

Pembroke College Graduate Parlour Constitution

Updated: 16 May 2024 by Emily Quin & Zack Hayward to reflect constitutional amendments that went through the Open Meeting in May 2024, ratified by the Graduate Tutors and College Meeting in June 2024.

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Description

1.1 There will be an association of students, the name of which will be the “Pembroke College Graduate Parlour”. The aims and objects of the Graduate Parlour will be:

- (i) To advance the education and social welfare of its members.
- (ii) To provide facilities:
 - (a) which will let its members participate in the intellectual, social and other activities of Pembroke College and the University of Cambridge;
 - (b) which its members, as students and associates, need.
- (iii) To act as a representative channel of communication between its members and the College, the University of Cambridge, Cambridge University’s Student Union and other bodies.
- (iv) To conduct itself with due respect and responsibility for the environment in which its members live.
- (v) To further these aims and objectives by use of its income and resources solely for purposes permitted by charity law.

Membership

2.1 The following are automatically entitled to Ordinary Membership of the Graduate Parlour:

- (i) members of Pembroke College not reading for an undergraduate degree who are either *in statu pupillari* or who are registered with the Board of Graduate Studies as graduate students;
- (ii) members of Pembroke College who are over 25 years of age or are determined to be mature students by the University Matriculation Board and are not members of the Senior Parlour;
- (iii) lecturers or lectrices who are not members of the Senior Parlour.

2.2 In addition, those members of Pembroke College who are classed as undergraduate students but are in their fourth year of study are automatically entitled to 4th Year Membership.

2.3 In addition, any person may apply for Associate Membership of the Graduate Parlour, provided they adhere to the categories outlined in the Associate Membership documents (partner of a full member residing in Cambridge or visiting student at Pembroke supervised by a Pembroke fellow). No Associate Membership is permitted for those who hold or have held Membership of another Cambridge College. The following is the protocol for such an application:

- (i) the applicant should submit to the President of the Graduate Parlour an application outlining their reason for application and bearing their signature as well as those of a proposer and seconder who are already ordinary members of the Graduate Parlour;
- (ii) the Graduate Parlour Committee should approve or reject such an application by

means of a vote, taking into account the prospective associate member's expected contribution to Graduate Parlour life and existing connection with the Graduate Parlour and its members. The support of a two-thirds majority of Committee members will be required for approval of an application, with votes cast either in person or electronically. The Committee will set a membership fee for associate members payable by such members once per academic year.

(iii) when a new associate member is admitted, the Graduate Parlour Committee will inform the Postgraduate Administrator of this fact and summarise the reasons for approving the application.

(iv) following the admission of an associate member, they shall be entitled to enjoy the privileges outlined in this constitution and the Associate Membership documents.

(v) Associate Memberships shall conclude on the last day before the start of Michaelmas Term, and associate members will be assessed for continued suitability by the GPC should they wish to renew their Associate Membership.

2.4 Any person entitled to Ordinary Membership as described under Paragraph 2.1 or entitled to 4th Year Membership as described under Paragraph 2.2 may choose to opt out under the provisions of section 22(2)(c)(i) of the Education Act 1994. A person wishing to opt out of the Graduate Parlour may, in any academic year, declare that they do not wish to become a member. This declaration must take the form of a written notice to the President of the GP within two weeks of the commencement of Michaelmas Term. (All mentions of the Graduate Parlour in this document therefore refer to all ordinary members and all associate members).

2.5 Any person entitled to Ordinary Membership as described under Paragraph 2.1 or entitled to 4th Year Membership as described under Paragraph 2.2 who exercises the right not to be a member of the Graduate Parlour must not be unfairly disadvantaged with regard to the provision of services or otherwise. In this respect, the Graduate Parlour may accept funding from Pembroke College in order to provide services for people who have chosen to opt out and, in determining level of funding, Pembroke College will disregard any exercise of the right to opt out.

2.6 All ordinary members of the Graduate Parlour will be entitled:

- (i) to make use of all facilities provided by the Graduate Parlour;
- (ii) to attend, speak at and propose motions to all Open Meetings;
- (iii) to propose and second nominees for offices on the Graduate Parlour Committee;
- (iv) to vote in all Graduate Parlour elections;
- (v) to hold any elected office in the Graduate Parlour.

