**Your Students’ Union**

**Elections Complaint Policy**

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Written: December 2024  
Review Date: December 2025  
Version: v1**

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**Introduction**

1.1 Your Students’ Union is committed to fair elections that follow the process as outlined in [Byelaw 4: Elections](https://www.yoursu.org/resources/ysu/Byelaw-4-Elections/) and the associated elections regulations:

* [General Union Election Regulation](https://www.yoursu.org/elections/guidance/)
* [Student Group Regulations](file:///Users/thomas/Downloads/Student%20Group%20Regulations%20-%20Aug%2024.pdf)
* [Elections Rules and Principes](https://www.yoursu.org/elections/guidance/)

1.2 The elections complaint process allows any student member to submit an election related complaint where they believe:

1. An election candidate, or their team, have broken an election regulation or [code conduct](https://www.yoursu.org/resources/ysu/Code-of-Conduct-Membership/).
2. The operation of the election has broken an election regulation.

1.3 This policy and the related process should be read in conjunction with [Byelaw 4: Elections](https://www.yoursu.org/resources/ysu/Byelaw-4-Elections/), the [Students’ Union Code of Conduct](https://www.yoursu.org/resources/ysu/Code-of-Conduct-Membership/) and the relevant election regulation from the below (dependent on the election cycle from which the complaint is being submitted):

* [General Union Election Regulation](https://www.yoursu.org/elections/guidance/)
* [Student Group Regulations](file:///Users/thomas/Downloads/Student%20Group%20Regulations%20-%20Aug%2024.pdf)
* [Elections Rules and Principes](https://www.yoursu.org/elections/guidance/)

1.4 Any complaint submitted through this process may be referred to [Byleaw 7: Disciplinary of Members if it relates to the conduct of a member](https://www.yoursu.org/resources/ysu/Byelaw-7-Disciplinary-of-Members/).

**2. Election Complaint Process**

2.1Any election complaints must be made using the [elections complaint form](https://forms.zohopublic.eu/yourstudentsunion/form/ElectionsComplaintForm/formperma/ykw_CSrmNRZF_3Ng6SO_Iw76c26hiDwqyA3C68kxAWo). (The only exception to this is an email that is providing additional evidence too large to include in the elections complaint form).

2.2 Any complaints sent directly to email addresses will be rejected by the Deputy Returning Officer.

2.3 All complaints must include evidence. A failure to provide evidence, will mean your complaint is rejected by the Deputy Returning Officer.

2.4 If you are having trouble including evidence on your form submission, this should be emailed to [complaints.su@coventry.ac.uk](mailto:complaints.su@coventry.ac.uk) quoting your ticket ID following the submission of the form.

2.5 Complaints comprising of hearsay, information not pertaining to the elections period itself or relating to activity not directly affecting you may ultimately result in your complaint being rejected.

2.6 All complaints will be administered by the Students’ Union complaints and member misconduct team.

2.7 The final deadline that election related complaints will be accepted is 2 hours after the close of the current voting period.

2.8 The Deputy Returning Officer is responsible for reaching a decision on the complaint and a decision will be reached within 24 hours of receipt where possible.

2.9 The Deputy Returning Officer shall have the final say on any complaint and/or appeal including the power to make a recommendation on any appropriate sanctions.

2.10 Any candidate affected by an election complaint, will receive timely notification of the decision taken on any submitted complaint.

2.11 Any candidate may appeal the decision taken by the Deputy Returning Officer in relation to a complaint outcome.

2.12 Any appeal must be submitted within 24 hours of the Deputy Returning Officer issuing their original decision to the candidate(s) by emailing [complaints.su@coventry.ac.uk](mailto:complaints.su@coventry.ac.uk).

2.13 The appeal must state on which grounds they are appealing:

* there were procedural irregularities
* there is fresh evidence not considered by the Returning Officer in the decision reached.

2.14 Any complaint concerning the conduct of members may be referred to [Byelaw 7: Disciplinary of Members](https://www.yoursu.org/resources/ysu/Byelaw-7-Disciplinary-of-Members/) or [University disciplinary processes](https://livecoventryac.sharepoint.com/:w:/s/externalstudentdocuments/EfBnjgiQk59KubbX4RrKiuoB56m3nFy2RS76gBUgnyA4bQ?e=QEHDE8&wdLOR=c1EAAF77C-91C9-41DB-8424-093F17B31A66) if relevant.