

REGULATION FOR THE ELECTION OF SIX MEMBERS OF STAFF TO MEMBERSHIP OF SENATE

Election

1. The staff of the University will elect six members from their number, to membership of Senate, across three separate constituencies, as set out below:
 - (i) Academic Council – two members, to be appointed by Regulations approved by Academic Council;
 - (ii) Academic Staff – two members.
 - (iii) Support Staff – two members;

Those elected will hold office for up to four years and will be eligible for re-election of one further period of up to four years.

2. Election(s) in the Academic Staff and Support Staff constituencies will be conducted by secure electronic vote, with voting open for a period of fourteen days. The election will be carried out in line with Paragraphs 3 to 21 below:

Electorate

3. Election of Academic Staff – the electorate shall consist of all members of academic staff in post on the first day of the month in which an election is announced and who remain in that constituency until the opening of the relevant Poll.
4. Election of Support Staff – the electorate shall consist of all members of Support staff in post on the first day of the month in which an electorate is announced and who remain in that constituency until the opening of the relevant poll.

Returning Officer

5. The Registrar will appoint a Returning Officer to be responsible for the conduct of the Election.

Request for Nominations

6. The Returning Officer will issue notice of the Election to all staff, calling for nominations and providing nomination forms, six weeks before the date upon which the Poll will close. Every effort should be made to ensure that all relevant staff are made aware of arrangements for the Election. As a minimum, notice should be issued through an All Staff email and be included on the University's website.

Nominations

7. Nominations must be lodged with the Returning Officer within two weeks of the election being announced.
8. Nominations must be supported by at least fifteen members of the relevant electorate, as defined in Paragraphs 3 and 4 above, and shall be accompanied by evidence in writing, and signed by the candidate, of his or her acceptance of the nomination.
9. Candidates will be required to submit a supporting statement, including brief biographical details, not exceeding 100 words, to accompany the election papers.

This statement, along with the names of the nominators set out in 8 above, will be published on the University's website and made available to members of the relevant electorate.

10. The Returning Officer shall be responsible for the scrutiny of nominations to establish their validity.
11. Candidates shall be permitted to withdraw nominations up to three weeks before the date upon which the Poll will close. Withdrawals shall be submitted in writing and signed by the candidate.

Poll

12. Should the numbers of persons duly nominated in any constituency be not greater than the number of vacancies to be filled, the Returning Officer shall declare the person(s) so nominated to be duly elected.
13. Should the number of persons duly nominated in any constituency be greater than the number of vacancies to be filled, an election shall be held on the principle of proportional representation and each member of the electorate shall have a single transferable vote in the relevant constituency.
14. Voting shall take place electronically through the University's intranet during the fourteen day period specified in Paragraph 2 above. Voting will close at midnight on the last day of the Poll. Provision shall be made to accommodate members of the electorate who do not have regular access to the University's computer network.

Counting of Votes

15. The counting of votes will be conducted electronically on the working day following the close of the Poll. In any case of doubt as to the validity of a vote, this matter will be referred to, and be determined by, the Returning Officer, whose decision shall be final.

Declaration of Result

16. The result of the Election shall be posted on the University's website and the result communicated to all staff by email within three working days.

Role of Election Court

17. Any candidate who has reason to believe that there was any irregularity of any kind regarding the conduct of an election shall have the right to lodge an Election Petition with the Registrar within 72 hours of the alleged irregularity, or within 72 hours of the alleged irregularity becoming known. At the Registrar's discretion, an Election Court may be called to consider any alleged irregularity regarding the election.
18. The Election Court will consist of the following members:
 - (i) An external lay member of Senate, who will act as Chair, appointed by the Chair of Senate.
 - (ii) A Senior Manager, appointed by the Registrar.
 - (iii) A member of staff from the relevant constituency, appointed by the Registrar.

19. The Returning Officer should not be a member of the Election Court.
20. The Election Court may, at its discretion, declare the election null and void.

Casual Vacancies

21. Vacancies arising within a staff constituency shall be filled through a by-election. The person so elected will fill the vacancy for the unexpired period of tenure. In line with paragraph 1, the individual elected would then be eligible to stand for re-election for one further period of up to four years.

12 April 2016