2.7 All Associate and 4th Year members of the Graduate Parlour will be entitled:

- (i) to make use of the Graduate Parlour space;
- (ii) to attend and speak at Open Meetings.

2.8 In addition, 4th Year members of the Graduate Parlour will be entitled:

- (i) to propose and second nominees for offices on the Graduate Parlour Committee,
- (ii) to vote in all Graduate Parlour elections and Open Meetings,
- (iii) to receive any privileges afforded to Ordinary Members, barring High Table, the Graduate Ballot, and holding committee positions not listed in 2.8(iv),
- (iv) to hold a number of committee positions, namely:
 - (i) Women and Marginalised Genders Representative;
 - (ii) LGBTQ+ Representative;
 - (iii) Ethnic Minorities Representative;
 - (iv) 4th Year Representative; and
 - (v) Access & Disabilities Representative.

2.9 Fourth Year Undergraduates are not permitted to hold office (or stand for office) in the GPC and JPC concurrently.

The Graduate Parlour Committee

3.1 The Graduate Parlour Committee will consist of 15 elected officers. These officers will fill the 7 Core offices and 8 Additional offices.

3.2 The Core elected offices of the Graduate Parlour Committee shall be:

- (i) President of the Graduate Parlour;
- (ii) Vice-President of the Graduate Parlour;
- (iii) Treasurer;
- (iv) Secretary;
- (v) Events and Entertainments Officer;
- (vi) Housing, Infrastructure and Sustainability (HIS) Officer; and
- (vii) Welfare Officer.

3.3 The Additional elected offices of the Graduate Parlour Committee shall be:

- (i) Graduate Parlour Steward;
- (ii) Women & Marginalised Genders Representative;
- (iii) Swaps and Formals Officer;
- (iv) LGBTQ+ Representative;
- (v) 4th Year Representative;
- (vi) Ethnic Minorities Representative;
- (vii) Access & Disabilities Representative; and
- (viii) Widening Participation Representative.

3.4 All officers of the Graduate Parlour Committee shall be elected by a secret ballot as set out in Articles 12 and 13.

3.5 The Graduate Parlour Committee will be responsible for all detailed matters concerning the administration of the Graduate Parlour, subject to the direction of an Open Meeting. The Graduate Parlour Committee will take such action as it deems necessary to meet the aims and objectives expressed under Paragraph 1.1.

3.6 The responsibilities of each of the fifteen officers of the Graduate Parlour Committee will be set out in their position's handover document. Each officer will keep their handover document up to date and pass it onto their successor when their term of office is over.

3.7 The Graduate Parlour Committee will ensure that all the money available to it, regardless of the source of the funds, is spent solely in order to further the aims and objectives of the Graduate Parlour in accordance with the conditions laid down under Article 5.

3.8 The Graduate Parlour Committee has the power to co-opt members for specific purposes, such members having no voting rights upon the Committee, and the power to establish subcommittees of the Graduate Parlour Committee when necessary, such subcommittees being accountable to the Graduate Parlour Committee. As a point of good practice, precedent has proven the merits (as of ratification) of the following possible committees:

- (i) Equalities & Inclusion Subcommittee
- (ii) Events Subcommittee
- (iii) Financial Scrutiny & Oversight Subcommittee
- (iii) Environmental Subcommittee
- (iv) International Students Subcommittee
- (v) Facilities Subcommittee

Unless otherwise mandated by the GPC, subcommittees will be established under the purview of the relevant GPC members as identified in Annex One. They will report twice-termly on their activities to GPC either in written form or through the appointed GPC member's attendance at a committee meeting.

3.9 The Graduate Parlour Committee will meet on a fortnightly basis through term, and may

do so more frequently at the discretion of the President. Members holding a Core position will be mandated to attend all GPC meetings and relevant college meetings, barring accepted apologies, whereas those holding an Additional position will be welcome to attend any meeting of the GPC, though not obliged, unless an agenda item under discussion falls within their remit. Failure to comply will invoke the procedure outlined in Article 3.12.

