

Co-option Guidance

Guidance for Bath SU student groups

Permitted co-option period

We encourage all student groups to complete co-options within two weeks following the by-election date. All members of the relevant group (not just the committee) must be given the opportunity to vote, so that the process is fair and inclusive.

It is against SU rules to conduct interviews or any type of application process for co-opting members into roles.

Co-options can still take place after the two-week window from elections, however, processing and confirmation times may vary depending on workload and operational capacity at different points in the academic year. Please bear in mind that groups which do not fill their core positions may be subject to disaffiliation in accordance with the [SU Groups' Policy](#).

Voting procedure for co-options

1. The co-option must be conducted via an online poll we recommend using Microsoft Forms (a template is provided below). The poll must be open to all members of the relevant group, to ensure transparency and equal opportunity to participate. The nomination period should be open for minimum **24 hours** for any registered member to nominate.
2. The poll must clearly include:
 - a. The names of all nominated candidates for the vacant position.
 - b. A Re-Open Nominations (RON) option, so that members can reject all candidates if they do not meet expectations.
3. The voting period must remain open for a minimum of **24 hours**, to ensure all eligible members have sufficient time to participate.
4. Once voting has closed, the results must be verified, and clear evidence (such as the downloadable Excel sheet of the final poll outcome)

5. The outcome of the co-option, along with the relevant evidence, must then be submitted to the relevant SU team for final review and approval before the candidate is formally confirmed in the role.
6. The co-option will only be considered valid once approval has been granted following review of the submitted voting evidence. Please bear in mind **the new person is not officially in the role until the SU has approved the co-option.**

Making your co-option poll in Microsoft Forms

This only takes a few minutes, and getting these bits right means the SU can approve your co-option without any back-and-forth.

First, open a new form

Head to Microsoft Forms (sign in with your Bath account) and select **New Form**. Give it a title so people know exactly what they are voting on, with a short description underneath:

This poll is to co-opt someone into the role of [Role title]. It is open to everyone in [Group name] and closes at [date, time]. Please only vote once.

Questions

Q1: Full name of voter

Type: Text (short answer) Required: Yes

Skip if "Record name" already captures this.

Q2: Membership check

"Are you a current registered member of [Group name]?"

Type: Choice Required: Yes

Options: Yes / No

Q3: The vote

"Who would you like to co-opt into the role of [Role title]?"

Type: Choice (single answer) Required: Yes

Options:

- [Full name of candidate 1]
- [Full name of candidate 2]
- [Add further candidates as needed]
- Re-Open Nominations (RON)

Form settings

This is the part people forget, so do not skip it. Select the three dots (...) in the top corner, go to **Settings**, and:

- Set it to "**Only people in my organisation can respond**", which ties every vote to a real Bath account.
- Turn on "**Record name**" so you can check that voters are actually in your group.
- Turn on "**One response per person**" so nobody votes twice.
- Set a start and end time, and leave it open for at least **48 hours** so everyone gets a fair chance to vote.

Share it around

Select **Collect responses**, grab the link, and send it to all your members, whether by group chat, email, Teams, or wherever they will see it.

Once voting's closed

Go to the **Responses** tab and select **Open in Excel**. Save that spreadsheet, as that is your evidence, then send it along with the result to the relevant team in the SU for approval.

Bear in mind: the new person is not officially in the role until the SU has checked everything and signed it off, so hold off on confirming them until you hear back.