MSC elections guidelines

2018
Election principles

- The BMA MSC (medical students committee) conducts annual elections for medical student representatives of each medical school in the UK. The role profiles for each type of representative are available online at the [MSC election page](#).

- One BMA student representative is elected for each medical school by the students at that school, and one deputy BMA student representative is elected for each medical school campus. For multi-campus universities, such as Nottingham-Derby, one BMA Student representative is elected for the entire medical school, and one deputy representative is elected for Nottingham, and one for Derby.

- Elections are advertised by the BMA at medical schools, on medical schools’ Facebook pages, via direct emails from the BMA, Twitter, Student BMA News, and the BMA website.

- Candidates submit their nominations online at the BMA elections website.

- Voting is by single transferable vote and is online.

- Detailed instructions on how to vote are provided.

Eligibility – to stand for election

Only BMA student members may run for positions in BMA elections. Students must be registered as full-time medical students. Intercalating students may stand for election if they are completing their additional degree at the same university as their medical school.

Eligibility – to vote in BMA elections

Only BMA student members may vote in MSC elections. In order to ensure that ballot notifications are received by emails, students must make sure that the BMA has their correct contact information – please go to [bma.org.uk/membership](https://bma.org.uk/membership)

Election conduct

- Candidates are expected to conduct their election campaigns in a mature and respectful manner and be fair and courteous to other candidates.

- Campaigning must conform to medical school regulations about posters and political activity.

- Disparagement of or defamatory comments about other candidates will not be tolerated.

- Concerns or complaints about the election process must be directed to the MSC secretariat in the first instance and should be expressed in writing (email or letter).

- The MSC has a formal complaints procedure if an issue cannot be resolved at a local level.
Election schedule

– The BMA medical student committee secretariat holds annual national elections every spring to appoint BMA student representatives and deputies.

– Early spring (March–April) elections are advertised at medical schools by the MSC secretariat, existing MSC representatives and BMA employment advisors.

– From 27 March–17 April, nominations open online for approximately three weeks, (in advance of the election period).

– Once nominations have closed, all nominations are reviewed for eligibility before the voting stage begins.

– All BMA student members will be emailed notifying them of the opening of online voting. The voting period lasts for approximately two weeks and the deadlines are advertised well in advance.

– Voting will commence from 18 April–2 May. Members may only vote for candidates at their own medical school.

– Once the polls have closed, the results of each election is calculated.

– As soon as possible after the results have been calculated, and dependent upon any further elections being necessary, the MSC secretariat contacts all candidates to let them know the outcome of the elections in late June.

– Election results are then posted on the BMA website, Facebook and Twitter account in May.
APPENDIX – Complaints procedure

Complaints
If a student or candidate raises concerns about any aspect of the election process, these should, where possible, in the first instance be dealt with by the MSC secretariat. The concern may be resolved in the form of email, letters or discussions with the individual raising the concern. If it is not possible to deal with any concerns locally or informally, the following process should be followed:

Informing the complainant
If a student or candidate wishes to make a complaint they should be informed of the complaints procedure below.

Grounds for complaint
Complaints can be made on the following grounds:
(i) A failure in the good conduct of the election
(ii) Inappropriate behaviour and activities of candidates
(iii) Inappropriate behaviour and activities of candidates’ supporters
(iv) The administration of the election process breached the election guidelines.

Complaints procedure
A complaint should be made in writing1 to the MSC secretariat. The complaint should be made as soon as possible after the event(s) which gave rise to the complaint come to light. The complaint should be acknowledged in writing within seven working days. On receipt of a complaint, the MSC Secretariat will investigate the complaint and inform the MSC Executive2 (without divulging the identity of the candidate and/or complainant). This could involve seeking further information from the complainant, candidate(s), the relevant BMA Employment Adviser(s) or other relevant individuals.

Determining the outcome of the complaint
In determining a complaint, the MSC Executive may take one or any number of the following actions:
– Make a decision not to uphold the complaint
– Halt elections for the specified position pending an investigation, if the complaint is made during the election process
– disqualify specified candidate(s) if, in their view, the candidate(s) has breached election guidelines
– determine that the election should be re-run

The complainant(s) will be informed by the MSC secretariat of the decision made by the MSC Executive and the reasons for that decision within fourteen working days of the decision.

The decision of the MSC Executive shall be final.

1  By email or letter
2  Where this is necessary e.g. to expedite the investigation, the MSC Chair can make decisions and take executive action on behalf of MSC Executive.