- 3.10 Decisions of the Graduate Parlour Committee will be made by consensus. In the event of disagreement, the matter will be decided by a simple majority vote.
- 3.11 The quorum of a meeting of the Graduate Parlour Committee will be at least half the number of core offices filled at the time notice of the meeting is given, and must include at least two of the following four officers: President, Vice-President, Treasurer, or Secretary. An officer may attend a meeting by telephone or other means of telecommunication, should it be impossible for them to attend in person.
- 3.12 Any member of the Graduate Parlour Committee who misses three meetings during their term of office without their apologies being accepted and without due reason will be deemed to have resigned, barring exceptional circumstances, left to the discretion of the President.
- 3.13 In the event of a motion of no confidence in any elected official of the Graduate Parlour being passed by a quorate Open Meeting compelled to hear the motion, they will be deemed to have resigned.
- 3.14 The Graduate Parlour Committee will not act on any matter of long-term policy, defined as policies expected to have effect on successive committees, without consulting an Open Meeting.
- 3.15 The President and the Graduate Parlour Committee will not take action on any matter which is the primary subject of an Open Meeting until after the Open Meeting has been held, when action will be taken in accordance with Article 4.
- 3.16 There will be no sabbatical or paid elected office in the Graduate Parlour, in line with provisions made by the Education Act 1994. Officers may be entitled to take incentives as a recognition of their work conditioned on the decision of the College, but these are not, and should not be recognised as, a salary.

Open Meetings

- 4.1 Open Meetings will be held for the purpose of discussion between the members of the Graduate Parlour and the Graduate Parlour Committee. An Open Meeting of the Graduate Parlour may be called:
 - (i) by the President, who must call at least one Open Meeting per term;
 - (ii) by a simple majority of the Graduate Parlour Committee;
 - (iii) by the Returning Officer in accordance with the procedures set out in Paragraph 12.13;
 - (iv) by means of a petition signed by five percent, or ten ordinary members, of the

Graduate Parlour who do not hold offices on the Graduate Parlour Committee (whichever of the two numbers is the lesser), calling for an Open Meeting on a specific agenda; the President will call the Open Meeting within 72 hours of receipt of such a petition.

- 4.2 An Open Meeting will be considered quorate if fifteen ordinary members of the Graduate Parlour who do not hold offices on the Graduate Parlour Committee are present.
- 4.3 The agenda for an Open Meeting will be published on the Graduate Parlour mailing list at least 48 hours before the Open Meeting upon the President calling the Open Meeting. Any other business may, with the consent of the Chair, be considered at the end of the Open Meeting.
- 4.4 The President, Vice-President, Treasurer and Secretary will attend all Open Meetings. Officers of the Graduate Parlour Committee will attend any Open Meeting where the agenda of that Open Meeting includes any topic related to their offices.
- 4.5 The President or Vice-President shall be entitled to lead the substantive business of Open Meetings. The two shall decide ahead of the Open Meeting which is to lead the substantive business, and the other shall take the Chair, to administer correct procedure in the running of the meeting.
- 4.6 Any member of the meeting may propose a motion or amendment to a motion on a particular agenda item during a meeting. The acceptance of more than two motions or amendments on any item is at the discretion of the Chair.
- 4.7 The following procedural motions may be put and will take precedence over other motions:
 - (i) vote of no confidence in the Chair;
 - (ii) challenge the Chair's ruling;
 - (iii) that the motion be not put;
 - (iv) that the motion be now put;
 - (v) that the motion be voted on in parts;
 - (vi) that the matter lie on the table.
- 4.8 If procedural motions (i) or (ii) be put, the Chair will hand over the chair to another officer of the Graduate Parlour Committee. If the motion is carried, the Chair will not resume the chair during that meeting.
- 4.9 The Secretary of the Graduate Parlour Committee will ordinarily minute the Open Meeting, as detailed under Article 7. A verified copy of the minutes will be delivered to the Graduate Parlour mailing list within 72 hours of the Open Meeting. Objections to the minutes may be lodged by means of a petition signed by ten members of the Graduate Parlour who do not hold offices on the Graduate Parlour Committee, each signatory having been present at the Open Meeting.
- 4.10 All members shall be entitled to attend an Open Meeting, and attendance shall be considered equally valid if they attend via telecommunication rather than in person. Moreover, members

shall be entitled to approve a proxy vote on one or more agenda points, by informing the Chair and Secretary of their intention and appointed proxy voter. A proxy voter will not, however, count as two or more people for the purposes of quoracy, and shall not be permitted to hold more than two proxy votes in addition to their own.

