

## Uttlesford Youth Council - Election Guidelines

### Allocated Seats

The seats allocated to each school in the Uttlesford District are as followed

Constituency	Number of students (201601)	Number of seats
Felsted School	~ 1,000	5
Forest Hall School	468	3
Helena Romanes School and Sixth Form Centre	1,263	6
Joyce Frankland Academy, Newport	853	4
Saffron Walden County High School	2,026	7
Residents not attending school in the district	-	3
	<b>Total:</b>	28

[1]

All schools should, at the end of November, have elected a number of representatives equal to the number allocated.

### Candidate eligibility

The terms of the councillors-elect will begin on the day of election. The duration of each term shall be approximately two years, ending on the day of the second election after that in which they were elected<sup>[2]</sup>. In the case of incumbent councillors from the school, as the term length is two years if a councillor does not step down they do not need to seek re-election.

To be eligible to run for election in the Youth Council, a young person must:

- (a) be aged at least 13 on the 31<sup>st</sup> of August in the calendar year in which the elections for which they are standing are held, and no older than 19 when they stand for election, and
- (b) be either
  - (i) living in the district, or
  - (ii) attending school, college, or sixth form in the district.<sup>[3]</sup>

The institution recipient of this document ultimately holds responsibility for running the election and this document serves only as a guideline for how best to do it. However, we would advise the institution to follow these guidelines unless there is already a system in place for elections to various posts within the school.

## **Pre-election**

The election should be scheduled to happen on a Thursday in October or November<sup>[4]</sup>, however as long as an election has happened before the final Thursday in November, the date is not particularly pertinent. In the interest of fairness it should happen on a day in which all students are in school, i.e not the day of a field trip.

When this date has been decided, a notice should be circulated through form of bulletin and form tutors, while the posters attached should be printed and displayed somewhere public to members of the school. In a period ideally lasting longer than two weeks after the initial message is circulated, a list of candidates for election should be gathered. While the responsibility for promoting the election lies on the shoulders of the institution we would encourage school to partake in promotion - these candidates must put themselves forward for election and not be chosen by the school, but teachers may be encouraged to encourage their students to run and assemblies could be given. Any candidate within the guidelines for running may put themselves forward for election. These candidates then have the opportunity to campaign for their election however they choose - in most case, we think this will include asking their friends and teachers to vote for them, however the institution may wish to set their own guidelines on how campaigning is done. After a minimum of two weeks of campaigning, the election day can then take place. Note that this means the election must be planned at least one month in advance: two weeks for candidates to put their names forward and then two weeks for candidates to campaign.

## **Election day**

Election ballots should be available to every person who wishes to vote. Voting does not need to be compulsory, but any eligible person who wishes to vote may. The constitution states that only those eligible to run may vote,<sup>[5]</sup> however the school may decide to allow teachers, staff and other members of the faculty to vote.

The ballot papers should display the names of every candidate who has put themselves forward for entry. The format for voting should be that each person may select a single candidate to vote for but if the institution wishes to they can use a Single Transferable Vote system - this requires a considerable amount more effort to tally up however. A ballot box should be, at recreational breaks in the day (lunch and morning break) be placed in a central location and watched by a volunteer. Each person may use their ballot slip to vote by crossing a box and putting it in the ballot box.

## **Post election**

At the end of the final recreational break in the school day, the votes should be tallied. The top candidates (winners) for however many seats are up for election should have their name(s) and email(s) forwarded to [youthcouncil@uttlesford.gov.uk](mailto:youthcouncil@uttlesford.gov.uk) and cc'd to [istarr@uttlesford.gov.uk](mailto:istarr@uttlesford.gov.uk) NO LATER than the final Thursday of November.

### **In the event of less candidates than available seats putting themselves forward**

If less candidates put themselves forward than there are seats, the election process can be scrapped and a default win awarded to the candidates. However, the election should still be planned up until the deadline for candidacy has passed. Teachers are welcome, and encouraged, in this instance, to nominate students for election with the student's consent.

*Constitution References - see attached Constitution.*

*[1]: Eligibility pools (constituencies)*

*[2]: Election*

*[3]: Eligibility*

*[4]: Election*

*[5]: Election*

