**Appendix E**

The JCR Returning Officer

The Election of the JCR Returning Officer

E1

The JCR Returning Officer shall be elected in the 4th Meeting of Trinity Term. Elections will be held by Alternative Vote (AV) (Electoral Reform Society 1997), administered by the current Returning Officer. The JCR Returning Officer shall hold this position for the next three Full Terms.

E2

In the instance that no candidates run for the position of JCR Returning Officer, the position passes to the Vice President as Acting Returning Officer as per E10, until the 4th meeting of the following term, when a further election for the position of JCR Returning Officer will take place.

E3

The JCR Returning Officer may not also be the JCR Independent Chair or the JCR President.

The Role of the JCR Returning Officer

E4

The JCR Returning Officer shall oversee the administration of all JCR elections.

This involves explaining the procedure for, and giving adequate notice of, all upcoming elections via email, as well as being the primary overseer of the use of the Alternative Vote (AV) (Electoral Reform Society 1997) online voting system.

The relevant elections overseen by the Returning Officer include:

1. JCR Committee Elections (The JCR Constitution, s.7);
2. WEQ elections and by-elections (B2(d));
3. Vote subsequent to the Charities Meeting (H8);
4. Travel Grants votes (F24);
5. Motions put to online secret ballot (Standing Orders, 1.15.5);
6. JCR Returning Officer elections (E3);
7. JCR Independent Chair elections.

E5

The Executive Committee must nominate one of its members to oversee the reading of election results alongside the Returning Officer, and the Independent Chair must also be in attendance.

E6

The JCR Returning Officer shall attend all JCR Meetings during their three terms of office. If they must miss a JCR Meeting, they should appoint an Acting Returning Officer from the JCR Executive Committee for that JCR Meeting. The JCR Returning Officer must inform the Independent Chair of such an appointment prior to the JCR Meeting.

E7

The JCR Returning Officer may not stand in any election during the year for which they hold the post. If they wish to stand, they must temporarily vacate the post prior to opening nominations, with the exception of the JCR Committee Election (E5). The JCR Returning Officer will return to their post subsequent to the reading of the election results.

E8

The JCR Returning Officer may not stand in the JCR Committee Election occurring in the year for which they hold the post, and may not temporarily or permanently vacate the role in order to do so. Overseeing the administration of the JCR Committee Election is a mandatory role of the JCR Returning Officer.

E9
In the instance that the position of JCR Returning Officer becomes temporarily vacant, as per E4, the JCR Vice-President shall be appointed as Acting Returning Officer, and assume the powers and responsibilities of the JCR Returning Officer. Should the JCR Vice-President resign from this position, the Executive Committee shall nominate one of their number to become Acting Returning Officer.

E10

The JCR Returning Officer shall be granted a room ballot score immediately beneath the lowest position of the JCR Committee, contingent on their completion of all three Full Terms in the post, including the mandatory oversight of the administration of the JCR Committee Election.

E11

In the instance that the JCR Returning Officer permanently resigns, the JCR Vice-President shall be appointed as Acting Returning Officer, and assume the powers and responsibilities of the JCR Returning Officer until at the very latest the 4th meeting of the term of resignation, when there will be another JCR Returning Officer election, as per E3. The JCR Returning Officer will then hold this position for the next 3 Full Terms.

In the instance of the JCR Returning Officer’s permanent resignation, the JCR Committee has the discretion as to when to hold the next election – the very latest being the 4th meeting of the term of resignation.

Should the JCR Vice-President resign from the position of Acting Returning Officer in the interim, the Executive Committee shall nominate one of their number to become Acting Returning Officer.