Finance

- 5.1 Annually, before the beginning of Michaelmas Term, the Graduate Parlour will agree a budget for the coming academic year and submit it, with the other claims as detailed under Paragraph 5.4, to the Bursar for assent.
- 5.2 The Treasurer will, at the end of every term, present the Graduate Parlour accounts to the College Finance Office for audit.
- 5.3 The Treasurer will keep and maintain financial records (including receipts for transactions) and prepare termly accounts and statements in a form acceptable to the Bursar and College Auditors and will make them available as described under Paragraph 5.2 for audit purposes.
- 5.4 Societies organised by members of the Graduate Parlour may apply to the Graduate Parlour Committee for annual funding by Pembroke College. Barring special circumstances, such claims may be made through the Graduate Parlour Committee according to the following procedure:
 - (i) During the summer vacation, the Treasurer of the Graduate Parlour Committee will publish notice on the Graduate Parlour mailing list and directly contact society representatives, requesting that detailed claims for funding be submitted to the Graduate Parlour Committee at a date prior to the start of Michaelmas Term. These claims should include details of forecast income and expenditure.
 - (ii) Each society will nominate one representative to submit a claim for the following academic year. The name of these representatives should be submitted to the Treasurer of the Graduate Parlour Committee alongside the detailed claim for funding, on the date set by the Treasurer under (i). Any club or society which does not do this will not be entitled to claim.
 - (iii) Once all claims have been received, society allocations will be decided upon by the Graduate Parlour Committee. The budget agreed upon will then be put forward to the College Bursar for assent.
 - (iv) Once the allocations have been finalised, the Treasurer of the Graduate Parlour Committee will be responsible for informing society representatives of their allocations.
 - (v) In order to claim its allocation, a society must first spend its own funds or those of its representatives. The Graduate Parlour Committee will issue payment retrospectively to reimburse those concerned only when valid receipts for expenditure are provided by the society and expenditure remains within that society's allocation for the academic year.

5.5 Upon the request of any member of the Graduate Parlour, the Treasurer will make available for inspection to that member records maintained by the Treasurer under this article.

Minutes

- 6.1 Minutes will be taken in all Graduate Parlour Committee meetings, a summary of which will be read and confirmed at the next meeting. A copy or true summary of the minutes confirmed by members of the Committee will be posted as soon as possible on the Graduate Parlour mailing list before the next meeting.
- 6.2 Minutes will be taken at all Open Meetings. A copy or true summary of all minutes confirmed by members of the Committee will be made available to Graduate Parlour members within 72 hours, by way of the Graduate Parlour website, CamSIS, or alternative means agreeable to Graduate Parlour members.
- 6.3 At both Graduate Parlour Committee meetings and Open Meetings, the Secretary of the Graduate Parlour Committee will ordinarily be responsible for taking and publicising minutes unless otherwise so moved at a given meeting.

Affiliations

- 7.1 The Graduate Parlour's affiliation to the Cambridge University Students' Union is to be ratified on an annual basis by simple majority vote of an Open Meeting held during Michaelmas Term.
- 7.2 New affiliations to any other external organisation must be ratified by a secret ballot. Continued affiliation to such external organisations is to be ratified on an annual basis by simple majority vote of an Open Meeting held during Michaelmas Term. Any members present with affiliations to these organisations must declare so at the time, to avoid the appearance of, or actuality of, a conflict of interest arising.
- 7.3 If the Graduate Parlour decides to become affiliated to any external organisation, it will publish to all members of the Graduate Parlour and to the Bursar a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organisation.
- 7.4 If required by a petition of ten ordinary members of the Graduate Parlour who do not hold offices on the Graduate Parlour Committee, the question of continued affiliation to any organisation will be decided upon by a reverification vote in the next Open Meeting called - either at a general meeting, or with specific regard to the question of affiliation. This shall take the form of a secret ballot, in which all GP Members shall be entitled to vote, under the provisions contained within Section 22 of the Education Act 1994.

Indemnity

- 8.1 Neither the Graduate Parlour nor any officer or appointee thereof will be the agent of or have the authority to bind Pembroke College. Actions of the Graduate Parlour, its officers or members will not be taken as or presented as representative of the College at large.

