elected as CSA President would be required to commit significant time to work at the Cranfield campus and attend meetings there as appropriate. This would require additional time commitment and consideration of the proper balance between their role as the CSA President and academic study. The CSA would take steps to support the President and mitigate any difficulties in this situation.

The Role of the CSA Vice Presidents

The CSA Vice Presidents are ex officio Officer Trustees of the CSA. This aspect of the role is dealt with in a following section.

There are two Vice Presidents, one for each of the Cranfield and Shrivenham campuses, each elected by the students at that campus.

Some of the Vice President's responsibilities are similar to those of the President, especially at the campus where the President is not usually based. They provide leadership, representation and communication, and chair the local Executive Committee in the President's absence. They may also be called upon to deputise for the President at other meetings.

It is important that the Vice Presidents act as cheerleaders for all the CSA activities and operations and present a positive image. They should provide support for Executive Officers.

As senior local Officers, Vice Presidents have a particular role to play in driving and co-ordinating campaigns and activities on their campus. They do not represent a particular constituency of students, and therefore have opportunities to get involved in a range of activities and to take up issues that do not naturally fall to a particular Officer.

However, the most important role of a Vice President is to listen and communicate with students, providing a conduit between the membership and the University or CSA as required. On many occasions, the President will be asked, "what do students think about..?", and it is important that they can provide an informed and balanced response, either at the time or after consultation with members.

Terms and conditions

The Vice President positions are not sabbatical roles; that is, they continue to work full-time on their academic studies whilst contributing to the CSA in their spare time.

Terms and conditions are as for other Executive Officer positions below.

The Vice Presidents are NOT paid for their work as Trustees of the CSA. Time spent on Board of Trustee activities is in addition to any paid CSA employment.

The role of the CSA Officer Trustees

The CSA President and both Vice Presidents are automatically Officer Trustees of the CSA. They are all members of the Board of Trustees, the highest governing body of the CSA, alongside two Student Trustees and three External Trustees.

The Board of Trustees is responsible for the CSA's strategy and planning, financial monitoring, oversight of activities, legal duties and providing guidance to the Officers and staff of CSA. These are medium to long-term responsibilities, rather than operational matters, and apply over the whole University: Cranfield, Shrivenham and off-campus.

Trustees have, and must accept, ultimate responsibility for directing the affairs of the CSA, ensuring that it is solvent and well-run, and delivering the charitable outcomes for the benefit of the members. These are legal and financial responsibilities.

Theoretically, all charity trustees are financially liable for the decisions they make. However, if this was truly the case, there would be no-one willing to act as a charity trustee. The CSA insures its Trustees so that they are not personally liable provided decisions are made in good faith and they do not knowingly act illegally.

A candidate for any of these positions must be eligible under charity law to act as a Trustee of the CSA; all candidates will be required to sign to declare that they are eligible to work as trustees.

The following are disqualified from acting as charity trustees, and cannot stand for the positions of CSA President or Vice President. However, they do not prevent a student from running for positions as an Executive Officer, and making a contribution in other areas.

- anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent;
- anyone who is an undischarged bankrupt;
- anyone who has made a composition or arrangement with, or granted a trust deed for, his or her creditors and has not been discharged in respect of it;
- anyone who has previously been removed from trusteeship of a charity by the Court or the Charity Commissioners for misconduct or mismanagement;
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.

Further information on the boards and the duties of trustees is available from the Charity Commission website, and in particular the "Essential Trustee" booklet.

http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/The_essential_trustee.aspx

The roles of CSA Executive Officers

Cranfield Campus

School Research Representatives: Sit on the School Management Committee and the pan-University Research Committee, representing the views of students. The latter is a Senate sub-committee, and hence a very senior body within the University with wide-ranging powers. They will be expected to attend termly meetings in their own School to determine student opinion, discuss issues and communicate information from the CSA or University. The Research representatives chair and coordinate the activities of the Research Students' Committees. In conjunction with the President, they are responsible for dealing with research students' concerns, aspirations and problems in relation to provision of all academic facilities and support services required for successful completion of research degrees.

