

# SUSU Elections Complaints Procedure

## 1. Submitting a complaint

- 1.1. Any full member of SUSU may submit a complaint if they believe a candidate (or a member of their campaign team) has broken any of the [SUSU Election Rules](#).
- 1.2. Complaints must be registered using the [Election Complaints Form](#), which will require the name of the candidate involved, the rule(s) the candidate or their campaign team is alleged to have broken, and evidence of the rule(s) having been broken.
- 1.3. Complaints can be registered at any time from the announcement of candidates until one hour after the closure of voting.

## 2. The Representation Team

- 2.1. Complaints will be considered in the first instance by the Representation Team who will assess whether the election rules have been broken and decide on the most appropriate course of action, which may include:
  - Closing the complaint (no further action)
  - Resolving the complaint with the candidate
  - Escalating the complaint to the Deputy Returning Officer Escalating the complaint to the Returning Officer
- 2.2. If the complaint is closed without further action, the student who submitted the complaint will be contacted to inform them of the decision and give them the opportunity to appeal.
- 2.3. If the complaint is resolved with the candidate, the student who submitted the complaint will be contacted to inform them of the outcome.

## 3. The Deputy Returning Officer

- 3.1. If a complaint is referred to the Deputy Returning Officer, they will consider the complaint further and decide on the most appropriate course of action, which may include:
  - Closing the complaint (no further action)
  - Issuing a sanction to the candidate, which may include:
    - Issuing a formal written warning to the candidate
    - Restricting the scope and/or period of campaigning
  - Escalating the complaint to the Returning Officer
- 3.2. If the complaint is closed without further action after having been referred to the Deputy Returning Officer, the student who submitted the complaint will be contacted to inform them of the decision and give them the opportunity to appeal.
- 3.3. If a sanction is issued to the candidate, they will be contacted to inform them of the sanction. The student who submitted the complaint will then be contacted to inform them of the outcome.

## 4. The Returning Officer

- 4.1. If a complaint is referred to the Returning Officer, they will consider the complaint further and decide on the most appropriate course of action, which may include:
  - Closing the complaint (no further action)
  - Issuing a sanction to the candidate, which may include:
    - Issuing a formal written warning to the candidate
    - Restricting the period during which the candidate is allowed to campaign
    - Recommending that the candidate be disqualified from the election
- 4.2. If the complaint is closed without further action after having been referred to the Returning Officer, the student who submitted the complaint will be contacted to inform them of the decision.
- 4.3. If a sanction is issued to the candidate, they will be contacted to inform them of the sanction. The student who submitted the complaint will then be contacted to inform them of the outcome.