8.2 The officers of the Graduate Parlour Committee will not be personally liable to the Graduate Parlour Committee or to Pembroke College for any loss arising from the acts or omissions of an officer of the Graduate Parlour Committee in their capacity as an officer of the Graduate Parlour Committee unless the acts or omissions in question involved fraud or wilful wrongdoing in which case that officer may be held liable.

8.3 Where Officers undertake work of any sort which engages external contractors, they must declare any direct or perceived conflict of interest to the Committee. All payments to external contractors must be approved by the Graduate Parlour Committee by way of simple majority vote.

Interpretation

9.1 In the event of any dispute as to the interpretation of any part of the Constitution, the ruling of the President will be sought, except in the case of a dispute as to the interpretation of Article 12 or 13, when the ruling of the Returning Officer will be sought. If no Returning Officer has been appointed, the President's ruling will be sought instead. This ruling will be advertised immediately to the Graduate Parlour membership and may be challenged by ordinary members of the Graduate Parlour or the Graduate Parlour Committee who may call an Open Meeting in accordance with Paragraph 4.1 ((ii)) or ((iv)). In the event of a challenge to the President's ruling, the simple majority vote of the next Open Meeting will be final, subject to the approval of the Governing Body of the College of the decision.

9.2 A challenge to the President's ruling and the outcome of the resulting vote will be advertised to the Tutor for Graduate Affairs. In the event of an objection of the Governing Body of the College to the outcome, the Governing Body's interpretation will be regarded as final.

Grievances

10.1 All:

(i) members of the Graduate Parlour, or

(ii) people who have the right to ordinary membership of the Graduate Parlour under Paragraphs 2.1 and 2.2 but who have waived their right under Paragraph 2.4, and who wish to lodge a complaint that they are dissatisfied in their dealings with the Graduate Parlour or that they have been disadvantaged by having waived their right to be a member of the Graduate Parlour,

may refer a complaint to the President of the Graduate Parlour. An appeal will be referred from the President of the Graduate Parlour to the Senior Tutor and the Bursar jointly, who must make suitable arrangements for hearing the appeal.

Amendments

11.1 Amendments to the articles of the Constitution may be proposed by an Open Meeting.

(i) The wording for an amendment to be proposed by an Open Meeting must be circulated via the Graduate Parlour mailing list at least 48 hours in advance of the meeting.

(ii) The proposed changes will be discussed at the Open Meeting and the exact wording of the new constitution will be agreed upon via a two-thirds majority vote of those in attendance at the Open Meeting.

(iii) Paragraph 11.1 must under no circumstances be used to insert policy provisions into the Graduate Parlour Constitution, to remove this subclause, or to circumvent its stated aim of permitting democratic change to the Graduate Parlour's governing documents.

11.2 No alteration will be made to any part of this Constitution without the approval of the Governing Body, or an appropriate representative of the Governing Body with the power to approve alterations.

11.3 No alteration will be made to this Constitution except in accordance with the provisions of the Education Act 1994.

11.4 This Constitution was submitted to the Governing Body for review, in accordance with the provisions of the Education Act 1994, on the 17th May 2024 and will be submitted again at intervals of five years thereafter.

Main Elections

12.1 Main elections refer to regularly scheduled elections for the offices of the Graduate Parlour Committee detailed under Paragraphs 3.2 and 3.3.

(i) Main elections will only be held in Full Term.

(ii) There will be two main elections in each academic year. The changes of office will occur:

(a) within the last three weeks of Full Term in Michaelmas Term. This will be the election for the positions of Vice-President, Treasurer, Secretary, LGBTQ+ Representative, Ethnic Minorities Representative, 4th Year Representative, Housing, Infrastructure and Sustainability Officer, and Widening Participation Representative.

(b) in the second half of Easter Term. This will be the election for the positions of President, Events & Entertainments Officer, Welfare Officer, Women & Marginalised Genders Representative, Swaps and Formals Officer, Access and Disabilities Representative, and Graduate Parlour Steward.

(iii) The incumbent Graduate Parlour Committee will select the date for the next election and the date for the change of office.

(a) The Graduate Parlour Committee will appoint a Returning Officer for each election before the Notice of Election is published. The incumbent President will be the Returning Officer except where:

(a.1) they are or are likely to be seeking re-election or election to any other office; or

(a.2) they are, in the opinion of the Graduate Parlour Committee, as confirmed by an internal vote, likely to act partially as Returning Officer in such a way as to obstruct the fair conduct of the election.