School Education Representatives: Sit on the School Management Committee and the pan-University Education Committee, representing the views of students. The latter is a Senate sub-committee, and hence a very senior body within the University with wide-ranging powers. The School Representatives will be expected to attend termly meetings in their own School to determine student opinion, discuss issues and communicate information from the CSA or University. They will also have an important role in the organisation of the annual Student-Led Teaching Awards (SLTA) in the Spring term. The main role of the Education Officer is to chair and coordinate the activities of the Course Representatives Committee. In conjunction with the President, they shall be responsible for dealing with students' concerns, aspirations and problems in relation to education provision; and shall assist in gathering student opinion on the quality of their course and the institutional provision of support services.

International Student Officer: International students often have different requirements, interests and sometimes bring dependents that need support. The International Officer makes sure international students get their say, and plays a large role in organising International Week and other events targeting international students. This post is elected in May so that the Officer is available to welcome and support international students when they arrive in September and October; they must be available to work during registration week and the first week of the new academic year. Activities include liaison with the many culturally based societies on campus, keeping overseas students informed of events and occurrences, which affect them, and the encouragement of overseas students to participate in Association events and activities. The International Students' Officer plays an active role in the Executive Committee on all matters affecting non-UK students, and will liaise, where necessary, with UKCISA (United Kingdom Council for International Student Affairs).

Events Planner: Responsible for facilitation and organisation of major CSA activities. Liaises with Clubs & Societies and with students in general. Encourages and supports students to propose and organise new events and activities.

Engagement Officer: The officer will be ex-officio member of the clubs and societies committee. They will ensure students get the best experience as clubs and societies members and be the link between the clubs and societies, and the CSA. The person will work closely with the Events Planner in supporting Clubs and Societies events including the awards evening. More importantly, the person will ensure students are abreast of what the CSA stands for, activities of the CSA and encourage students to volunteer and participate in CSA events. The person will ensure Presidents/officers of the clubs and societies are abreast of events at the CSA and communicate the information to their members, and also ensure every club and society has a social media presence accessible to all members.

Green & Residences Officer: This post provides a range of options within the environmental sphere, and the successful candidate may choose projects and campaigns that particularly interest them. The Green Officer sits on the University Environment Committee, the Waste Management Committee, Residential Services Committee, Green Travel Plan Committee and the Fairtrade Committee, and provides an important liaison with the University "Green Team". They deal with campus and off-campus residential issues, and liaise with Hall Representatives.

Shrivenham

Social Officer: The Social Officer's primary role is identifying events and activities of interest to students and taking the lead on organising these events, and to update the CSA Shrivenham Facebook page on a regular basis. The role requires someone who enjoys getting involved and is happy to liaise with the Defence Academy mess and other social groups to make the most of what is on offer at Shrivenham.

Secretary/Welfare Officer: Produces the Executive meeting minutes. Sits on the Welfare Committee and Education Committee. Manages the CSA Email account. Manages the Student Led Teaching Awards. Acts as a point of contact for Welfare issues. Publicises surveys and works with the university to improve surveys and increase response rates. Attends CSA stalls at Graduation and Induction.

Publicity Officer: Manages Twitter/Facebook and Social Media Accounts. Makes posters, flyers and other CSA promotional materials. Promotes all events via email and social media. Manages sign ups to events. Manages CSA Merchandise ordering and sales. Runs regular course rep meetings to gain feedback and maintain good communication channels. Organises CSA stalls at Graduation and Induction.

All CDS Officers will attend Shrivenham CSA meetings, which are usually held on a fortnightly basis and help run the student drop-in sessions.

Terms and conditions

Nationally, the usual time commitment for a non-sabbatical officer is four to six hours per week. Whilst it is somewhat lower at Cranfield University, due to the increased demands of

postgraduate study, the successful candidate will still be expected to contribute a marked proportion of their leisure time to the role. This time is worked flexibly around study commitments and the demands of the role.

The situation regarding payment of Officers varies between campuses. The Cranfield campus Officers are not paid. The Shrivenham campus Officers are paid at the UK national minimum wage for about 12 hours per month. This is to reflect the lack of administrative support at Shrivenham.

