

APPENDIX

STANDING ORDERS OF LINCOLN COLLEGE MIDDLE COMMON ROOM

Part One: PROCEDURE FOR ELECTIONS

Elections will be held during the last two weeks of Hilary Term.

A. Hustings

Hustings will be held for all positions for which an election is to be held.

B. Ballots

1. Ballot papers must list candidates for each office, with corresponding boxes for indicating preferences, and must instruct voters as follows:

“Voters must put the figure ‘1’ against the Candidate for each office who is their first choice, ‘2’ against their second preference, ‘3’ against their third preference etc., continuing to indicate preference until they have no remaining candidates.

A ballot paper will be VOID if the figure ‘1’ appears more than once for each office, or if it is not indicated at all, or if the preference is not reasonably determinable.

Each ballot paper must be placed by the voter into the ballot box during the time set aside for this purpose. Voters must present photo identification before being issued with a ballot paper. The Returning Officer must make a distinctive mark on the ballot paper upon issue. Voters must sign a sheet against their name as they vote."

2. Different Procedures will apply for voting *in absentia*. Article 18(1) requires election of Officers by Secret Ballot. It also requires as per Article 18(3) a method whereby voting can occur for those who are unable to attend to vote in person.

3. *In absentia* voting is only possible through two routes;

(a) by secret double sealed envelope left in the Secretary’s pigeon hole. An email from an ‘.ox.ac.uk’ address must be sent to the Secretary stating an intention to vote in absentia. A ballot paper will be left by the Secretary in that persons pigeon hole. The voter must complete the ballot and seal it in an envelope, which is sealed inside another envelope stating clearly their name and placed back into the Secretary’s pigeon hole before the start of the election. The RO will then be given the sealed envelopes which will be counted once amalgamated with the votes cast on the day of the election, in accordance with the procedure outlined below.

(b) for those not in Oxford by waiving the right to the secret ballot. This is for purely operational reasons. Waiving of the secret ballot is necessary to allow students not in Oxford to vote. A significant proportion of the graduate population may not be in Oxford on the stipulated day and this provides for a flexible voting mechanism. The votes must email the Returning Officer from an ‘.ox.ac.uk’ address along with their preferences for candidates. The email must be sent during the period stipulated when the intention to hold an election is declared. The only person(s) who will see the voting preferences of those

in absentia are the Returning Officer and Deputy Returning Officer(s). The votes will then be counted once amalgamated with the votes cast on the day of the election, in accordance with the procedure outlined below.

C. Procedures for the Ballot Count

It should be noted that when only two candidates contest an office, this single-transferable vote procedure will not differ in results from a simple majority voting system.

1. The Returning Officer (henceforth RO) and Deputy Returning Officer(s) (henceforth DRO), appointed as per Article 19(1) of the *2008 Constitution*, shall sort the ballots for each office as follows:

(a) The total number of first-preference votes of all candidates (excluding empty, spoilt, or void ballots) is divided by two. This result is known as the 'Quota', and is indicated on the Results Sheet.

(b) Each candidate is assigned a score representing the sum of their first-preference votes. These totals are placed on a Results Sheet.

2. If any candidate's score exceeds the 'Quota', the candidate is elected.

3. If no candidate's score exceeds the 'Quota', then the candidate with the lowest score is eliminated from the election. The second-preference votes among the ballots indicating a first-preference vote for the eliminated candidate are indicated on the Results Sheet and added at single unit value to the scores of the preferred remaining candidates. If any candidate's score then exceeds the quota the candidate is elected.

4. If no candidate's score exceeds the 'Quota', then the candidate with the lowest score is eliminated from the election. The second-preference votes among the ballots indicating a first-preference vote for the eliminated candidate are indicated on the Result Sheet and added at single unit value to the scores of the preferred remaining candidates. If any candidate's score then exceeds the quota the candidate is elected.

5. Rounds will continue until a candidate's score exceeds the quota, and that candidate is elected.

D. Counts and Recounts

1. Ballot counts for all offices must be performed once by the DRO and a second time by the RO. If the same result is obtained each time, the result may be announced. If not, counts must proceed until two successive counts achieve the same result.

2. The RO may initiate a recount at their discretion at any time within 72 hours of the close of voting.

3. Any candidate shall be granted a full recount of the ballots pertaining to the office for which they ran, if the request for such a recount is delivered by the candidate by email to the RO within 24 hours of the announcement of the election results.

E. By-elections

1. If an officer for any reason must resign their post, or is removed from office using the procedure outlined in Article 22 of the *2008 Constitution*, the most senior MCR officer remaining assumes the vacant post until a returning officer can be named and an election held.

2. If the office is vacated before the end of Michaelmas Term, a by-election must be held; otherwise the most senior remaining officer may hold the vacant post until the Hilary Term elections.
3. At the discretion of the most senior remaining officer, a by-election may be held for the vacant post after it is vacated in accordance with the election procedure.

Part Two: STANDING ORDERS PASSED BY ORDINARY MOTIONS

1. Each year the MCR will set aside a per capita amount, to be put in a fund earmarked for maintenance. This fund will be used only for maintenance and the purchase of furniture. The College will match the amount to be used from the fund each time a major purchase is contemplated. [as per the Governing Body Minutes of the College] [14.February.1990]
2. The MCR will provide a television and a DVD player for the use of its members on a yearly basis. [01.June.2008]
3. MCR members may vote *in absentia* at General Meetings. This must be done through a Proxy. Each person wishing to vote *in absentia* must find a Proxy and seek their permission for this person to vote on their behalf at the MCR meeting. Each MCR member may only act as a Proxy for one person, this includes the MCR Committee. If you are voting as a Proxy for the person *in absentia* you must make this clear before the vote on the issue at hand is taken. The person *in absentia* must inform the Secretary of their intention to have a Proxy vote on their behalf by email, 24 hours before the meeting at which the Proxy will vote. [04.June.2008]
4. The Executive Committee has the power to alter grammatical and spelling mistakes of the Constitution and Standing Orders without having to seek permission of the MCR in General Meeting. [04.June.2008]
5. Any person presenting a motion to the MCR for discussion and decision during a General or Extra-Ordinary Meeting must be present. The person seconding the motion may represent the person who forwarded the motion. This is to ensure an informed debate can be had and to prevent the same issue re-arrising at multiple meetings. Any motion which does not conform to the *2008 Constitution's* specific rules regarding motions will be dropped from the agenda. A short statement by the Committee outlining why this has occurred should be made to the MCR. [04.June.2008]

Part Three: STANDING ORDERS BY DECISION OF THE EXECUTIVE COMMITTEE

1. Viewing of broadcast television programmes is granted preference over the viewing of DVDs, except on previously scheduled MCR film nights. [01.June.2008]
2. Part Two and Part Three Standing Orders will be reviewed by the Executive on a yearly basis. Changes may be proposed in a General Meeting. [01.June.2008]