(b) If the incumbent President is not an acceptable Returning Officer then the Vice President will be RO except where Paragraph 12.1 ((iii))(a.1) or ((a.2)) apply to them. In the excepted case the Graduate Parlour Committee will hold an internal vote to select a Returning Officer from within the incumbent Graduate Parlour Committee to whom Paragraphs 12.1 ((iii))(a.1) and ((a.2)) are not applicable.

(c) The Returning Officer, once appointed, may not seek election to any office, nor may they vote in the election, nor may they propose or second the nomination of candidates for office.

(d) The Returning Officer will be responsible for the fair conduct of the elections in accordance with the regulations laid down in this article.

(e) The remaining Graduate Parlour Committee members to whom Paragraphs 12.1 ((iii))(a.1) and ((a.2)) are not applicable will be appointed as Assistant Returning Officers to help the Returning Officer in the conduct of the ballot and the counting of votes. Assistant Returning Officers may vote, but may not be candidates in the election and are required to preserve the strictest impartiality when presiding over the ballot.

(iv) All members of the Graduate Parlour are entitled to vote in elections for the Graduate Parlour Committee, except for the Returning Officer (see Paragraph 12.1 ((c)) (above)).

12.2 The Returning Officer will publish a Notice of Election together with a copy of this article on the Graduate Parlour mailing at least one week before the election.

12.3 Any ordinary member of the Graduate Parlour, with the exception of the Returning Officer and any Assistant Returning Officers that they may appoint, may stand for election to an office on the Graduate Parlour Committee, excluding the 4th Year Representative, if respectively proposed and seconded by two members of the Graduate Parlour, and the prospective candidate intends to be in residence in Cambridge, UK, for the duration of their office. Candidates for all 'Representative' roles must be registered as, or self-define as, members of the respective communities that they intend to represent. Candidates for 4th Year Representative must be 4th Year members of the Graduate Parlour.

12.4 A candidate must notify the Returning Officer of the office for which they intend to stand, and provide to the Returning Officer notice in writing signed by their proposer and their seconder. The Returning Officer will then satisfy themselves that the candidate is fully conversant with the regulations governing the election and the responsibilities of the office being sought, doing so no later than 5 pm on the second day before the election. Having notified the Returning Officer of their intention to stand, the candidate should then send their manifestos to the Returning Officer. The manifesto must not exceed one single-sided sheet of A4 paper and may be either typed or hand-written. All manifestos should be posted in one place online and linked from the voting page; hard copies should also be posted near the

ballot box for the full duration of the election.

- 12.5 A manifesto, as specified under the paragraph above, will be the only form of canvassing, other than spoken canvassing, allowed to any candidate. No other canvassing or any sort of financial expenditure whatsoever will be permitted by a candidate or any person acting on a candidate's behalf, whether or not the candidate be ignorant of such canvassing. If, in the opinion of the Returning Officer, such canvassing has taken place, the Returning Officer must disqualify the candidate from the election, unless the Returning Officer forms an opinion (on the basis of definite proof) that some person has canvassed illegally with the express intent of obtaining the disqualification of the candidate, in which case the Returning Officer may allow that candidate's nomination to stand.
- 12.6 All votes will be cast on the internet using a secure system. Eligibility to vote will be automatically determined from the College's student records and voters will be identified by their Cambridge Raven Login and Password. The system will make available to the Returning Officer a list of those deemed to be eligible, which the Returning Officer will have the power to amend so that the list accurately reflects the membership of the Graduate Parlour at the time of voting. Each member of the Graduate Parlour will be able to vote only once in a given election. The poll will remain open for at least 36 hours, with timing at the discretion of the Returning Officer.
- 12.7 If it proves impossible or impractical to cast votes on the internet using a secure system, voting will be by secret ballot and completed papers will be placed in a box provided. Ballot papers will be obtained from the Returning Officer or Assistant Returning Officers by countersigning a list of members of the Graduate Parlour. The poll will be open for at least six hours between 8:30 am and 10 pm, the timing to be at the discretion of the Returning Officer. The Returning Officer will implement a system to ensure only one vote per voter is cast.
- 12.8 In the election for any office, voters will be offered the option of requesting the Returning Officer to reopen nominations. This will be done by including a dummy candidate RON in the list of candidates. In the counting, RON is treated exactly as other candidates. If RON is elected then a by-election for that office will be called in accordance with the provisions of Article 13.
- 12.9 The Single Transferable Vote system will be used to determine the result of the election, as follows:
- (i) Voters list the candidates for each office in order of preference on the ballot paper.
 - (ii) For each election there is a quota (q) of votes equal to the next integer above $n/2$ where n is the number of votes cast in that election. A candidate receiving the quota of votes is elected.
 - (iii) The counting of votes is done in a series of rounds. Initially only first preference votes are counted. If no candidate reaches the quota then the candidate with the least number of votes is eliminated and their ballot papers are transferred to the candidates next in preference on the ballot papers at a value equal to a/b , where a is the eliminated candidate's initial vote tally from the first round, and b the eliminated candidate's total value of papers (including any not listing any further preference). Any papers not giving a further preference are eliminated. A new count is taken, the quota remains the same. This