Student Trustees

Student Trustees sit on the Board of Trustees (the CSA's controlling body) alongside Officer and External Trustees. The Board is responsible for strategy, development and finance of the CSA, and meets four times per year. Student Trustee positions are for two years to provide continuity between meetings.

Candidates for the positions must fulfil the legal requirements of a Charity Trustee as described for the Officer Trustees above.

Student Trustees are not paid for their work as Trustees of the CSA, although they may claim reasonable expenses.

National Union of Students (NUS) and NUS National Conference

The National Union of Students (NUS) is one of the largest student organisations in the world, representing the interests of around five million students in Further and Higher Education throughout the United Kingdom. It is a voluntary membership organisation made up of local student representative organisations that affiliate and pay a membership fee, these include virtually every college and university in the country.

NUS provides research, representation, training and expert advice for individual students and Students' Unions.

The main contact that the President and Vice Presidents will have with NUS will be through training of Officers, the election process and national conferences and meetings.

Further information about NUS can be obtained from their website

<http://www.nusconnect.org.uk/>

The primary role of the CSA is to represent its student members to the University and to national bodies. One of these external bodies is the NUS, which holds a national conference once a year at which students set policy and direction for the organisation. This takes place

around the Easter holidays. If you are interested in national issues, this is a chance to get involved.

The conference is also a great opportunity to meet other students, learn about activities and initiatives at other students' unions and return with some new ideas and enthusiasm. It is entirely free to delegates and observers; NUS pays for the conference and CSA covers travel expenses.

The CSA sends one delegate and one observer to conference, so successful candidates will not be travelling alone. The delegate is *ex officio* the CSA President, should they wish to attend. In practice, the only difference between these positions is that the delegate votes on behalf of Cranfield students at such times as this is necessary.

Election of the NUS Observer (and NUS Delegate should the President not attend) is separate from the elections to the CSA Executive Committees. Candidates for other positions, or serving Officers, may also run for NUS National Conference positions.

Special conditions apply to the election of NUS conference attendees.

1. NUS rules state that at least one woman **MUST** fill one of these positions, if any are willing to attend. Therefore, if the delegate is a man, the observer will be the best scoring woman in the election even if other men have obtained more votes.
2. As a secondary consideration, CSA rules state that, if the delegate (President) is based at the Cranfield campus, then the observer **MUST** be from the Shrivvenham campus, if anyone wishes to attend.

Otherwise, elections are carried out as for any other position. These are in October as the conference takes place prior to the April elections.

Important election information and advice

Getting nominated

To be eligible to stand for election, candidates must complete the nomination form that is included in the candidate's pack/handbook.

A candidate for cross-University positions must be a registered student of Cranfield University (or an outgoing CSA President wishing to stand for a second term) and be proposed and seconded by other registered Cranfield students.

A candidate for campus-based positions must be a registered student of Cranfield University at the appropriate campus and be proposed and seconded by other registered Cranfield students from that campus.

Off-campus students relate to the primary campus and/or school managing their area of study. If in doubt, advice should be sought from the Election Manager at the earliest opportunity.

The completed nomination form must be handed in to the CSA before the end of the close of nominations. For students based at Cranfield, this is the CSA main office in building 114. For students based at Shrivenham it is the CSA Office in the Slim Building.

A hard copy of a candidate's manifesto must accompany the nomination form. In addition, a soft copy of the manifesto must be sent to the Election Manager by the close of nominations.

After the close of nominations all candidates', proposers' and seconders' details and ID card numbers will be checked to ensure that they are valid.

Late nominations, including late manifestoes, are not acceptable.

Producing a Manifesto

A manifesto is a document that explains the candidate's experience, ideas, and proposals and why they should be elected.

It can be no more than one side of A4 and should be submitted in both electronic and paper format. All manifestoes will be put on display and included in the election booklet distributed to voters.

