

## **Room ballot procedure (as of W8 HT2009)**

4.1 The balloting of rooms shall be performed strictly as per this procedure. It shall be the responsibility of the JCR Committee to publish this procedure by the sixth week of the Hilary term each year. All amendments to this procedure will be invited in the form of motions which will be brought to a JCR meeting before the end of Hilary term.

4.2 On the Sunday at the start of the second week of the Trinity Term, a Room Viewing Day shall take place, prior to which all rooms on the ballot shall be displayed in map form on the JCR website and on a JCR notice board.

4.3 The ballot for staircases, flats and the two upper floors of Kenyon Building, and the musicians' and Fine Artists' ballot shall take place in the second week of the Trinity Term.

4.4 The main ballot shall take place in the third week of the Trinity Term. The Vice President and Secretary shall produce and send to the JCR the schedule for the main ballot. A hard copy of this schedule shall be placed on a JCR notice board.

4.5 The list of rooms available on the ballot shall be confirmed with the Accommodation & Facilities Manager, who shall provide signing sheets for the ballot.

4.6 The Vice President and Secretary shall produce and distribute on request forms for the flat, staircase and upper floors of Kenyon Building ballot. Any students wishing to ballot for a flat, staircase or floor shall complete a form, detailing their names and a list of preferences for rooms. The allocation of the flats, staircases and floors shall be according to the combined scores of all the students in each pair/group. These scores shall be determined by adding the numbers of each student as stated in cl.4.9. The pair/group with the lowest score shall get priority for their choices. Priority should always be given to a pair/group higher on the ballot – e.g. a pair higher on the ballot should have priority for their second choice flat, even if it is another, lower pair's first choice. No group shall be allowed to partially fill a staircase if a staircase that could be filled exactly by that amount of people remains in the ballot. The rooms that each student receives within the flat/staircase is at the pair/group's discretion. The Accommodation & Facilities Manager must be notified of the room allocation by the end of Trinity Term.

4.7 All students who have not received rooms in a flat staircase or floor shall be on the main ballot in third week. They must choose one room and may if they wish then reserve another, which they must take if it becomes available. Alternatively, they may reserve a building, and, if any room in that building becomes vacant but is not already reserved, they must take it.

4.8 All students shall have an equal-timed slot on the ballot day to choose their room and sign for it. Any student who cannot ballot themselves must do so either by proxy or, failing that, by sending a list of preferences to the Vice President and Secretary asking for a room to be assigned to them. This applies particularly to linguists on their year out abroad – the Vice President and Secretary must ensure that these students ballot, which may involve contact by letter as well as by email.

4.9 The order for balloting shall be (according to the year groups for the year when the ballot will apply):

- (i) JCR Committee Members
  - President
  - Vice President
  - Secretary

Treasurer  
Welfare  
Access & Academic Affairs  
External Affairs  
Entz  
Development  
Charities  
First Year  
Environment and Ethics  
Sports  
DODO;

- (ii) Any returning Fourth Year Linguists who served on the JCR Committee in Hilary and Trinity of their second year;
- (iii) Mature Student requesting quiet rooms
- (iv) Fourth Year Linguists Z-A;
- (v) Fourth Years A-Z;
- (vi) Third Years Z-A;
- (vii) Second Years A-Z.

When the students have been placed in this order, they should each be given a number for the flat/staircase/Kenyon floor ballot.

4.10 All music students and the principal organ scholar accompanist shall be allowed to ballot for musician rooms prior to the main ballot if they wish, in the following order:

- (i) Third Year music students Z-A;
- (ii) Second Year music students A-Z;
- (iii) First Year music students (a room for each fresher expected to come to read music shall be assigned to them by the Vice President and Secretary);
- (iv) Principal organ scholar accompanist (to be confirmed with the Chaplain each year; the principal organ scholar accompanist shall be guaranteed a piano in his/her room).

Any remaining musician rooms shall be placed on the main ballot list.

4.11 All Fine Art students shall be allowed to ballot for Fine Artist rooms prior to the main ballot if they wish, in the following order:

- (i) Third Year Fine Art students Z-A;
- (ii) Second Year Fine Art students A-Z;
- (iii) First Year Fine Art students (a room for each fresher expected to come to read Fine Art shall be assigned to them by the Vice President and Secretary);

Any remaining Fine Artist rooms shall be placed on the main ballot list.

4.12

- (i) The JCR President shall be entitled to choose MTB I/24 as his or her room, and no other person may ballot for this room unless the President has declined it. Should the President decline this room, it shall return to the normal ballot for anyone further down to ballot for.
- (ii) The JCR Vice President shall be entitled to choose MTB I/8 as his or her room, and no other person may ballot for this room unless the Vice President has declined it. Should the Vice President decline this room, it shall return to the normal ballot for anyone further down to ballot for.
- (iii) The JCR President and Vice President shall be at liberty to exchange these allocated rooms between themselves if they should wish

#### 4.13

- (i) Members of the JCR Committee and mature students requesting quiet rooms shall notify the Vice President one week in advance
- (ii) Quiet rooms shall be chosen in standard order, but sufficient quiet rooms shall be available for mature students (students who were at least 21 at matriculation). In ensuring such, JCR Committee members shall be eliminated in reverse order.
- (iii) JCR Committee members not receiving quiet rooms shall return to their normal positions on the Main Ballot.
- (iv) Mature students not requesting quiet rooms shall return to their normal positions on the Main Ballot.

4.14 All students who have confirmed with College that they will be living out and who have signed any College form saying that they will not ballot must inform the Vice President and Secretary and may not ballot. Any students who are considering living out but who have not confirmed this may ballot.

4.15 Students who are returning after time living out, e.g. after a year off for medical reasons, and who will be returning in the Michaelmas Term may ballot. They shall be placed at the top of the year group which they will now join. Any students returning later than Michaelmas must confirm with College what should happen for them.

#### 4.16

- (i) All decisions about any student with a welfare issue which requires special consideration with regard to the room ballot shall be made by College – namely the Accommodation & Facilities Manager and the Senior Tutor. All welfare cases must remain confidential – the JCR VP and Secretary should not know any particulars of cases and must not make any decisions themselves.
- (ii) The Vice President and Secretary shall advertise by the end of the Hilary Term that anyone who wants special consideration must contact the Accommodation & Facilities Manager with the details of their case. It will be at the discretion of College to decide if they wish to produce any list of examples of possible welfare cases which would be considered. It will be at the discretion of College to ask for evidence backing a welfare claim and to decide what should happen for each individual case, according to the needs of each student.
- (iii) Any student with a welfare case who is not assigned a room prior to the ballot but instead given a particular position on the main ballot schedule shall not have this position shown to the rest of the JCR and shall not have their name appear on any online programme for the ballot on the day, to ensure the maximum possible confidentiality.