

## **BYE-LAW 9 – Postal and Proxy Voting**

- B9.1** Members of the Union shall only be granted a postal or proxy vote if they are unable to vote in person due to:
- B9.1.1 course or work commitments requiring them to be away from the Bailrigg campus
  - B9.1.2 being a part time student
  - B9.1.3 Illness
  - B9.1.4 postgraduate research commitment
  - B9.1.5 any other circumstances at the discretion of the Chief Returning Officer
- B9.2** Proxy Voting
- B9.2.1 A voter requesting a proxy vote must inform the Chief Returning Officer in writing at least 24 hours before the start of voting if they wish to vote by proxy.
  - B9.2.2 This request shall include:
    - B9.2.2.1 their name, college, library card number, and a contact number
    - B9.2.2.2 the reason for requesting a proxy vote
    - B9.2.2.3 their signature
    - B9.2.2.4 the name, college and library card number of the agent acting as proxy
  - B9.2.3 Before requesting a proxy vote, the voter shall gain the agreement of a nominated agent, and ensure that a similar, signed letter is given to the agent acting as proxy.
  - B9.2.4 The CRO shall compile a list of the valid requests made for proxy votes. This list shall be split appropriately into colleges, and include the name and library card number of both the voter allocated a proxy, and the name and library card number of their agent.
  - B9.2.5 Any voter whose request for a proxy is rejected shall be informed by the CRO before voting commences.
  - B9.2.6 The list of approved proxies shall be circulated to the issuing officers at the appropriate polling stations.
  - B9.2.7 Along with this list shall be a copy of the letter requesting a proxy vote.
  - B9.2.8 The proxy vote shall be cast in the college polling station of the voter who requested a proxy vote.
  - B9.2.9 On the day of voting the agent will declare they have a proxy vote to cast and show the issuing officer the letter from the voter and their own library card. This shall be checked against the list and letter provided.

- B9.2.10 If the details are correct, the issuing officer shall cross the name from the proxy voting list, and the agent shall mark a P and sign their name on the electoral roll next to the name of the person they are acting as proxy for.
- B9.2.11 The agent shall then be issued with the ballot paper/s and also a marked envelope in which to seal the completed ballot paper/s. The envelope shall be marked with the library card number of the person granted a proxy vote.
- B9.2.12 The agent shall then cast the vote in line with the Election Regulations (Bye-Law 8), making sure to seal the ballot paper/s in the envelope before putting it into the ballot box.
- B9.2.13 In the event of any dispute arising, the issuing officer shall contact the CRO, whose decision will be final.
- B9.2.14 Before the count commences Election Sub Committee shall ensure the number of proxy votes cast is in accordance with those approved. The envelopes shall then be opened by the CRO and the votes counted in the usual way in accordance with the Election Regulations (Bye-Law 8).
- B9.2.15 Any agent shall cast no more than two proxy votes in an election.
- B9.2.16 Any disagreement that may arise between the two parties is the responsibility of those involved in delegating the vote and carrying it out. This shall not affect the validity of the vote.
- B9.3** Postal Voting
- B9.3.1 The voter must inform the Chief Returning Officer in writing at least one week before the start of voting if they wish to vote by post.
- B9.3.2 This request shall include:
- B9.3.2.1 the name, college, library card number, and a contact number
  - B9.3.2.2 the reason for requesting a postal vote
  - B9.3.2.3 the address to send the postal voting papers
  - B9.3.2.4 their signature
- B9.3.3 The CRO shall compile a list of the valid requests made for postal votes. This list shall be split appropriately into colleges, and include the name and library card number of the voter allocated a postal vote.
- B9.3.4 Any voter whose request for a postal vote is rejected shall be informed by the CRO before voting commences.
- B9.3.5 The CRO shall dispatch to the voters on the approved list the authorised and signed ballot paper/s, copies of manifestos, this bye-law, and an envelope in which to return the completed ballot paper/s.
- B9.3.6 The return envelope shall be addressed to the CRO and be marked with the voter's library card number. Ballots returned in any other envelope will be invalid.

- B9.3.7 The voter must ensure that the ballot will be delivered by no later than 5.00pm on the day of voting. Any ballots received after this time will be invalid.
- B9.3.8 The CRO shall record the time all postal votes are received.
- B9.3.9 Before the count commences the CRO shall ensure the number of postal votes cast is in accordance with those approved. The envelopes shall then be opened by the CRO and the votes counted in the usual way in accordance with the Election Regulations (Bye-Law 8).