A manifesto must NOT

- refer to present or former members of the CSA by name
- refer to present or former CSA staff
- talk about other candidates, especially in a negative fashion
- knowingly contain factual inaccuracies
- contain opinion expressed as fact
- advocate discrimination or breach CSA equal opportunity policies
- be prejudicial to the fair running of the elections
- use the University or CSA logos

Candidates are advised to

- include a photograph so voters will be able to recognise them
- include their name and the position for which they are running
- be realistic and only make promises that they are likely to be able to keep
- try and use plain English and be clear and concise
- describe any involvement in the University and/or CSA
- describe their skills, knowledge and experience

- most importantly, state what they would like to do if elected

No person other than the Returning Officers and Election Manager(s) are allowed to view the manifestos or know the names of candidates running for election until after the close of nominations.

Candidates' Meeting

A Candidates Meeting may be held following the close of nominations. If it takes place, the candidate (or a designated person) must attend this meeting. At the meeting there is a chance to meet the Returning Officer or Election Manager and they will inform you of the conditions under which the election will be run and you can ask any questions about the process.

Support for Candidates

The CSA will refund expenses, on production of receipts, to a maximum of £25 for each candidate standing in the Presidential elections. Other campaigns must be entirely self-funded.

In addition, each candidate may spend a maximum of £50 of his or her own money, this money is not refundable. This limit is to prevent candidates' over-spending on elections; the result should be about candidates and their ideas, not about resources available to the candidates.

Receipts must be retained for all expenditure, and each item documented on the Record of Expenditure Form. Failure to follow these rules may lead to the Returning Officer taking actions against a candidate, which may include disqualification.

In particular, please note that services in kind will be taken at their full value when calculating expenditure. For example, if a candidate has a friend or relative willing to produce campaign material free, then the charge to their expenditure limit is the commercial cost of that work NOT zero.

The CSA will also provide free internal photocopying or printing for each candidate to a maximum of 100 one-sided A4 colour copies and 100 one-sided A4 black and white copies. This allocation may be used as the candidate wishes; for example, 100 A4 copies is equivalent to 50 A3 or 200 A5 copies.

Question time

Question time (hustings) may take place at a time and location arranged and publicised by the Returning Officer and Election Manager. This will depend on the candidates standing and the need to ensure that all candidates are treated fairly. There may be separate question times on each campus, a single event or none at all, depending on the best approach to ensure smooth and fair running of the elections.

Question time provides an opportunity for candidates to make a speech to students, and for the voters to ask questions of the candidates.

The length of speeches will be limited depending on the number of candidates, but will generally be a few minutes long. Questions will be taken from students and the Election Manager will regulate the number and length of time taken over questions.

The following is some advice on the best approach to question time.

- Make sure you know the timings of your speech and do not overrun
- Write the speech in advance, double spaced to make it easier to read, but try not to just read it off the paper
- Practice the speech several times with an audience, making sure you speak slowly and clearly
- Start the speech by explaining who you are and why you are standing
- Make sure you cover your three main points in the speech; this is about all that time will allow
- End the speech by asking the audience to vote for you
- Practice answering questions about your ideas, but remember that the questions could be about anything
- Do not get drawn into arguments with the audience or other candidates
- Wear something that is smart and tidy, but comfortable
- Relax, enjoy the experience and be honest with the audience
- Smile!

Campaigning

To get elected candidates need to gain more votes than anyone else during the voting period, as determined by the Single Transferable Vote system (see below for an explanation of this process). To do this, they have to run an election campaign.

Campaigning may only begin after the candidates meeting. Early campaigning may result in the Returning Officer taking action, including disqualification of a candidate. The nature of an election campaign is intensive, exhausting and very time-consuming. It is difficult for one person to do alone, and it is useful to put together a campaign team of friends and supporters to help. Alternatively, candidates may join together in teams (slates) and agree to support each other's candidacy. However, the following points concerning such arrangements must be noted.

- Candidates are responsible for the actions of their campaign teams
- It is useful if members of campaign teams are easily identified (T-shirts, badges, etc.) to avoid misunderstandings
- Candidates running as slates may be held responsible for the actions of other candidates on their slate and their campaign teams

- It is wise to inform the Election Manager of any slate arrangements, rather than just relying on informal agreements, and equally important who is NOT on a slate

If candidates are unsure about whether any campaigning activity falls within the rules they should not hesitate to ask either the Returning Officer or Election Manager.

Printed publicity

Almost every campaign in an election includes printed publicity, whether as posters or flyers.

The following points should be noted.

