Process for Additional Committee Roles

Elections are the method by which Guild societies must choose their committee, and all societies must have a minimum of three committee members.

Each society should endeavour to fill the core committee positions of President, Secretary and Treasurer.

For the purposes of annual Society Committee elections, societies will be emailed to remind them of the committee roles that that the society has and how many seats have previously been available for each role.

The above information will then be used to set up that year's society election for the committee for the upcoming academic year.

To add a new committee role

On occasion, societies may wish to add new committee roles, or add additional seats to current committee roles. Societies should chat to the Societies Team about the additional roles that they are thinking of.

To establish a new committee role, the society committee must email all
 members at least one week in advance, via the back end of their webpage, to inform them of the suggested new role(s) and the date and time of a meeting. The society must make every effort to hold this meeting on a day and a time when the largest number of members will be able to attend.

At this meeting, if 50%+1 of all attendees agree via secret ballot to add a new committee role, this role is then formally added to the society's committee and will be included in the election for the following academic year.

The society committee must inform the Societies Team of this new role.

To elect someone into a new committee role, during an academic year

If the committee then needs this role to be filled within an academic year, the society committee must email all members at least one week in advance, via the back end of their webpage, to inform them of the available role and the date and time of a meeting. The society must make every effort to hold this meeting on a day and a time when the largest number of members will be able to attend. Those who wish to run for the new position must make themselves known, in advance of the meeting, to the society committee, so that the society committee can prepare the secret ballot.

At this meeting, all attendees will vote via secret ballot between those members who have put themselves for a committee position. The member with the majority of votes will be the winner. In the event of a tie, a coin will be flipped.

The society committee must inform the Societies Team of which member has been elected into the new committee role.

This role will then be added to the roles that are available for election for the next academic year.

If a member joins the committee in this way, and completes all of the compulsory protocols, then their activity can be uploaded to their HEAR.

To remove a committee role

On occasion, societies may wish to remove a committee role. Societies should chat to the Societies Team about the role that are thinking of removing.

To remove a committee role, the society committee must email all
 members at least one week in advance, via the back end of their webpage, to inform them of the committee role that they wish to remove and the date and time of a meeting. The society must make every effort to hold this meeting on a day and a time when the largest number of members will be able to attend.

At this meeting, if 50%+1 of all attendees agree via secret ballot to remove a society's committee role, this role is then formally removed from the society's committee and will be removed from the election for the following academic year.

The society committee must inform the Societies Team of this change.

Any member who has been elected and is currently in position within the removed role will remain within that role until the end of the academic year.

Informal option
Members may wish to informally support their committee, usually for a short period of time e.g., in the lead up to an event. Members can do this, although they are not able to vote in any committee meetings and will not be eligible to have this activity uploaded to their HEAR.