Elections Complaints Process 2025

Approved: February 2025

Review due: February 2027

Election Complaints Process

The election complaints process covers complaints that have a direct relation to the current election or demonstrate a breach of the implementation of election policies and procedures. This includes:

1. Election misconduct.
2. Non-compliance with formal election processes and principles.
3. Inaccuracies in the nominations form and associated candidate evidence.
4. Breaches of the Campaigning Guidelines.
5. Manipulation of the election process.
6. Candidate and supporter behaviour relating to the election.
7. Allegations of voter fraud.

Principles:

1. It is important that election complaints are managed efficiently and transparently to enable the election process to continue to the timetable established by the Council.
2. This Election Complaints Process will be published with other election documents online.
3. The deadline for submitting complaints will be according to the published timelines

Complaints:

1. Elections complaints are received and considered by the independent Election Officer as outlined in the Election Officer Role Description.
2. Complaints should be based on facts and evidence that can be verified through an impartial independent process.
3. Election complaints must be addressed and emailed to the Election Officer.
4. All election complaints must be submitted on a standard Election Complaints Form with associated evidence in support of the complaint. Complaints that fail to supply any supporting evidence will be rejected. Complaint forms with only partial information or outside the deadline will also be rejected.
5. Complaints and feedback about the election should not be submitted nor copied to any other Officer, role holder or staff member in the Landscape Institute. Any submissions

outside the Election Complaints Process will be directly returned to the author with a copy of the current Election Complaints Process for clarification.

6. The Election Officer will:
    - Establish if the complaint covers the election complaints remit and if not, it will be signposted to the appropriate Landscape Institute processes and policies.
    - Establish whether the complaint relates to a named individual or is a challenge to a wider process.
    - Make an assessment of the validity of the complaint.
    - Review and assess the complaint and can call for additional information and evidence.
    - Determine the outcome of the complaint and will make a decision regarding any action and this decision will be final except where the decision is disqualification of a candidate.
7. Decisions can include:
    i. Rejection of all or part of the complaint.
    ii. Remedial actions.
    iii. A formal warning.
    iv. Disqualification of a candidate.
    v. Invalidating a vote.
    vi. Recommendation to Board for the suspension of voting rights for a Member for the current election cycle.
8. The outcome of the complaint shall be directly communicated to the complainant.
9. The outcome of each complaint shall be communicated to the membership.
10. Where the outcome is disqualification of a candidate, the candidate may appeal the decision which would be considered by a different Elections Officer.
11. The deadline for submitting such an appeal will be according to the published timelines.
12. If the appeal is successful, the Elections Officer will set out the procedure to deliver the outcome of the appeal decision in line with the LI's governing documents.
13. Election complaints that have wider implications for a Member's status in the Landscape Institute will be referred with associated evidence from the Election Complaints Process to the wider organisational complaints process as set out in the Regulations.
14. The Election Officer shall keep clear records of the complaint, the investigation, the recommendations and any additional actions.