- No candidates' campaign publicity may appear prior to the end of the candidates' meeting.
- No form of CSA or University insignia, logo, or any other indication that the candidate is in any way "officially endorsed" may appear on any publicity material
- Candidates should include their name, position and a photo in a prominent position
- Publicity should focus on 2-3 main reasons for a voter to support a candidate. Long wordy documents are difficult to read and off-putting to voters.
- All publicity should be well laid out and easy to read. Avoid too many capitals, changes of font or general messiness.
- Make publicity eye-catching and make a voter want to read it
- Make good and appropriate use of your colour and B&W allocations of printing
- Ensure that all publicity follows the rules of the election
- Ask before putting up posters in University buildings
- Take down your posters after the end of the election
- Tidy up dropped flyers, nobody likes litter (and they can be re-used!)

Talking to students

Whilst printed publicity impacts a lot of voters, nothing can beat actually talking to students and listening to their opinions.

Following are a few tips on talking to students.

- No campaigning may take place before the end of the candidates' meeting. However, this does not mean that candidates cannot tell people you are standing, especially friends and classmates, and talk to them about issues of concern
- Be friendly and smile
- Don't hassle someone who is busy, distracted or grumpy; it is a waste of time
- Explain who you are and the position for which you are running
- Highlight the main issue(s) that you want to address
- Don't talk for too long; be short and to the point
- Show some interest in them. Ask about their course and what they would like the CSA and its Officers to do

- Listen to their opinions, but remember that you want to talk to as many people as possible
- Explain how and where they can vote, including email voting if useful
- Ask them to vote for you, but if they already have a preferred candidate, ask them to vote for you as their Number 2 as this can be vital in the voting system used
- Thank them for their time

The Voting Process

Votes are cast online in the April elections, and by a combination of physical and email voting in the October elections. All voters will be informed of the voting process and given access to the online systems as necessary via their Cranfield University email address.

Voting will be by the Single Transferable Vote system as defined by the Electoral Reform Society.

<http://www.electoral-reform.org.uk/>

This means that voters are asked to rank the candidates in order of preference. They may rank some or all candidates, or just indicate their first choice, it is up to them.

However, if a voter only indicates their first choice, then their vote is of no use once (if) their favoured candidate is eliminated. Candidates should encourage voters to vote for them, even if it is only as second or third choice, as these “transferred votes” may be critical in the later stages of the count.

All ballots include the option to re-open nominations (often referred to as RON). This means that the voter does not like any of the candidates and thinks that the CSA should start the whole process again to find some better candidates. RON is treated like any other candidate, both at the vote and at the count. It is rare for the RON votes to win, but it has happened in the CSA, and a RON vote is better than no vote at all.

Candidates will appear on the ballot in alphabetical order of family name (then given name if family names are the same). It is the responsibility of the candidates to ensure that the Election Manager is clear as to a candidates correct and preferred use of names, for example diminutives, order of multiple names, etc. RON is always last on the list, after all other candidates regardless of their position in the alphabet.

The Count

The Returning Officer will inform the candidates of the time and venue of the count. The candidate, or their representative, may attend as observers.

Votes will not be assessed until the Returning Officer or Election Manager has given authority for the count to start. The Returning Officer or Election Manager will decide on the exact process of the count to ensure fair and effective counting.

In the first round of counting, the first choice votes for each candidate are counted. If a candidate has more than 50% of the total vote (not counting blank or destroyed ballot papers), then they are elected. If no candidate reaches the 50% threshold, then the candidate with the lowest number of votes is eliminated and their votes transferred to the second choice candidates on those papers. Those ballot papers with no second choice are removed from the process. This is why it is vital that candidates encourage voters to insert their second, third, etc. selections.

The process is continued until a candidate reaches the 50% threshold of votes and is declared the winner.

Election results will be announced as soon as possible after the results have been determined. They will then be posted on the CSA website.

In all paragraphs above, the Returning Officer may be replaced, in their absence, by the Election Manager.

Complaints, grievances and breaches of good conduct

All complaints concerning any part of the election, be it campaigning, voting, counting or process, must be submitted in line with the CSA Constitution and Bye-laws.