reallocation continues until a candidate reaches the quota, in which case they are elected, or only one candidate remains uneliminated, in which case they are elected even if the quota has not been reached. If RON wins the election, then a by-election will be held for that office as soon as possible in accordance with Article 13. Where several offices are being voted for, each office will then be counted to completion in turn.

- 12.10 The votes will be counted by the Returning Officer and the Assistant Returning Officers immediately after the closure of the poll. Any candidate or their delegate may attend, but may not participate in the counting.
- 12.11 The Returning Officer's decision on any spoilt ballot papers will be final, although any candidate or their delegate present during the counting of votes may examine all the papers deemed to be spoilt and raise any objections through the procedure detailed under Paragraph 12.13.
- 12.12 The names of all newly-elected officers, accompanied by a declaration by the Returning Officer that these officers are duly elected, will be announced in an email from the Returning Officer and published as soon as possible on the Graduate Parlour mailing list. The ballot data will be securely retained by the Returning Officer for 48 hours after the announcement and declaration, and may be examined by any candidate or their delegate in the presence of the Returning Officer during this period. If voting occurs by hard copy secret ballot, the Returning Officer will ensure the ballots are securely and confidentially destroyed no sooner than 48 hours after the announcement and declaration, and no later than 96 hours after the announcement and declaration (unless an objection is made under Paragraph 12.13, in which case the Returning Officer must extend the timeline for ballot data retention and destruction as the justice of circumstances requires).
- 12.13 In the event of an objection (by a candidate, or at least 10 members of the Graduate Parlour, to the conduct of the election) being submitted to the Returning Officer within 48 hours of the election, the Returning Officer must call an Open Meeting as soon as possible, where the objection will be discussed and if necessary the ballot data or papers examined. If the objection is sustained by a motion of the Open Meeting, members of the retiring Graduate Parlour Committee (excluding candidates in the election) will be entrusted to settle the issue. If the Open Meeting has passed a vote of no confidence in the appointed Returning Officer, the meeting will appoint a new Returning Officer.
- 12.14 In the event of an election being declared void, the Returning Officer will call a new election as soon as is practicable, for which no new nominations will be allowed.
- 12.15 In the event of a tie, a by-election will be held between those candidates involved only, in accordance with Article 13.

By-Elections

- 13.1 If a post remains vacant after a main election, nominations will remain open. On receipt of a nomination, the Graduate Parlour Committee, whether quorate or not, will select the date for the by-election within 10 days, appoint a Returning Officer and issue a call for further nominations to be submitted, in accordance with the regulations of Paragraph 12.1 ((iii)).

- 13.2 If a vacancy should arise for any of the offices of the Graduate Parlour Committee, a by-election will also be held.
- 13.3 The RO will immediately give notice of a by-election on the Graduate Parlour mailing list together with a copy of this article. The notice and regulations will be published at least five days before the by-election.
- 13.4 In the case where a by-election occurs for a post within six weeks of a main election where that post would be contested, the newly elected officer does not need to seek re-election during the main election, unless the Returning Officer receives a nomination form from another candidate wishing to run for that position.
- 13.5 In all other respects the by-election will be held in accordance with the regulations of Article 12.